

Board Policy C - General Administration

CA: Goals and Objectives

The goal of school administration is to create an environment in which students can learn more effectively. All administrative duties and functions should be evaluated relative to the contributions made to improve instruction, increase student learning, and develop worthwhile citizens. The administration should select staff who will develop student abilities.

The superintendent should possess leadership qualities which motivate all staff members to improve the educational program and attain the board's goals and objectives. The superintendent, with the board's direction, shall mobilize and coordinate all available resources to develop an educational program designed to stimulate the best effort in all students.

Approved: October 12, 1998

CB: Ethics

An administrator's professional behavior must conform to an ethical code. The code must be both idealistic and practical, so that it can apply to all administrators. The administrator acknowledges that schools belong to the

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public and that they must provide educational opportunities to all. An

administrator's actions will be viewed and appraised by the community, his

professional associates, and the 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 and protects the

civil and human rights of all individuals;

Obeys local, state and national laws;

Implements the board's policies, rules and regulations;

Pursues appropriate measures to correct those laws, policies and

regulations that are not consistent with sound educational goals;

Avoids using a position for personal gain;

Accepts academic degrees or professional certificates only from duly

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accredited institutions;

seeks to improve the profession through research and continuing

professional development; and

Honors employment contracts until fulfillment or release.

Approved: October 12, 1998

CC: Organization Chart

See <http://www.usd308.com/about308/organizationalchart.shtml>

CD: Line and Staff Relations

Line and staff administrators are those employees responsible for

discharging various functions at the building level, (See. Organizational

Charts), and who are concerned with the management of auxiliary activities

and who serve as an advisory or consulting capacity to the superintendent.

Both line and staff administrators are ultimately responsible to the board

for the conduct of their official duties.

Line administrators have direct supervisory responsibilities over subordinate staff members.

Staff administrators shall act as advisors and resource persons to line

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administrators.

Approved: October 12, 1998

CD-R: Line and Staff Relations

The superintendent's administrative subordinates have authority to administer district programs assigned to them by the superintendent. These responsibilities may include direct supervision of line administrators; 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 with the clerk.

Approved: October 12, 1998

CE: Superintendent of Schools

The superintendent shall be the chief administrative head of the school system and shall have, under the direction of the board, general supervision of all the schools. The superintendent is responsible for management of the schools under board policies and is accountable to the board.

The superintendent may delegate to other school personnel the exercise

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of any powers and the discharge of any duties imposed upon the superintendent by these policies or by the board. The delegation of power or duty, however, shall not relieve the superintendent of responsibility for the action taken under such delegation.

Approved: October 12, 1998

CEA: Qualifications

The superintendent shall have or be eligible for a Kansas superintendent's certificate.

Approved: October 12, 1998

CEB: Duties

The responsibility of the superintendent shall be:

To serve as administrative head of the district;

To keep the board informed on the progress and condition of the schools;

To administer the development and maintenance of an educational program designed to meet the community's needs, to study recent educational de-

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velopments and to recommend changes in programs;.

To carry out the board's policies and rules;

To monitor educational policies and to recommend needed' changes to  
the board;

To recommend positions required to provide adequate personnel for the  
operation of education programs;

To nominate for appointment, assignment, transfer or termination and  
to define the duties of all personnel, subject to approval of the board;

To supervise the preparation of the annual budget and to recommend it  
to the board for consideration;

To advise and recommend In business administration matters;

To study the schools' needs and to keep the public informed concerning  
these needs;

To assure that the district finances are properly managed.

Approved: October 12, 1998

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CEC: Recruitment

The superintendent search presents the board with an opportunity to recruit individuals who will implement the board's goals. The board shall recruit candidates who can best accomplish this objective. The board shall consider only candidates who meet both state and local qualifications and who display the ability to successfully carry out the superintendent's duties.

The board may solicit applications from qualified members of the staff and may list the vacancy with placement offices.

Applications for the superintendency shall be screened by a professional committee selected by the board. Finalists' districts may be visited by persons designated by the board. Selected candidates shall be interviewed by the board.

Approved: October 12, 1998

CED: Appointment

The board may offer a contract not to exceed three years in length.

Approved: October 12, 1998

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CED-R Appointment

The superintendent's contract shall be considered for renewal on or before the statutory date for non renewal.

