

SECTION C – GENERAL SCHOOL ADMINISTRATION

Section C contains policies, regulations and exhibits on school management, administrative organization and school building and department administration. It includes the administrative aspects of special programs and system wide reforms such as school or site-based management. It also contains personnel policies regarding the superintendent, senior administrators (management team) and school principals.

CB School Superintendent

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**Qualification/Powers and Responsibilities of Superintendent
(Job Description)**

- Title: Superintendent of Schools
- Qualifications: 1. Experience as an educational leader and administrator
2. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
- Reports to: Board of Education
- Supervises: Directly or indirectly all employees of the district
- Job Goal: To provide leadership in developing and maintaining the best possible educational programs and services.

PERFORMANCE RESPONSIBILITIES:

The superintendent of schools shall be responsible for the general management of the schools of the district under the requirements of the state and the policies of the Board. The superintendent shall be responsible for guiding the development of the educational objectives and programs of the school district to fulfill the educational needs of all students. The superintendent shall provide overall direction to the activities of the school district and its personnel toward the accomplishment of district goals, administer the policies of the Board, conserve the school district's assets and resources, and maintain and enhance the school district's standing in all its internal and external relationships.

The management responsibilities of the superintendent shall extend to all activities of the district, to all phases of the educational program and to all parts of the physical plant.

1. OPERATIONS. The superintendent shall:

- a. Manage the work of all personnel in planning and program development and direct the activities of the school district. The superintendent may delegate these responsibilities together with appropriate authority, but may not delegate nor relinquish ultimate responsibility for results of any portion of the accountability.
- b. Manage the development of long and short-range educational objectives for the improvement and growth of the school district and of educational activities in the school district.

- c. Manage the development of the overall educational process and administrative procedures and controls necessary to the implementation of educational programs for the achievement of the educational objectives of the school district, including the district's academic standards.
- d. Manage the regular and systematic evaluation, analysis and appraisal of the achievements of students and the performance of personnel in each of the educational programs or activities against stated objectives of the school district.
- e. Report to the Board the progress and status of the programs and activities of the school district.
- f. Inform the Board on all matters of major importance or significance to the activities, programs and progress of the school district.

2. **ORGANIZATION.** The superintendent shall:

- a. Establish and maintain an administrative organization which provides for the effective management of all the essential functions of the school district.
- b. Recommend proposed revisions to the organization of the management structure including the establishment or elimination or a revision of administrative positions.

3. **PERSONNEL.** The superintendent shall:

- a. Develop and recommend policies and programs for personnel recruitment, selection and employment; employee relations; employee benefits and services; employee safety; personnel evaluation, and salary administration for the school district.
- b. Ensure the maintenance of an adequate staff of properly trained administrative and supervisory personnel throughout the school district.
- c. Recommend to the Board the selection, employment, assignment, transfer and suspension of all personnel.
- d. Supervise assigned personnel and conduct periodic evaluations and appraisals of their performance.
- e. Recommend salary increases and salary adjustments for all personnel.
- f. Develop and recommend to the Board job classifications for all new positions.

4. **FINANCES.** The superintendent shall:

- a. Direct the development of the annual budget of the school district.
- b. Review and recommend programs and supporting data for funds to be included in the annual budget of the school district.
- c. Provide for the overall management of the school district's financial activities and take appropriate action to ensure that expenses are kept within the approved budgetary limits of the school district.
- d. Assist principals and directors in maintaining economy and efficiency in the operation of their administrative units.

- e. Maintain an active contact and familiarization with all local, state, federal and philanthropic programs which provide or could provide financial assistance to the district.

5. RELATIONSHIPS. The superintendent shall:

- a. Act as executive officer for the Board.
- b. Act as professional adviser to the Board.
- c. Attend meetings of the Board with the right to comment on all issues.
- d. Prepare the agenda, in conjunction with the Board President, for all educational matters for all meetings of the Board and deliver the agenda with pertinent information on each item well in advance of the meeting.
- e. Participate in the affairs of local, state and national professional organizations.
- f. Serve as a representative of the school system and the community at meetings on the local, state and national level.
- g. Maintain a cooperative working relationship between the schools and the community and community agencies.
- h. Establish and maintain such other relationships within and outside the school district as required to carry out his or her responsibility.

