

## C - GENERAL SCHOOL ADMINISTRATION

### Policy

	<b>CA</b>	<b>Goals and Objectives</b>
✓	<b>CB</b> ✓	<b>School Superintendent</b>
✓	<b>CBA</b> ✓	<b>Qualifications</b>
✓	<b>CBB</b> ✓	<b>Powers and Responsibilities</b>
✓	<b>CBC</b> ✓	<b>Recruitment</b>
✓	<b>CBD</b> ✓	<b>Employment</b>
	<b>CBE</b>	<b>Professional Development Opportunities</b>
✓	<b>CBF</b> ✓	<b>Evaluation</b>
	<b>CBG</b>	<b>Dismissal</b>
	<b>CBH</b>	<b>Retirement</b>
	<b>CC</b>	<b>Administrative Organizational Plan</b>
	<b>CCA</b>	<b>Organizational Charts</b>
	<b>CCB</b>	<b>Line and Staff Relations</b>
	<b>CD</b>	<b>School Building Administration</b>
✓	<b>CDA</b> ✓	<b>School Principals/Building Administrators</b>
	<b>CDB</b>	<b>Evaluation of Principals/Building Administrators</b>
	<b>CDC</b>	<b>Assignment and Transfer of Building Administrators</b>
	<b>CDD</b>	<b>School Improvement Teams</b>
	<b>CDE</b>	<b>School Climate</b>
	<b>CDF</b>	<b>Support Personnel for Building Administration</b>
	<b>CDG</b>	<b>Elementary School Administration</b>
	<b>CDH</b>	<b>Secondary School Administration</b>
	<b>CDHA</b>	<b>Middle School/Junior High Administration</b>
	<b>CDHB</b>	<b>High School Administration</b>
	<b>CE</b>	<b>Special Administrative Programs</b>
	<b>CEA</b>	<b>Temporary Administrators</b>
	<b>CEB</b>	<b>Administrative Intern Program</b>
	<b>CEC</b>	<b>Summer Programs Administration</b>
	<b>CF</b>	<b>Administrative Councils, Cabinets, and Committees</b>
✓	<b>CG</b> ✓	<b>Administrative Records</b>
✓	<b>CH</b> ✓	<b>Administrative Reports</b>

## SCHOOL SUPERINTENDENT

The Morehouse Parish School Board shall delegate to the Superintendent the authority and responsibility for the efficient administration of the school system. The Superintendent shall perform his/her administrative functions in accord with the policies adopted by the School Board. The execution of all decisions made by the School Board concerning the internal operation of the school system shall be delegated to the Superintendent.

The Superintendent shall be the Chief Executive Officer and instructional leader of the Morehouse Parish School Board and shall discharge his/her duties as prescribed by the Constitution and statutes of the State of Louisiana, as well as School Board policies. As the instructional leader of the school district and its Chief Executive Officer, the Superintendent shall have primary responsibility for personnel actions of the school district. The Superintendent shall also be the Secretary and Treasurer of the School Board.

While retaining ultimate responsibility, the Superintendent shall be authorized to delegate certain duties to other members of his/her administrative staff. This shall include, as appropriate, any administrative or supervisor employee.

The School Board shall appoint the Superintendent for a period not to exceed four (4) years, which period, however, may extend no longer than two (2) years after the expiration of the term of office of the membership of the School Board electing the Superintendent. The salary, vacation, and other benefits of the Superintendent shall be determined by the School Board upon his/her appointment. The Superintendent need not reside in Morehouse Parish.

### OFFICE OF SUPERINTENDENT

The Superintendent shall maintain his/her office in the School Board office and shall keep his/her office open during the regular business hours to receive the reports of teachers and others and to transact the business required of him/her, except during the time he/she is visiting schools or attending to his/her duties elsewhere.

Ref: La. Rev. Stat. Ann. §§17:54, 17:81, 17:90.

## SUPERINTENDENT QUALIFICATIONS

The Morehouse Parish School Board shall elect a Superintendent for the school district who has met or has been certified as meeting the minimum requirements for *Superintendency Certification* as set by the Louisiana Board of Elementary and Secondary Education (BESE). Additional qualifications may be stipulated by the School Board.

