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CA Goals and Objectives CA

The goal of school administration is to create an environment in which students can learn effectively. All administrative duties and functions should be evaluated relative to the contributions made to improve instruction, increase student learning, and develop worthwhile citizens. The administration should select staff who will develop student abilities.

The superintendent should possess leadership qualities which motivate all staff members to improve the educational program and attain the board's goals and objectives. The superintendent, with the board's direction, shall mobilize and coordinate all available resources to develop an educational program designed to stimulate the best effort in all students.

Approved: January 20, 1982
Revised: August 15, 1990
Revised: June 12, 2001
Revised: March 24, 2009
Reviewed: November 23, 2010
Reviewed: October 8, 2024

CB Ethics CB

An administrator's professional behavior must conform to an ethical code. The administrator acknowledges that schools belong to the public and that they must provide educational opportunities to all. An administrator's actions will be viewed and appraised by the community, professional associates, and the students. Therefore, the administrator subscribes to the following standards:

- Makes the well-being of students the basis for decision making and action;
- Fulfills professional responsibilities with honesty and integrity;
- Supports the principle of due process as required by law and protects the civil and human rights of all individuals;
- Obeys local, state and national laws;
- Implements the board's policies, rules and regulations;
- Pursues appropriate measures to correct those laws, policies and regulations that are not consistent with sound educational goals;
- Avoids using a position for personal gain;
- Accepts academic degrees or professional certificates only from duly accredited institutions;
- Maintains professional integrity, including, but not limited to, adherence to any/ all professional standards of conduct expected/published by the Kansas State Department of Education as well as those of any other licensing body which may proscribe the ethical standards governing any other license required for the administrator's position;
- Seeks to improve the profession through research and continuing professional development; and
- Honors employment contracts until fulfillment or release.

Approved: June 12, 2001
Revised: March 24, 2009
Reviewed: November 23, 2010
Revised: October 8, 2024

CC Organizational Chart CC

The board may approve an organizational chart for the school district and update it as needed. The organizational chart may be available on the school's website or upon request from the board clerk.

Approved: April 8, 2025

CE Superintendent of Schools CE

The superintendent shall be the chief administrative head of the school system and shall have, under the direction of the board, general supervision of all the schools and personnel. The superintendent has charge and control of the public schools of the district subject to federal and state statute, district policies and directives by the board.

The superintendent may delegate to other school personnel the exercise of any powers and the discharge of any duties imposed upon the superintendent by these policies or 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: January 8, 1982
Revised: August 15, 1990
Revised: October 20, 1993
Revised: June 12, 2001
Revised: March 24, 2009
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Reviewed: October 8, 2024

CEA **Qualifications** **CEA**

The superintendent shall have or be eligible for a Kansas district leadership license.

Approved: June 12, 2001
Reviewed: March 24, 2009
Reviewed: November 23, 2010
Revised: November 10, 2015

CEB **Duties of the Superintendent** **CEB**

The superintendent

Administers and develops a positive program of education designed to meet the needs of students and the community;

Meets with the board for the purposes of reporting on district operations and advising the board on all matters requiring board action, providing them with recommendations and the information needed for effective decision-making;

Prepares an agenda with the cooperation of the board president for each regular meeting and mails a copy of such agenda to each member of the board five days preceding each regular meeting;

Recommends a schedule of salaries to the board for consideration. Such schedule shall provide minimum and maximum salaries, annual increments and other items pertinent to a salary schedule;

Recommends to the board new and/or revised policies; (See BDA)

Reports, interprets, and implements policies and actions of the board to the staff and the community;

Supervises the business affairs of the school system and directs the preparation of the annual budget;

Supervises the operation and maintenance of all school properties and recommends to the board needs and improvements in the area of school plant and facilities;

Oversees the program of public information concerning the school program and its needs. Provides means for internal information and communication for the purpose of gaining widespread understanding of and support for public education;

Represents the school system before professional and community groups and keeps the public informed of significant educational research;

Has the authority to delegate to other staff members such responsibility and authority as deemed necessary to fulfill the goals and to complete the work of the school's program;

Performs such other duties as assigned.