Adopted: November 20, 1985

Revised: February 15, 2017

LEGAL REF.: C.R.S. 22-9-106(4)

Recruitment of Superintendent

The appointment of a superintendent is a function of the Board. The Board shall conduct an active search to find the person it believes can most effectively translate into action the policies of the Board and the aspiration of the community and the professional staff.

The Board may seek the advice and counsel of interested individuals or of an advisory committee, or it may employ a consultant to assist in the selection. However, final selection shall rest with the Board after a thorough consideration of qualified applicants.

A vote of the majority of Board members present at a Board meeting for which due notice has been given of the intended action shall be required for the appointment of the superintendent.

Search Process

When the Board conducts a search for the position, the writing or revising of the job description, requirements for applicants, selection procedures and applicable deadlines shall be adopted at a public meeting.

Records submitted to the district by an applicant for an executive position shall remain confidential until the applicant becomes a finalist for the position. If only three or fewer candidates possess the minimum qualifications for the position, said candidates are all considered finalists.

A list of all finalists being considered for the position shall be made public by the Board at least 14 days prior to appointing one of the finalists to fill the position. No offer of appointment shall be made prior to this public notice.

When an applicant becomes a finalist, all records submitted by the applicant shall be available for public inspection except that letters of reference or medical, psychological and sociological data shall remain confidential.

Adopted: December 14, 1994
Amended: November 18, 1998
Amended: October 15, 2001

LEGAL REFS.: C.R.S. 22-32-110(1)(g)
C.R.S. 22-44-115(4)
C.R.S. 24-6-402 (3.5)
C.R.S. 24-72-204 (3)(a)(XI)(A)

Superintendent's Contract

The superintendency is becoming more demanding as the superintendent's responsibilities become more complex. The Board realizes that it is therefore increasingly important to attract able persons to the superintendency by making the rewards of the position commensurate with its challenges. The Board further realizes that it is increasingly important to free the superintendent from the pressures of groups in the community by insuring his security from the threat of sudden and unjustified dismissal.

The Board, upon the selection of a candidate or upon reappointment of the incumbent superintendent, shall endeavor to secure the dignity of position and the freedom of leadership appropriate to the responsibilities of the superintendent through an explicit contractual agreement. Such contract shall meet the requirements of state law and shall protect the rights of both the Board and the superintendent.

Adopted: Date of manual adoption

LEGAL REFS.: Constitution of Colorado, Article X, Section 20 (4)(b)
C.R.S. 22-9-109
C..R.S. 22-32-110 (1)(g)
C.R.S. 22-44-115 (4)
C.R.S. 22-63-202 (2)
C.R.S. 24-72-204 (3)(a)(II)(B)

CROSS REFS.: CFBA*, Evaluation of Evaluators

Superintendent's Conduct

The superintendent shall observe rules of conduct established in law which specify that a school district employee shall not:

1. Disclose or use confidential information acquired in the course of employment to further substantially the superintendent's personal financial interests.
2. Accept a gift of substantial value or substantial economic benefit tantamount to a gift of substantial value which would tend to improperly influence a reasonable person in the position to depart from the faithful and impartial discharge of the superintendent's duties or which the superintendent knows or should know is primarily for the purpose of a reward for action taken.
3. Engage in a substantial financial transaction for private business purposes with a person whom the superintendent supervises.
4. Perform an action which directly and substantially confers an economic benefit tantamount to a gift of substantial value on a business or other undertaking in which the superintendent has a substantial financial interest or is engaged as a counsel, consultant, representative or agent.

It shall not be considered a breach of conduct for the superintendent to:

1. Use school facilities and equipment to communicate or correspond with constituents, family members or business associates on an occasional basis.
2. Accept or receive a benefit as an indirect consequence of transacting school district business.

