

The purpose of school administration is to help create and foster an environment in which students can learn most effectively. All administrative duties and functions should be appraised in terms of the contribution that is made to better instruction, more effective learning and the development of worthwhile citizens who have the ability to think and who are capable of using their abilities wisely. One of the most important responsibilities that rests upon the administration is to select teachers who shall discover and develop in students abilities which might otherwise remain dormant.

The superintendent must shoulder much of the responsibility for the success or failure of his organization. He should possess those qualities of leadership which motivate all members of his staff to work for the improvement of the educational program. It is his responsibility, under the direction of the board, to mobilize and coordinate all available resources in the development of an educational program designed to stimulate the best effort in all students.

In the event the superintendent is unable to fulfill his functions, a superintendent pro-tem shall be appointed by the board.

Approved: December 16, 1991

Revised: September 18, 2000

The legal authority of the board shall be transmitted through the superintendent to other positions through an approved organizational structure.

The superintendent shall be responsible for keeping the administrative structure of the district up-to-date as to the goals, curricula, instructional arrangements, and services change, and shall recommend revisions in the structure of the board.

The superintendent may reorganize lines of authority and revise the organizational chart subject to board approval.

(Organizational Chart Follows)

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Revised: September 18, 2000

For the purposes of this policy, line and staff administrators are those administrative employees who are responsible for discharging the various functions of the district at the building level, (Organizational Charts), and who are concerned with the management of auxiliary activities and who serve in an advisory or consulting capacity to the superintendent.

Both line and staff administrative employees are ultimately responsible to the board through the superintendent for the conduct of their official duties. Staff administrators shall act as advisors and resource persons to all line administrators but may, at the discretion of the superintendent or board, exert direct administrative control over line administrators.

The superintendent's designated representative has the authority to administer district programs assigned to him by the superintendent. These responsibilities may include direct supervision of line administrators or, in some instances, line administrators may be required to report directly to the superintendent's designated representative.

Appropriate job descriptions shall be developed by the administration for each line and staff position and filed in the appropriate handbook.

Establishment of central staff positions shall be considered by the board upon recommendation of the superintendent. Appointments to fill these positions shall be made by the board with the superintendent making recommendations for its consideration.

Approved: December 16, 1991

Revised: September 18, 2000

2100 School Superintendent

2100

The superintendent shall be the chief administrative head of the district and shall have, under the direction of the board, general supervision of all of the public schools and of all the personnel and various personnel departments of the district. The superintendent is responsible for the management of the schools under board policies and is accountable to the board.

The superintendent, at his/her discretion, may delegate to other school personnel the exercise of any powers and the discharge of any duties imposed upon the superintendent by these policies or by vote of the board. The delegation of power or duty, however, shall not relieve the superintendent of responsibility for the action taken under such delegation.

All district personnel shall be directly or indirectly responsible to the superintendent. They shall receive instructions through him/her and be responsible to him/her for completing same.

Approved: December 16, 1991

Revised: September 18, 2000

2110 Qualifications

2110

The superintendent shall be a graduate of a recognized college or university and meet the qualifications as required by the school laws of Michigan.

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Revised: September 18, 2000

LEGAL REF: MCL380.1246

Essential Duties

The essential duties and responsibilities of the superintendent shall be:

1. To serve as administrative head of the entire district and chief executive officer of the board, in charge of both educational and business functions;
2. To keep the board continually informed on the progress and condition of the schools;
3. To carry out goals, policies, and rules of the board by developing necessary procedures and/or forms;
4. To initiate matters of educational policy and to make definite recommendations thereon;
5. To recommend the number and types of positions required to provide proper personnel for the operation of education programs;
6. To define, assign and/or transfer personnel;
7. Hire teachers and other staff through a committee process; and
8. Suspend and/or terminate staff for cause.

General Duties

The general duties of the superintendent shall be:

1. To administer the development and maintenance of a positive educational program designed to meet the needs of the community, to keep abreast of the best educational developments and to advise regarding changes in programs;
2. To supervise the preparation of the annual budget and to recommend it to the board for consideration;

3. To advise and recommend in matters of business administration; to pass upon all proper requests for equipment and supplies, to point out possible economies and to supervise activities of the district;
4. To conduct a continuous study of the development and needs of the schools and to keep the public adequately informed concerning his/her findings;
5. To assure that district finance are credited with interest earned by tax money on deposit with the county treasurer by executing written agreement with the county treasurer;
6. Provide opportunities for interested residents to become knowledgeable about the district's long-range planning process;
7. Put into practice the educational policies of the board;
8. Supervise and direct the work of the teachers and other employees of the board;
9. Classify and control the promotion of students;
10. Recommend to the board the best methods of arranging the courses of study;
11. Recommend to the board the proper textbooks to be used;
12. Make written periodic reports to the board required under law and board policy;
13. Make written reports to the state; and
14. Assist the board in matters pertaining to the general welfare of the district.
15. Seek ways to involve citizens in the work of the school and to stimulate citizens to know more about the schools.

Approved: December 16, 1991

Revised: December 21, 1992

Revised: September 18, 2000

LEGAL REEF: MCL380.1246

All contract offers of employment, or continued employment, shall be made by the board contingent upon review of the contract by the board's legal counsel and subject to final approval by the board.

The superintendent will be offered a written contract not to exceed 5 years. The board shall not award tenure to the superintendent in said position or in any other administrative position in the district.

The superintendent's contract shall be considered for renewal at a meeting prior to the March board meeting. It is the responsibility of the board president to see that the superintendent's contract is properly executed and signed. A copy of the contract shall be on file at the board office. The contract shall contain a provision excluding the superintendent from attaining tenure in the administrative position.

Approved: December 16, 1991

Revised: September 18, 2000

LEGAL REF: MCL380.471a; 380.651; 380.1246; 38.91; 15.268(8f)

2150 Professional Development Opportunities

2150

The board shall offer the superintendent and other administrators encouragement and assistance for their professional development. The board shall encourage administrators to attend educational conferences, seminars, workshops and other professional meetings; visit other school systems; and use other means to keep abreast of modern educational thought and practice.

Approved: December 16, 1991

Revised: September 18, 2000

LEGAL REF: MCL380.1525

2160 Consulting Activities

2160

The superintendent shall devote his time, skill, labor, and attention to the direction and supervision of the district, and shall not, during the term of his employment, be engaged in any other business. By agreement with the board the superintendent may undertake, for remuneration, consultative work, speaking engagements, writing, lecturing, membership and office in educational organizations, or other professional duties and obligations.

Approved: December 16, 1991

Revised: September 18, 2000

2210 Residency Requirements

2210

Consistent with the board's desire to attract and retain highly qualified administrators possessing demonstrated educational leadership skills, desired for enhancing the quality of education in the community, the superintendent and other school administrators are encouraged to reside within the district.

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Revised: December 21, 1992

Revised: September 18, 2000

LEGAL REF: PA212,1999

The board shall evaluate the superintendent, at least annually, using the criteria and an evaluation process mutually agreed upon by the board and superintendent. If mutual agreement cannot be reached, the board shall proceed with the superintendent's evaluation using criteria that includes the district's attainment of the goals adopted by the board, the superintendent's completion of personal job goals that have been established, the manner in which day-to-day operations of the district are handled, board-superintendent relations, staff and community relations, and the degree to which the superintendent fulfills the responsibilities set forth in the job description and duties for that position. The criteria and process adopted by the board shall be communicated in advance to the superintendent.

The board and superintendent may meet in closed session, at the option of the superintendent, for the final evaluation. The superintendent shall have an opportunity to respond to the board's final evaluation either orally or in writing at the superintendent's discretion.

After the superintendent's final evaluation has been prepared by the board, the board shall adopt, by vote, the final evaluation at an open meeting. After the board's adoption, the superintendent's final evaluation shall be made available as provided under current law.

The superintendent's final evaluation and any rebuttal thereto shall be retained in the superintendent's personnel file as a matter of record.

The evaluation procedure shall be on file at the district office.

Approved: December 16, 1991

Revised: September 18, 2000

LEGAL REF: MCL15.268;15.243(1)(m);AG Opinion #5262,#5608,#6668

The board shall delegate to the superintendent all matters of decision and administration which come within his scope as chief administrative head of the district. While the board reserves to itself the ultimate decision in all matters concerning general policy or expenditures of funds, it will proceed in those areas only after receiving recommendations from its chief administrative head.

Approved: December 16, 1991

Revised: September 18, 2000

2400 Administrative Personnel (Central Office and Building Level)

2400

The board shall employ such administrative personnel as the needs of the district require.

Contracts and Compensation

Administrative contracts shall be reviewed each March. The term of each administrative contract will be determined by the board in accord with law. The superintendent shall recommend administrative salaries within a framework approved by the board.

Qualifications and Duties

The superintendent shall develop appropriate job descriptions for each administrative position in the district. When adopted by the board such documents shall be filed in the central office.

All administrators shall receive two copies of his/her job description upon the date of hire; one copy shall be signed and placed in the administrator's personnel file.

Recruitment

The board delegates to the superintendent the authority to identify and recommend the appointment of qualified individuals to fill vacant administrative positions. The board reserves the right to reject any and all recommendations and to proceed on its own initiative.

Assignment

Assignment of administrative personnel shall be recommended by the superintendent subject to approval of the board.

Orientation

The superintendent shall conduct an appropriate administrative orientation program

designed to acquaint such personnel with the district, board policies, duties and responsibilities and other such activities as time and the needs of the district require.

