

# MFL MarMac COMMUNITY SCHOOL DISTRICT BOARD POLICIES

## Administration – Series 300

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Administration

Series 300

Policy Title: Statement of Guiding Principles

Policy No. 300

The Superintendent of Schools shall be the executive officer of the Board of Directors and shall be directly responsible to it for the execution of its policies, for the faithful and efficient observance of its rules by all employees throughout the system and for the enforcement of all provisions of the law relating to the operation of the school.

Reviewed: 2013, November 11, 2019

SUPERINTENDENT QUALIFICATIONS, RECRUITMENT, APPOINTMENT

The board will employ a superintendent to serve as the chief executive officer of the board, to conduct the daily operations of the school district, and to implement board policy with the power and duties prescribed by the board and the law.

The board will consider applicants that meet or exceed the standard set by the Iowa Department of Education and the qualifications established in the job description for the superintendent position. In employing a superintendent, the board will consider the qualifications, credentials and records of the applicants without regard to race, color, SES, religion, sex, national origin, religion, age, GLTB, or disability. The board will look closely at the training, experience, skill and demonstrated competence of qualified applicants in making its final decision.

In choosing a superintendent, the board will also consider the school district's educational philosophy, financial situation, organizational structure, education programs, and other factors deemed relevant by the board.

The board may contract for assistance in the search for a superintendent.

Administration

Series 300

Policy Title: Superintendent of Schools – Appointment

Policy No. 301.2

The Board of Directors shall have the power to employ a Superintendent of Schools for up to three (3) years.

Reviewed: 2013, November 11, 2019

## SUPERINTENDENT CONTRACT AND CONTRACT NONRENEWAL

The length of the contract for employment between the superintendent and the board is determined by the board, but no longer than three years for a non probationary superintendent. The contract will begin on July 1 and end on June 30. The contract will state the terms of employment.

The first two years of a contract issued to a newly employed superintendent is considered a probationary period. The board may waive this period or the probationary period may be extended for an additional year upon the consent of the superintendent. In the event of termination of a probationary or non probationary contract, the board will afford the superintendent appropriate due process, including notice by May 15. The superintendent and board may mutually agree to terminate the superintendent's contract at any time.

If a superintendent's contract is not being renewed by the board, the contract will be extended automatically for additional one-year periods beyond the end of its term until it is modified or terminated as mutually agreed to by the parties or until the superintendent's contract is terminated consistent with statutory termination procedures.

It is the responsibility of the board to provide the contract for the superintendent.

If the superintendent wishes to resign, to be released from a contract, or to retire, the superintendent must comply with board policies dealing with retirement, release or resignation.

## SUPERINTENDENT DUTIES

The board employs a superintendent of schools to serve as the chief executive officer of the board. The board delegates to the superintendent the authority to implement board policy and to execute decisions made by the board concerning the internal operations of the school district, unless specifically stated otherwise.

The superintendent is responsible for the implementation and execution of board policy and the observance of board policy by employees and students. The superintendent is responsible for overall supervision and discipline of employees and the education program.

In executing the above-stated duties, the superintendent will consider the financial situation of the school district as well as the needs of the students. Specifically the superintendent:

- Interprets and implements all board policies and all state and federal laws relevant to education;
- Supervises, either directly or through delegation, all activities of the school system according to, and consistent with, the policies of the board;
- Represents the board as a liaison between the school district and the community;
- Establishes and maintains a program of public relations to keep the public well-informed of the activities and needs of the school district, effecting a wholesome and cooperative working relationship between the school district and the community;
- Attends and participates in all meetings of the board, except when the superintendent has been excused, and makes recommendations affecting the school district;
- Reports to the board on such matters as deemed material to the understanding and proper management of the school district or as the board may request;
- Assumes responsibility for the overall financial planning of the district and for the preparation of the annual budget, and submits it to the board for review and approval.
- Establishes and maintains efficient procedures and effective controls for all expenditures of school district funds in accordance with the adopted budget, subject to the direction and approval of the board;
- Files, or causes to be filed, all reports required by law;
- Makes recommendations to the board for the selection of employees for the school district;
- Makes and records assignments and transfers of all employees pursuant to their qualifications;
- Employs such employees as may be necessary, within the limits of budgetary provisions and subject to the board's approval;
- Recommends to the board, for final action, the promotion, salary change, demotion, or dismissal of any employee;
- Prescribes rules for the classification and advancement of students, and for the transfer of students from one building to another in accordance with board policies;