Approved: January 20, 1982
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Revised: June 12, 2001
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CEC Superintendent Recruitment CEC

The superintendent search presents the board with an opportunity to recruit individuals who will implement the board's goals. The board shall establish an orderly procedure for employing a superintendent that conforms to generally accepted ethical and legal standards and minimizes misunderstanding in the community. The process should allow the board ample opportunity to evaluate the qualifications of a candidate whose professional training and experience meet district needs. The board may solicit applications from qualified staff members and may list the vacancy with placement offices.

The board may select a professional search service who shall screen all applications and recommend finalists to the board for interviews. The board shall interview selected candidates. Board members may visit each finalist's district.

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Revised: June 12, 2001
Reviewed: March 24, 2009
Revised: November 23, 2010
Revised: November 10, 2015
Revised: October 11, 2022

CED **Appointment** **CED**

The board may offer a contract not to exceed three years in length.

Approved: January 20, 1982
Revised: August 15, 1990
Revised: June 12, 2001
Reviewed: March 24, 2009
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Reviewed: October 9, 2018

CED-R **Appointment** **CED-R**

The contract will coincide with the budget year and will be considered for renewal no later than April 1 of each year.

Approved: January 20, 1982
Revised: August 15, 1990
Revised: June 12, 2001
Reviewed: March 24, 2009
Reviewed: November 23, 2010
Reviewed: October 9, 2018

CEE **Compensation and Benefits** (See KB) **CEE**

The board shall annually determine the superintendent's compensation and benefits. Compensation shall be based on a recent performance evaluation and the superintendent's ability to carry out board policy.

Approved: January 20, 1982
Revised: August 15, 1990
Revised: June 12, 2001
Revised: November 11, 2003
Reviewed: March 24, 2009
Reviewed: November 23, 2010
Reviewed: October 8, 2024

CEF Expense Reimbursement and Credit Cards CEF

The superintendent may be given an allowance for expenses as agreed upon in his/her contract. The use of district property such as a vehicle and a district credit card shall be confined to necessary school business and reported monthly to the board. Any reward points or cash back payments earned using district credit cards are district property and shall be either applied to future district credit card purchases or remitted to the district treasurer for accounting and deposit. Expenses for travel outside of the district incurred in the performance of official duties will be reimbursed in accordance with the provisions of GAN.

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Revised: June 12, 2001
Revised: November 11, 2003
Reviewed: March 24, 2009
Revised: November 23, 2010
Revised: November 10, 2015

CEG Professional Development Opportunities/Superintendent CEG

The superintendent shall keep updated on new educational practices by study, visiting other districts, attending educational conferences and other means approved by the board.

Approved: June 12, 2001
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Reviewed: November 23, 2010
Reviewed: October 8, 2024

CEI Evaluation of the Superintendent CEI

The board and the superintendent shall develop an evaluation system that will provide the basis for formal evaluations and any informal discussions of the superintendent's performance. The board shall evaluate the superintendent using the appraisal instrument(s) in accordance with the minimum statutory requirements for the first four years of employment and annually thereafter by February 15th.

The superintendent's evaluation shall be confidential and be made available only to the board, the superintendent and others as provided by law.

The evaluation instrument shall be on file with Human Resources at the district office. Current evaluation procedures and policies shall be filed with the Kansas State Department of Education.

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Revised: June 12, 2001
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CEI-R Evaluation of the Superintendent CEI-R

Purpose of Superintendent Evaluation

The evaluation of the superintendent by the board shall accomplish the following:

- Recognize good administrative performance, encourage professional growth, and establish reasonable standards for continued employment.
- Provide an opportunity for the board and superintendent to periodically meet and discuss the superintendent's performance and the district's management; and
- Review, clarify and discuss the immediate and long-term goals for the district with the superintendent.

Procedures

The superintendent's performance evaluation shall be based on board/superintendent developed performance goals and objectives as well as any other criteria agreed upon by both parties. Appropriate evaluation instruments and a schedule for their implementation shall be mutually developed.

Based upon the timeline developed by the board and the superintendent, the board shall schedule executive work session(s) as necessary during the year for the purpose of reviewing progress report(s) and conducting an end-of-year evaluation of the superintendent's performance.

CEI-R Evaluation of the Superintendent **CEI-R-2**

The superintendent shall make periodic progress report(s) to the board as well as completing a self-evaluation prior to the summative evaluation.

Individual evaluation forms distributed to board members shall be returned to the board president for tabulation. After the evaluation is complete, the individual appraisal forms shall be destroyed. The board's summary and any written response from the superintendent shall be maintained in the superintendent's personnel file.

