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

The goal of school administration is to create an environment in which all students can demonstrate continuous academic improvement. The superintendent should possess leadership qualities which motivate all staff members to improve the educational program and to attain the board's goals and objectives. The superintendent, with the board's direction, shall endeavor to mobilize and coordinate available resources to develop an educational program designed to maintain continuous academic improvement and full state accreditation in all schools.

Approved: 2-10-14

An administrator's professional behavior must conform to an ethical code. The code must be both idealistic and practical, so that it can apply to all administrators. 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, his professional associates, and the students. Therefore, the administrator subscribes to the following standards:

The administrator:

- 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;
- seeks to improve the profession through research and continuing professional development; and
- honors employment contracts until fulfillment or release.

Approved: 1-13-92

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: 1/13/25

CE School Superintendent 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. The superintendent is responsible for management of the schools under board policies and is accountable to 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: 1-13-92

CEA Superintendent Qualifications CEA

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

Approved: 02-09-2015

The responsibility of the superintendent shall be:

- to serve as administrative head of the district;
- to keep the board informed on the progress and condition of the schools;
- to administer the development and maintenance of an educational program designed to meet the community's needs, to study new and innovative educational developments, and to recommend changes in programs;
- to carry out the board's policies and rules;
- to monitor educational policies and to recommend needed changes to the board;
- to recommend positions required to provide adequate personnel for the operation of educational programs;
- to nominate for appointment, assignment, transfer, or termination and to define the duties of all personnel, subject to approval of the board;
- to supervise the preparation of the annual budget and to recommend it to the board for consideration;
- to advise and recommend in business administration matters;
- to study the schools' needs and to keep the public informed concerning these needs;
- to assure that the district finances are properly managed.

Approved: 1-13-92

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 qualification of candidates' 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 which 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.

Approved: 07-11-22

CED Appointment CED

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

Approved: 1-13-92

CED-R Appointment CED-R

The superintendent's contract shall be considered for renewal at the regular January board meeting or, if necessary, no later than the statutory date for non-renewal.

Approved: 1-13-92

CEE Compensation and Benefits (See KB) CEE

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

Approved: 10-13-03

CEF Expense Reimbursement and Credit Cards (See CG, GAN, and KB) CEF

The superintendent's use of a district motor vehicle and a district credit card shall be confined to necessary school business. The board shall annually prescribe limits and restrictions on the use of credit cards and shall monitor receipts and reimbursement expenses.

All rewards 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 district travel in personal vehicles or extended travel incurred in the performance of official duties shall be reimbursed in accordance with the provisions of GAN.

Approved: 08-10-15

CEG Staff Development Opportunities 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: 1-13-92

CEI Evaluating the Superintendent CEI

The board shall develop an evaluation system that provides a basis for formal evaluation of the superintendent's performance. The system shall include the evaluation form used and the process necessary to complete the form.

The board shall evaluate the superintendent using the appraisal form in accordance with the current legal requirements.

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 at the district office with the clerk. Any revisions in the evaluation system shall include input from the superintendent.

Approved: 10-10-16

CEJ Separation CEJ

The board may elect not to renew the superintendent's contract.

Approved: 1-13-92

CEK Resignation CEK

The superintendent may submit a resignation to the board president at a regular or special meeting. The board will consider the acceptance of the resignation in light of the needs of the district.

Approved: 1-13-92

CF Board-Superintendent Relations CF

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

Approved: 8-10-20

The board will employ administrative personnel as needed.

Compensation Guides and Contracts

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

Qualifications and Duties

The superintendent shall develop appropriate job descriptions for each administrative position. When adopted by the board, such job descriptions shall be filed in the central office 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 and may use other staff members to assist. The superintendent shall make recommendations to the board. The district may pay preapproved expenses incurred by candidates interviewed for an administrative position.

Assignment

The board shall solicit the superintendent's recommendations in appointment, assignment, transfer, demotion, termination, or nonrenewal 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 or designee in accordance with legal requirements for the first four years of employment and at least annually thereafter. 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.

Travel Expense and Reimbursement

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

Approved: 01-13-25

CGA Vacation Leave CGA

It is not the policy of the Board of Education to make any payment for unused vacation leave. All vacation leaves are to be used during the contracted year and they do not accumulate.

Approved: 12-13-93

CGK Suspension CGK

The superintendent shall have the authority to suspend district administrators with pay pending further board action.

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.

Approved: 07-08-19

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.

Approved: 07-08-24

CK Professional Development Opportunities CK

The board, through recommendation by the superintendent, may require administrators to attend summer sessions, conferences, workshops, or other activities which will directly benefit the schools. Expenses may be paid by the district to attend meetings approved by the superintendent.

Approved: 1-13-92

CL Administrative Teams CL

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 utilize outside consultants and district resources

Financial

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

Approved: 7-8-24

CM Policy Implementation (See BDA, CGK, GAA and JA) CM

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

Approved: 07-11-22

The board designates the Public Information Director 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 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 of 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 (3) days of the request, if an explanation is requested. If the requester disagrees with the explanation, the Freedom of Information Officer shall settle the dispute.

Each request for access to records shall be acted on 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 requester, 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.

Requestors 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 requestor 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 the 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 requester. 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, the district shall make reasonable efforts to contact the requester and engage in interactive communication about mitigating costs to fill the request. The requester is not obligated to mitigate costs.

If the district has made reasonable efforts to contact the requester in such a case and the requester 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 requester to the district.

As used in this policy, "reasonable efforts to contact the requester" means contacting the requester through the means of communication that the requester 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 or designee is designated as the official custodian of all board and district office_records maintained by the district. Each building principal or school secretary 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)

Approved: 07-14-25

UNIFIED SCHOOL DISTRICT 428
Great Bend, Kansas
(Ref. CN Records)

Public Request for Records

Name of person requesting records: _____

Address of person requesting records: _____

_____

Date and time the request was made: _____

_____

Specific records being requested:
*(**Note:** Description must be specific enough to ensure that the records requested are the records provided.)*

_____

_____

_____

_____

_____ Approval to release records
_____ Denial to release records
_____ Delayed release of records

Reason for denial or reason for delay:

_____

_____

_____

_____ _____
Custodian / Freedom of Information Officer *Date*

==========

For Office Use Only:

Date and time the request was made: _____
Estimated cost of copies and applicable employee time: $_____
(to be paid in advance)

Approved: 01-09-17

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.

Approved: 01-13-25

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