

## ARTICLE 2: ADMINISTRATION

### Administrative Staff Organization

#### Administration Goals

2000

Proper administration of the school is vital to the success of the educational program provided by helping to create and foster an environment in which pupils can learn most effectively. To accomplish this, one of the most important single responsibilities that rests upon the administration is to hire teachers and staff who will discover and develop abilities in pupils which might otherwise be dormant and to foster in students a desire and interest in learning. The school administration shall be charged with the responsibilities of coordinating and supervising the learning activities of the students, guided by the policies of the board of education.

The school administrators shall be expected to administer their duties in accordance with established board policies. Job descriptions for each position have been developed to insure knowledge of the expectations of the board of education toward the administration. The administrators shall be expected to administer and be held accountable for day-to-day operations of the school district within the guidelines established and approved by the board of education.

Legal Reference:	§79-523	Class III School District, Board of Education, Powers and Duties.
	§79-526	School Board, Schools, Supervision and Control.

Policy Adopted: November 9, 1998  
Policy Revised: January 11, 2010

Administrative Organization, Authority, and Responsibility 2005

The board of education endorses an administrative organization known as the 'single executive' type of school administration wherein the board of education acts as the elected governing body and places all school district functions and programs under the direction of the board's chief executive officer, the superintendent of schools.

The superintendent of schools and administrative staff are authorized to, and are responsible for, designing, implementing, managing, and evaluating programs and activities that culminate in an effective educational experience for the district's students. In so doing, the board expects that the school administrators will work within established board policies and school-related statutes, be appropriately trained and certified, and be skilled in communicating and problem solving.

The salary range for the administrative positions shall be sufficiently broad to permit adequate compensation on the basis of both the responsibility involved and the performance of the individual.

Legal Reference:	\$79-501	Board Care and Custody of Property, Hiring Superintendent and Personnel.
	\$79-523	Class III School District, Board of Education, Powers and Duties.
	\$79-526	School Board, Schools, Supervision and Control.

**Line and Staff Relationships**

**2010**

In endorsing the concept of line and staff relationships, it is not the board of education's intent to impede normal conversations and open communication among any of the district's employees. Rather, it is to provide a framework for addressing major problems and/or resolving disputes that may arise in day-to-day school operations.

Each employee of this district except the school board attorney shall be responsible to the board of education through the superintendent of schools.

All personnel shall refer matters requiring administrative action or attention to the administrator immediately in charge of the building or area in which the problem arises. If a problem is not resolved at the first administrative level, it may be forwarded to the superintendent's office for review. In turn, any significant communications or directives to staff from the superintendent of school's office will be channeled through the appropriate administrator.

To seek a board audience for a complaint or problem, certificated staff members are encouraged to utilize the formal grievance procedure. Ordinarily, formal complaints of non-certificated staff will not be carried beyond the level of the superintendent of schools, unless the issue involves a recommendation for dismissal or job reassignment. If a complaint involves the superintendent of schools the complaint shall be filed with the president of the board of education. The superintendent of schools shall keep the board of education informed on any major disputes or problems and the attempted resolution thereof.

Legal Reference:	§79-501	Board Care and Custody of Property, Hiring Superintendent and Personnel.
	§79-526	School District, School Board, Schools, Supervision and Control.

## **SUPERINTENDENT OF SCHOOLS**

### **Employment of the Superintendent of Schools**

2105

As chief executive officer of the board of education, the superintendent of schools shall be responsible, either directly or by delegated authority from the board of education, for the general operation and administration of the school district. The board of education is responsible for employing, working with, and evaluating the performance of the superintendent of schools.

In the absence of board policy, the superintendent of schools is authorized to use administrative discretion. Subsequently, the board of education is to be advised of the particular circumstances prompting such action and of the merits of drafting policy to address similar situations.

The superintendent of schools shall be properly certified in accord with the legal requirements established by the Nebraska State Board of Education or must be able to show evidence of being able to qualify for Nebraska certification. In addition, the superintendent of schools shall have such other educational and experiential training and skills deemed appropriate by the board.

The superintendent of schools shall be employed for not less than twelve months nor more than thirty-six months, with the annual term of employment running from July 1 to June 30. An exception to this would be if the position of superintendent of schools would become vacant at a time other than July 1. If this would occur the position shall be filled for the remainder of the current year and could include up to an additional twenty-four months beyond the end of the current year. In accord with state statute, the superintendent of schools is regarded as a probationary employee and can not accrue tenure in the district. Any contract with the superintendent of schools shall first be reviewed by the school attorney.