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Revised: August 15, 1990
Revised: June 12, 2001
Reviewed: July 12, 2005
Revised: October 13, 2009
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Reviewed: October 8, 2024

CEJ Termination/Superintendent CEJ

The board may elect to non-renew or to terminate the employment of the superintendent in accordance with the contract.

Approved: January 20, 1982
Revised: August 15, 1990
Revised: June 12, 2001
Revised: March 24, 2009
Reviewed: November 23, 2010
Reviewed: October 8, 2024

CEK Resignation/Superintendent CEK

The superintendent shall submit a written resignation to the president of the board for consideration at a regular or special board meeting. The board will consider the acceptance of said resignation in light of the needs of the district.

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Revised: August 15, 1990
Revised: June 12, 2001
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Reviewed: October 8, 2024

CEL Defined Contribution Retirement Plan CEL

All administrators of U.S.D. #305 paid on the district administrator salary schedule are provided a defined contribution retirement benefit as described below.

Employer Paid Contributions

A Retirement Plan Portfolio will be established for each administrator employed in U.S.D. #305. This portfolio will contain up to two (2) accounts. An Employer Paid Account will be initiated for each administrator. An Employee Paid Account will be initiated for each administrator at his/her request.

U.S.D. #305 will contribute $1,000 per contract year to each full time administrator's employer paid account. Contributions will be prorated for administrators who work less than full time and/or are employed for less than a full contract year.

NOTE: This plan in no way limits additional voluntary contributions up to the amounts allowed by state and federal laws and regulations into separate qualified retirement accounts with qualified providers.

Vesting of Employer Paid Contributions

Upon beginning the 6th contiguous year as an administrator employed by U.S.D. #305, each administrator will become vested in 20% of the amount contained within his/her Employer Paid Account. The vested portion will continue to increase by an additional 20% per year until the administrator is 100% vested upon beginning the 10th contiguous year with U.S.D. #305.

Vesting Schedule:

Years(s)	Amount Vested
1-5	0%
6	20%
7	40%
8	60%
9	80%
10	100%

Administrators who terminate employment with U.S.D. #305 after the beginning of their 6th year may withdraw the vested portion of their Employer Paid Account or leave the vested amount in the account, thereby retaining contiguous vesting status upon returning to an administrative position with U.S.D. #305 at a future date.

Voluntary Employee Contributions

Administrators may voluntarily contribute from their salary an amount of their choosing into their Employee Paid Account. Voluntary contributions may not exceed the amount allowed by federal and state laws and regulations. Administrators who choose to make contributions into their Employee Paid Account will be fully vested in their account immediately.

Defined Contribution Retirement Plan Terms and Conditions

If any provision of this plan is determined to be in violation of federal or state laws or regulations, then the entire plan shall immediately terminate and shall be of no further force or effect unless re-adopted by the Board of Education of U.S.D. #305.

Approved: January 27, 2004
Reviewed: March 24, 2009
Revised: November 23, 2010
Revised: February 26, 2019
Revised: August 13, 2024

CF Board-Superintendent Relations CF

The board delegates to the superintendent all administrative duties. While the board reserves to itself the ultimate decision in all matters concerning policy or expenditures of funds, it will normally proceed in those areas only after receiving recommendations from the superintendent.

Approved: January 20, 1982
Revised: August 15, 1990
Revised: June 12, 2001
Reviewed: March 24, 2009
Reviewed: November 23, 2010
Reviewed: October 13, 2020

CG Administrative Personnel CG

(See CEF and GAN)

The board shall employ administrative personnel as needed.

Compensation Guides and Contracts

Administrative personnel shall be compensated for their services with a contracted salary determined by the board. Administrative contracts shall be reviewed annually. The board shall determine the terms and length of each contract. Legal counsel may develop and review administrator contracts.

Qualifications and Duties

The superintendent shall develop appropriate job descriptions for each administrative position. Job descriptions shall be filed in the human resources department and may be published in the appropriate handbook. Within the limits of policy and terms of the job description, the superintendent's administrative subordinates have full authority to administer district programs.

Recruitment

The board delegates to the superintendent the authority to identify and recommend the appointment of individuals to fill vacant administrative positions. The superintendent shall screen all applicants. The superintendent shall make recommendations to the board. The district may pay preapproved expenses incurred by candidates interviewed for an administrative position. The superintendent may pre-approve expenses by candidates interviewed for an administrative position.

