

LONE ROCK SCHOOL DISTRICT NO. 13

SCHOOL BOARD POLICY

SECTION VI – ADMINISTRATION

(6000 Series)

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6000 Goals

The goals of the administrative organization are to provide for efficient and responsible supervision, implementation, evaluation and improvement of the instructional program, consistent with the policies established by the Board; effective and responsive communication with staff, students, parents and other patrons; and the fostering of staff initiative and rapport: This can be accomplished most effectively through a democratic process which recognizes that while the responsibility and authority are vested in the Board, there also must be provision for appropriate involvement of the staff and the community prior to a decision.

The district's administrative organization shall be designed so that all divisions and departments of the central office are part of a single system guided by board policies, which are implemented through the Superintendent. Initiative, resourcefulness, leadership and consideration for staff, students, parents and others are essential for effective administration.

Policy History:

Adopted on: April 15, 2003

Revised on:

6010 Appointment

No person shall be eligible to serve as Superintendent unless at the beginning of the contractual term this person has a valid Class III administration and supervisory certificate with a superintendent endorsement from the state of Montana. Should this person's certificate cease to be effective, the person shall be discharged by the Board of Trustees and receive no further compensation from the district.

Policy History:

Adopted on: April 15, 2003

Revised on:

6010 Administration

Superintendent

Duties and Authorities

The Superintendent is the District's executive officer and is responsible for the administration and management of the District schools, in accordance with Board policies and directives and state and federal law. The Superintendent is authorized to develop administrative procedures to implement Board policy and to delegate duties and responsibilities. Delegation of power or duty, however, shall not relieve the Superintendent of responsibility for the action which was delegated.

Qualifications and Appointment

The Superintendent must be of good character and of unquestionable morals and integrity. The Superintendent shall have the experience and the skills necessary to work effectively with the Board, District employees, students, and the community. The Superintendent shall have a valid administrative certificate and superintendent's endorsement issued by the State Certification Board.

When the office of the Superintendent becomes vacant, the Board will conduct a search to find the most capable person for the position. Qualified staff members who apply for the position will be considered for the vacancy.

Evaluation

The Board will evaluate, at least annually, the performance of the Superintendent, using standards and objectives developed by the Superintendent and Board, which are consistent with the District's mission and goal statements. A specific time shall be designated for a formal evaluation session. The evaluation should include a discussion of professional strengths, as well as performance areas needing improvement. **(See 6050)**

Compensation and Benefits

The Board and the Superintendent shall enter into a contract, which conforms to this policy and state law. This contract shall govern the employment relationship between the Board and the Superintendent.

Legal Reference: § 20-4-402, MCA Duties of district superintendent or county high school principal

Policy History:

Adopted on: April 15, 2003

Revised on:

6010p Administration

Superintendent

The Superintendent shall:

Serve as chief executive officer of the District.

Recommend policies or policy changes to the Board and develop procedures which implement Board policy

Provide leadership in the development, operation, supervision and evaluation of the educational program.

Recommend annual objectives for improvement of the District.

Recommend courses of study.

Recommend textbooks.

Prepare and submit the annual budget.

Recommend candidates for employment as certificated and classified staff.

Recommend staff needs based on student enrollment, direct and assign teachers and other employees of the schools under his/her supervision; shall organize, reorganize and arrange the administrative and supervisory staff, including instruction and business affairs, as best serves the District, subject to the approval of the Board.

Recommend contracts for major construction, remodeling or maintenance.

Board

The Board shall:

Select the Superintendent and delegate to him/her all necessary administrative powers.

Adopt policies for the operation of the school system and review administrative procedures.

Formulate a statement of goals reflecting the philosophy of the District.

Adopt annual objectives for improvement of the District.

Adopt courses of study.

Adopt textbooks.

Approve the annual budget.

Employ certificated and classified staff, in its discretion, upon recommendation of the Superintendent.

Authorize the allocation of certificated and classified staff.

Approve contracts for construction, remodeling, or major maintenance.

The Superintendent shall:

Recommend payment of vouchers and payroll.

Prepare reports regarding school plant and facilities needs.