Applicants for the position of Superintendent shall be required to provide assurance that certification for the position is current and valid.

Notwithstanding the above, the School Board may elect a Superintendent who does not meet the eligibility requirements necessary to obtain certification as a Superintendent, provided that:

1. The School Board appoints a chief academic officer whose primary and substantial job description shall govern the academics of the district including curriculum and instruction;
2. The chief academic officer possesses a valid state issued teaching certificate;
3. The chief academic officer also meets all criteria required of a Superintendent set forth in existing BESE policy; and
4. The chief academic officer is appointed no later than one hundred twenty (120) days after the appointment of the Superintendent candidate.

Ref: La. Rev. Stat. Ann. §§17:7.1, 17:54; *Louisiana Handbook for School Administrators*, Bulletin 741; *Louisiana Standards for State Certification of School Personnel*, Bulletin 746, Louisiana Department of Education.

## **SUPERINTENDENT POWERS AND RESPONSIBILITIES**

The Superintendent of the Morehouse Parish School Board is a constitutional school officer as provided in the Constitution and laws of the State of Louisiana. As such, he/she has certain authorities and functions which are provided for by law.

The Superintendent shall be the Chief Executive Officer of the Morehouse Parish School Board. He/she shall be responsible to the School Board for the efficient administration of the school district according to the laws governing the school district and the policies which are adopted by the Louisiana Board of Elementary and Secondary Education and the Morehouse Parish School Board. The Superintendent shall discharge his/her duties with excellence and shall assure that the quality of the school district's educational program is consistent with legislative intent and the needs of students, employees and the local citizenry.

In his/her capacity as Chief Executive Officer, the Superintendent shall have the primary responsibility for personnel actions in the school district. The Superintendent shall also serve as the instructional leader of the School Board.

Ref: Constitution of Louisiana, Art. VIII, Sec. 9; La. Rev. Stat. Ann. §§17:10.6, 17:54, 17:81, 17:83, 17:91, 17:92, 17:93, 17:95, 17:96, 17:97.

## RECRUITMENT OF SUPERINTENDENT

When an opening in the Superintendency occurs, the Morehouse Parish School Board shall aggressively recruit in an effort to fill the position with the most capable person available. The School Board shall consider only those candidates who meet both state and local qualifications and who display the ability to successfully carry out the duties of the Superintendent.

The School Board shall advertise and solicit applications from qualified members of the staff and may list the vacancy with placement offices at selected educational institutions in Louisiana and in neighboring states with other educational placement agencies at its discretion. Prior to filling a vacancy, the School Board, at a minimum, shall publish a notice of the vacancy together with a request for the submission of applications to fill the position of Superintendent in accordance with all of the following:

1. On two (2) separate days at least one (1) week apart in the official journal of the School Board; and
2. Once in a daily newspaper published in the metropolitan area in Louisiana having a population in excess of one hundred thousand persons that is nearest to the School Board offices, if such newspaper is not the official journal of the School Board.

All publication requirements stated above shall be completed at least thirty (30) days prior to action by the School Board to fill the position of Superintendent.

Selected applicants may be invited to appear before the School Board for an interview under procedures that may be established as part of the selection process.

When filling a vacancy of the Superintendent, the School Board or any agent acting on behalf of the School Board shall not utilize only oral contacts and interviews of applicants considered, or use any other means to circumvent statutory provisions. Nothing, however, shall prohibit oral contact prior to a person becoming an applicant or shall prohibit oral contact which may result in a written application or other documents.

### DISCLOSURE OF APPLICANT'S RECORDS

The name of each applicant for Superintendent, the qualifications of each applicant, and any relevant employment history or experience of each applicant shall be available for public inspection, examination, copying, or reproduction as provided for in the statutory provisions governing public records.

Ref: La. Rev. Stat. Ann. §§17:54, 17:81, 23:291, 44:12.1, 44:31, 44:31.1, 44:32, 44:33, 44:34.