Assignment

The superintendent shall recommend to the board appointments, assignments, transfers, demotions, terminations or non-renewals of any administrative personnel.

Orientation

The superintendent shall conduct an appropriate administrative orientation program.

Supervision

The superintendent shall be responsible for supervising all administrative personnel.

Evaluation of Administrative Personnel

Administrative personnel shall be evaluated in writing by the superintendent in accordance with state law requirements. Administrative personnel files and evaluations shall be available only to the board, the appropriate administrator, the superintendent, and others authorized by law.

Administrative Intern Program

The board may establish, by contract with an approved administrator training institution, an administrative intern program.

CG **Administrative Personnel** **CG-2**

(See CEF and GAN)

Travel Expense and Reimbursement

Travel expenses for administrative staff shall be provided in accordance with CEF and GAN.

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Revised: June 12, 2001
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Revised: April 8, 2025

CGK Suspension CGK

The superintendent shall have the authority to suspend district administrators with pay.

The superintendent may suspend administrators with pay for any reason, including, but not limited to, one or more of the following: alleged violation of or failure to implement board policy, rule, or regulation; refusal or failure to follow a reasonable directive of the administrator's supervisor, the superintendent, or the board; the filing of a complaint against the administrator with any civil or criminal authority; the alleged commission of an offense involving moral turpitude; or other good cause.

If a suspension without pay is imposed on an administrator, the administrator is entitled to pay until the administrator has been advised of the basis for suspension and has been given an opportunity to respond. The superintendent shall notify the board of the suspension within 72 hours.

For the purposes of this policy, administrator means any employee who is required to hold a building administrator's license issued by the Kansas State Department of Education or whose position the board determines to be administrative or supervisory in nature with responsibilities and remuneration comparable to those of certified administrators.

Approved: November 12, 2019

CGPFA Sabbatical Leave for Administrators CGPFA

The board may grant a sabbatical leave of up to one year to administrative personnel for the purpose of graduate study in an accredited institution.

Approved: June 12, 2001
Revised: April 14, 2009
Reviewed: November 23, 2010
Reviewed: October 8, 2024

CGPFA-R Sabbatical Leave for Administrators CGPFA-R

Eligibility

An administrator with six or more consecutive years of administrative experience in the district shall be eligible to apply for a sabbatical leave of up to one contract year.

Application Procedures

Application for sabbatical leave, including the plan of study, must be submitted to the superintendent on or before February 1 of the contract year prior to the proposed leave.

Applications will be reviewed by a committee consisting of one elementary principal, one secondary principal, the director of Human Resources, and the superintendent. Should several applications be submitted in one year, consideration will be given for the time of service to the district and the perceived benefit to the district of the professional study. Applicants shall be given notice of the committee's acceptance or rejection within twenty days following the due date for filing.

The superintendent shall recommend to the board as an action item at the first regular meeting in March the names of successful applicants.

Salary and Benefits

Administrators shall be paid $40,000 for a year's leave or $20,000 for a semester's leave. Payments shall be consistent with district payroll practice. Outside grants or scholarships shall not affect the pay granted for the sabbatical.

The recipient of a sabbatical leave shall be provided the amount of the administrators' health benefit. Contribution to the Kansas Public Employee Retirement System shall be continuous and based on the compensation made to the employee during the sabbatical leave period. Legal requirements of the KPERS will be followed. Sick leave shall not accumulate nor be used during the sabbatical period. USD 305's contribution to the employee's retirement plan shall not apply during the sabbatical period.

An approved sabbatical leave shall not be considered as an interruption to service.

Requirements and Status Upon Return from Leave

At the expiration of the sabbatical leave, the administrator shall be reinstated in an

administrative position.

An administrator accepting a sabbatical leave shall sign an agreement to render two full years of service to the district immediately following the termination of the sabbatical leave. If the administrator does not remain in the employ of the district as per agreement, s/he shall, reimburse the Board of Education for all salary and benefits received during the sabbatical leave except as the board shall, by special action, waive such obligations. Terms of repayment shall be mutually agreed upon before the sabbatical is granted.

Reports Required

An interim report shall be filed with the superintendent at the mid-point of the period for which the leave is taken (end of nine (9) weeks for a semester's leave, end of the first semester for a year's leave). This report shall contain sufficient information to enable the superintendent to determine that the leave is being utilized in the manner for which the leave was granted.