Supervision

The superintendent shall be responsible for the supervision of all administrative personnel.

Time Schedules

Administrative time schedules and work loads will be dictated by the terms of the employment contract and by assigned responsibilities.

Part-time Administrators

The board may employ part-time administrators upon recommendation by its superintendent and as the needs of the district dictate.

Temporary Administrators

The superintendent and building principals shall designate a staff member to serve as chief administrator of the district or building in his/her absence.

Personnel

The administrative staff shall fill only those positions authorized by the board.

Travel Expense

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

Approved: December 16, 1991

Revised: September 18, 2000

LEGAL REF: MCL380.1247;38.91

2420 Compensation and Benefits of Superintendent

2420

Compensation and benefits of the superintendent shall be determined annually by the board and will be based on the superintendent's performance in relation to his ability to carry out the policies of the district and as evaluated by the board of education.

Approved: December 16, 1991

Revised: September 18, 2000

Compensation formula and factors:

1. Factors:

The Compensation for a particular administrative position will include the following factors:

- Base salary
- Administrative experience
- Length of the work year
- Responsibility and complexity of the position
- Academic degree level
- Quality of performance

2. Formula:

The formula for determining the annual compensation for a particular administrative position will be as follows:

a. $\text{Base salary} \times (1 + \text{experience} + \text{time} + \text{complexity} + \text{responsibility}) = \text{administrative salary.}$

b. The base salary will be the MA – Step 12 salary from the teacher Master Agreement salary schedule.

3. The Administrative Compensation Factors are described below:

a. Administrative experience

Zero – 13 years experience as an administrator credited with up to six (6) years accepted from outside the school district.

Years = Percentage

- 0 = 0.5%
- 1 = 1.0%
- 2 = 1.5%
- 3 = 2.0%
- 4 = 2.5%
- 5 = 3.0%
- 6 = 3.5%

Years = Percentage

- 7 = 4.0%
- 8 = 4.5%
- 9 = 5.0%
- 10 = 5.5%
- 11 = 6.0%
- 12 = 6.5%
- 13 = 7.0%

b. Length of the Work Year:

Percent factored in when the work year exceeds 200 earning days – 0.4\$ for each day over 200 days.

Position	Length	Percent
Elementary Principal Curriculum	205 days	2%
Middle School Principal/ Special Education	205 days	2%
High School Principal	215 days	6%

c. Responsibility of the Position:

The number of certificate staff directly supervised is a reflection of the responsibility for the position and, thus is considered and determining the compensation factor for a particular position.

Number of Certificate Staff & Percentages

Position	Staff (FTE)	Total %	Staff (FTE)	Total %
Principal	0-6	5%	23-25	11%
	7-10	6%	26-28	12%
	11-13	7%	29-31	13%
	14-16	8%	32-34	14%
	17-19	9%	35-37	15%
	20-22	10%	38-40	16%

d. Complexity of Position:

This factor reflects the complexity, diversity and intensity of programs and people supervised by an individual in a particular administrative position.

Elementary Principal / Curriculum	2.5%
Middle School Principal / Special Ed	2.5%
High School Principal	5%

e. Other Possible Compensation:

1). Advance Degree stipend:

An administrator who has successfully completed an EdS, or PhD. Degree and who is performing satisfactorily will receive the following annual payment:

Figured on percent of the base salary figure.

Work Year	Educational Specialist
205	2.5%
215	2.75%

2). Quality Performance Stipend:

Additional compensation of up to 2% of the base salary figure may be paid to an individual administrator for doing superior work in a given contract year; the specific percentage to be determined by the Superintendent and Personnel Committee. This additional compensation, if authorized by the Superintendent, would be issued in the last paycheck of the individual administrator's contract year.

f. General Information:

The Board should review the administrative compensation plan annually in order to determine the extent to which the objectives outlined in the introduction portion of the plan are being achieved. It is recognized that modifications in the plan may be required in order to achieve these objectives.

Further, the Board reserves the right to deviate from the plan in determining the annual compensation of an individual principal or assistant principal for a particular school year.

Approved: March 19, 2001

All administrative personnel shall be evaluated in writing annually by the superintendent. The board may discuss an administrator's evaluation in either a closed or open board meeting as decided by the administrator. The administrator's evaluation shall be made available to those authorized by law when so requested.

Approved: December 16, 1991

Revised: September 18, 2000

LEGAL REF: MCL15.268

2550 Recognition of Handbooks and Other Publications

2550

In order that pertinent board policies, rules/regulations or procedures may be known by all staff members and students, district administrators and principals are granted authority to issue staff and student handbooks.

The superintendent shall review all handbooks prior to publication to ensure the contents conform completely with board policy and current law.

