

C-GENERAL SCHOOL ADMINISTRATION

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GOALS AND OBJECTIVES

If a school system is to move ahead in the direction of providing a total program of education designed to meet the needs of all people, school administrators must provide dynamic, democratic leadership. They must have the ability to bring together all who are interested in education--teachers, parents, school board members, citizens, children and youth--so that they may work and study cooperatively to the end that schools meet the challenge of providing education for all in keeping with the needs of society.

School administrators in Morehouse Parish should realize that in setting up their goals and objectives they are to provide educational opportunities to satisfy both the common and unique needs of the students of the parish. Administrators are charged with the responsibility of establishing goals and objectives to provide quality education for all youth. Quality education with reference to common needs implies the ability to perform basic skills at a level commensurate with ability. With reference to unique needs, quality education implies development of specific knowledge and skills to the level of proficiency required for success in future endeavors.

C-1.1

ACCOUNTABILITY

See statement coded F-9.13a, Accountability, as it also pertains to administrative and Supervisory Personnel.

C-2

LINE AND STAFF RELATIONS

The Morehouse Parish School Board receives its authority from the local electorate and has authority over the superintendent, teachers and pupils, but it delegates the power of administrative actions to the superintendent of schools. The superintendent in turn delegates authority as outlined in the district organization chart. (See C-2 Exhibit)

SCHOOL SUPERINTENDENT

The constitution of the State of Louisiana requires each parish school board to elect a Superintendent of Parish Schools and specifies that the State Board of Elementary and Secondary Education shall fix the qualifications and duties of parish superintendents. (See statement coded A-6, School Superintendent Legal Status)

C-3.1

SCHOOL SUPERINTENDENT QUALIFICATIONS

To be eligible for appointment as Parish Superintendent, the applicant must hold a valid Louisiana Certificate authorizing him to serve as superintendent, five years of administrative experience, and a master's degree from an accredited institution.

The superintendent shall not be required to be a qualified elector or a resident of Morehouse Parish or the State of Louisiana.

In addition the Superintendent shall possess the following qualifications:

Shall be of good character and of unquestionable morals and integrity.

Shall possess good judgment and common sense along with the ability to think clearly and independently, relying on facts instead of prejudices.

Shall demonstrate high business and educational ability and leadership.

Shall be able and willing to accept responsibility.

Shall have a strong personality and capacity for maintaining the respect of educational leaders in neighboring parishes and in the State of Louisiana.

C-3.2

SCHOOL SUPERINTENDENT DUTIES

See adjunct to policy and procedures manual titled, Employee Job Descriptions, Morehouse Parish School Board as it pertains to the duties and performance responsibilities of the Superintendent.

C-3.3

ELECTION OF SUPERINTENDENT

The Parish Superintendent of Schools shall be elected by a majority of the entire Parish School Board for a maximum of a four (4) year term, effective July 1 of the following said election. (See statement coded B-4:1 as it pertains to the election of the Superintendent.

C-3.4

COMPENSATION AND BENEFITS OF SUPERINTENDENT

The Superintendent shall receive compensation in terms of an annual salary as determined by the Board.

The Superintendent may receive other benefits approved by the Board in such areas as insurance, travel expenses, and professional dues and fees.

C-3.5

PROFESSIONAL DEVELOPMENT OPPORTUNITIES OF SUPERINTENDENT

The Superintendent shall be allowed to attend the annual Louisiana School Board's Convention, the National School Board's Convention and any other workshop or convention that will provide for his professional development.

C-3.6

DISMISSAL OF SUPERINTENDENT

The Parish Superintendent may be in accordance with policy A-6 and Louisiana law.

C-3.7

RETIREMENT OF SUPERINTENDENT

See statement coded F-9.24, Professional Personnel, Retirement, as it also applies to the Superintendent.

C-4

ADMINISTRATIVE PERSONNEL

The job descriptions of all administrative personnel, including their qualifications and performance responsibilities, can be found in the adjunct to the policies and procedures manual titled Personnel Evaluation Plan, Morehouse Parish.

C-5

SUPERVISORY PERSONNEL--SPECIALLY FUNDED PROGRAMS

The job descriptions of all supervisory personnel in the specially funded programs, including their qualifications and performance responsibilities can be found in the adjunct to the policies and procedures manual titled Personnel Evaluation Plan, Morehouse Parish School Board. Personnel in federally funded positions and programs shall not acquire tenure in the position held or the program.