Supervise negotiation of collective bargaining agreements.

Establish criteria and processes for evaluating staff.

Recommend formation of *ad hoc* citizens' committees.

As necessary, attend all Board meeting and all Board and citizen committee meetings, serve as an ex-officio member of all Board committees and provide administrative recommendations on each item of business considered by each of these groups.

Inform the Board of appeals and implement any such forthcoming Board decisions.

Respond and take action on all criticisms, complaints and suggestions, as appropriate.

Authorize the ongoing professional enrichment of its administrative leader, as feasible.

Approve appropriate District expenditures recommended by the Superintendent for the purpose of ongoing District operations.

The Board shall:

Approve payment of vouchers and payroll.

Approve proposed major changes of school plant and facilities.

Approve collective bargaining agreements.

Assure that appropriate criteria and processes for evaluating staff are in place.

Appoint citizens and staff to serve on special Board committees, if necessary.

Conduct regular meetings.

Serve as final arbitrator for staff, citizens and students.

Promptly refer to the Superintendent all criticisms, complaints and suggestions called to its attention.

Undertake consultative work, speaking engagements, writing, lecturing, or other professional duties and obligations.

Diligently investigate and make purchases that benefit the most efficient and functional operation of the District.

NOTE: A copy of the Superintendent's evaluation may be included.

Procedure History:

Promulgated on:

Revised on: April 15, 2003

6011 Selection and Hiring Procedures

See the 5000 series of this policy.

6020 Functions

The district Superintendent shall be the Executive Officer of Trustees and subject to the direction and control of the Trustees. The district Superintendent shall:

1. Have general supervision of the school and the personnel employed by the district;
2. Implement and administer the policies of the Trustees of the district;
3. Develop and recommend courses of instruction to the Trustees for their consideration and approval in accordance with the provisions of § 20-7-111 MCA;
4. Select all textbooks and submit such selections to the Trustees for their approval in accordance with the provisions of § 20-7-602 MCA;
5. Select all reference and library books and submit such selections to the Trustees for their approval in accordance with provisions of § 20-7-204 MCA;
6. Have general supervision of all pupils of the district, enforce the compulsory attendance provisions of this title, and have the authority to suspend for good cause any pupil of the district;
7. Perform any other duties in connection with the district as the Trustees may prescribe. § 20-4-402 MCA.

All other duties of the district Superintendent shall be provided in the form of a job description prepared by the Board of Trustees.

Policy History:

Adopted on: April 15, 2003

Revised on:

6021 Job Description

1. The district Superintendent shall be responsible for carrying out all policies, rules, and regulations established by the Board.
In matters not specifically covered by Board policy, the Superintendent shall take appropriate action and report the same to the Board no later than the next regular meeting.
2. All individuals employed by the board are responsible to the Superintendent.
3. The Superintendent shall have the authority to prepare regulations and to give such instruction to school employees as may be necessary to make the policies of the Board effective. The Superintendent may delegate responsibilities and assign duties. Such delegation and assignment do not relieve the Superintendent of responsibility for actions of subordinates.
4. Except when matters pertaining to personal re-employment are being considered, the Superintendent shall be present at all meetings of the Board and its special committees. The Superintendent and Board Chairperson will be jointly responsible for preparing the agendas for Board meetings.
5. The Superintendent shall be responsible for preparing and submitting the budget to cover school operation.
6. The Superintendent shall have the authority, within limits of major appropriations approved by the Board, to authorize and direct all purchases and expenditures less than \$1500.00. If aggregate amount exceeds \$1500, it will be presented to the school board.
7. The Superintendent shall formulate and recommend personnel policies necessary to the functioning of the school.
8. The Superintendent shall provide professional leadership for the educational program of the school and is responsible for developing a system of regular reporting to the Board on all aspects of that program.
9. The Superintendent shall be responsible for keeping the Board informed on all vital matters pertaining to the school system.
10. The Superintendent shall be responsible for the development of a program of maintenance and improvement or expansion of the buildings and the site. This includes recommendations for employment and supervision of all building custodians.