## SUPERINTENDENTS DUTIES

- Summons employees of the school district to attend such regular and occasional meetings as are necessary to carry out the education program of the school district;
- Supervises methods of teaching, supervision, and administration in effect in the schools;
- Attends such conventions and conferences as are necessary to keep informed of the latest educational trends;
- Accepts responsibility for the general efficiency of the school system, for the development of the employees, and for the educational growth and welfare of the students;
- Defines educational needs and formulates policies and plans for recommendation to the board;
- Makes administrative decisions necessary for the proper functioning of the school district;
- Responsible for scheduling the use of buildings and grounds by all groups and/or organizations;
- Acts as the purchasing agent for the board, and establishes procedures for the purchase of books, materials and supplies;
- Approves vacation schedules for employees;
- Conducts periodic district administration meetings; and ,
- Performs other duties as may be assigned by the board.
- Supervises the establishment or modification of the boundaries of school attendance and transportation areas subject to approval of the board.
- Directs studies of buildings and sites, taking into consideration population trends and the educational and cultural needs of the district in order to ensure timely decisions by the board and the electorate regarding construction and renovation projects.

This list of duties will not act to limit the board's authority and responsibility over the superintendent. In executing these duties and others the board may delegate, the superintendent will consider the school district's financial condition as well as the needs of the students in the school district.

Policy No. 301.4

SUPERINTENDENT EVALUATION

See Board Policy No. 209

Reviewed: 2013, November 11, 2019



SUPERINTENDENT PROFESSIONAL DEVELOPMENT

The board encourages the superintendent to continue professional growth by being involved in professional organizations, attending conferences, continuing education, and participating in other professional activities.

It is the responsibility of the superintendent to arrange the superintendent's schedule in order to enable attendance at various conferences and events. If a conference or event requires the superintendent to be absent from the office for more than three days, requires overnight travel, or involves unusual expense, the superintendent will bring it to the attention of the board president prior to attending the event.

The superintendent will periodically report to the board on relevant conferences.

## SUPERINTENDENT CIVIC ACTIVITIES

The board encourages the superintendent to be involved in the school district community by belonging to school district community organizations and attending and participating in school district community activities.

It is the responsibility of the superintendent to become involved in school district community activities and events. The board may include a lump sum amount as part of the superintendent's compensation to be used specifically for paying the annual fees of the superintendent for school district community activities and events if, in the board's judgment, the superintendent's participation will further the public purpose of promoting and deriving support for the school district and public education in general. It is within the discretion of the board to pay annual fees for professional organizations and activities.

ADMINISTRATOR QUALIFICATIONS, RECRUITMENT, APPOINTMENT

The board will employ building principals and other administrators, in addition to the superintendent, to assist in the daily operations of the school district.

The board will consider applicants who meet or exceed the standard set by the Iowa Department of Education and the qualifications established in the job description for the position. In employing an administrator, the board will consider the qualifications, credentials and records of the applicants without regard to race, color, religion, sex, SES, national origin, age, GLTB, or disability. In keeping with the law, however, the board will consider the veteran status of the applicants. The board will look closely at the training, experience, skill and demonstrated competence of qualified applicants in making its final decision.

In choosing an administrator, the board will also consider the school district's educational Philosophy, financial condition, organizational structure, education programs, and other factors deemed relevant by the board.

It is the responsibility of the superintendent to make a recommendation to the board for filling an administrative position, based on the requirements stated in this policy. The board will act only on the superintendent's recommendation.

The board may contract for assistance in the search for administrators.

Revised: 2013

Reviewed: November 11, 2019

## ADMINISTRATOR CONTRACT AND CONTRACT NONRENEWAL

The length of the contract for employment between an administrator and the board will be determined by the board and stated in the contract. The contract will also state the terms of the employment.