Approved: December 16, 1991

Revised: September 18, 2000

LEGAL REF: MCL,380.1300

The administrative and supervisory staff of the district shall encourage the use of professional consultants and other resource persons when such consultative services will be helpful in the improvement of the educational program in the district. All compensated consultants shall be approved by the board prior to the invitation and arrangement for visitation by such person or persons to the district except when such compensation is within the amount specifically budgeted.

All consultants shall be hired on the basis of a written contract.

Approved: December 16, 1991

Revised: September 18, 2000

The administrative staff shall carry out and enforce all policies duly adopted by the board and all regulations of state authorities.

Failure of any administrative employee to implement the policies of the board may result in suspension, demotion, probation, or other action in accordance with procedures set forth in these policies and rules.

Approved: December 16, 1991

Revised: September 18, 2000

The superintendent has the responsibility for developing required rules/regulations and procedures to carry out board policies and to operate the district's schools. These rules/regulations and procedures shall constitute the administrative regulations governing the schools and may be considered for approval, modification or rejection by the board as the situation warrants.

Staff Involvement

In the development of rules/regulations, procedures and arrangements for the operation of the district, the superintendent shall include at the planning stage representatives of those employees who will be affected by such provisions.

The superintendent shall develop procedures utilizing certified and non-certified employees for the ready exchange of ideas regarding the operation of the district. He/she shall carefully consider the advice given by employees, especially that given by groups designated to represent large segments of the staff, and shall inform the board of such counsel in presenting reports of administrative action and in presenting recommendations for board action.

Community Involvement

The superintendent may involve district community members on committees or study groups whenever necessary to aid in the solution of district problems or enhance the submission of recommendations of proposed board action or district policy formulation.

Student Involvement

The superintendent may involve students in the formation of administrative rules

affecting students.

Rules Adoption

All administrative rules/regulations or procedures which originate from the administrative staff must be approved by the superintendent before adoption or modification. All administrative rules/regulations or procedures recommended by the superintendent shall be reviewed but need not be approved by the administrative staff before implementation.

Rules Dissemination

Copies of administrative rules/regulations or procedures shall be given to those employees who play a role in enforcing the rules or who will be affected by the rule changes.

Rules Review

In those instances where administrative rules have been adopted by the board, they shall be subject to periodic review by the board and the administrative staff.

Administration in Policy Absence

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

Approved: December 16, 1991

Revised: September 18, 2000

The district shall establish and maintain a system of records as required by law and as necessary or pertinent to the performance of any function related to the operation of the district. The superintendent shall establish rules and procedures for the maintenance of district records.

Approved: December 16, 1991

Revised: September 18, 2000

LEGAL REF: MCL15.231 *et seq.*; Michigan Freedom of Information Act

The superintendent shall establish and publish rules for public inspection and copying of records in accord with the Michigan Freedom of Information Act, and shall serve as FOIA coordinator for the district. Inspection of records by the general public shall be limited to the regular office hours of the building or office which houses the records. Copies of records which are not exempt from disclosure will be available on request.

Fees

The superintendent shall charge a fee to cover actual costs of providing access to and/or copies of public records in accord with law, except that disclosure to any of the following person(s) is in the public interest and shall be exempt from the first \$20.00 of fees incurred in a school fiscal year.

- a). a news media organization for dissemination to the general public;
- b). a member of the board,
- c). a minor for use in a school or community organization civics project (ex. Boy Scout Citizenship merit badge),

Appeals

If a request for disclosure of record(s) is denied, procedures for appeal of the decision shall be provided along with the denial.

Approved: December 16, 1991

Revised: September 18, 2000

LEGAL REF: MCL15.231 *et seq.*; Michigan Freedom of Information Act

The superintendent is hereby designated as the official District Contact Person for receiving information from law enforcement, prosecutors and courts relative to any matters concerning school crime and violence in the Bellevue Community School district. The superintendent shall see that a file of all incident reports or law enforcement records is kept in accordance with law and the Statewide School Safety Information Policy.

Incidents to be Reported

Reportable incidents for purposes of this policy shall be those as listed in the index of the district Crisis Management Plan. Incidents reported involving student of the district shall be reviewed under the district's Student Code of Conduct relative to possible disciplinary consequences up to and including expulsion.

Community Meetings

It shall be the responsibility of the superintendent to set appropriate meetings with representatives of the community regarding the implementation of the Statewide School Safety Information Policy and to call an annual meeting to review the effectiveness and review the procedures developed with this district's local School Safety Information Policy. Results of those meetings shall be shared with the board as requested.

Local Agreement to Share School Safety Information

The Bellevue Community Schools shall enter into an agreement with Calhoun County, Barry and Eaton County ISD's to share school safety information.

Approved: September 18, 2000

The board may require reports from the staff concerning the operation and needs of the district.

Approved: December 16, 1991

Revised: September 18, 2000