The superintendent of schools shall be on a twelve month (245 day) contract. The salary and benefits shall be established annually by the board of education. The annual salary of the superintendent of schools shall be paid in twelve equal installments. The board of education retains the right to adjust the annual salary upward during the term of a contract, as an amendment, without such adjustment constituting a new or amended contract or extending the term of the contract. The superintendent of schools shall receive all personal benefits accorded to other professional employees of the district. He or she shall be granted thirty (30) days vacation leave annually, exclusive of legal holidays.

Transportation required in the performance of duties shall be provided or mileage shall be reimbursed at a rate determined by the board of education (state rate).

Refer to AR-2105, Superintendent Selection for procedures to follow when hiring a superintendent of schools.

Legal Reference:	\$79-501	Board, Hiring Superintendent.
	\$79-594	Superintendent, Appointment, Salary, Term.
	\$79-1229	Administrative and Supervisory Certificate Required.
	\$79-828	Annual Evaluation of Probationary Certified Employees.

**Superintendent Responsibilities**

**2110**

The superintendent of schools' general responsibilities shall include, but not be limited to the following: Maintaining personal, ethical, and professional standards; demonstrating leadership and managerial ability; providing executive service to, and maintaining an effective working relationship with the board of education; promoting positive school-community relationship; providing leadership to the board of education in long and short-range planning; overseeing the effective development of the curriculum, instruction, and in-service programs; directing the staff recruitment and evaluation programs; and, administering the fiscal and auxiliary services budgets. For a more detailed job description refer to AR-2110, Job Description of the Superintendent.

Legal References:	\$79-501	Board Care and Custody of Property, Hiring Superintendent and Personnel.
	\$79-526	Board Authority for Supervision and Control.

**Superintendent Evaluation Procedures**

**2115**

During the first and second year of employment, the superintendent of schools shall be evaluated twice each year, once in October and once in February. During the first and second year of employment the superintendent of schools' contract will be considered for renewal during the month of January. Thereafter, the superintendent of schools will be evaluated at least once each year. This evaluation shall occur during the months of November or December. Commencing with the third year of employment the superintendent's contract will be reviewed and considered for renewing or extending annually during the month of December.

At the regular December board meeting, in closed session, the evaluation results will be shared with the superintendent of schools and open discussion invited on any different viewpoints.

Refer to AR-2115, Superintendent's Evaluation Instrument.

Legal Reference:       §79-828                   Annual           Evaluation           of  
  Probationary           Certified  
  Employees.

**Superintendent's Release From Contract or Resignation**

**2120**

The contract of employment of the superintendent of schools may be canceled or amended during the school year by a majority of the members of the board of education for any of the following reasons:

- I. Upon the cancellation, termination, revocation, or suspension of the certificate necessary to legally serve as an administrator or teacher in the State of Nebraska.
- II. A breach of any of the material provisions of the contract.
- III. Any reason set forth in the employment contract.
- IV. Incompetence.
- V. Neglect of duty.
- VI. Unprofessional conduct.
- VII. Insubordination.
- VIII. Immorality.
- IX. Physical or mental incapacity.
- X. Any other reason as may be set forth in Policies 2110 through 2120 or Administrative Regulation 2110.

The board of education will not act capriciously in calling for the cancellation or non-renewal of the contract. Under no circumstance will a cancellation during the course of a school year be effective unless the superintendent of schools is given the cause or causes for cancellation in writing, has been given due notice, and has been provided an opportunity for an informal hearing before the entire board of education. The informal hearing procedures for non-renewal or cancellation of a contract shall follow statutory guidelines as outlined for probationary certified school employees. Any discussion on cause or causes for non-renewal or the cancellation of a contract shall be held in closed session at the request of the superintendent of schools.

Legal References:	§79-824	Terms Defined.	
	§79-826	Certified	Employee,
		Disciplinary	Action,



	Superintendent	Powers,
		Procedures.
§79-827	Certified Employee, Contract,	
	Cancellation or Amendment,	
	Reasons, Procedures.	
§79-828	Probationary	Certified
	Employee, Probationary Period,	
	Evaluation, Contract	
	Amendment, or Nonrenewal,	
	Procedures.	
§79-831	Certified Employee, Contract	
	Amendment, Termination,	
	Nonrenewal, or Cancellation,	
	Notice, Hearing.	

