

2000—GENERAL SCHOOL ADMINISTRATION

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2001 Goals and Objectives

The Board, in fulfilling its responsibility for the education of students in the District, must provide for strong and capable leadership in the schools. The Board shall employ administrators as it determines to be necessary to effectively administer the educational program of the District.

Approved: December 14, 2015

2020 Administrative Organization

The legal authority of the Board shall be transmitted through the Superintendent to other positions through a board approved organizational structure.

The Superintendent shall be responsible for keeping the administration informed of the goals, curricula, instructional arrangements, and shall recommend revisions in the structure to the Board.

Approved: December 14, 2015

2100 School Superintendent

The Superintendent shall be the chief administrative head of the District and shall have, under the direction of the Board, general supervision of all of the schools and the personnel of the District. The Superintendent is responsible for the management of the schools according to Board policies and is accountable to the Board.

The Superintendent, at his discretion, may delegate to other school personnel any duties imposed upon the Superintendent by the Board. The delegation of power or duty, however, shall not relieve the Superintendent of responsibility for the action taken under such delegation.

Approved: December 14, 2015

2110 Qualifications

The Superintendent shall have earned at least a master's degree from an accredited institution of learning with graduate study in educational administration; demonstrated skills as an educational leader; and met all of the continuing education requirements as established by the Michigan State Board of Education.

Approved: December 14, 2015
LEGAL REF: MCL 380.1246

2120 Responsibilities of the Superintendent

The Superintendent shall be directly responsible to the Board for the performance of the following assigned duties and responsibilities:

- To serve as the administrative leader and chief executive officer of the District and, in charge of all educational and business functions;
- To keep the Board informed on the progress and condition of the schools and provide the board with periodic reports as necessary or requested;
- To ensure that all aspects of District operations comply with State/Federal laws and regulations, as well as Board contracts and policies;
- To recommend matters of educational policy to the Board, and administer educational processes of the district;
- To recommend the number and types of positions required to provide proper personnel for the operation of the District;
- To recommend personnel actions for the approval of the Board;
- To be actively involved in the community;
- To perform other duties as assigned by the Board.

Approved: December 14, 2015
LEGAL REF: MCL 380.1246

2140 Appointment

All offers of employment, or continued employment, shall be made by the Board contingent upon review of the contract by the Board's legal counsel and subject to final approval by the Board. The Superintendent will be offered a written contract not to exceed three years.

Approved: December 14, 2015

LEGAL REF: MCL 380.471a; 380.651; 380.1246; 38.91; 15.268(8f)

2150 Compensation and Benefits

Vacations

Vacations of the Superintendent and Assistant Superintendent shall be arranged so that one of them is available to the Board and the community at all times. Should the District not employ an Assistant Superintendent, the Superintendent shall work with the Board President to ensure a proper designee is available to serve during the Superintendent's vacation.

Personal/Vacation Time of Administrators shall be tracked in such a manner that validates the Administrator's available, earned, and used time off. No less than two employees shall track time off for Administrators to ensure compliance. Reports shall be provided to the Chair of the Personnel Committee on a monthly basis.

Compensation

The Board shall approve compensation of all Administrative and Non-Union Staff.

Benefits

The Personnel Committee, shall be responsible for recommending to the Board appropriate benefits for our Administrative employees.

Approved: December 14, 2015

2250 Evaluation

The Board shall evaluate the Superintendent, at least annually, focusing on the District's goals and objectives, the Superintendent's completion of established personal goals, the operations of the District, Board-Superintendent relations, staff and community relations, and the degree to which the Superintendent fulfills the responsibilities and duties of the position.

Approved: December 14, 2015

LEGAL REF: MCL 15.268; 15.243(1)(m); AG Opinion #5262, #5608, #6668

2400 Administrative Personnel (Central Office and Building Level)

The Board establishes all administrative and supervisory positions in the District.

The Board will approve a statement of job requirements as recommended by the Superintendent.

Job Descriptions

The Superintendent shall maintain a complete set of job descriptions for all positions. Job descriptions shall be reviewed periodically, but no less than every three years. and approved by the Board's personnel committee,

Administrative Evaluations

The Superintendent shall evaluate administrative personnel at least annually and no less than 90 days prior to expiration of the contract.

Approved: December 14, 2015
LEGAL REF: MCL 380.1247; 38.91

2410 Professional Development Opportunities

Funds will be budgeted annually for the purpose of continuing professional development and increasing skills by attendance at conferences, workshops, and seminars. These funds shall be administered at the discretion of the Superintendent or appropriate administrator.

All overnight conference requests must be submitted prior to the conference for approval by the Board. All conferences must have a written report submitted within 30 days of the conference.

Approved: December 14, 2015

LEGAL REF: MCL 380.1254; 380.1525; AG Opinion #5272

2550 Handbooks and Other Publications

The appropriate members of the administration shall develop and distribute to all students and/or their parents, or legal guardian a Board approved-Student Handbook.

Approved: December 14, 2015

2750 Administrative Rules (Cf. 1570)

Administration in Policy Absence

In cases of an emergency, in which action must be taken within the District where the Board has provided no guides for administrative action, the Superintendent shall have the power to act, but his decisions shall be subject to review by the Board at the next Board meeting. It shall be the duty of the Superintendent to inform the Board promptly of such action and of any need for policy.

Approved: December 14, 2015

2800 Records

The District shall establish and maintain a system of records as required by law and as necessary to the operation of the District. The Superintendent shall establish rules and procedures for the maintenance of District records.

Approved: December 14, 2015

LEGAL REF: MCL 15.231 *et seq.*; Michigan Freedom of Information Act

2810 Public Review and Inspection of Records

The Superintendent or his designee shall serve as Freedom Of Information Act (FOIA) coordinator for the District. Copies of school records which are not exempt from disclosure under the Act shall be open to inspection by the general public during the regular office hours of any school building or the central office. Copies of records which are not exempt from disclosure will be available on request.

Fees

The Superintendent may charge a fee to cover actual costs of providing access to and/or copies of school records in accordance with law.

Approved: December 14, 2015

LEGAL REF: MCL 15.231 *et seq.*; Michigan Freedom of Information Act