

## Series 300

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## ROLE OF SCHOOL DISTRICT ADMINISTRATION

In this series of the board policy manual, the board defines the role and the employment of school district administrators. Policies in the 400 Series, "Employees," also apply to administrators unless a more specific policy exists in the 300 Series, "Administration."

School district administrators have been given a great opportunity and responsibility to manage the school district, to provide educational leadership, and to implement the educational philosophy of the school district. They are responsible for the day-to-day operations of the school district. In carrying out these operations, the administrators are guided by board policies, the law, the needs of the students, and the wishes of the citizens in the school district community.

It is the responsibility of the administrators to implement and enforce the policies of the board, to oversee employees, to monitor educational issues confronting the school district, and to inform the board about school district operations.

While the board holds the superintendent ultimately responsible for these duties, the principals are more directly responsible for educational results, for the administration of the school facilities and for the employees.

The board and the administration will work together to share information and decisions under the management team concept.

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02/27/97

## ADMINISTRATIVE STRUCTURE

## MANAGEMENT

The board and the administrators will work together in making decisions and setting goals for the school district. This effort is designed to obtain, share, and use information to solve problems, make decisions, and formulate school district policies and regulations.

It is the responsibility of each administrator to fully participate in the management of the school district by investigating, analyzing, and expressing their views on issues. Those board members or administrators with special expertise or knowledge of an issue may be called upon to provide information. Each board member and administrator will support the decisions reached on the issues confronting the school district.

The board is responsible for making the final decision in matters pertaining to the school district.

It is the responsibility of the superintendent to develop guidelines for collaborative decision-making.

Legal Reference: Iowa Code § 279.8 (2011).

Cross Reference: 301 Administrative Structure

Approved 02/27/97 Reviewed 11/17/03, 2/18/14 Revised 12/19/11

## MANAGEMENT TEAM

The board considers all those who have a supervisory role of employees to be part of the management team. The management team is headed by the superintendent. The superintendent will convene meetings to discuss school district policies, administrative procedures, instruction, the physical plant of the schools district and other data for decision-making.

The management team will meet with the board upon the board's request or superintendent's recommendation to review overall operations of the school district and conditions affecting the management team. The management team will have no relationship to the formal negotiating unit. In the event a member or members of the management team are unable to resolve a problem, the board president, one management team member, and the superintendent will investigate the circumstances and make a recommendation. If the recommendation does not settle the matter, the board and the management team will meet to resolve the matter. The board may seek the advice of outside management consultants to assist in resolving the matter.

Legal Reference: Iowa Code § 279.8 (2001).  
281 I.A.C. 12.3(3).

Cross Reference: 301 Administrative Structure

Approved 02/27/97 Reviewed 11/17/03, 2/18/14 Revised 12/19/11

SUPERINTENDENT

## SUPERINTENDENT QUALIFICATIONS, RECRUITMENT, APPOINTMENT

The board will employ a superintendent to serve as the chief executive officer of the board, to conduct the daily operations of the school district, and to implement board policy with the power and duties prescribed by the board and the law.

The board will consider applicants that meet or exceed the standards set by the Iowa Department of Education and the qualifications established in the job description for the superintendent position. In employing a superintendent, the board will consider the qualifications, credentials and records of the applicants without regard to race, color, creed, religion, sex, national origin, age, sexual orientation, gender identity or disability. In keeping with the law, however, the board will consider the veteran status of the applicants. The board will look closely at the training, experience, skill and demonstrated competence of qualified applicants in making its final decision.

In choosing a superintendent, the board will also consider the school district's educational philosophy, financial situation, organizational structure, education programs, and other factors deemed relevant by the board.

The board may contract for assistance in the search for a superintendent.

Legal Reference:       29 U.S.C. §§ 621-634 (2010).  
                               42 U.S.C. §§ 2000e *et seq.* (2010).  
                               Iowa Code §§ 21.5(1)(i); 35C; 216; 279.8, .20 (2011).  
                               281 I.A.C. 12.4(4).  
                               1980 Op. Att'y Gen. 367.

Cross Reference:       200.2 Powers of the Board of Directors  
                               200.3 Responsibilities of the Board of Directors  
                               301     Administrative Structure  
                               302     Superintendent

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02/27/97

## SUPERINTENDENT CONTRACT AND CONTRACT NONRENEWAL

The length of the contract for employment between the superintendent and the board is determined by the board. The contract will begin on July 1 and end on June 30. The contract will state the terms of employment.

The first two years of a contract issued to a newly employed superintendent is considered a probationary period. The board may waive this period or the probationary period may be extended for an additional year upon the consent of the superintendent. In the event of termination of a probationary or nonprobationary contract, the board will afford the superintendent appropriate due process, including notice by May 15. The superintendent and board may mutually agree to terminate the superintendent's contract at any time.