## EMPLOYMENT OF SUPERINTENDENT

The Morehouse Parish School Board shall employ the Superintendent pursuant to a written contract for a period not to exceed four (4) years, which period, however, may extend no longer than two (2) years after the expiration of the term of office of the members of the School Board electing the Superintendent. The election of the Superintendent shall require a favorable vote of a *majority of the entire membership of the School Board*.

Such contract shall contain, but need not be limited to, specific performance objectives/performance targets as required by La. Rev. Stat. Ann. §17:54. In case of a discrepancy between the contract and any policy, the contract provisions shall prevail.

If the School Board receives any variation of a school performance grade of "C", "D", or "F", the Superintendent's contract shall establish performance targets at the school district level as follows:

1. Student achievement:
2. Student achievement for schools that have received any variation of a school performance letter grade designation of "C", "D", or "F";
3. Graduation rate;
4. Graduation rates for schools that have received any variation of a school performance letter grade designation of "C", "D", or "F", and
5. The percentage of teachers with an "effective" or "highly effective" performance rating.

The School Board shall submit to the State Superintendent of Education a copy of the executed, negotiated, or renegotiated employment contract with the Superintendent.

The Superintendent may choose not to enter into a subsequent contract and may either terminate his/her employment or, if he/she has acquired permanent status as a teacher, resume employment as a teacher.

The School Board shall negotiate and offer the Superintendent a new contract at the expiration of each existing contract unless a *majority of the School Board membership* votes at least ninety (90) days prior to the termination of the existing contract against offering a new contract. For new or extended contracts entered into after July 1, 2012, the School Board shall notify the Superintendent of termination of his/her contract not less than thirty (30) days prior to contract termination.

If the Superintendent is found incompetent, unworthy, or inefficient, or is found to have failed to fulfill the terms and performance objectives of his/her contract or to comply with School Board policy, then the Superintendent shall be removed from office prior to the expiration of his/her contract by the concurring vote of at least ***two-thirds (2/3) of the membership of the entire School Board*** at any regular or special meeting after due notice. Before the Superintendent can be removed during the contract period, he/she shall have the right to written charges and a fair hearing before the School Board after written notice.

A School Board may place a Superintendent on paid administrative leave prior to the expiration of his/her contract:

1. For the purpose of investigating cause for termination.
2. Without cause during the final three (3) months of the term of his/her contract when the School Board has voted not to extend a new contract offer.
3. At a time as agreed by the Superintendent.
4. At a time as provided for in his/her contract.

Paid administrative leave shall be subject to the following:

1. Approval of a *majority of the membership of the School Board*.
2. A three (3) month time limit within a six (6) month period.
3. All compensation afforded under the terms of the existing contract.

The School Board shall notify the State Superintendent of Education any time it terminates or fails to renew its employment contract with the Superintendent, along with the reasons therefor.

#### INTERIM SUPERINTENDENT

The School Board may, by a *majority vote of its membership*, select a person to serve as the interim Superintendent in the event of the death, resignation, or termination of the Superintendent or his/her being placed on paid administrative leave in accordance with this policy.

An interim Superintendent shall have the same authority as a Superintendent. If at any point in the final three (3) months of a Superintendent's contract he/she has been placed on notice that the School Board has voted not to offer him/her a new contract and an interim Superintendent has been selected in accordance with State law, the authority delegated to the Superintendent by the School Board for hiring and placement of all school personnel

shall extend to the interim Superintendent without action of the School Board.

The election of an interim Superintendent is not subject to the School Board's policy applicable to the process of selection or employment of a Superintendent or to the requirement or content of a contract.

A School Board shall not employ an interim Superintendent for longer than six (6) months in any given twelve (12) month period unless the appointment is made during the final year of the term of the majority of members.

Ref: La. Rev. Stat. Ann. §17:54; Board minutes, 8-4-20.



## EVALUATION OF THE SUPERINTENDENT

The Morehouse Parish School Board believes that student growth, district progress and community satisfaction are all affected by the Superintendent's job performance. The Superintendent cannot function effectively without periodic feedback about his/her job performance.