11. The Superintendent shall be responsible for formulating and administering a program of supervision for the school.
12. Should delegation of assigned duties of the Superintendent to other appropriate school personnel become necessary, the Superintendent shall inform the Board of such action.

Policy History:

Adopted: April 15, 2003

Revised:

6022 Professional Growth and Development

The Board recognizes that training and study for administrators contribute to skill development necessary to better serve the needs of the school district. Each year the Superintendent shall develop an administrative in-service program based upon the needs of the district, as well as the needs of individual administrators.

Policy History:

Adopted on: April 15, 2003

Revised on:

6023 Professional Association Memberships

Administrative staff is encouraged to be members of and participate in professional associations, which have as their purposes the upgrading of school administration and the continued improvement of education in general.

Policy History:

Adopted on: April 15, 2003

Revised on:

6040 Superintendent – Board Relations

The Board shall exercise those powers that are expressly required by law, those implied by law and those essential to the purposes and goals of the district. To this end, the Board shall delegate to the Superintendent such powers as may be required to manage the district in a manner consistent with Board policy and state and federal law.

The Superintendent shall supervise all phases of district operations. The Superintendent may delegate to other staff the exercise of any powers and the discharge of any duties imposed upon the Superintendent by this authority or by vote of the Board. The delegation of power or duty shall not relieve the Superintendent of responsibility for this action taken under such delegation.

Policy History

Adopted on: April 15, 2003

Revised on:

6050 Evaluation of the Superintendent

The Board shall establish evaluative criteria and shall be responsible for evaluating the performance of the Superintendent as provided by statute.

The Superintendent shall have the opportunity for confidential conferences with the Board members on no less than two occasions in each school year, the purposes of which shall be the aiding of the Superintendent in his/her performance. The Board, on the basis of the evaluation, may renew and/or extend the Superintendent's contract for periods not to exceed three years.

In the event that a majority of the Board wishes to terminate the Superintendent's services at the expiration of the current contract, the Superintendent shall be so notified in writing by February 1 of the final year of the contract.

Policy History

Adopted on: April 15, 2003

Revised on:

6100 District Communication Policy

Tom Peters, author of the best selling book on management: In Search of Excellence, once asked the manager of a successful small steel plant in Ohio why they were so successful as a company. After a long pause the manager said simply, "We talk to each other."

Policy History:

Adopted on: October 1994

6110 Communication Mission Statement

The Lone Rock Board of Trustees is committed to the philosophy of open and honest communication. The Board recognizes the need for input from the community, staff, students and parents.

The Board will at all times adhere to the spirit and intent of federal and state statutes which regulate communication between the school and the community.

The Lone Rock Board of Trustees supports an on-going district communication policy with the goal of updating the internal and external stakeholders about program, operations, funding, needs and accomplishments of the district.

The Board will maintain a district communication policy that utilizes all forms of media and communication.

The district administrator, or a designee, has the responsibility of monitoring this plan and reporting program status to the Board.

Policy History:

Adopted on: April 15, 2003

Revised on:

6120 Overall Communication Goals

The goals of the Lone Rock district communication policy are:

1. To develop intelligent public understanding of the school in all aspects of its operation.
2. To determine how the public feels about the school and what it wishes the school to accomplish.
3. To secure adequate financial support for a sound educational program.
4. To help citizens feel a more direct responsibility for the quality of education that the school provides.
5. To earn the good will, respect and confidence of the public in professional personnel and services of the institution.
6. To bring about public realization of the need for change and what must be done to facilitate essential progress.
7. To involve citizens in the work of the school and the solving of educational problems.
8. To promote a genuine spirit of cooperation between the school and community in sharing leadership for the improvement of community life.

–The School & Community Relations, 1990

Policy History:

Adopted on: April 15, 2003

Revised on:

6130 Justification of the Lone Rock Elementary District Communication Policy

The Lone Rock Elementary District is a public entity. We have an obligation to provide the public and staff with factual information accurately, promptly, and on a regular basis. It is the policy of the district to maintain constant flow of information to the various media resources available in Stevensville, Montana.

