

CARTERVILLE CUSD #5
BOARD OF EDUCATION POLICY MANUAL
TABLE OF CONTENTS
SECTION 3 - GENERAL SCHOOL ADMINISTRATION

3:10	Goals and Objectives
3:20	OPEN
3:30	Line and Staff Relations
3:40	Superintendent
3:42	Administrative Vacation and Holidays
3:50	Administrative Personnel Other Than the Superintendent
3:60	Administrative Responsibility of the Building Principal
3:70	Succession of Authority

General School Administration

Goals and Objectives

The administrative staff's primary functions are to manage the School District, to facilitate the implementation of a quality educational program, and to move the District toward the following goals developed by the Board of Education

The District will strive to:

1. Provide a safe environment that is conducive to learning, efficient, and adaptable to change.
2. Provide educational opportunities that emphasize high standards, address academic achievement, and civic responsibility for all students.
3. Effectively manage available financial resources of the District.
4. Actively recruit and hire the best candidate for each position, foster a culture that motivates employees to pursue high standards of achievement and development, and value the contributions of each employee.
5. Develop positive Board, school, and community relations.
6. Develop and maintain high standards of professional boardsmanship.

LEGAL REF.: 105 ILCS 5/10-21.4 and 5/10-21.4a.
23 Ill. Admin. Code § 1.210.

CROSS REF.: 6:10

ADOPTED: June 21, 2001

General School Administration

Line and Staff Relations

The Superintendent shall develop an organizational chart indicating the channels of authority and reporting relationships for school personnel. These channels should be followed, and no level should be by-passed except in unusual situations.

All personnel should refer matters requiring administrative action to the responsible administrator, and may appeal a decision to a higher administrative officer. Whenever possible, each employee should be responsible to only one immediate supervisor. Where this is not possible, the division of responsibility must be clear.

CROSS REF.: 2:140, 8:110

ADOPTED: June 21, 2001

General School Administration

Superintendent

Duties and Authority

The Superintendent is the District's executive officer and is responsible for the administration and management of the District schools in accordance with Board of Education policies and directives, and State and federal law. The Superintendent is authorized to develop administrative procedures to implement Board of Education policy.

The Superintendent may delegate to other District staff members the exercise of any powers and the discharge of any duties imposed upon the Superintendent by Board of Education policies or by Board vote. The delegation of power or duty, however, shall not relieve the Superintendent of responsibility for the action that was delegated.

Qualifications and Appointment

The Superintendent must be of good character and of unquestionable morals and integrity. The Superintendent shall have the experience and the skills necessary to work effectively with the Board of Education, District employees, students, and the community. The Superintendent shall have a valid administrative certificate and superintendent's endorsement issued by the State Certification Board.

When the office of the Superintendent becomes vacant, the Board of Education will conduct a search to find the most capable person for the position. Qualified staff members who apply for the position will be considered for the vacancy.

Evaluation

The Board of Education will evaluate the Superintendent's performance and effectiveness according to the terms contained in the Superintendent's employment agreement. A formal evaluation session with all Board of Education members present shall be completed by January 30 of each year. The evaluation should include a discussion of professional strengths as well as performance areas needing improvement.

Superintendent Evaluation Process

December

The Superintendent will meet with the Board of Education (BOE) during closed session at the regular December BOE meeting and share oral and written progress toward meeting the Superintendent's goals, i.e., a self evaluation. These goals will include those established in the Superintendent employment contract as well as any other goals set by the BOE for the evaluation period. In addition, the Superintendent will present to the BOE proposed Superintendent goals and the activities required to achieve those goals for the next evaluation period.

January

- A. Each January the BOE will hold a board retreat to:
 - a. Develop a consensus Superintendent evaluation. To ensure all views are expressed, any significant concerns not held by a majority must be expressed in the evaluation to ensure that the Superintendent is aware of these concerns.
 - b. Taking into consideration the Superintendent’s proposed goals and the BOE goals, develop and approve the Superintendent goals and activities for the next evaluation period.
 - c. If the Superintendent’s contract expires in a given year, the BOE will discuss its intent related to the contract.
- B. Prior to January 30th, the BOE president and a member of the board will meet and discuss the finalized Superintendent evaluation.

April

April 1 is the deadline to notify Superintendent/Administrators of intent not to renew his/her employment contract.

July

During the regularly scheduled July BOE meeting and in closed session, the BOE will conduct a semi annual review of the Superintendent and BOE goals to ensure all are in harmony. This provides an opportunity for both positive and negative feedback for the Superintendent mid way through his/her evaluation period.

August

Prior to the regularly scheduled August BOE meeting, the BOE president and a member of the board will meet with the Superintendent to discuss the semi annual review of Superintendent and BOE goals.

Compensation and Benefits

The Board of Education and the Superintendent shall enter into a contract that conforms to this policy and State law. This contract shall govern the employment relationship between the Board of Education and the Superintendent.

LEGAL REF.: 105 ILCS 5/10-21.4, 5/10-23.8, 5/21-7.1, 5/24-11, 5/24-16, and 5/24A-3.
23 Ill. Admin. Code §§ 1.220, 1.310a, 1.320a, and 226.545.