The Superintendent shall be evaluated annually to document performance. The evaluation shall include the Superintendent's strengths and weaknesses relative to the performance objectives/specific targets outlined in the Superintendent's contract, as well as standard criteria addressed in the Superintendent's job description, and any other pre-enumerated criteria.

Prior to the formal evaluation by the School Board, the Superintendent shall initiate the evaluation process by performing a self-evaluation which shall include a review of the Superintendent's activities and achievements undertaken in the previous year. The self-evaluation shall also set forth the Superintendent's accomplishments under the professional growth plan developed for the year. After each School Board member has received the self-evaluation form from the Superintendent, he/she shall complete an evaluation form and submit it to the President, who shall then compile the evaluation results. A post-evaluation conference with the Superintendent may be held in executive session, at his/her option. A copy of the evaluation results shall be given the Superintendent upon completion of the evaluation.

Ref: La. Rev. Stat. Ann. §§17:81, 17:3881, 17:3882, 17:3883, 17:3884.

## SCHOOL PRINCIPALS/BUILDING ADMINISTRATORS

The principal, as agent for the Morehouse Parish School Board in overseeing the affairs of the school of which he/she has been placed in charge, shall be responsible for the organization, administration, and the supervision of the school, and in turn he/she shall be responsible to the Superintendent.

The principal shall be the educational leader of the school. He/she should be alert to opportunities to improve the instructional program, to foster the professional growth among teachers and employees, to work for the best interest of the students and faculty, and to maintain good relations with the school's community. The School Board considers supervision one of the most important duties of the principal.

The principal shall have authority for all hiring and placement decisions for teachers and other personnel at the school to which the principal is assigned, subject to the approval of the Superintendent. The principal shall also be responsible for evaluating the efficiency of all school personnel and making recommendations to the Superintendent regarding school matters.

The principal shall be responsible for the disciplining of students in accordance with statutory provisions and School Board policy. In discipline cases where discretion is authorized, the principal shall exercise his/her best judgment so as to protect the educational integrity of the school and educational environment. In addition, principals and teachers shall be expected to take reasonable precautions and care to promote the safety and well-being of all students and employees, as well as the security of all facilities.

The principal shall be required to investigate and resolve situations in which a teacher reports a reasonable belief that an imminent danger exists of hazards that are causing or that may likely cause serious injury or death to any teacher.

The principal shall be required to attend principals' meetings called by the Superintendent.

Ref: La. Rev. Stat. Ann. §§17:81, 17:414.1, 17:416, 17:416.9.

## ADMINISTRATIVE RECORDS

School district records are public records and shall be available for inspection by any person at reasonable times during normal business hours. However, certain school documents, such as, but not limited to, pupil school health records, pupil report cards, supervisory reports on teachers, budget worksheets, and personnel folders are considered *confidential information* and are, therefore, exempt from public records statutes. Access to or release of privileged information such as pupil or personnel records, shall be governed by appropriate School Board policies and administrative regulations and procedures.

The Superintendent or his/her designee shall be designated as the official custodian of records for the Morehouse Parish School Board. Maintenance of all records shall include proper procedures to protect the safety, security, and confidentiality of records. Official records of the school district shall not leave school or district premises except for official school business.

Any person may request, in writing, a time to see such public records at a mutual, agreeable time with the office of the Superintendent, and such time and place shall be mutually stipulated during normal business hours. Any request to view records shall clearly state the specific records desired.

Notwithstanding any other provision of law, rule or regulation to the contrary, a School Board member and any other person authorized pursuant to written policy of the School Board shall have the right to examine any or all records of the school system except school employee records relative to evaluations, observations, formal complaints, and grievances. However, the School Board, upon *majority vote of the total School Board membership*, shall have the right to examine any or all records of the school system.

### EMPLOYEES' SOCIAL SECURITY NUMBERS

Except as required by applicable law, regulation, or policy of the Louisiana Board of Elementary and Secondary Education (BESE), the School Board shall not use the social security number of a teacher or school employee as a means of identification for such teacher or employee. The teacher or employee shall not be required to include or provide his/her social security number on any form or other written document unless:

1. A social security number is required by any applicable law, regulation or policy of BESE; or
2. The form or written document is required for employment, retirement, application for leave or an individualized education plan.