The media is free to talk to any school employee on any subject at any time other than class time. Please address your questions to the appropriate school member:

Instructional Issues	–	Classroom Personnel
Maintenance	–	Custodian
Nutrition News	–	Cook
Legal Issues	–	District Chair
Policy Questions	–	Board of Trustees
Other	–	District Administrator

We encourage courtesy and cooperation with all local media persons.

Communication activities are intended to include all of the community. To accomplish this it is essential to maintain a positive working relationship with the media.

District Employee Responsibilities

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As part of a public institution, the employees of Lone Rock Elementary District No. 13 have the responsibility of presenting an attitude of cooperation and openness. This will be manifested through all the dealings with the public. The following are examples of tools that can be used to accomplish this goal:

- Regular contact with the public through civic and social organizations.
- Regular submissions to the local media.
- Developing target audience of interested citizens, which includes students, parents, business, government, suppliers and the general public.
- Involving community members as a resource in school functions.

It is not possible to mandate a relationship. However, the district endorses staff participation in activities with entities that will provide a good image for the school. As a part of this small district, we are viewed as an important link to the community. In this light, the public believes what they see and hear from us.

Local Media Organizations:

The Star, a weekly newspaper, and the Ravalli Republic, a daily newspaper, are the primary source for distribution of information to the local population. The Star and the Republic are to receive notice of district Board meetings and any information that is submitted to other media entities.

Policy History

Adopted on: April 15, 2003

Revised on:

6140 District Administrator

As head of the school district, the Superintendent's primary function is that of maintaining, facilitating and improving the educational opportunities for children, youth, and other learners within the district. To ensure that these roles are fulfilled the superintendent will coordinate services, and evaluate overall policy effectiveness.

Policy History:

Adopted on: April 15, 2003

Revised on:

6150 Internal Communication

To meet the district commitment of open communication among internal stakeholders on programs, operations, funding, needs and accomplishments, the following procedures will be instituted:

- Lone Rock Board of Trustees will conduct meetings in an efficient and appropriate manner.
- Superintendent will maintain productive and positive relations with the Board and district colleagues to achieve all district goals.
- School staff will be sensitive to students and other school personnel needs for instruction, recognition and professional development in all communication.
- Encourage staff attendance at board meetings.

Policy History:

Adopted on: April 15, 2003

Revised on:

6160 External Communications

Our communication plan is attempting to make sure that we talk to each other both within the confines of the district and in terms of our role in the Three Mile Community.

External:

Our communication plan targets each of the communities listed below in order to communicate our story to them relative to what our school is accomplishing:

- Three Mile Community
- tax community
- business community
- state educational community
- national educational community

We will work from the local out to the state, national and global community.

District Community:

Use local media (print, radio, and television) to keep the district informed. The district communication plan will facilitate close relationships with representatives from all the media. (newspapers, radio and television)

Generate interest from and support links with the business community giving special attention to any large industries, which contribute significantly to the tax base.

We are going to target the general tax paying community. Our attention must be focused on them throughout the school year. The continual efforts to inform this community will pay dividends when voted–levy time comes around. Special emphasis should be paid to the senior citizen section of the tax paying community.

State Educational Community:

Presentations at state meetings of teachers, administrators and Trustees; The district will encourage teachers and administrators to make presentations at state educational meetings by allowing professional leave time and covering the cost of transportation and accommodations when possible on a case by case basis.

National Educational Community:

One of the best ways for local schools to be recognized nationally is through the submission of grant proposals to national educational funding agencies.

Policy History:

Adopted on: April 15, 2003

Revised on:

6170 Lone Rock Special Considerations

The protection of every school student is the primary responsibility resting upon all staff members of the district. The building administrator or the other predesignated staff person should take the leadership role during all crisis/emergencies. Not only should officials be concerned with school safety as it relates to the traditional school environment, but they should also take every reasonable precaution to protect all students from possible disaster.

1. The counselor will be asked to be in the building during the days that the administrator is out of the building.
2. A fire evacuation plan will be posted in each instructional area.
3. A process for developing a Family Tragedy plan will be initiated.
4. An emergency contact list will be generated to post in areas for staff.

An emergency school-closure phone tree will be established.

Policy History:

Adopted on: April 15, 2003

Revised on: