

TABLE OF CONTENTS

C—GENERAL SERVICE CENTER ADMINISTRATION

CA	Goals and Objectives of Service Center Administration
CB	Administrator Ethics
CD	Administrative Line and Staff Relations (See GACA and GACB)
CE	Service Center Executive Director
CEA	Executive Director Qualifications
CEB	Executive Director's Duties
CEC	Executive Director Recruitment CED
.....	Executive Director Appointment
CEE	Compensation and Benefits
CEF	Expense Reimbursement and Credit Cards (See GAN)
CEG	Staff Development Opportunities
CEI	Evaluating the Executive Director (See CGI and GAK)
CEJ	Nonrenewing or Terminating the Executive Director's Contract
CEK	Resignation
CF	Board-Executive Director Relations (See BBC)
CG	Administrative Personnel (See CEF, and GAN)
	Compensation Guides and Contracts
	Qualifications and Duties
	Recruitment
	Assignment
	Orientation
	Supervision
	Time Schedules
	Administrative Intern Program
	Personnel
	Travel Expense and Reimbursement
CGI	Administrator Evaluation (See CEI, GAK and GBI)
CJ	Hiring Consultants (See BBG, and CL)
CK	Professional Development Opportunities

- CL.....Administrative Teams
 - Method of Appointment
 - Organization
 - Resources
 - Material
 - Financial
- CM Policy Implementation (See BDA, CMA, GAA and JA)
- CMA Administrative Rules and Regulations (See BDA, CM, DJFAB, GAA and JA)
 - Staff Involvement
 - Community Involvement
 - Student Involvement
 - Rules Drafting
 - Disseminating Rules
 - Reviewing Rules
 - Action Allowed When No Policy Exists
- CMB.....Administration in Policy Absence
- CN Public Records (See BE, ECA, IDEA, HAI, JGGA and JR et seq.)
 - Types of Records
 - Central Office Records
 - Building Records
 - Public Access
 - Disposition
 - Form, Request for Records
- CO..... Reports (See BCBK)
 - Types of Reports
 - Annual
 - Budget Reports
 - Disseminating Reports
- CP Administrative Chain-of Command

CA Goals and Objectives of the Service Center Administration

CA

The goal of the Service Center administration is to create an environment in which all students can demonstrate continuous academic improvement.

The

executive director must possess leadership qualities which motivate all staff members to improve the educational program and to attain the board's goals and objectives. The executive director, with the board's direction, shall mobilize and coordinate all available resources to develop an educational program designed to maintain continuous academic improvement and full state accreditation in all schools.

Approved: 8/15/07

CB **Administrator Ethics**

CB

An administrator's professional behavior must conform to an ethical code.

The administrator acknowledges schools belong to the public and they must

provide educational opportunities to all.

An administrator's actions will be

viewed and appraised by the community, professional associates, and 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;
- Obeys local, state and national laws;
- Implements all board policies, rules and regulations;
- Pursues appropriate measures to correct those laws, policies and regulations that are not consistent with sound educational goals;
- Avoids using an administrative 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: 8/15/07

CD **Administrative Line and Staff Relations** (See GACA and GACB)

CD

All administrators are ultimately responsible to the board. Within the limits of policy and terms of the job description, the executive director's administrative subordinates have full authority to administer Service Center programs.

Approved: 8/15/07

CE **Service Center Executive Director**

CE

The executive director is the service center's administrative leader and shall have, under the board's direction, general supervision of all the programs. The executive director is accountable to the board and is responsible for managing programs in compliance with board policies

The executive director may delegate powers and duties to other personnel. Delegating power or duties, however, shall not relieve the executive director of responsibility for any action taken.

Approved: 8/15/07

CEA Executive Director Qualifications

CEA

The executive director shall possess, or be eligible for, an appropriate
Kansas license.

Approved: 8/15/07

CEB **Executive Director's Duties**

CEB

The executive director shall be responsible to:

- serve as the service center's chief administrator;
- carry out all board policies and rules;
- ensure student achievement for all student groups;
- build positive school/community relations;
- lead the board in developing constructive board/director relations;
- oversee effective and efficient staff performance;
- practice responsible fiscal, facility and resource management; and
- model positive professional attributes.

Approved: 8/15/07

The executive director 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 an executive director 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 a number of candidate's qualifications whose professional training and experience meet service center needs. The board may solicit applications from qualified staff members and may list the vacancy with placement offices.