The first two years of a contract issued to a newly employed administrator will be considered a probationary period. The board may waive this period. The probationary period may be extended for an additional year upon the consent of the administrator. In the event of termination of a probationary or non probationary contract, the board will afford the administrator appropriate due process, including notice by May 15. The administrator and board may mutually agree to terminate the administrator's contract.

If an administrator's contract is not being renewed by the board, the contract will be extended automatically for additional one-year periods beyond the end of its term until it is modified or terminated as mutually agreed to by the parties or until the administrator's contract is terminated consistent with statutory termination procedures.

It is the responsibility of the superintendent to create a contract for each administrative position.

Administrators, who wish to resign, to be released from a contract, or to retire, must comply with board policies regarding the areas of resignation, release or retirement.

## ADMINISTRATOR SALARY AND OTHER COMPENSATION

The board has complete discretion to set the salary of the administrators. It is the responsibility of the board to set the salary and benefits of the administrators at a level that will include consideration of, but not be limited to, the economic condition of the school district and the training, experience, skill, and demonstrated competence of the administrators.

In addition to the salary and benefits agreed upon, the administrator's actual and necessary expenses will be paid by the school district when the administrator is performing work-related duties. The board will approve the payment of other benefits or compensation over and above the administrator's contract. Approval of other benefits or items of an administrator's compensation will be included in the records of the board in accordance with board policy.

## ADMINISTRATOR DUTIES

Administrators will be hired by the board to assist the superintendent in the day-to-day operations of the school district.

Each attendance center will have a building principal responsible for the administration and operation of the attendance center. Each building principal, as chief administrator of the assigned attendance center, is responsible for the building and grounds, for the students and employees assigned to the attendance center, for school activities at the attendance center, for the education program offered in the attendance center, and the budget for the attendance center. The principal is considered the professional advisor to the superintendent in matters pertaining to the attendance center, supervised by the principal. Although the principals serve under the direction to the superintendent, duties of the principal may include, but not be limited to the following:

- Cooperate in the general organization and plan of procedure in the school under the principal's supervision;
- Supervision of the teachers in the principal's attendance center;
- Maintain the necessary records for carrying out delegated duties;
- Work with the superintendent in rating, recommending and selecting supervised employees whenever possible;
- Work with the superintendent in determining the education program to be offered and in arranging the schedules. As much of the schedule as possible should be made before school closes for summer vacation. In the matter of courses offered, the final approval rests with the superintendent who is in turn responsible to the board;
- Ensure that proper care is taken of all school books, supplies, materials, equipment, furniture and facilities;
- Instruct teachers to make a complete annual inventory of all school property contained in their individual rooms. This inventory is reviewed and filed with the board secretary;
- Investigate excessive cases of absence or tardiness of students and notify the parents or guardians of unexcused absence or tardiness. All such cases should be reported to the superintendent;
- Make such reports from time to time as the superintendent may require;
- Maintain the regular schedule of school hours established by the board and make no temporary changes in the schedule without the consent of the superintendent;
- Promptly notify the superintendent whenever ventilation, sanitation or heating of the building is unsatisfactory;
- Contribute to the formation and implementation of general policies and procedures of the school;
- Perform such other duties as may be assigned by the superintendent of schools.

This list of duties will not act to limit the board's authority and responsibility over the position of the administrators. In executing these duties and others the board may delegate, the administrators will consider the school district's financial condition as well as the needs of the students in the school district.

### ADMINISTRATOR EVALUATION

The superintendent will conduct an ongoing process of evaluating the principals. The minimum process will follow current legislation and DE rules. The board shall approve this evaluation process and it shall include the six standards for administrators.

Principals shall be evaluated by the superintendent at a minimum formally according to current legislation and DE rules. Each principal shall have a personal professional development plan. This professional development plan shall be reviewed annually by the principal and the superintendent. Principals may be evaluated informally or formally above minimum requirements or determined by the superintendent.

Assistant administrators/athletic administrators, etc., may be evaluated by any administrator who has the administrator evaluator training certification.

## ADMINISTRATOR PROFESSIONAL DEVELOPMENT

The board encourages the administrators to continue their professional growth by becoming involved in professional organizations, attending conferences, continuing their education, and participating in other professional activities.