Approved: October 12, 1998

CEE: Compensation and Benefits (See KB)

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

Approved: October 12, 1998

Updated: July 7, 2003

CEE: Compensation and Benefits

Compensation and benefits of the superintendent shall be determined annually by the board and shall be based on performance and the ability to carry out the board's policies.

CEF: Travel Expense

The superintendent's use of a district motor vehicle and a district credit card shall be confined to necessary school business. Expenseses for extended travel incurred in the performance of official duties shall be reim-

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bursed in accordance with the provisions of GAN.

Approved: October 12, 1998

CEG: Staff Development Opportunities

The superintendent shall keep updated on new educational practices by:

study, visiting other districts, attending educational conferences and other

means approved by the board.

Approved: October 12, 1998

CEF: Expense Reimbursement

The superintendent's use of a district motor vehicle and a district credit

card shall be confined to necessary school business. The board shall annually

prescribe limits and restrictions on the use of credit cards and shall monitor receipts

and reimbursement expenses at least once a month. Credit card use shall

be reported monthly to the board. 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.

Approved: 10/12/1998

Updated: 9/10/2001

CEF-R: Expense Reimbursement

Guidelines for Use of District Credit Cards

The following guidelines shall apply to the use of district credit cards.

- District credit cards may be used only by district employees or member of the Board of Education when the board member is officially representing USD 308 as a member of the Board of Education.

- A district credit card will be checked out to a school employee only with the prior approval of the employee's supervisor. The employee or board member must sign or have on file a User Agreement for District Issued Credit Card.

- The employee must return the credit card assigned to him/her and submit to the business office a copy of the completed Credit Card Authorization form with attached receipts within twenty four hours (24) after the employee's use for the credit card is finished. If the employee's use of a district credit card takes place on a non-school day(s), the employee will return the credit card and all other required documentation to the business office before the end of business on the next working day.

- Payment by credit card will normally be limited to travel expenses and student activity trips. Purchases of goods by credit card must have the prior approval of both the employee's supervisor and the district business office. Goods purchased with a district credit card will be limited to purchases that cannot be obtained in a timely manner

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or

when needed by following the typical purchasing procedures of the school district. Receipts and/or invoices must be obtained for each credit card purchase.

. The cardholder must officially sign all credit card purchases. All purchases must be

be school related. A district-owned credit card may not be used for personal purchases.

. In the event a credit card is lost or stolen, the cardholder should report the stolen card

immediately to the district business office and to the Hutchinson Credit Union.

. The business office will maintain a log showing names of all persons using a district

credit card, the credit card number, and credit card purchases. An annual report showing credit card usage will be submitted to the Board of Education at the first meeting of the Board of Education each July.

. The business office will audit all original credit card receipts and/or invoices.

. The superintendent will review credit card expenditures on a monthly basis following

review by the district fiscal officer and prior to submission to the local board of education.

. In the event a credit card is used by the superintendent, the expenditures will be reviewed first by the district fiscal officer and then by the president of the Board of

Education or her/his designee.

. Any school employee not following Board of Education policy in using a district credit card will be subject to disciplinary action which may result in the employee's

termination of employment.

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Approved: 10/12/1998

Updated: 9/10/2001

CEF-R: Expense Reimbursement

USD 308 Credit Card Authorization\*

Name

School/Department

Position

Social Security Number

Reasons for Use of Card

Credit Card Number

Budget to be Charged

Total Amount Charged to Card

Receipts Attached

Date Card Issued

Date Card Returned

Supervisor Approval

Date

Signature of Employee

Date

Signature of Business Office Personnel

Date

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\* white copy bwiueu office, yellow copy employee, pink copy supervisor

CEF-R: Expense Reimbursement

Hutchinson USD 308

User Agreement for District Issued Credit Card

The following user agreement must be signed by any employee before being issued a district-

owned credit card.

I understand that Hutchinson USD 308 has authorized my use of a district credit card for author-

ized school district expenditures on its behalf. In accepting and using the card, I agree to be

bound by the terms and conditions which follow.

. I will use the credit card issued to me only for the payment of authorized expenses

consistent with my responsibilities as an employee of this school district.

. I will not use the card to obtain cash advances.

. I accept the responsibility for any charges made to the credit card while in my possession.

. I will not use the card for personal use or for any other non-district purposes.

. I understand the card shall be used for only the types of merchants approved by the

school district

. I understand that all purchases shall be made in accordance with applicable purchasing

and credit card procedures adopted by the USD 308 Board of Education.