Adopted: December 14, 1994
Revised: March 12, 2014
Revised: May 18, 2016

LEGAL REFS.: C.R.S. 18-8-308
C.R.S. 22-32-110(1)(k)
C.R.S. 24-18-104
C.R.S. 24-18-109

Note 1: State law defines “economic benefit tantamount to a gift of substantial value” to include: 1. A loan at a rate of interest substantially lower than the prevailing commercial rate; 2. Compensation received for private services rendered at a rate substantially exceeding the fair market value; and 3. Goods or services for the District employee’s personal benefit offered by a person who is at the same time providing goods or services to the district under a contract or other means by which the person receives payment or other compensation from the district. C.R.S. 24-18-104(2). However, state law permits a district employee to receive such goods or services if the “totality of the circumstances” indicates the transaction is legitimate, the terms are fair to both parties, the transaction is supported by full and adequate consideration, and the employee does not receive any substantial benefit resulting from the employee’s status that is unavailable to members of the public generally. C.R.S. 24-18-104(2)(b).

Note 2: State law lists the type of items that are not considered “gifts of substantial value or substantial economic benefit tantamount to a gift of substantial value” and are therefore permissible for a district employee to receive. See, C.R.S. 24-18-104(3). Such items include campaign contributions or contributions in kind that are reported in accordance with the Fair Campaign Practices Act; an unsolicited item of trivial value (i.e. currently less than \$59), “such as a pen, calendar, plant, book, notepad or similar item;” and an unsolicited token or award of appreciation in the form of a plaque, trophy, desk item, wall memento or similar item. Id.; see also, Colo. Const. Art XXIX, Section 3.

Note: The amount of the gift limit (\$59) is identical to the gift limit under section 3 of article XXIX of the state constitution. This amount shall be adjusted for inflation contemporaneously with any adjustment to the constitutional gift limit. C.R.S. 24-6-203 (8). The state constitution requires an adjustment for inflation every four years. The next adjustment must occur in the first quarter of 2019. Colo. Const. Art. XXIX, Section 3 (6).

Evaluation of Superintendent

The Board shall institute and maintain a comprehensive program for the evaluation of the superintendent on a regular basis that is agreed upon by the Board and superintendent.

Through evaluation of the superintendent, the Board shall strive to accomplish the following:

1. Clarify the superintendent's role in the school system as seen by the Board by defining objectives that will contribute to achievement of district-wide goals.
2. Clarify for all Board members the role of the superintendent in view of the job description and the immediate priority among responsibilities as agreed upon by the Board and the superintendent.
3. Develop positive communication and harmonious working relationships between the Board and superintendent.
4. Provide administrative leadership of excellence for the school system including implementation of educational programs for the achievement of the educational objectives of the school district, including state and district content standards.
5. Measure the superintendent's professional growth and development and level of performance.

The Board shall consult with the superintendent and the advisory school district personnel performance evaluation council when revising the process for evaluation of the superintendent.

As a precondition to the evaluation process, the Board and the superintendent shall develop a position description that sets forth expectations for the superintendent. The Board also shall have a plan setting forth goals for the district.

The evaluation of the superintendent shall be based on criteria that are determined prior to the evaluation. There shall be a clear relationship among the criteria, the position description for the superintendent and the goals of the district.

The superintendent's performance shall be reviewed at least annually in accordance with the specified goals. Additional objectives shall be established at intervals agreed upon with the superintendent.

The evaluation process shall afford each Board member the opportunity to evaluate the performance of the superintendent on an individual basis. The evaluation document prepared by the Board shall represent a synthesis of information collected from individual Board members.

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The evaluation document shall be prepared in writing. The superintendent shall have an opportunity to review the document with the Board in executive session. The report shall be signed by the superintendent and the president of the Board.

The evaluation document shall contain a written improvement plan, be specific as to performance strengths and weaknesses, specifically identify data sources and sources of information upon which the evaluation was based.

Those portions of the superintendent's written evaluation relating to the performance in fulfilling adopted district objectives, fiscal management of the district, district planning responsibilities and supervision and evaluation of district personnel shall be available for inspection by the public during regular office hours.

Nothing in this policy shall be construed to imply in any manner the establishment of any personal rights not explicitly established by law or contract. Further, nothing in this policy or the accompanying regulation shall be construed to be a prerequisite to or a condition of suspension, dismissal or termination. All employment decisions remain within the sole and continuing discretion of the Board.