If a superintendent's contract is not being renewed by the board, the contract will be extended automatically for additional one-year periods beyond the end of its term until it is modified or terminated as mutually agreed to by the parties or until the superintendent's contract is terminated consistent with statutory termination procedures.

It is the responsibility of the board to provide the contract for the superintendent.

If the superintendent wishes to resign, to be released from a contract, or to retire, the superintendent must comply with board policies dealing with retirement, release or resignation.

Legal Reference:        *Martin v. Waterloo Community School District*, 518 N.W. 2d 381 (Iowa 1994).  
                               *Cook v Plainfield Community School District*, 301 N.W.2d 771 (Iowa App. 1980).  
                               *Board of Education of Fort Madison Community School District v. Youel*, 282  
 N.W.2d 677 (Iowa 1979).  
                               *Briggs v Board of Directors of Hinton Community School District*, 282 N.W.2d 740  
 (Iowa 1979).  
                               *Luse v. Waco Community School District of Henry Co.*, 258 Iowa 1087, 141 N.W.2d  
 607 (1966).  
                               Iowa Code §§ 21.5(1)(i); 279.20, .22-.25 (2011).  
                               281 I.A.C. 12.4(4).

Cross Reference:        302     Superintendent

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## SUPERINTENDENT SALARY AND OTHER COMPENSATION

The board has complete discretion to set the salary of the superintendent. It is the responsibility of the board to set the salary and benefits of the superintendent at a level that will include consideration of, but not be limited to, the economic condition of the school district and the training, experience, skill, and demonstrated competence of the superintendent. The salary is set at the beginning of each contract term.

In addition to the salary and benefits, the superintendent's actual and necessary expenses are paid by the school district when the superintendent is performing work-related duties. It is within the discretion of the board to pay dues to professional organizations for the superintendent.

The board may approve the payment of dues and other benefits or compensation over and above the superintendent's contract. Approval of dues and other benefits or compensation will be included in the records of the board in accordance with board policy.

Legal Reference: Iowa Code §§ 279.8, .20 (2011).  
1984 Op. Att'y Gen. 47.

Cross Reference: 302 Superintendent

Approved 02/27/97 Reviewed 11/17/03, 12/06/10, 12/19/11, 2/14/18 Revised

## SUPERINTENDENT DUTIES

The board employs a superintendent of schools to serve as the chief executive officer of the board. The board delegates to the superintendent the authority to implement board policy and to execute decisions made by the board concerning the internal operations of the school district, unless specifically stated otherwise.

The superintendent is responsible for the implementation and execution of board policy and the observance of board policy by employees and students. The superintendent is responsible for overall supervision and discipline of employees and the education program.

In executing the above-stated duties, the superintendent will consider the financial situation of the school district as well as the needs of the students. Specifically, the superintendent:

- Interprets and implements all board policies and all state and federal laws relevant to education;
- Supervises, either directly or through delegation, all activities of the school system according to, and consistent with, the policies of the board;
- Represents the board as a liaison between the school district and the community;
- Establishes and maintains a program of public relations to keep the public well-informed of the activities and needs of the school district, effecting a wholesome and cooperative working relationship between the school district and the community;
- Attends and participates in all meetings of the board, except when the superintendent has been excused, and makes recommendations affecting the school district;
- Reports to the board on such matters as deemed material to the understanding and proper management of the school district or as the board may request;
- Assumes responsibility for the overall financial planning of the district and for the preparation of the annual budget, and submits it to the board for review and approval;
- Establishes and maintains efficient procedures and effective controls for all expenditures of school district funds in accordance with the adopted budget, subject to the direction and approval of the board;
- Files, or causes to be filed, all reports required by law;
- Makes recommendations to the board for the selection of employees for the school district;
- Makes and records assignments and transfers of all employees pursuant to their qualifications;
- Employs such employees as may be necessary, within the limits of budgetary provisions and subject to the board's approval;
- Recommends to the board, for final action, the promotion, salary change, demotion, or dismissal of any employee;
- Prescribes rules for the classification and advancement of students, and for the transfer of students from one building to another in accordance with board policies;
- Summons employees of the school district to attend such regular and occasional meetings as are necessary to carry out the education program of the school district;

## SUPERINTENDENT DUTIES

- Supervises methods of teaching, **certified and non-certified staff**, supervision, and administration in effect in the schools;
- Attends such conventions and conferences as are necessary to keep informed of the latest educational trends;
- Accepts responsibility for the general efficiency of the school system, for the development of the employees, and for the educational growth and welfare of the students;
- Defines educational needs and formulates policies and plans for recommendation to the board;
- Makes administrative decisions necessary for the proper functioning of the school district;
- Responsible for scheduling the use of buildings and grounds by all groups and/or organizations;
- Acts as the purchasing agent for the board, and establishes procedures for the purchase of books, materials and supplies;
- Approves vacation schedules for employees;
- Conducts periodic district administration meetings;
- Performs other duties as may be assigned by the board.
- Supervises the establishment or modification of the boundaries of school attendance and transportation areas subject to approval of the board; and
- Directs studies of buildings and sites, taking into consideration population trends and the educational and cultural needs of the district in order to ensure timely decisions by the board and the electorate regarding construction and renovation projects.