The board may select a professional committee who shall screen all applications and recommend finalists to the board for interviews. The board shall interview selected candidates. Board members should visit each finalist's district or current place of employment.

Approved: 8/15/07

CED **Appointment**

CED

The executive director will be offered a one, two or three year contract of employment.

Approved: 8/15/07

CED-R **Appointment**

CED-R

The executive director's contract will be considered for renewal on or before the statutory date for non-renewal.

Approved: 8/15/07

CEE Co mpensation and Benefits

CEE

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

Approved: 8/15/07

CEF **Expense Reimbursement and Credit Cards** (see GAN)

CEF

The executive director's use of service center motor vehicle and service center credit card shall be confined to necessary service center business. The board shall annually prescribe limits and restrictions on the use of credit cards and shall monitor monthly receipts and reimbursement expenses. 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.

The

Expenses for

Approved: 8/15/07

CEG **Staff Development Opportunities**

CEG

The executive director shall keep informed of modern educational thoughts and practices by study; by visiting other service centers, community colleges and cooperatives; by attendance at educational conferences; and by other such means as may appear to be appropriate.

Approved: 8/15/07

CEG-R **Staff Development Opportunities**

CEG-R

The executive director will be permitted to attend the annual conventions of the National School Board Association and the American Association of School Administrators and their state level subsidiaries. (See BBB C)

Approved: 8/15/07

CEI Evaluating the Executive Director (CGI and GAK)

CEI

The board shall adopt an evaluation system that provides a basis for formal evaluation of the executive director's performance.

The system shall include the evaluation form used and the process necessary to complete the form.

The system shall

The board shall evaluate the executive director using the evaluation form in accordance with current legal requirements for the first four years of employment and annually for the term of the director's employment.

The executive director's evaluation shall be confidential and be made available only to the board, the director and others as provided by law.

The evaluation instrument shall be on file at the interlocal office with the clerk. Any revisions in the evaluation system shall include input from the executive director.

Approved: 8/15/07

CEJ **Separation**

CEJ

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

Approved: 8/15/07

CEK **Resignation**

CEK

The executive director 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 service center.

Approved: 8/5/07

CF Board-Executive Director Relations (See BBC)

CF

The board delegates to the executive director all administrative duties.

While the board reserves to itself the ultimate decision in all matters concerning policy or expenditures of funds, it will normally proceed in those areas only after receiving recommendations from the executive director.

Approved: 8/15/07

CG **Administrative Personnel** (See CEF and GAN)

CG

The board will employ administrative personnel as needed.

Compensation Guides and Contracts

All administrative personnel shall be compensated for their services with a salary determined by the board.

Qualifications and Duties

The executive director shall assure that appropriate job descriptions exist for each administrative position. When adopted by the board, such documents shall be filed in the service center office and published in the appropriate handbook.

Recruitment

The board delegates to the executive director the authority to identify and recommend the appointment of individuals to fill vacant administrative positions.

Assignment

Assignment of administrative personnel shall be recommended to the board by the executive director.

Orientation

The executive director will conduct an appropriate administrative orientation program designed to acquaint administrators with the service center.

Supervision

The executive director shall be responsible for supervising all administrative personnel.

CG Administrative Personnel

CG-2

Time Schedules

Administrative time schedules and work loads shall be dictated by the terms of the employment contract.

Administrative Intern Program

The board may cooperate with an approved administrator training institution in establishing an administrative intern program.

Personnel

The administrative staff shall recommend candidates only for those positions authorized by the board.

Travel Expense

Travel expense for administrative staff shall be provided in accordance with CEF.

Approved: 8/15/07

CG-R Administrative Personnel

CG-R

The board will solicit the recommendations of the executive director in appointment, assignment, transfer, demotion, termination, or non-renewal of any administrative personnel.

Recruitment

All applicants shall be screened by the executive director, who may use other staff members to assist, before recommendations are made to the board.

Expenses incurred by candidates interviewed for an administrative position may be paid by the service center.

CG-R **Administrative Personnel**

CG-R-2

Compensation Guides and Contracts

Service Center staff administrative contracts shall be reviewed annually. The term of each administrative contract shall be determined by the board. Contract forms for administrators shall be drawn by the board's attorney.

Qualifications and Duties

Referenced to the appropriate job description and handbook.

Approved: 8/15/07

CGI **Evaluation** (See CEI, GAK and GBI)

CGI

Administrative personnel shall be evaluated in writing by the executive director in accordance with the minimum statutory 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 director and others authorized by law.