CROSS REF: 2:130 (Board-Superintendent Relationship), 2:240 (Board Policy Development)
2:90-Retreat, 3:40, 2:270

ADOPTED: June 21, 2001

REVISED: May 16, 2002

General School Administration

Administrative Vacations and Holiday

The Superintendent, Assistant Superintendent, and the Senior High School Principal shall be employed for 12 months in each school year for the period covered by the contract of employment or extension thereof. The Superintendent, Assistant Superintendent, and Senior High School Principal shall be granted (20) days of vacation with full pay each year. No more than ten consecutive days of vacation can be taken at one time without prior approval of the Superintendent. The Superintendent, Assistant Superintendent, and High School Principal should avoid all being on vacation at the same time. This vacation is in addition to all legal holidays and other holidays which are or may be authorized by the Board of Education, as stated below; subject to the further understanding that should the administrator’s contract of employment be terminated at any time for any reason the administrator shall be paid for all earned but unused vacation days at the rate of current salary at time of termination. Administrators who are employed during a school year or who retire or resign during a school year will have their vacation days prorated according to how many days they actually work during the school year. Vacation days will be non-cumulative but may be taken through June 30th of the following fiscal year.

All administrators working under a twelve (12) month contract shall receive the following holidays with full pay:

- | | |
|------------------------|------------------------|
| New Year’s Day | Veteran’s Day |
| Martin L. King’s B’day | Thanksgiving Day |
| Presidents’ Day | Day after Thanksgiving |
| Good Friday | Christmas Eve |
| Memorial Day | Christmas Day |
| Independence Day | New Year’s Eve |
| Labor Day | |

If the holiday falls on a weekend the administrator will receive a day off at full pay during the week preceding or following the holiday as long as school is not in session during these days.

ADOPTED: June 21, 2001

General School Administration

Administrative Personnel Other Than the Superintendent

Duties and Authority

District administrative and supervisory positions are established by the Board of Education in accordance with State law and regulations. The general duties and authority of each administrative or supervisory position are approved by the Board of Education, upon the Superintendent's recommendation, and contained in the respective position's job description.

Qualifications

All administrative personnel shall have a valid administrative certificate and appropriate endorsements issued by the State Certification Board and such other qualifications as specified in the position's job descriptions.

Evaluation

The performance of all administrative personnel will be evaluated by the Superintendent or designee; the Superintendent shall make employment and salary recommendations to the Board of Education.

Administrators shall annually present evidence to the Superintendent of professional growth through attendance at educational conferences, additional schooling, in-service training and through participation in the general development and improvement of the school program.

Administrative Work Year

The administrator's work year shall be the same as the District's fiscal year, July 1 through June 30, unless otherwise stated in the employment agreement. In addition to legal holidays, the administrators shall have vacation periods as approved by the Superintendent. All administrators shall be available for work when their services are necessary.

Compensation and Benefits

The Board of Education will consider the Superintendent's recommendations when setting compensation for individual administrators. These recommendations should be presented to the Board of Education no later than the March Board of Education meeting.

Unless stated otherwise in individual employment contracts, all benefits relating to personal leave, sick leave, maternity leave and bereavement leave for teachers shall also apply to administrative personnel with the exception that all administrators employed for 10 or 10 ½ months in each school year shall receive fifteen (15) sick leave days per year, all administrators employed for 11 months in each school year receive sixteen (16) sick leave days per year, and all administrators employed for 12 months in each school year shall receive seventeen (17) sick leave days per year. Administrators employed for 12 months in each school year shall receive three and one-half (3 ½) personal leave days per year.

LEGAL REF: 105 ILCS 5/10-21.4a, 5/24A-1, 5/24A-3, and 5/24A-4.
23 Ill. Admin. Code § 1.310.

CROSS REF: 3:60, 5:30, 5:250

ADOPTED: June 21, 2001

General School Administration

Administrative Responsibility of the Building Principal

Building Principals are the chief administrators of their assigned schools. The primary responsibility of Building Principals is the development and improvement of instruction. A majority of the Principal's time shall be spent on curriculum and staff development through formal and informal activities, establishing clear lines of communication regarding school goals, accomplishments, practices, and policies with parents and teachers. Building Principals are responsible for management of their staff, maintenance of the facility and equipment, administration of the educational program, control of the students attending the school, management of the school's budget, communication between the school and the community, and reporting criminal offenses. Principals will be evaluated on their instructional leadership ability and their ability to maintain a positive education and learning environment.

The Board of Education and each Principal shall enter into a contract which conforms to Board policy and State law.

LEGAL REF.: 10 ILCS 5/4-6.2.
105 ILCS 5/10-20.14, 5/10-21.4a.
105 ILCS 127/.
23 Ill. Admin. Code §§ 1.320x, 1.230b, and 1.320c.

CROSS REF.: 3:50, 5:250

ADOPTED: June 21, 2001

General School Administration

Succession of Authority

If the Superintendent, Assistant Superintendent, Building Principal, or other administrator is temporarily absent, the succession of authority and responsibility of the respective office shall follow a succession plan, developed by the Superintendent and approved by the Board of Education.

ADOPTED: June 21, 2001