This list of duties will not act to limit the board's authority and responsibility over the superintendent. In executing these duties and others the board may delegate, the superintendent will consider the school district's financial condition as well as the needs of the students in the school district.

Legal Reference: Iowa Code §§ 279.8, .20, 23A (2011).  
281 I.A.C. 12.4(4).

Cross Reference: 209 Board of Directors' Management Procedures  
301 Administrative Structure  
302 Superintendent

Approved 01/11/88 Reviewed 11/17/03, 12/06/10, 12/19/11, 2/18/14 Revised 02/22/93, 02/27/97

## SUPERINTENDENT EVALUATION

The board will conduct an ongoing evaluation of the superintendent's skills, abilities, and competence. At a minimum, the board will formally evaluate the superintendent on an annual basis. The goal of the superintendent's formal evaluation is to ensure the education program for the students is carried out, promote growth in effective administrative leadership, clarify the superintendent's role, clarify the immediate priorities of the board, and develop a working relationship between the board and the superintendent.

The superintendent will be an educational leader who promotes the success of all students by:

- Facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community.
- Advocating, nurturing and sustaining a school culture and instructional program conducive to student learning and staff professional development.
- Ensuring management of the organization, operations and resources for a safe, efficient and effective learning environment.
- Collaborating with families and community members, responding to diverse community interests and needs and mobilizing community resources.
- Acting with integrity, fairness and in an ethical manner.
- Understanding the profile of the community, and responding to and influencing the larger political, social, economic, legal and cultural context.

The formal evaluation will be based upon the following principles:

- The evaluation criteria will be in writing, clearly stated and mutually agreed upon by the board and the superintendent. The criteria will be related to the job description and the school district's goals;
- At a minimum, the evaluation process will be conducted annually at a time agreed upon;
- Each board member will have an opportunity to individually evaluate the superintendent, and these individual evaluations will be compiled into an overall evaluation by the entire board;
- The superintendent will conduct a self-evaluation prior to discussing the board's evaluation, and the board as a whole will discuss its evaluation with the superintendent;
- The board may discuss its evaluation of the superintendent in closed session upon a request from the superintendent and if the board determines its discussion in open session will needlessly and irreparably injure the superintendent's reputation; and,
- The individual evaluation by each board member, if individual board members so desire, will not be reviewed by the superintendent. Board members are encouraged to communicate their criticisms and concerns to the superintendent in the closed session. The board president will develop a written summary of the individual evaluations, including both the strengths and the weaknesses of the superintendent, and place it in the superintendent's personnel file to be incorporated into the next cycle of evaluations.

This policy supports and does not preclude the ongoing, informal evaluation of the superintendent's skills, abilities and competence.

Legal Reference: *Wedergren v. Board of Directors*, 307 N.W.2d 12 (Iowa 1981).  
Iowa Code §§ 279.8, .20, .23, .23A (2011).  
281 I.A.C. Ch. 83; 12.3(4).

Cross Reference: 212 Closed Sessions  
302 Superintendent

Approved 01/11/88 Reviewed 02/22/93, 11/17/03, 12/06/10, 2/18/14 Revised 02/27/97, 12/21/09, 12/19/11

## SUPERINTENDENT PROFESSIONAL DEVELOPMENT

The board encourages the superintendent to continue professional growth by being involved in professional organizations, attending conferences, continuing education, and participating in other professional activities.

It is the responsibility of the superintendent to arrange the superintendent's schedule in order to enable attendance at various conferences and events. If a conference or event requires the superintendent to be absent from the office for more than three days, requires overnight travel, or involves unusual expense, the superintendent will bring it to the attention of the board president prior to attending the event.

The superintendent will report to the board after an event.

Legal Reference: Iowa Code § 279.8 (2011).  
281 I.A.C. 12.7.

Cross Reference: 303.7 Administrator Professional Development  
401.7 Employee Travel Compensation

Approved 09/14/89 Reviewed 02/22/93, 11/17/03, 12/06/10, 12/19/11, 2/18/14 Revised 02/27/97

## SUPERINTENDENT CIVIC ACTIVITIES

The board encourages the superintendent to be involved in the school district community by belonging to school district community organizations and attending and participating in school district community activities.