It is the responsibility of the administrators to arrange their schedules in order to attend various conferences and events in which they are involved. Prior to attendance at an event, the administrator must receive approval from the superintendent. In the case where overnight travel or unusual expense is involved, the superintendent will bring it to the attention of the board prior to the administrator attending the event.

The administrator will report to the superintendent after an event, as necessary.



DEVELOPMENT AND ENFORCEMENT OF ADMINISTRATIVE REGULATIONS

Administrative regulations may be necessary to implement board policy. It is the responsibility of the superintendent to develop administrative regulations.

In developing the administrative regulations, the superintendent may consult with administrators or others likely to be affected by the regulations. Once the regulations are developed, employees, students and other members of the school district community will be informed in a manner determined by the superintendent.

The board will be kept informed of the administrative regulations utilized and their revisions. The board may review and recommend change of administrative regulations prior to their use in the school district if they are contrary to the intent of board policy.

It is the responsibility of the superintendent to enforce administrative regulations.

Reviewed November 11, 2019

## Administrative Personnel

### Series 300

Policy Title: Voluntary Early Administrative Separation

Policy No. 302.7.

279.46 – Iowa Code

The primary purpose of this early separation policy is to save money for the district as per the Iowa Code. The secondary purpose of this policy is to provide the Districts eligible employees with the option for early separation from their employment with the District.

The Board can review feasibility of this policy annually at any time. The Board may choose to either keep the policy in force or not put it in force, and they may act on this annually or at their will. The Board will make a determination and set the value of the compensation and benefits to be provided for administrators separating from the District and have it in the plan. The Board's decision may take into consideration the District's financial needs, staffing considerations, student enrollment, and contract savings. Therefore, the MFL MarMac Community School District may provide its administrators an Early Separation Plan.

The board will allow one early separation each year on a first come – first serve basis; provide the policy is in force for that year. The board may allow more than one early separations at their discretion after analysis of the financial ability to pay.

This early separation policy applies to full time certified administrators (1.0 FTE).

An administrator as defined by this policy is either a superintendent or a principal. The specific job or the superintendent or principal must require a minimum of a master's degree from a college or university in Educational Administration, or a corresponding area; and a current appropriate evaluator training certificate and a current Iowa Administrative license.

#### 1. Eligibility:

A licensed administrator may opt for early separation provided herein:

- A. The employee will be at least **55** years of age and not on medicare.
- B. The employee must have served in the MFL MarMac Community School District **as an administrator as defined above** for a period of a minimum of twelve (12) years full time experience.
- C. The administrator may exercise his or her option for voluntary early separation by giving a completed and executed application on the form provided by the administration, to the superintendent, by March 20<sup>th</sup> or later by district consideration.

Employees will not qualify for this early separation program if:

- a. they have received an official notice of layoff or staff reduction
- b. they have received notice of termination pursuant to Iowa Code Selections 279.15 or 279.27.

#### 2. Application Procedure:

An employee qualifies for this program upon: (1) submission of a written application to participate in this program and contingent resignation by March 20th of the current contract year. (2) the Board's acceptance of the employee's resignation. The Board's acceptance of the employee's written resignation will be considered final action and

the employee will be considered terminated after the last day of the current contract. If the Board does not accept the employee's resignation and/or written resignation, the employee's current contract with the District will continue in full force and effect.

**3. Implementation Formula:**

1. \* Age 55                      The district will provide the retiree with full single coverage in any of the District's medical/health insurance plans until the maximum amount of insurance premiums paid by the district equal \$25,000, plus four allotments of \$15,000.00 each for two consecutive years. This shall be in the last year of employment, and the immediate year following. All insurance benefits terminate when the retired employee fully qualifies for Medicare, or dies.