The board's procedures concerning evaluation of service center administrators shall be on file in the central office with the clerk and may be published in the appropriate handbook.

Approved: 8/15/07

CJ **Consultants** (See BBG and CL)

CJ

The administration may use professional consultants.
be approved by the board in advance.

Consultants shall

Approved: 8/15/07

CK **Professional Development Opportunities**

CK

The board may require administrators to attend summer sessions, conferences, workshops or other activities which will directly benefit the service center. Expenses may be paid by the service center to attend meetings approved by the executive director.

Approved: 8/15/07

CL **Councils, Cabinets and Committees**

CL

The board advocates the administrative team concept of school administration and hereby establishes an administrative council.

Method of Appointment

All administrators are automatically members of the administrative council.

Organization

The executive director shall serve as the chair of the administrative council and, with the recommendations of the council, will determine the council's organization.

Resources

The administrative council shall have at its disposal all of the personnel resources of the service center normally used by the professional staff. With board approval, the council may utilize outside consultants and resources to implement the council's activities.

Material

The administrative council may utilize material purchased by the service center to implement the council's activities.

Financial

The executive director may recommend a budget to the board for the administrative council.

CL **Councils, Cabinets and Committees**

CL-2

Reporting

The board may call for reports from the administrative council. Reports should pertain to the activities of the council and may take the form of recommendations to the board.

Reports

Approved: 8/15/07

CL-R **Councils, Cabinets and Committees**

CL-R

Administrative council meetings shall be held at times deemed appropriate by the chair.

Financial

Funds for the administrative council's budget shall be included in the service center's general fund.

Approved: 8/15/07

CM Policy Implementation (See BDA, CMA, GAA and J A)

CM

Administrative employees who fail to implement board policies may, by board action, be suspended, demoted, placed on probation, nonrenewed or terminated.

Approved: 8/15/07

The board delegates to the executive director the responsibility for developing recommendations, and for designing any necessary arrangements to carry out board policy and to operate the service center.

These rules and arrangements shall constitute the administrative regulations governing the schools and shall be considered for approval, modification or disapproval by the board.

Staff Involvement

In developing rules, regulations and arrangements for the service center's operation, the executive director shall include at the planning stage representatives of those employees who will be affected.

The executive director shall develop procedures utilizing certified and noncertified employees for the exchange of ideas and feelings regarding the service center's operation. The advice given by employees, especially that given by groups designated to represent large segments of the staff, shall be considered. The board shall be informed of such counsel when reports and recommendations are made to the board. (See also GAC)

Community Involvement

The executive director may involve service center patrons on committees or study groups whenever necessary.

Student Involvement

The executive director is encouraged to consider students' opinions concerning the rules which affect them. (See also JCB)

Rules Adoption

The executive director shall review all proposed rules before they are submitted to the board. All administrative rules recommended by the executive director shall be reviewed by the administrative staff before being submitted to the board for their consideration.

Rules Dissemination

Copies of administrative rules shall be given to all employees who play a role in enforcing the rules or who will be affected by any rule changes.

Rules Review

Administrative rules adopted by the board shall be subject to frequent review by the board and the administrative staff.

Administration in Policy Absence

Approved: 8/15/07

CMA-R Administrative Rules

CMA-R

No administrative rule shall be in conflict with board policy.

Rules Drafting

All proposed rules shall be submitted to the board attorney or a KASB attorney before being submitted to the board for final approval.

Staff Involvement

The executive director and members of the service center's administrative staff may appoint committees for functions not being performed by existing groups or persons.

Each staff or community committee shall act in an advisory capacity to the administrative officer responsible for the committee's area. All committees shall terminate no later than one year after their establishment unless re-established by the board. (See GAC)

Student Involvement

The use of student input in the formation of policies and rules shall normally be restricted to areas pertaining to attendance center administration.

Administration in Policy Absence

Approved: 8/15/07

CMB **Administration in Policy Absence**

CMB

In cases of an emergency nature in which action must be taken within the Service Center where the board has provided no guides for administrative action, the executive director shall have the power to act, but his/her decisions shall be subject to review by action of the board at the next board meeting. It shall be the duty of the executive director to inform the board promptly of such action and of the need for policy.

Approved: 8/15/07

CMB-R **Administration in Policy Absence**

CMB-R

In the event the executive director is forced to act in the absence of regular board policy or guidelines, he/she shall immediately draft a proposed board policy, together with appropriate rules, to be presented to the board at its next meeting for its consideration.