It is the responsibility of the superintendent to become involved in school district community activities and events. The board may include a lump sum amount as part of the superintendent's compensation to be used specifically for paying the annual fees of the superintendent for school district community activities and events if, in the board's judgment, the superintendent's participation will further the public purpose of promoting and deriving support for the school district and public education in general. It is within the discretion of the board to pay annual fees for professional organizations and activities.

Legal Reference: Iowa Code § 279.8 (2011).  
1990 Op. Att'y Gen. 79.

Cross Reference: 302.3 Superintendent Salary and Other Compensation  
303.8 Administrator Civic Activities

Approved 02/27/97 Reviewed 11/17/03, 12/06/10, 12/19/11, 2/18/14 Revised

## SUPERINTENDENT CONSULTING/OUTSIDE EMPLOYMENT

The superintendent is considered a full-time employee. The board expects the superintendent to give the responsibilities of the position precedence over other employment. The superintendent may accept consulting or outside employment for pay as long as, in the judgment of the board, the work is conducted on the superintendent's personal time and it does not interfere with the performance of the superintendent's duties.

The board reserves the right, however, to request that the superintendent cease the outside employment as a condition of continued employment. The board will give the superintendent thirty days' notice to cease outside employment.

Legal Reference: Iowa Code §§ 279.8, .20 (2011).

Cross Reference: 302.2 Superintendent Contract and Contract Nonrenewal  
302.4 Superintendent Duties

Approved 02/27/97 Reviewed 11/17/03, 12/06/10, 12/19/11, 2/18/14 Revised

ADMINISTRATIVE EMPLOYEES

## ADMINISTRATIVE POSITIONS

These administrators will work closely with the superintendent in the day-to-day operations of the school district.

High School Principal  
 Junior/High School Assistant Principal  
 Activities Director  
 Elementary Principal

These administrators will work closely with the superintendent in the day-to-day operations of the school district.

It is the responsibility of these administrators to uphold board policy, to instill a positive, cooperative environment with employees, and to share their expertise with each other and the board under the management team concept.

Legal Reference: Iowa Code §§ 279.8, .20, .21, .23-.24 (2011).  
 281 I.A.C. 12.4.

Cross Reference: 301 Administrative Structure  
 303 Administrative Employees

Approved 02/22/93 Reviewed 11/17/03 Revised 02/27/97, 12/06/10, 12/19/11, 2/18/14

## ADMINISTRATOR QUALIFICATIONS, RECRUITMENT, APPOINTMENT

The board will employ building principals and other administrators, in addition to the superintendent, to assist in the daily operations of the school district.

The board will consider applicants who meet or exceed the standards set by the Iowa Department of Education and the qualifications established in the job description for the position. In employing an administrator, the board will consider the qualifications, credentials and records of the applicants without regard to race, color, creed, religion, sex, national origin, age, sexual orientation, gender identity or disability. In keeping with the law, however, the board will consider the veteran status of the applicants. The board will look closely at the training, experience, skill and demonstrated competence of qualified applicants in making its final decision.

In choosing an administrator, the board will also consider the school district's educational philosophy, financial condition, organizational structure, education programs, and other factors deemed relevant by the board.

It is the responsibility of the superintendent to make a recommendation to the board for filling an administrative position, based on the requirements stated in this policy. The board will act only on the superintendent's recommendation.

The board may contract for assistance in the search for administrators.

Legal Reference: Iowa Code §§ 279.8, .21 (2011).  
281 I.A.C. 12.4.  
1980 Op. Att'y Gen. 367.

Cross Reference: 303 Administrative Employees

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## ADMINISTRATOR CONTRACT AND CONTRACT NONRENEWAL

The length of the contract for employment between an administrator and the board will be determined by the board and stated in the contract. The contract will also state the terms of the employment.

The first two years of a contract issued to a newly employed administrator will be considered a probationary period. The board may waive this period. The probationary period may be extended for an additional year upon the consent of the administrator. In the event of termination of a probationary or nonprobationary contract, the board will afford the administrator appropriate due process, including notice by May 15. The administrator and board may mutually agree to terminate the administrator's contract.

If an administrator's contract is not being renewed by the board, the contract will be extended automatically for additional one-year periods beyond the end of its term until it is modified or terminated as mutually agreed to by the parties or until the administrator's contract is terminated consistent with statutory termination procedures.

It is the responsibility of the superintendent to create a contract for each administrative position.

Administrators who wish to resign, to be released from a contract, or to retire, must comply with board policies regarding the areas of resignation, release or retirement.