Within sixty days of the termination of the sabbatical leave, the recipient shall file with the superintendent a final report which includes an official transcript and the recipient's appraisal of the professional value of the activities while on leave and the manner in which the knowledge and experience gained may be applied to the benefit of the school district.

Approved: June 12, 2001
Revised: April 14, 2009
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Reviewed: October 8, 2024

CJ Use of Consultants CJ

(See CL, DJFA and ID)

The superintendent may contract with professional consultants in accordance with policy DJFA. The superintendent shall report any use of consultants to the board and provide updates as requested.

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Revised: November 23, 2010
Revised: August 13, 2024

CK Professional Development Opportunities/Administration CK

The superintendent may request administrators off contract to attend summer sessions, conferences, workshops or other activities which will directly benefit the schools. Expenses for meetings approved by the superintendent will be paid by the district. (See GAN)

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CL Administrative Teams CL

(See CJ, DJFA and ID)

The board advocates the team concept of school administration.

Method of Appointment

The superintendent shall select the members of each administrative team.

Organization

The superintendent shall determine the organization of each administrative team.

Resources

Within the parameters established by board policies CJ and DJFA, the team may use outside consultants and district resources.

Financial

The superintendent may recommend an administrative team budget to the board.

Approved: June 12, 2001
Revised: April 14, 2009
Reviewed: November 23, 2010
Revised: August 13, 2024

CM **Policy Implementation** **CM**

(See BDA, CGK, GAA and JA)

Administrative employees who fail to implement board policies may, by board action, be suspended without pay, demoted, placed on probation, non-renewed, or terminated.

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CN **Public Records** **CN**

(See BE, CNA, ECA, HAI, IDAE, II, JGGA, & JR et seq.)

The board designates the director of communications as its Freedom of Information Officer. The Freedom of Information Officer shall have the authority to establish and maintain a system of records in accordance with the Kansas Open Records Act and other applicable laws. The board further assigns the board clerk to handle requests for records and to serve as the custodian of the records. The custodian shall prominently display and distribute or otherwise make available to the public a brochure concerning record access in the form prescribed by the local Freedom of Information Officer.

Types of Records

A public record means any recorded information, regardless of form or characteristics, which is made, maintained, kept by, or in the possession of the district, including those exhibited at public board meetings.

Central Office Records

Records maintained by the superintendent shall include, but may not be limited to, the following: financial, personnel, and property (both real and personal) owned by the district.

Building Records

Records maintained by the building principals shall include, but may not be limited to, the following: activity funds, student records, and personnel records. (See JR et seq.)

Public Access

All records, except those subject to exception by the Kansas Open Records Act, shall be open to inspection by the general public during regular office hours of any school or the district office. The superintendent will establish procedures for making records available on normal business days when district offices are closed. The district may charge and require advance payment of a fee for providing access to or furnishing copies of public records.

Requests for access to open records shall be made in writing to an official custodian of district records. The official custodian shall examine each request to determine whether the record requested is an open record or is subject to an exception by the Kansas Open Records Act that would allow the record to remain closed. The custodian may also refuse to provide access to a public record or to permit inspection if a request places an unreasonable burden in producing public records or if the custodian has reason to believe that repeated requests are intended to disrupt other essential functions of the district. The custodian shall either grant or deny each request.

If the custodian does not grant the request, the person requesting the record shall receive a written explanation of the reason for the denial within three days of the request, if an explanation is requested. If the requestor disagrees with the explanation, the Freedom of Information Officer shall settle the dispute.

Each request for access to a public record shall be acted upon as soon as possible, but not

later than the end of the third business day following the date that the request is received. If the request is not acted on immediately, the custodian shall inform the requestor, within the three-day window, when and where the open record will be made available.

Each custodian shall file all requests and their dispositions in the appropriate office and make reports as requested by the superintendent or the board.

Copies of Records

Copies of open records shall be available upon written request, unless otherwise specified in Kansas or federal law. Requesters may only make abstracts or obtain copies of public records to which they have access under the Kansas Open Records Act. The district shall not be required to provide copies of radio or recording tapes or discs, video tapes, films, pictures, slides, graphics, illustrations, or similar audio or visual items or devices, unless such items or devices were shown or played during open session of a district board meeting. Similarly, the district shall not be required to provide such items or devices which are copyrighted by a person other than the board. Furthermore, nothing in the Kansas Open Records Act requires the district to electronically make copies available by allowing a requester to obtain copies by inserting, connecting, or otherwise attaching an electronic device provided by the requestor to the computer or other electronic device of the district.