C-6

ADMINISTRATIVE AND SUPERVISORY PERSONNEL

All policies contained in the C-6 section, unless otherwise indicated, pertain to Administrative and Supervisory Personnel.

C-6.1

COMPENSATION

It is the policy of the Board to attempt to pay its Administrative and Supervisory Personnel at a competitive level which will attract and hold people with their abilities who can exercise leadership in the school system. Specific salaries will be those approved by the Board according to appropriate salary schedules as adopted by the board.

C-6.2

RECRUITMENT/HIRING

The statement coded F-9.12, Professional Personnel, Recruitment and Hiring, also applies to Administrative and Supervisory Personnel.

C-6.3

ASSIGNMENT

The statement coded F-9.13 Professional Personnel, Assignment, also applies to Administrative and Supervisory Personnel.

C-6.4

PROBATION

The statement coded F-9.20, Tenure, applies to Administrative and Supervisory Personnel in terms of probation.

C-6.5

TENURE

Administrative and Supervisory Personnel either operate under the tenure provisions of Louisiana law or contractual provisions under Louisiana law. These provisions are established by the Louisiana Legislature and are contained in Title 17 in the Revised Statutes.

C-6.5a

ADMINISTRATIVE CONTRACTS

Principals and Administrators contracts will be for a two year period.

C-6.6

TRANSFER

The statement coded F-9.21, Transfer, applies in general to transfer of Administrative and Supervisory Personnel.

C-6.7

SEPARATION

The statement coded F-9.22, Professional Personnel, Separation, also applies in general to Administrative and Supervisory Personnel.

C-6.8

RETIREMENT

The statement coded F-9.24, Professional Personnel, Retirement, also applies to Administrative and Supervisory Personnel.

C-6.9

HEALTH EXAMINATIONS

Health examinations may be required of Administrative and Supervisory Personnel by the Board.

C-6.10

TIME SCHEDULES

Central Office and Specially Funded Program Administrative and Supervisory Personnel are expected to observe the hours established for all employees at the parish Board's offices with such alterations of hours as required for the fulfillment of their duties.

C-6.10a

ATTENDANCE AT BOARD AND BOARD COMMITTEE MEETINGS

Heads of departments shall attend those Board and Board committee meetings at which matters under the jurisdiction of their departments will be considered.

Persons who submit matters for consideration at Board and for Board committee meetings shall provide members with all pertinent information through the office of the superintendent, including justification in writing for the matter (s) to be considered, and shall be in attendance at the meeting (s).

C-6.11

WORK LOAD

The Morehouse Parish School Board shall hold the administrative staff responsible for the equitable distribution of work among Administrative and Supervisory Personnel.

C-6.12

EXPENSES

The statement coded D-10 Expense Reimbursements, also applies to Administrative and Supervisory Personnel.

C-6.13

PROFESSIONAL LEAVES AND ABSENCES

The policy coded F-10.2 also applied to Administrative and Supervisory Personnel.

C-6.13a

LEAVE FOR ILLNESS AND EMERGENCIES

The statement coded F-10.4, Professional Personnel, Leave for Illness and Emergencies, also applies to Administrative and Supervisory Personnel with the exception that upon the beginning of a new year of work Administrative and Supervisory Personnel (12 month employees) are credited with sick or emergency leave as follows:

1. Less than three years of service, at the rate of one day of sick leave per month of the equivalent thereof in hours.
2. Three years but less than ten years of service, at the rate of one and one-fourth days of sick leave per month, or the equivalent thereof in hours.
3. Ten years or more of service, at the rate of one and one half days of sick leave per month or the equivalent thereof in hours.

C-6.13b

LEAVE WITHOUT PAY

The policy coded F-10.8, Professional Personnel, Leave Without Pay, also applies to Administrative and Supervisory Personnel.

C-6.13c

MATERNITY LEAVE

The policy coded F-10.5, Professional Personnel, Maternity Leave, also applies to Administrative and Supervisory Personnel.

C-6.13d

MILITARY LEAVE

The policy coded F-10.6, Professional Personnel, Military Leave, also applies to Administrative and Supervisory Personnel.

C-6.13e

LEAVE FOR MARRIAGE

The policy coded F-10.7, Professional Personnel, Leave for Marriage, also applies to Administrative and Supervisory Personnel.

C-6.13f

SABBATICAL LEAVE

The policy coded F-10.1, Professional Personnel, Sabbatical Leave, also applies to Administrative and Supervisory Personnel.

MOREHOUSE PARISH SCHOOL BOARD VACATION POLICY
FOR TWELVE MONTH EMPLOYEES

- I. Vacation Policy
 - A. All calculations related to vacation, including utilization, accumulation and eligibility shall be based on a vacation fiscal year which corresponds to the operating fiscal year of July 1st through June 30.
 - B. Vacations shall be taken in the vacation year with the exceptions listed below.
 - C. Twelve-month employees may carry over unused vacation based on an accumulation of unused days as of June 30th up to fifteen days.
 - D. When the vacation fiscal year ends all days over fifteen will be lost without compensation.
 - E. Eligibility for vacation shall be calculated on continuous Morehouse Parish employment with no provision for previous employment.
 - F. After six months of service, the employee shall be eligible for vacation leave in the amount of one week. After one year of service, the employee shall be eligible for one more week, making a total of two weeks. If the employee has not completed a full fiscal year, they will be allowed a pro-rated number of vacation days based on the number of days employed during the fiscal year just ended.
 - G. Restraints on utilizing vacation leave are:
 - 1. School-based personnel are encouraged to take vacation time during the summer. These persons would be allowed to take vacation days during the school year at no more than two consecutive days at a time. Any exceptions must be approved by their immediate supervisor.
 - 2. Employees under the supervision of the General Foreman shall have their vacation requests approved by the General Foreman.
 - 3. Any employee that handles funds or records financial information will be required to take at least one full week uninterrupted.
 - H. No twelve-month employee shall take more than four weeks (20 days) of vacation during their last year of employment.

- I. When a twelve-month employee leaves the employment of the school board due to retirement, resignation or termination, the employee shall be paid for any accumulated vacation time.
- J. All employees shall be required to fill out a AVacation Request Form@ and obtain prior approval from their immediate supervisor before taking vacation leave.
- K. The superintendent will receive three weeks of vacation taken at his discretion after the first full year of service or such greater vacation time as set in his contract with the Board.

II. Vacation Schedule

Schedule listed below applies to continuous employment:

- 1 B 5 years = 10 days vacation
- 6 years = 11 days vacation
- 7 years = 12 days vacation
- 8 years = 13 days vacation
- 9 years = 14 days vacation
- 10+ years = 15 days vacation

III. Holiday Schedule

- A. All twelve month employees shall work a full calendar year with the exception of the school calendar holidays. This will not prohibit the employee from working during the holiday if they so desire.
- B. Maintenance personnel holidays will not be reduced but may be altered by the General Foreman. (Adjust to the school calendar for holidays)
- C. Custodial holiday schedules will not be reduced but may be altered by the building principal. (Adjust to school year calendar for holidays.)
- D. Principals will generally observe school calendar holidays except on a needs basis.
- E. The superintendent will receive three (3) weeks (15 working days), or such greater vacation time as set in his contract with the Board, taken at his discretion after the first full year of service.

PROFESSIONAL DEVELOPMENT OPPORTUNITIES

Administrative and Supervisory Personnel, with the authorization of the Superintendent, will be permitted to attend conferences, meetings, and/or activities within the line of duty at school board expense or in the case of conferences, meetings, and/or activities where budget in Specially Funded Programs, expenses will be charged accordingly. The application for authorization to attend conferences must be submitted to the immediate supervisor on the proper form for approval and for final review by the Operations Manager and the Superintendent.

COMMITTEES

It will be the policy of the Morehouse Parish School Board to cooperate with the Southern Association of Schools and Colleges in permitting professional personnel to serve on visiting committees in reviewing the self studies of member schools or schools seeing membership in the Southern Association.

The Board also approves of and encourages the professional personnel of the parish to cooperate with the State Department of Education and other State and local agencies in serving on committees for the improvement of the educational process.

All requests for personnel to serve on committees will be approved by the Superintendent.

ADMINISTRATIVE RECORDS/REPORTS

The keeping of records and the making of reports are necessary for the efficient and well ordered administration of schools. At the school level, the principal shall be responsible for all records and reports; however, he/she shall have authority to delegate the task of keeping records or preparing reports to members of his faculty.

Any and all reports shall be processed through the principal or appropriate supervisor, who shall be responsible for submitting the report to the proper authority or agency as requested by the superintendent or State Department of Education.