Legal Reference: *Martin v. Waterloo Community School District*, 518 N.W. 2d 381 (Iowa 1994).  
*Cook v Plainfield Community School District*, 301 N.W. 2d 771 (Iowa App. 1980).  
*Board of Education of Fort Madison Community School District v Youel*, 282 N.W.  
 2d 677 (Iowa 1979).  
*Briggs v Board of Education of Hinton Community School District*, 282 N.W. 2d  
 740 (Iowa 1979).  
 Iowa Code §§ 279.20, .22-.25 (2011).  
 281 I.A.C. 12.4(4), .4(7).

Cross Reference: 303 Administrative Employees

Approved 02/27/97 Reviewed 11/17/03, 12/06/10, 12/19/11, 2/18/14 Revised

## ADMINISTRATOR CONTRACT AND CONTRACT NONRENEWAL

The length of the contract for employment between an administrator and the board will be determined by the board and stated in the contract. The contract will also state the terms of the employment.

The first two years of a contract issued to a newly employed administrator will be considered a probationary period. The board may waive this period. The probationary period may be extended for an additional year upon the consent of the administrator. In the event of termination of a probationary or nonprobationary contract, the board will afford the administrator appropriate due process, including notice by May 15. The administrator and board may mutually agree to terminate the administrator's contract.

If an administrator's contract is not being renewed by the board, the contract will be extended automatically for additional one-year periods beyond the end of its term until it is modified or terminated as mutually agreed to by the parties or until the administrator's contract is terminated consistent with statutory termination procedures.

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 2d 677 (Iowa 1979).  
*Briggs v Board of Education of Hinton Community School District*, 282 N.W. 2d  
 740 (Iowa 1979).  
 Iowa Code §§ 279.20, .22-.25 (2011).  
 281 I.A.C. 12.4(4), .4(7).

Cross Reference: 303 Administrative Employees

Approved 02/27/97 Reviewed 11/17/03, 12/06/10, 12/19/11, 2/18/14 Revised

## ADMINISTRATOR DUTIES

Administrators will be hired by the board to assist the superintendent in the day-to-day operations of the school district.

Each attendance center will have a building principal responsible for the administration and operation of the attendance center. Each building principal, as chief administrator of the assigned attendance center, is responsible for the building and grounds, for the students and employees assigned to the attendance center, for school activities at the attendance center, for the education program offered in the attendance center, and the budget for the attendance center. The principal is considered the professional advisor to the superintendent in matters pertaining to the attendance center supervised by the principal. Although the principals serve under the direction of the superintendent, duties of the principal may include, but not be limited to the following:

- Cooperate in the general organization and plan of procedure in the school under the principal's supervision;
- Supervision of the teachers in the principal's attendance center;
- Maintain the necessary records for carrying out delegated duties;
- Work with the superintendent in rating, recommending and selecting supervised employees whenever possible;
- Work with the superintendent in determining the education program to be offered and in arranging the schedules. As much of the schedule as possible should be made before school closes for summer vacation. In the matter of courses offered, the final approval rests with the superintendent who is in turn responsible to the board;
- Ensure that proper care is taken of all school books, supplies, materials, equipment, furniture and facilities;
- Instruct teachers to make a complete annual inventory of all school property contained in their individual rooms. This inventory is reviewed and filed with the board secretary;
- Investigate excessive cases of absence or tardiness of students and notify the parents or guardians of unexcused absence or tardiness. All such cases should be reported to the superintendent;
- Make such reports from time to time as the superintendent may require;
- Maintain the regular schedule of school hours established by the board and make no temporary changes in the schedule without the consent of the superintendent;
- Promptly notify the superintendent whenever ventilation, sanitation or heating of the building is unsatisfactory;
- Contribute to the formation and implementation of general policies and procedures of the school;
- Perform such other duties as may be assigned by the superintendent of schools.

This list of duties will not act to limit the board's authority and responsibility over the position of the administrators. In executing these duties and others the board may delegate, the administrators will consider the school district's financial condition as well as the needs of the students in the school district.

Legal Reference: Iowa Code §§ 279.8, .21, .23A (2011).  
281 I.A.C. 12.4(5), .4(6), .4(7).

Cross Reference: 301 Administrative Structure  
303 Administrative Employees

Approved 01/11/88 Reviewed 11/17/03, 12/06/10, 12/19/11, 2/18/14 Revised 02/27/97

## ADMINISTRATOR DUTIES

Administrators will be hired by the board to assist the superintendent in the day-to-day operations of the school district.