\* Age = age on date of expiration of current contract (August 31)

**4. Payment:**

The employee shall be paid the first lump sum of \$15,000.00 in the month of June of the expiring contract year or later as agreed by both parties. The remaining lump sums of \$15,000.00 shall be paid in June of the following years, or earlier as agreed by both parties. The separating administrator may also place all or any or the total benefit value defined in the Implementation Formula above, in a health savings plan, or flexible spending account, or other similar plan as allowed by the district – in the timeframe that it is to be paid out to the separating employee. This option will terminate at the onset of the employee entering Medicare. If any benefits defined in the Implementation Formula are not used by time the retired employee qualifies for Medicare, the remainder will be paid in two equal lump sums over two years, or earlier as determined by the Board. In the event the Early Separation Program is altered or discontinued, persons who separate from the District under its provisions will continue to receive the benefits authorized by the Board of Education in accepting the employee's letter of resignation.

**5. Additional Conditions:**

A. The adoption of this policy does not vest any rights in any employee

whether or not the employee is currently eligible for early separation. The Board shall have the complete discretion to amend or repeal this policy at any time when in the judgment of the Board the District no longer realizes economic benefits from this policy or otherwise determines that the policy is not in the best interest of the District. Provided the Board will review this procedure annually to determine whether to amend or repeal. Furthermore, the District shall not be obligated to provide any of the benefits to any employee after the date of such amendment or repeal, except to those employees whose early separation pursuant to this policy has commenced prior to the amendment or repeal.

B. Any other benefits that are defined in the administrator's contract, but not in this plan, will become part of his/her early retirement benefits in this plan and will be in addition to the benefits offered in this plan. These benefits may include payment of a defined number of days for unused vacation, and unused sick days to a defined maximum number.

C. An employee who elects to participate in the District's early separation program will become a retired employee under applicable law and policies of the MFL MarMac Board of Education; however, employees who elect to participate in this program shall not be rehired in any

capacity with the MFL MarMac Community School District; unless approved by the Board. The MFL MarMac Community School District *is not* required to accept an application for employment from an employee who elects to participate in the District's early separation program. Provided, however, that at the sole discretion of the Superintendent, the District may employ persons who elected to participate in the District's early separation program as substitute teachers. Each employee who elects to participate in the District's early separation program must specifically agree to hold the District harmless and indemnify it if the employee attempts to submit an employment application or otherwise attempts to be reemployed with the District.

Approved February 14, 2011

Revised 2013

Revised and Approved: November 11, 2019

Administration

Series 300

Policy Title: Administrative Team-Establishment

Policy No. 303

In order to facilitate and coordinate District Administration, the Superintendent of Schools may create an Administrative Team that will serve in a consultative and advisory capacity.

Revised: 2013  
Reviewed November 11, 2019

Administration

Series 300

Policy Title: Administrative Team – Appointment

Policy No. 303.1

The Administrative Team shall be appointed by the Superintendent of Schools and may be composed of Assistant Superintendents, Directors, Business Manager, Building Principals, and/or others depending upon needs.

Revised: 2013

Reviewed November 11, 2019

Policy No. 304

SUCCESSION OF AUTHORITY TO THE SUPERINTENDENT

In the complete absence of the superintendent, it is the responsibility of the other administrators to assume the superintendent's duties. The succession of authority to the superintendent is in this order: H.S. Principal, Elementary Principal.

If the absence of the superintendent is temporary, the successor will assume only those duties and responsibilities of the superintendent that require immediate action. If the board determines the absence of the superintendent will be a lengthy one, the board will appoint an acting superintendent to assume the responsibilities of the superintendent. The successor will assume the duties when the successor learns of the superintendent's absence or when assigned by the superintendent or the board.

References to "superintendent" in this policy manual will mean the "superintendent or the superintendent's designee" unless otherwise stated in the board policy.

Revised: 2013

Reviewed November 11, 2019

## COMMUNICATION CHANNELS

Questions and problems are resolved at the lowest organizational level nearest to the complaint. School employees are responsible for conferring with their immediate supervisor on questions and concerns. Students and other members of the school district community will confer with a licensed employee and then with the principal on questions and concerns.

If resolution is not possible by any of the above, individuals may bring it to the attention of the superintendent within 5 school days of their discussion with the principal. If there is no resolution or plan for resolution by the superintendent within 5 school days of the individual's discussion with the superintendent, the individual may ask to have the question or problem placed on the board agenda.

It will first be the responsibility of the administrators to resolve questions and problems raised by the employees and the students they supervise and by other members of the school district community.

Revised: 2013

Reviewed November 11, 2019