Approved: 8/15/07

CN Public Records (See BE, ECA, HAI, JGGA, JRA, JRB, JRC, JRD and CN /JR etseq)

The board shall designate a Freedom of Information Officer, the executive director, with the authority to establish and maintain a system of records in accordance with the Kansas Open Records Act and other applicable laws and may assign another service center employee Clerk or MIS Clerks 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 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 or kept by or is in the possession of the service center, including those exhibited at public board meetings.

Central Office Records

Records maintained by the executive director shall include, but not be limited to, the following: financial, personnel, property (both real and personal) owned by the service center.

Building Records

Special Education records maintained by the service center shall include, but not be limited to, the following: 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 the service center office. The executive director will establish procedures for making records available on normal business days when service center offices are closed. Copies of open records shall be available on written request.

Requests for access to open records shall be made in writing to an official custodian of service center records. The official custodian shall examine each request to determine whether the record requested is an open record or is subject to an exception by the Kansas Open Records Act. The custodian shall either grant or deny the 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 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.

To the extent possible, requests for access to records shall be acted on immediately. If the request is not acted on immediately, the custodian shall inform the requester of when and where the open record will be made available. The record shall be made available within three business days of the request. Each custodian shall file all requests and their dispositions in the appropriate office and make reports as requested by the executive director or the board of education.

The board shall annually set a fee for copies of records. Advance payment of the expense of copying open records shall be borne by the individual requesting the copy. Under no circumstances shall the documents be

Allowed out of their usual building location without approval of the official custodian Revenue from copying open records will be deposited in the service center's general fund.

Disposition

All service center office records shall be kept for at least the minimum length of time required by law.

The clerk is designated as the official custodian of all board records maintained by the service center. The Clerk is also designated as official custodian of all service center office records maintained by the service center except for student records. These records will be maintained by the Management Information Clerk(s). Each building principal or his/her designee is designated as official custodian of all records established and maintained at the program level. In addition to those records required by law, the clerk or her designee shall be responsible for preparing and keeping other records necessary for the service center's efficient operation.

Service center employees shall follow the guidelines found in the student records policies. (See JR and JRB)

Approved: 8/15/07

NORTHEAST KANSAS EDUCATIONAL SERVICE CENTER #608
OSKALOOSA, KANSAS
PUBLIC REQUEST FOR
SCHOOL RECORDS

Person requesting records _____

Address of person requesting records _____

Specific records being requested:

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)

CO **Reports** (See BCBK)

CO

The board may require reports from the staff.

Types

The executive director shall submit to the board an annual report summarizing the service center's operations for the preceding school year.

The ex-

ecutive director shall present a monthly budget report to the board.

The board

delegates to the director the authority to request reports from any staff member.

Dissemination (See JR et seq.)

The board, upon request, shall receive copies of all reports submitted to the executive director.

Copies of staff reports may be sent to staff members

for their confidential use if the director approves.

Staff reports shall be made

public only with board approval.

Approved:

CO-R **Reports**

CO-R

Types

The executive director's annual report shall be submitted to the board 30 days after the end of the school year.

If the executive director resigns or

leaves the service center, the annual report shall be submitted to the board

prior to final payment of compensation under the employment contract.

The executive director's monthly budget report shall be included in the board's agenda and shall include the cash summary report reflecting each fund, the amount received, amount expended, the amount encumbered, and the remaining balance in each fund.

Approved: 8/15/07

CP Administrative Chain-of-Command Pertaining to Local Member Service Center Problems in Relation to the Service Center

CP

In order to keep problems pertaining to the Service center and the member service centers to a minimum, the board encourages administrators of member districts and the Service Center administration to cooperate in every way in order to solve their administrative problems in the most efficient and expeditious manner possible.

Approved: 8/15/07

CP-R Administrative Chain-of-Command Pertaining to Local Member Service Center Problems in Relation to the Service Center

CP-R

Every administrator is encouraged to cooperate with the administrative staff of the Service center. If conflicts arise, the local administrator, member directors and/or other member directors as appropriate and the Service center executive director shall attempt to solve the problem.

If the conflict is not resolved and said conflict persists, the Service Center executive director shall unilaterally attempt to solve the problem.

If

the problems cannot be resolved, the problem shall be taken to the Service Center board for resolution.

Approved: 8/15/07