Each attendance center will have a building principal responsible for the administration and operation of the attendance center. Each building principal, as chief administrator of the assigned attendance center, is responsible for the building and grounds, for the students and employees assigned to the attendance center, for school activities at the attendance center, for the education program offered in the attendance center, and the budget for the attendance center. The principal is considered the professional advisor to the superintendent in matters pertaining to the attendance center supervised by the principal. Although the principals serve under the direction of the superintendent, duties of the principal may include, but not be limited to the following:

- Cooperate in the general organization and plan of procedure in the school under the principal's supervision;
- Supervision of the teachers in the principal's attendance center;
- Maintain the necessary records for carrying out delegated duties;
- Work with the superintendent in rating, recommending and selecting supervised employees whenever possible;
- Work with the superintendent in determining the education program to be offered and in arranging the schedules. As much of the schedule as possible should be made before school closes for summer vacation. In the matter of courses offered, the final approval rests with the superintendent who is in turn responsible to the board;
- Ensure that proper care is taken of all school books, supplies, materials, equipment, furniture and facilities;
- Instruct teachers to make a complete annual inventory of all school property contained in their individual rooms. This inventory is reviewed and filed with the board secretary;
- Investigate excessive cases of absence or tardiness of students and notify the parents or guardians of unexcused absence or tardiness. All such cases should be reported to the superintendent;
- Make such reports from time to time as the superintendent may require;
- Maintain the regular schedule of school hours established by the board and make no temporary changes in the schedule without the consent of the superintendent;
- Promptly notify the superintendent whenever ventilation, sanitation or heating of the building is unsatisfactory;
- Contribute to the formation and implementation of general policies and procedures of the school;
- Perform such other duties as may be assigned by the superintendent of schools.

This list of duties will not act to limit the board's authority and responsibility over the position of the administrators. In executing these duties and others the board may delegate, the administrators will consider the school district's financial condition as well as the needs of the students in the school district.

Legal Reference: Iowa Code §§ 279.8, .21, .23A (2011).  
281 I.A.C. 12.4(5), .4(6), .4(7).

Cross Reference: 301 Administrative Structure  
303 Administrative Employees

Approved 01/11/88 Reviewed 11/17/03, 12/06/10, 12/19/11, 2/18/14 Revised 02/27/97

## ADMINISTRATOR PROFESSIONAL DEVELOPMENT

The board encourages the administrators to continue their professional growth by becoming involved in professional organizations, attending conferences, continuing their education, and participating in other professional activities.

It is the responsibility of the administrators to arrange their schedules in order to attend various conferences and events in which they are involved. Prior to attendance at an event, the administrator must receive approval from the superintendent. In the case where over -night travel or unusual expense is involved, the superintendent will bring it to the attention of the board prior to the administrator attending the event.

The administrator will report to the superintendent after an event.

Legal Reference: Iowa Code § 279.8 (2011).  
281 I.A.C. 12.7.

Cross Reference: 302.6 Superintendent Professional Development  
401.7 Employee Travel Compensation

Approved 09/14/89 Reviewed 02/22/93, 11/17/03, 12/06/10, 2/18/14 Revised 02/27/97,  
12/19/11

## ADMINISTRATOR CIVIC ACTIVITIES

The board encourages the administrators to be involved in the school district community by belonging to community organizations and by attending and participating in school district community activities.

It is the responsibility of the administrators to become involved in school district community activities and events. The board may include a lump sum amount as part of the administrator's compensation to be used specifically for paying the annual fees of the administrator for school district community activities and events if, in the board's judgment, the administrator's participation will further the public purpose of promoting and deriving support for the school district and public education in general. It is within the discretion of the board to pay annual fees for professional organizations and activities.

Legal Reference: Iowa Code § 279.8 (2011).  
1990 Op. Att'y Gen. 79.

Cross Reference: 302.7 Superintendent Civic Activities

Approved 02/27/97 Reviewed 11/17/03, 12/06/10, 12/19/11, 2/18/14 Revised

## ADMINISTRATOR CONSULTING/OUTSIDE EMPLOYMENT

An administrative position is considered full-time employment. The board expects administrators to give the responsibilities of their positions in the school district precedence over other employment. An administrator may accept consulting or outside employment for pay as long as, in the judgment of the board and the superintendent, the work is conducted on the administrator's personal time and it does not interfere with the performance of the administrative duties contracted by the board.

The board reserves the right, however, to request the administrator cease the outside employment as a condition of continued employment. The board will give the administrator thirty days' notice to cease outside employment.

Legal Reference: Iowa Code §§ 279.8, .21 (2011).