Advance payment of the expense of providing access to or furnishing copies of open records shall be borne by the requestor. Under no circumstances shall the documents be allowed out of their usual building location without approval of the official custodian.

The board may prescribe reasonable fees for providing access to or furnishing copies of public records, subject to the following:

- In the case of fees for copies of records, the fees shall not exceed the actual cost of furnishing the requested records, including the cost of staff time required to make the information available. Actual costs may include the cost to review and redact the requested records but shall not include incidental costs incurred by the district that are not attributable to furnishing the requested records.
- In the case of fees for providing access to records maintained on computer facilities, the fees shall include only the cost of any computer services, including staff time required.
- If the district incurs costs for staff time to provide access to or furnish copies of public records, the district shall use in good faith the lowest-cost category of staff reasonably necessary to provide access to or furnish copies of public records. Charges for staff time shall be based on the employee's salary or hourly wage but shall not include the costs of employee benefits.
- Upon request, the district shall provide to the person requesting access to or copies of public records an itemized statement of costs incurred by the district and charged to such requestor. Such itemized statement shall include, but not be limited to, the hourly rates charged for each employee involved in making the requested records available and an itemized list of any other fees charged to provide access to or furnish copies of the

requested records.

- When the staff time needed to respond to a records request will exceed five hours or the estimated actual cost for staff time needed to fill the request exceeds $200.00, the district shall make reasonable efforts to contact the requestor and engage in interactive communication about mitigating costs to fill the request. The requestor is not obligated to mitigate costs.

If the district has made reasonable efforts to contact the requestor in such a case and the requestor has failed to respond by the end of the third business day, the records request will be deemed to be withdrawn until a subsequent contact has been made by the requestor to the district.

As used in this policy, "reasonable efforts to contact the requestor" means contacting the requestor through the means of communication that the requestor provided to be used by the district to respond to the request.

Fees received by the district for fees charged in accordance with this policy shall be remitted to the treasurer for deposit in the district's general fund.

Disposition

All district office records shall be kept for at least the minimum length of time required by law.

The clerk of the board is designated as official custodian of all board and district office records maintained by the district. Each building principal is designated as official custodian of all records maintained at the building level. In addition to those records required by law, the clerk shall be responsible for preparing and keeping other records necessary for the district's efficient operation.

District employees shall follow the guidelines found in the student records policies. (See IDAE and JR through JRD)

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CN **Public Records** **CN-4**

(See BE, CNA, ECA, HAI, IDAE, II, JGGA, & JR et seq.)

Revised: September 9, 2025

CNA **Preservation of Documents Pending Legal Action** **CNA**

(See BCBK, BE, CN, ECA, IDAE, II, JGGA, JR et seq. and KBA)

Maintaining Documents

After the district receives knowledge of legal action against the district or its employees, all documents or electronic information pertaining to the subject of the action must be maintained in any form and may not be destroyed as long as the legal action is pending.

*For detailed information, see Federal Rules of Civil Procedure. 34 Production of Documents, Electronically Stored Information, and Tangible Things, or Entering onto Land, for Inspection and Other Purposes.

Approved: November 13, 2007
Reviewed: March 24, 2009
Reviewed: November 23, 2010
Revised: November 12, 2019
Revised: April 8, 2025

CO Reports CO

The board may require reports from the staff.

Types

The superintendent shall submit to the board an annual report summarizing the district's operations for the preceding school year. The superintendent shall present a monthly budget report to the board. The board delegates to the superintendent the authority to request reports from any staff member.

Dissemination (See JR et seq.)

The board, upon request, shall receive copies of all reports submitted to the superintendent. Copies of staff reports may be sent to staff members for their confidential use if the superintendent approves. Staff reports shall be made public only with board approval.

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Revised: June 12, 2001
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Reviewed: November 23, 2010
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CO-R Reports CO-R

Types

The superintendent's monthly budget report shall be included in the board's agenda and shall include each account, the original appropriation, the amount expended to date, the amount encumbered to date, and the remaining balance in each account. If the superintendent resigns or leaves the district, the annual report shall be submitted to the board prior to final payment of compensation under the employment contract.

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