**ADMINISTRATIVE POSITIONS**

**Employment of Administrators Other Than the  
Superintendent of Schools**

2205

Administrative positions shall be authorized by the board of education upon the recommendation of the superintendent of schools. All administrators employed by Burwell Public Schools District No. 100 shall be properly certified so as to conform with standards established by the Nebraska State Board of Education and shall have such training and experience as deemed appropriate by the superintendent of schools. Unless otherwise indicated, the administrators shall be assigned, supervised, and evaluated by the superintendent of schools.

All administrators will be members of the administrative council and shall be called upon from time to time to make reports to the board of education. Refer to AR-2205, Building Principal's Performance Appraisal Instrument.

The administrative positions for this school district are listed as follows:

<u>Position</u>	<u>Contracted Days</u>	<u>Evaluated By</u>
Superintendent of Schools	245 or 12 months	Board of Education
Building Principals (K-6) (7-12)	200 or 10 months	Superintendent of Schools
School Nurse (K-12)	To Be Arranged	Superintendent of  Schools

Policy Adopted: November 9, 1998  
Policy Revised: March 15, 2010  
Policy Reviewed: December 11, 2017

## **Building Principal**

2210

The building principal is the educational leader of his or her building. The building principal shall be responsible to the superintendent of schools for maintaining an orderly and effective teaching and learning environment for faculty and students.

The superintendent of schools may request the building principal to attend meetings of the board of education. From time to time the building principal may be requested by the board of education or the superintendent of schools to present information at board meetings concerning some phase of operation within his or her school, the results of curricular programs, the selection of textbooks, the results of testing programs, or such other matters as may be deemed as important

The superintendent of schools shall evaluate the building principal at least twice each year during the individual's first three years of employment in the school district as a principal. Evaluations of the building principal will be completed by the February board meeting. After an employment period of three consecutive years the building principal will be evaluated at least once each year. This evaluation will be in January. More frequent evaluations may occur if deemed necessary. After each evaluation the superintendent of schools will hold a conference with the building principal. The Length of the Observations will be as follows: The entire instructional period for administrators cannot be defined in terms of an instructional period and shall be satisfied by the actual observation of an building principal's work during the semester for no less than 40 minutes. The salary and benefits for the building principal shall be determined annually.

Any probationary or permanently certified employee will be notified in writing by the secretary/treasurer of the board of education on or before April 15 concerning any amendment, termination, or non-renewal of a contract for the ensuing year. Unless continued by written agreement between the certified employee and the board of education, or its representatives, final action must be taken by the board of education on or before May 15 of each year.

The building principal shall hold a minimum of an earned Master's Degree with a major in educational administration and possess, or show evidence of being able to secure a valid Nebraska Administrative Certificate to practice as a secondary school principal. The individual shall have such other experience as

determined by either the board of education or the superintendent of schools.

The building principal may obtain tenure in the district, after three consecutive years of satisfactory performance, as a certificated staff member. His or her contracts shall run from August 1 thru May 31.

There shall be no penalty for release or resignation of the building principal from his or her contract, provided no resignation shall be effective until the close of the contract period unless accepted by the board of education. The board of education shall reserve its rights to fix the time at which the resignation is to be effective.

The building principal may be discharged in the event he or she violates any provisions of his or her contract, or performs any act which substantially inhibits the individual from discharging the duties established by school board policies or by Administrative Regulation 2210. If he or she is involuntarily released from his or her contract, the individual will be afforded those rights and privileges as set forth by the statutes.

Refer AR-2210, Job Description of the Building Principal for the building principal's job description.

Legal Reference:	§79-1229	Administrative and Supervisory Certificate.
	§79-824 through §79-839	Tenure.

**School Health Nurse**

**2215**

The position of school health nurse shall be authorized by the board of education upon the recommendation of the superintendent of schools. The school health nurse shall hold a valid Registered Nurse License and shall have such training and experience as deemed appropriate by the superintendent of schools.

The school health nurse shall serve as a health advocate for all school children regardless of their socioeconomic, educational, or health status.

The terms of the contract and the number of days that the school health nurse shall be on duty annually shall be determined by the superintendent of schools and approved by the board of education.

Refer to AR-2215 for the job description for the School Health Nurse.

Legal References:     79-248  
                          Through           Pupils, Physical Examinations  
                          79-253

Policy Adopted: November 9, 1998  
Policy Revised: January 11, 2010

## **PROFESSIONAL GROWTH**

### **Attending Professional Growth Meetings**

**2305**

The board of education expects its administrative staff to be informed on contemporary educational issues and therefore encourages active participation in their respective professional administrative organizations, including state, regional, and national associations for the superintendent and the building principal. Accordingly, the board of education authorizes within budgetary limits, attendance to state, and regional conferences sponsored by professional administrative organizations, curriculum groups, institutions of higher education, legislative bodies, and other agencies having a relationship which is in agreement with the school district's educational objectives.