Cross Reference: 303.3 Administrator Contract and Contract Nonrenewal  
303.5 Administrator Duties

Approved 02/27/97 Reviewed 11/17/03, 12/06/10, 12/19/11, 2/18/14 Revised

## ADMINISTRATIVE EMPLOYEE EARLY RETIREMENT

The school district offers an early retirement plan for full-time administrative employees. Full-time administrative employees are administrative employees who work 20 hours per week and who are currently performing their assigned duties within the school district. An administrative employee is eligible under the early retirement plan when the administrative employee:

- Is age 59 or greater and meets the rule of 88 or is at least age 60 with at least 20 years of service as a full-time employee to the school district on or before June 30 of the last year the employee works;
- Submits an application for participation in the plan on or before February 15<sup>th</sup> of the year in which the administrative employee wishes to retire. Applications submitted after that date may be considered at the discretion of the board depending on the circumstances for the late application;
- Submits a written resignation. The resignation may be contingent upon approval by the board of participation in the voluntary early retirement plan; and,
- Receives board approval of the administrative employee's application for participation in the early retirement plan, of the administrative employee's resignation and of the disbursement of early retirement incentive to the administrative employee.

Approval by the board of the administrative employee's early retirement application shall constitute a voluntary resignation. Approval by the board of the administrative employee's early retirement application will also make the administrative employee eligible for disbursement of the early retirement incentive on July 1 following the administrative employee's approval for early retirement or a later date mutually agreed upon by the school district and the administrative employee. Failure of the board to approve the administrative employee's early retirement application will make the administrative employee's current contract with the board continue in full force and effect.

### **DETERMINATION OF BENEFITS**

The supplemental benefit provided by the district shall be an amount computed by taking a percentage of the product of the employee's number of unused sick leave days times the employee's per diem salary during the last year of employment. Such percentage shall be determined by the employee's number of years of service to the school district on June 30<sup>th</sup> of the final year prior to the start of early retirement as per the following schedule:

# of Years of Service	West Burlington Supplemental Benefits
15 – 19 years	30%
20 – 24 years	40%
25 or more	50%

## ADMINISTRATIVE EMPLOYEE EARLY RETIREMENT

The district will maintain single medical insurance coverage on the employee/retiree with the district paying an amount equal to 95% of the premium in effect at the time the employee retires until the employee/retiree reaches age sixty-five. Part time employees will receive this benefit in an amount prorated to reflect the level of their contract the last year of their service. Coverage during the period of retirement will be at the deductible level in effect for working licensed employees through master contract.

The board has complete discretion to offer or not to offer an early retirement plan for administrative employees. The board may discontinue or reinstate the school district's early retirement plan at any time prior to December 1<sup>st</sup>. The decision made at that time will remain in effect until acted upon at a later date.

Legal Reference:       29 U.S.C. §§ 621 *et seq.* (1988).  
Senate File 2366, 77<sup>th</sup> General Assembly, 2<sup>nd</sup> Reg. Sess. (1998).  
Iowa Code §§ 97B; 216; 279.46; 509A.13 (2003).  
581 I.A.C. 21.  
1978 Op. Att'y Gen. 247.  
1974 Op. Att'y Gen. 11, 322.

Cross Reference:       401.14 Recognition for Service of Employees  
407.3 Licensed Employee Retirement  
407.4 Licensed Employee Early Retirement  
413.3 Classified Employee Early Retirement

Approved 01/11/88 Reviewed 03/25/93, 2/18/14 Revised 2/13/92, 12/12/96, 04/28/03, 01/26/06  
10/22/07 10/23/08 9/20/09, 12/19/11

ADMINISTRATIVE EMPLOYEE EARLY RETIREMENT ACKNOWLEDGEMENT OF RECEIPT

The undersigned administrative employee acknowledges receipt of the early retirement plan documents stated below, for the administrative employee's consideration:

- early retirement policy ;
- early retirement insurance options; and
- early retirement application.

The undersigned administrative employee acknowledges that the application and participation in the early retirement plan is entirely voluntary.

The undersigned administrative employee acknowledges that the school district recommends the administrative employee contact legal counsel and the employee's personal accountant regarding participation in the early retirement plan.

\_\_\_\_\_  
Administrative Employee

\_\_\_\_\_  
Date

ADMINISTRATIVE EMPLOYEE EARLY RETIREMENT INSURANCE OPTIONS

Board policy 303.10, Administrative Employee Early Retirement, allows the employee to continue to participate in the school district's group health insurance plan until age 65 by meeting the requirements of the insurer.

The school district will pay an amount equal to 95% of the cost of the individual health insurance premium expense at the deductible level in effect at the time of retirement for those taking early retirement. The difference between this amount and the actual premium cost will be the retiring/retired employee's responsibility.

The undersigned administrative employee \_\_\_\_\_ (does, does not) wish to continue to participate in the school district's group health insurance plan.

\_\_\_\_\_  
Administrative Employee

\_\_\_\_\_  
Date

## POLICY IMPLEMENTATION

## DEVELOPMENT AND ENFORCEMENT OF ADMINISTRATIVE REGULATIONS

Administrative regulations may be necessary to implement board policy. It is the responsibility of the superintendent to develop administrative regulations.