Adopted: Date of manual adoption
Revised: May 18, 2011
Revised: May 18, 2016

LEGAL REF.: C.R.S. 22-9-106(4)(b)
C.R.S. 22-9-109

CROSS REFS.: ADA, School District Goals and Objectives
CBA/CBC, Qualifications/Powers and Responsibilities of Superintendent
CBD, Superintendent's Contract

NOTE: A person who is employed in multiple roles in the district may receive a single evaluation that takes into account the employee's performance of his/her responsibilities in each role. The employee's supervisor shall conduct the evaluation or, if the employee is the superintendent, the board shall conduct the evaluation. C.R.S. 22-9-106(4.3)

Public Inspection of Superintendent's Evaluation

Those portions of the superintendent's written evaluation relating to his performance in fulfilling adopted district objectives, fiscal management of the district, district planning responsibilities and supervision and evaluation of district personnel shall be available for inspection by the public during regular office hours.

Adopted: January 21, 1987

LEGAL REF.: C.R.S. 22-9-109

School Building Administration

All building principals shall act as the chief administrative officers of their own buildings and grounds. They shall be responsible for and shall have authority over the actions of the students, professional and support staff members, visitors and persons hired to perform special tasks.

Principals shall also be responsible for achieving the long- and short-range educational objectives of the school district, as those objectives pertain to students and staff in their buildings. As part of the district's standards-based education program, principals shall also be responsible for development and management of a comprehensive standards-based education program in their buildings and shall rigorously monitor and modify the program to ensure that all students meet or exceed district and state standards.

In the absence of a building principal, the superintendent shall assume all authority and duties of the principal.

Adopted prior to 1976

Revised to confirm with practice: Date of manual adoption

Revised: July 18, 2001

LEGAL REFS.: C.R.S. 22-32-126
 C.R.S. 22-60.5-301, 306
 C.R.S. 22-63-103 (1.5)
 C.R.S. 22-63-201

Handbooks and Directives

In order that pertinent Board policies, district regulations and/or school rules may be known by all staff members and students affected by them, district administrators and principals are granted authority to issue staff and student handbooks as found necessary and desirable.

It is essential that the contents of all handbooks conform with districtwide policies and regulations. It also is important that all handbooks bearing the name of the district or one of its schools be of a quality that reflects credit on the district. Therefore, the Board expects all handbooks to be approved prior to publication by the Board and/or superintendent.

The Board shall review and approve the districtwide personnel handbooks and the student handbooks so that the contents of both may be accorded the status of Board-approved policy and regulation. The superintendent shall use his judgment as to whether other specific handbooks need Board approval. However, all handbooks published shall be made available to the Board for informational purposes.

Current practice codified 1983

Adopted: Date of manual adoption

Administration in the Absence of Policy

In cases when action must be taken and the Board has provided no guides in policy for such action, the superintendent shall have the power to act.

His/her decisions, however, shall be subject to review by the Board at its next regular meeting. It shall be the duty of the superintendent to inform the Board promptly of such action and of the need for policy.

Current practice codified 1983

Adopted: Date of manual adoption

School District Annual Report

An annual report covering the activities of the school system will be prepared by the administration in conjunction with the district accountability committee and presented to the Board. After Board review, the report will be published and made available to the public and used as a means of informing parents, citizens, and the Colorado Department of Education of the programs and conditions of the Plateau Valley School District.

As required by law, a copy of the annual report will be sent to the Department of Education.

The following items shall be included each year:

1. Annual priorities for improvement.
2. Results achieved and decisions made during the previous year affecting educational quality.
3. Information about the district and the school accountability committee and their accomplishments.
4. Student academic information including results of norm-referenced tests.
5. Student drop-out rate.
6. Revenues, expenditures, costs of various district and shall operations and programs.

In addition to the above, the following items shall be included every third year:

1. District goals and long-range plans.
2. Procedures and services to assist students toward occupational goals and results of periodic feedback from graduates and employers and institutions of higher education.
3. Information about how the school district assists students in exercising responsible behavior as citizens of the school and community.
4. General information including:
 - a. Trends in student enrollment
 - b. Student achievement
 - c. Costs of various district operations
 - d. Staffing
 - e. Actions taken to increase effectiveness and efficiency of operations

Adopted: February 18, 1987

LEGAL REFS.: C.C.R. [3.09(1)(b)-3-09(1)(b)(v) and 3.09(1)(c)(iv)

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