The superintendent of schools may attend a national convention annually and will administer an itinerary of conference attendance by other district administrators, including national conferences which will be accorded on an every-other-year basis. (Exceptions may be allowed if an administrator is appointed or elected to an office requiring national conference attendance, or invited to give a major presentation at a national convention.)

Periodic reports will be given to the board of education regarding administrator attendance at conferences, including prior announcement of intended national conferences. Ordinarily, the board of education will automatically authorize conference attendance with adoption of the annual budget, but it may, in its

discretion, limit or deny administrator conference attendance as the school year progresses.

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pp 120, 163, & 215. DJD, GAD, & GBRF  
Policy Revised: January 11, 2010

## **EMERGENCIES**

### **Emergency Responses**

**2405**

In any crises or emergency circumstances, the immediate concern shall be securing the safety and welfare of students and staff. A second priority, if appropriate, will be the securing and salvaging of property. Separate warning systems will be developed for fire, tornado, and bomb threats. The superintendent of schools will be in charge of administering and monitoring any emergency event. In his or her absence the building principal will be in charge. Once the nature of the emergency is determined and the immediate concerns for students and staff are addressed, the superintendent of schools will:

- I. Alert board members.
- II. Decide whether or not to convene or postpone school, with attendant adjustments in transportation and activity schedules.
- III. Determine the need to involve other agencies and/or officials (e.g., police, fire and emergency personnel, counseling services, insurance representatives). All administrators will maintain an accessible, emergency phone list.
- IV. Activate the crises intervention team if deemed appropriate.
- V. Notify students, staff, and patrons via appropriate media.

VI. Report on the incident at the next regular or emergency board meeting and evaluate the effectiveness of the response strategy.

The building principal will be responsible for:

- I. Developing an emergency plan for exiting the school facilities in case of fire, bomb threats, or other emergencies which may require the evacuation of the facilities. He or she shall also be responsible for developing an emergency plan for tornado threats.
- II. Selecting, assigning, and orienting staff members of responsibilities during emergency situations. This shall include student monitors, staff responsible for assisting with first aid, and staff to oversee and report current conditions or needs to the building principal.
- III. Seeing that students are provided proper education and training on emergency evacuation procedures.
- IV. Providing parents and patrons information relating to emergency concerns.

Inclement Weather: In the event of bad weather, the superintendent of schools will make the decision to cancel or delay the start of school and whether or not staff are to report for duty. When school is canceled, ordinarily all after-school activities will be canceled. Any decision to the contrary must have the superintendent of school's permission and include provision for communicating with all affected parties in a timely manner. Weather information will be sought from current weather station reports and consultation with ~~the~~ school bus drivers and other area superintendents. The decision to cancel school will be made as early as possible. A 'phone tree' will be developed to alert the staff, and the superintendent of schools shall inform the local media. Refer to AR-2405, School Closing Information. The board of education will determine in the spring whether time missed for inclement weather or other emergency school closing should be made up.

Fire, Tornado, Gas Leaks and Bomb Threats: The building principal shall design and keep current drill and evacuation plans, to include emergency shelter, and publish them in staff and student handbooks. Teachers will post said plans in their classrooms and educate students on their implementation. Refer to Policy 3530, School Bomb Threat. =



Student or Staff Deaths: When notice is received of a student or staff death, the involved administrators will inform and consult with the superintendent of schools. Ordinarily school will be convened; however, appropriate modifications in daily school activities which are sensitive to the incident will be made. Further, if deemed necessary, a counseling intervention team will be made available, in conjunction with school counseling services, to provide assistance to students and staff. Substitute teachers will be employed if deemed appropriate. School officials will attempt to balance funeral accommodations with the need to convene school with minimal disruption.

Civilian Emergencies: The school buildings are available as emergency shelters if needed. School officials, to the extent possible, will cooperate with other civil authorities, including local, area, and state law enforcement agencies and fire department officials, in making school facilities available during any civilian emergencies.

Legal References:	§79-501	Board, Property, Care and Custody.
	§79-706	Fire Prevention, Instruction, Requirements.
	§81-527	State Fire Marshal, Fire Drills.

Policy Adopted: November 9, 1998  
pp. 133 & 134, EBBA – EBBC  
Policy Revised: January 11, 2010