. I understand that I will be responsible for the timely reconciliation of all credit card

transactions charged to the credit card.

. I understand that I am responsible to provide appropriate documentation for credit card

transactions charged to the card.

. I will return the credit card with all required documentation to the USD 308 Business Office

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within twenty-four (24) hours after I have completed the use of the card.

. I understand that any charges against the credit card that are not properly identified or not

allowed by the district shall be paid by me by check, United States currency or salary

deduction. I further understand that any employee shall not be issued a credit card if any

disallowed charges are outstanding from a previous use of a district credit card.

. I will immediately report any stolen or lost card to the Business Office at (620) 665-4445.

. I will immediately report a stolen or lost card to the Hutchinson Credit Union at (620) 669-0177.

I further understand that any variance, violation of the above conditions could result in disci-

plinary action including termination of employment and personal liability for unapproved

charges. I further understand that all district credit cards purchases are subject to examination

by internal and external auditors.

I HAVE READ AND I UNDERSTAND THE ABOVE CONDITIONS.

Signature:

Position/Assignment:

Social Security Number:

Date:

\* original business office; Copy employee

CEI: Evaluation

The board and the superintendent shall develop an evaluation form that

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will provide the basis for formal evaluations and any informal discussions of the superintendent's performance. The board shall evaluate the superintendent using the appraisal instrument in accordance with the minimum statutory requirements for the first four years of employment and annually thereafter by February 15th. The appraisal instrument may be used by the superintendent as a self-evaluation instrument prior to this evaluation by the board.

Each individual board member shall complete and submit appraisal forms to the board president. The president shall allow time for necessary discussion then formulate a summary of the individual responses. The summary shall use the same format as the individual board member's appraisal form. The board president shall sign the summary. The board shall review the summary with the superintendent in an executive session.

After the evaluation is complete, the individual appraisal forms shall be destroyed. The summary and any written response from the superintendent shall be maintained in the superintendent's personnel file.

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

The evaluation instrument shall be on file with the clerk at the district office. Current evaluation procedures and policies shall be filed with the Kansas State Department of Education.

Approved: 7/24/00

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CEI-R: Evaluation (See GBN CEI-R)

### Purpose of Superintendent Evaluation

The evaluation of the superintendent by the board shall accomplish the following:

- Provide an opportunity for the board and superintendent to periodically meet and discuss the superintendent's performance and the district's management;
- Review, clarify and discuss the immediate and long-term goals for the district and the superintendent;
- Establish, clarify and discuss the major functions, responsibilities and roles of the superintendent and the board;
- Facilitate a good working relationship between the board and the superintendent;
- Encourage and recognize good administrative performance;
- Improve the superintendent's leadership performance and management of the district by suggesting areas of responsibility and operating techniques that may be strengthened; and
- Establish reasonable standards for continued employment of the superintendent.

### Procedures

The following procedures shall be used to evaluate the superintendent's performance:

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The board shall schedule an executive work session at least two times during the year for the purpose of a mid-year evaluation and an end-of-year evaluation of the superintendent's performance. The district's evaluation form shall be used.

Additional informal executive sessions may be scheduled during the year to discuss the status of the superintendent's performance and the district's management.

The superintendent shall make a mid-year and an end-of-year goals progress report as well as periodic reports to the board on the district's operation.

The superintendent's performance evaluation shall be based on the following:

Established criteria which are applicable to all administrators;  
Responsibilities defined in the superintendent's job description; and  
Board/superintendent developed performance goals and objectives.

Approved: 7/24/00

CEJ: Separation

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

Approved: October 12, 1998

CEK: Resignation

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The superintendent 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 district.

Approved: October 12, 1998

CF: Board-Superintendent Relations

The board delegates to the superintendent 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 superintendent.

Approved: October 12, 1998

CG: Administrative Personnel (Also see KB)

The board shall employ administrative personnel as needed.

Compensation Guides and Contracts

Administrative personnel shall be compensated for their services

with a contracted salary determined by the board.

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Administrative contracts shall be reviewed annually. The board shall determine the terms

and length of each contract. The board's attorney may develop and review

administrator contracts. (See KB)

Qualifications and Duties

The superintendent shall develop appropriate job descriptions for

each administrative position.

When adopted by the board, job descriptions shall be filed in the central office and may be published in

the appropriate handbook.

Recruitment

The board delegates to the superintendent the authority to identify

and recommend the appointment of individuals to fill vacant

administrative positions. The superintendent shall screen all applicants

and may use other staff members to assist.

The superintendent shall make district may pay preapproved

expenses incurred by candidates interviewed for an administrative

position.

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### Assignment

The board shall solicit the superintendent's recommendations in appointment, assignment, transfer, demotion, termination or non-renewal of any administrative personnel.

### Orientation

The superintendent shall conduct an appropriate administrative orientation program.

### Supervision

The superintendent shall be responsible for supervising all administrative personnel.

### Administrative Intern Program

The board may establish, by contract with an approved administrator training institution, an administrative intern program.

### Travel Expense and Reimbursement

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

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### Vacation and Leave for Administrators on Twelve Month Contracts

Twelve-month administrators will be provided paid vacation days and will be eligible for the same leave benefits other twelve-month employees receive.

When a twelve-month administrator resigns or is terminated, the administrator will be paid for his accumulated sick leave at the rate paid all other employees for unused sick leave. The administrator is expected to utilize all annual vacation days prior to his last day of employment in the school district. However, should a twelve-month administrator who is leaving the district, be requested by the superintendent to work what would be considered vacation days, the administrator would-be paid for any annual vacation days not used as his daily rate of pay. If the departing administrator is the superintendent of schools, the Board could request the superintendent to work what would be considered vacation days; the superintendent would then be paid for the unused vacation days at his daily rate of pay.

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Approved: October 12, 1998

Updated: July 22, 2002

Updated: July 7, 2003

CG-R: Administrative Personnel Qualifications and Duties  
Referenced to the appropriate job description and handbook.

Approved: October 12, 1998

Updated: July 22, 2002

CGI: Evaluation (See CEI. GBI)

Administrative personnel shall be evaluated in writing by the superintendent 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 superintendent and others authorized by law. The board's procedures concerning evaluation of district administrators shall be on file in the administration center and may be published in the appropriate handbook.

Approved: October 12, 1998

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### CJ: Consultants (See BBG)

The administration may use professional consultants.

Approved: October 12, 1998

### CK: Professional Development Opportunities

The board may require administrators to attend summer sessions, conferences, workshops or other activities which will directly benefit the schools.

Expenses may be paid by the district to attend meetings approved by the superintendent.

Approved: October 12, 1998

### CL: Councils, Cabinets and Committees

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

#### Method of Appointment

All district level administrators are automatically members of the administrative council.

#### Organization

The superintendent shall serve as the chair of the administrative council

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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 district 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 district to implement the council's activities.

### Financial.

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

### 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 rec-

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ommendations to the board.

Approved: Oct. 12, 1998

CL-R: Councils, Cabinets and Committees

Administrative council meetings shall be held at times deemed appro-

priate by the chair. All members of the council shall attend regular board

meetings of the board unless excused by the superintendent.

Financial

Funds for the administrative council's budget shall be included in the

district's general fund.

Approved: October 12, 1998

CM: Policy Implementation CM

Failure of any administrative employee to implement board policies may

result in suspension, demotion, probation, non renewal or termination of

employment in accordance with procedures set forth in these policies and rules.

Approved: 7/24/00

CMA: Administrative Rules

The board delegates to the superintendent the responsibility for devel-

oping recommendations, and for designing any necessary arrangements to

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carry out board policy and to operate the district's schools. 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 district's operation, the superintendent shall include at the planning stage representatives of those employees who will be affected.

The superintendent shall develop procedures utilizing certified and noncertified employees for the exchange of ideas and feelings regarding the district'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

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The superintendent may involve district patron on committees or study groups whenever necessary.

#### Student Involvement

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

#### Rules Adoption

The superintendent shall review all proposed rules before they are submitted to the board. All administrative rules recommended by the superintendent 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.

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### Administration in Policy Absence

In an emergency when action must be taken where the board has provided no guides for administrative action, the superintendent shall have the power to act, but any decision shall be subject to board review at the next meeting. The superintendent should recommend any policy needs the incident has created.

Approved: October 12, 1998

### CMA-R: Administrative Rules

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 superintendent and principals may appoint committees for functions not being performed by existing groups or persons.

Each staff or community committee shall act in an advisory capacity

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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

If the superintendent is forced to act in the absence of regular board policy or guidelines and feels that policy is needed, a proposed board policy may be drafted, together with appropriate rules, to be presented at the next board meeting.

Approved: October 12, 1998

### CN: Records

The board shall designate a Freedom of Information Officer with the authority to establish and maintain a system of records in accordance with the Kansas Open Records Act. The Freedom of Information Officer in USD 308 is the Public Information Officer. The clerk of the board shall handle requests for

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records and serve as the custodian of the records. The official custodian may designate other custodians as needed. The custodian(s) 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

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 district, including those exhibited at public board meetings.

### Central Office Records

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

### Building Records

Records maintained by the building principals shall include, but not be limited to, the following: activity funds and student records. (See JR et al.)

### 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 any school or the district office. The superintendent will establish procedures for making records available on normal business days when district offices are closed. Copies of open records shall be available upon request.

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superintendent or designees may require the request in writing.

Request for access to open records shall be made in writing to an official custodian of district 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 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 superintendent or the board.

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 district's

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general fund.

Disposition

All district 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 district. The clerk is designated as official custodian of all district office records maintained by the district and may designate other custodians. Each building principal is designated as official custodian of all records established and maintained at the building level. In addition to those records required by law, the clerk shall be responsible for preparing and keeping other records necessary for the district's efficient operation.

District, employees shall follow the guidelines found in the student records policies. (see JR and JRB)

Approved: 7/24/00

CN-R: Records

If the custodian does not grant the request, the person requesting

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shall, within three days of the request, receive a written explanation.

Each custodian shall file all requests and their dispositions in the appropriate office and make reports as requested by the superintendent or the board.

Advance payment of the expense of copying open records shall be borne by the individual requesting the copy, but the expense shall not exceed the actual cost of making copies including an employee's time. Under no circumstances shall the record 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 district's general fund.

#### Record Listing

Employees are prohibited from giving or selling lists of any school records to any person except as authorized by law or board policy.

#### Disposition

Each principal or the superintendent is responsible for the destruction

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of records according to current law.

Approved: October 12, 1998

UNIFIED SCHOOL DISTRICT NO. 308  
HUTCHINSON, KANSAS

PUBLIC REQUEST  
FOR  
SCHOOL RECORDS

Person requesting records \_\_\_\_\_

Address of person requesting records \_\_\_\_\_

Date and time the request was made \_\_\_\_\_

Specific records being requested:

NOTE: Description must be specific enough to ensure that the records requested are the records provided.

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Reason for denial or reason for delay:

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\_\_\_\_Approval to release records

\_\_\_\_Denial to release records

\_\_\_\_Delayed release of records

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Administrator/Designate

Date

Approved: October 12, 1998

CNA: Official Records of the District

The official records of the District are the sole property of the District.

Employees leaving or relinquishing their positions within the District shall leave all

official records for their successors or shall deliver such records to the Superintendent of

Schools or the Superintendent's designee.

Official records of the District are defined as any documentary materials or items,

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regardless of physical form or characteristic, which are created or received by or on

behalf of any employee in pursuit of the District's objectives or during the course of its

operation or business. For the purposes of this definition, the term employee means each

administrative, professional and classified employee of the District.

Such official records include, but are not limited to, correspondence, reports, minutes, memoranda, registers, directives, announcements, manuscripts, publications, architectural and building plans, personnel records of all employees and student records.

Also included are audiovisual materials, film, tapes, photographs, drawings, computer

software and output data and any other material created or received by the District or any

District employee.

Excluded from the definition of official records are archival or published

materials, in print, electronic or other formats, collected as reference material to support

the instructional and curricular programs of the District. Documents or other materials

developed or produced by District employees on their own time and without the use of or

the substantial involvement of the District's equipment, personnel and supplies are excluded from the definition of official records.

Uniform procedures for the maintenance, retention and disposal of the District's

official records shall be prescribed the Superintendent of Schools.

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Approved: July 28, 2003

CO: Reports

The board may require reports from the staff.

Types

The superintendent shall submit to the board an annual report summarizing the district's operations for the preceding school year. The superintendent shall present a quarterly budget report to the board. The board delegates to the superintendent 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 superintendent. Copies of staff reports may be sent to staff members for their confidential use if the superintendent approves. Staff reports shall be made public only with board approval.

Approved: October 12, 1998

CO-R Reports

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Types

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

The superintendent's quarterly budget report shall be included in the board's agenda and shall include each account, the original appropriation, the amount expended to date, the amount encumbered to date, and the remaining balance in each account.

Approved: October 12, 1998