In developing the administrative regulations, the superintendent should consult with administrators or others likely to be affected by the regulations. Once the regulations are developed, employees, students and other members of the school district community will be informed in a manner determined by the superintendent.

The board will be kept informed of the administrative regulations utilized and their revisions. The board may review and recommend change of administrative regulations prior to their use in the school district if they are contrary to the intent of board policy.

It is the responsibility of the superintendent to enforce administrative regulations.

Legal Reference: Iowa Code § 279.8 (2011).

Cross Reference: 209 Board of Directors' Management Procedures  
304.2 Monitoring of Administrative Regulations

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## MONITORING OF ADMINISTRATIVE REGULATIONS

The administrative regulations will be monitored and revised when necessary. It is the responsibility of the superintendent to monitor and revise the administrative regulations.

The superintendent may rely on the board, administrators, employees, students, and other members of the school district community to inform the superintendent about the effect of and possible changes in the administrative regulations.

Legal Reference: Iowa Code §§ 279.8, .20 (2011).

Cross Reference: 209 Board of Directors' Management Procedures  
304.1 Development and Enforcement of Administrative Regulations

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## ADMINISTRATOR CODE OF ETHICS

Administrators, as part of the educational leadership in the school district community, represent the views of the school district. Their actions, verbal and nonverbal, reflect the attitude and the beliefs of the school district. Therefore, administrators will conduct themselves professionally and in a manner fitting to their position.

Each administrator will follow the code of ethics stated in this policy. Failure to act in accordance with this code of ethics or in a professional manner, in the judgment of the board, will be grounds for discipline up to, and including, discharge.

The professional school superintendent and administrator(s):

- Makes the education and well-being of students the fundamental value of all decision making.
- Fulfills all professional duties with honesty and integrity and always acts in a trustworthy and responsible manner.

- Supports the principle of due process and protects the civil and human rights of all individuals.
- Implements local, state and national laws.

- Advises the school board and implements the board's policies and administrative rules and regulations.

- Pursues appropriate measures to correct those laws, policies, and regulations that are not consistent with sound educational goals or that are not in the best interest of children.

- Avoids using his/her position for personal gain through political, social, religious, economic or other influences.

- Accepts academic degrees or professional certification only from accredited institutions.

- Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.

- Honors all contracts until fulfillment, release or dissolution mutually agreed upon by all parties.

- Accepts responsibility and accountability for one's own actions and behaviors.

- Commits to serving others above self.

Legal Reference: Iowa Code § 279.8 (2011).  
282 I.A.C. 13.

Cross Reference: 404 Employee Conduct and Appearance

Approved 02/27/97 Reviewed 11/17/03 Revised 12/06/10, 12/19/11, 2/18/14

## SUCCESSION OF AUTHORITY TO THE SUPERINTENDENT

In the absence of the superintendent, it is the responsibility of the other administrators to assume the superintendent's duties. The succession of authority to the superintendent is in this order: High School Principal, Elementary Principal, and Assistant Junior/Senior High Principal.

If the absence of the superintendent is temporary, the successor will assume only those duties and responsibilities of the superintendent that require immediate action. If the board determines the absence of the superintendent will be a lengthy one, the board will appoint an acting superintendent to assume the responsibilities of the superintendent. The successor will assume the duties when the successor learns of the superintendent's absence or when assigned by the superintendent or the board.

References to "superintendent" in this policy manual will mean the "superintendent or the superintendent's designee" unless otherwise stated in the board policy.

Legal Reference: Iowa Code § 279.8 (2001).  
281 I.A.C. 12.4(4).

Cross Reference: 302 Superintendent

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12/19/11, 2/18/14

## COMMUNICATION CHANNELS

Questions and problems are resolved at the lowest organizational level nearest to the complaint. School employees are responsible for conferring with their immediate supervisor on questions and concerns. Students and other members of the school district community will confer with a licensed employee and then with the principal on questions and concerns.

If resolution is not possible by any of the above, individuals may bring it to the attention of the superintendent within 5 school days of their discussion with the principal. If there is no resolution or plan for resolution by the superintendent within 5 school days of the individual's discussion with the superintendent, the individual may ask to have the question or problem placed on the board agenda. It is within the board's discretion whether to hear the concern.

It will first be the responsibility of the administrators to resolve questions and problems raised by the employees and the students they supervise and by other members of the school district community.

Legal Reference: Iowa Code § 279.8 (2011).

Cross Reference: 213 Public Participation in Board Meetings  
 213.1R1 General Complaints by Citizens  
 401.4 Employee Complaints  
 502.4 Student Complaints and Grievances  
 504.3 Student Publications

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