The School Board or any school official or employee shall not provide access to any form

or document on which the social security number of a teacher or school employee appears to any person other than the following:

1. Any official or employee of the school at which the teacher or school employee works, the School Board, or the Louisiana Department of Education, when such access is necessary for the performance of the duties and responsibilities of the official or employee.
2. Any person authorized to have such access by the teacher or school employee.

### PRESERVATION OF RECORDS

All persons and public bodies having custody or control of any public record, other than permanent records required by existing law to be kept for all time, shall exercise diligence and care in preserving the public record for the period or periods of time specified for such public records in formal records retention schedules developed and approved by the State Archivist and Director of the Division of Archives, Records Management, and History of the Louisiana Secretary of State. In all instances in which a formal retention schedule has not been executed, such public records shall be preserved and maintained for a period of at least three (3) years from the date on which the public record was made. However, when copies of an original record exist, the original alone shall be kept; when only duplicate copies of a record exist, only one copy of the duplicate copies shall be required to be kept. When an appropriate form of the microphotographic process has been utilized to record, file, and otherwise preserve such public records, with microforms produced in compliance with statutory provisions, the microforms shall be deemed originals in themselves, and disposition of original documents which have been microphotographically preserved and of duplicates and other copies thereof shall proceed in accordance with state law.

All existing records or records hereafter accumulated by the School Board, which participates in federal programs or receive federal grants, may be destroyed after three (3) years from the date on which the records were made in those cases where this provision is not superseded by guidelines for the operative federal program or grant requiring longer retention periods for the records in question. However, these records shall not be destroyed in any case where litigation with reference thereto is pending, or until the appropriate state or federal audits have been conducted.

### DUPLICATION OF RECORDS

Copies of school district records may be requested at any time. The School Board shall require any person making the request for duplication to reimburse the School Board for the actual fees and costs incurred prior to providing any document, record, or item, unless the person is exempted from providing reimbursement. Duplication of records classified as *confidential information* shall not be permitted.

Persons making requests for duplication of records shall be encouraged to submit such requests in writing to expedite accurate processing of their requests. Requests should be sufficiently detailed to identify the documents sought to be copied. Questions regarding the appropriateness of having certain pieces of information duplicated shall be referred to the Superintendent and/or his/her designees for determination, and if necessary, to the School Board's attorney.

Costs associated with duplication of records shall include not only charges for copying, but any other reasonable costs or special service charge that may be incurred in the process of duplication. Costs for duplicating records shall be paid in advance, whenever possible. A schedule of fees used to calculate costs associated with duplication of records shall be set by the School Board.

### DISPOSAL OF RECORDS

Records that have met their retention periods may be disposed of. Before disposal, the Superintendent or his/her designee shall ascertain if any of the records scheduled for disposal require further retention or are required for pending or on-going litigation. The Superintendent or designee, in consultation with the School Board's attorney, shall determine if there are any legal holds on records that are involved in state or federal investigations and/or require the records to be retained for a longer duration.

Once appropriateness of disposal has been determined, the School Board shall dispose of records in a manner acceptable to the level of confidentiality the record requires.

The Superintendent or his/her designee shall develop and maintain regulations and procedures for the management of electronic records, such as e-mail, software, and microfilm, which shall include retention, access, and disposition requirements.

Ref: La. Rev. Stat. Ann. §§13:5112.1, 17:81, 17:93, 17:196, 17:230, 17:232, 17:415, 17:440, 44:1, 44:4, 44:31, 44:32, 44:36.

## ADMINISTRATIVE REPORTS

The Morehouse Parish School Board shall require periodic reports from the Superintendent and other administrative personnel concerning overall district and individual school operations.

All reports required by federal and state agencies shall be prepared and submitted accurately and promptly by the Superintendent and other designated personnel.

Ref: La. Rev. Stat. Ann. §§17:92, 17:93.