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DISTRICT ORGANIZATION

The organization of this District shall be designed to meet the objectives set by the Board, ensure clear lines of authority and responsibility, and define each position with clarity.

The Superintendent shall be the chief executive officer for the Board. The Superintendent shall, under the supervision and with the consent of the Board, define and establish those administrative positions required to implement the educational system and program of learning established by the Board. In each case, the Board should approve the broad purpose and function of the position in harmony with State law and regulations.

Responsibility shall flow from the Superintendent through the administrative staff to the operational personnel.

It shall be the responsibility of the Superintendent to oversee and manage the operational requirements sufficient to ensure the smooth functioning of the District. R.C.3319.01

It is the Board's intent to maintain an operational and technical staff with a high level of competence.

On occasion, the Superintendent may find it necessary to recommend to the Board the employment of specialists or consultants to maintain or support programs implemented by the District in areas requiring specialized knowledge. These positions will be considered by the Board on the merits of their potential contribution to the District and the specific conditions of the stated contract or agreement. On request of the Board, the Superintendent shall provide to the Board a list of all such specialists or consultants used by the District.

Revised Date August 5, 2002
Adoption Date November 17, 1997

ASSESSMENT OF DISTRICT GOALS

One of the major functions of the Board is to work with the administration to establish the goals by which the District can accomplish its mission and to provide the resources necessary for their accomplishment. Because of the importance the Board places on accomplishing goals, it has established the following policy for effective assessment of the District's progress toward their realization.

In conjunction with its annual evaluation of the Superintendent, the Board shall also provide the time for both the Board and the administration to assess the progress of the District, during the previous year, toward the achievement of current goals. Both the Superintendent's evaluation and the progress-assessment of goals shall take place at a time of the year when the following conditions are most favorable to assure this policy operates as intended.

- A. There is adequate and reliable data available on results-to-date of each District goal (AG 1110) so assessment and evaluation can focus on how well the District is accomplishing its goals.
- B. Evaluations or progress assessments of the District's learning programs as well as evaluations of key Administrators and other staff have been completed so such data is available for reference by the Superintendent and Board during the assessment of District goals and the evaluation of the Superintendent.
- C. Summaries and synthesized data, compiled from the evaluation of the Superintendent, the Board's self-assessment, and the evaluation data on programs and staff, are available to serve as reference information when determining the reasons for progress and/or lack of progress toward the accomplishment of District goals.

This annual process of assessing/evaluating the Superintendent, staff, programs, and resources shall not be considered finished until:

- A. District goals and the strategies and actions being used to accomplish them have been reviewed and reprioritized; and
- B. revisions have been made in light of what all of the evaluation data for that year has indicated should be changed and/or should be continued in order to improve the accomplishment of District goals.

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BOARD - SUPERINTENDENT RELATIONSHIP

The primary duty of the Board of Education is to establish policies, and that of the Superintendent to administer such policies. The Superintendent should be given the latitude to determine the best method of implementing the policies of the Board.

The Superintendent, as the chief executive officer of the School District, is the primary professional advisor to the Board. S/He is responsible for the development, supervision, and operation of the school program and facilities. His/Her procedures should be made known to the staff through the administrative guidelines of the District. The Board shall retain oversight supervision of such procedures.

Upon the recommendation of the Superintendent, the Board shall appoint a chairperson and committee which will determine negotiation strategies for collective bargaining with recognized unions and employee units.

The Board is responsible for determining the success of the Superintendent in meeting the goals established by the Board through evaluations. The Board, in formulating its position with regard to the performance of the Superintendent, shall rely, whenever possible, on the objective outcomes of its evaluations rather than on subjective opinions.

Adopted as Amended Date September 3, 2002
Adopted as Amended Date June 26, 2000
Adoption Date November 17, 1997

EMPLOYMENT OF THE SUPERINTENDENT

The Board vests the primary responsibility for administration of this District in the Superintendent of Schools. The appointment of that officer is, therefore, one of the most important functions the Board can perform.

Whenever the position of Superintendent shall be vacant, or a vacancy is imminent, the Board shall appoint a Superintendent of Schools as executive officer and fix his/her salary and term of office which shall be no more than five (5) years.

The Board shall actively seek the best qualified and most capable candidate for the position of Superintendent.

It may be aided in this task by:

- A. a committee of Board members;
- B. the services of professional consultants;
- C. the counsel of the out-going Superintendent;
- D. the participation of members of the community.

Recruitment procedures shall be prepared in advance of the search and shall include the following:

- A. the preparation of a written job specification for the position of Superintendent
- B. preparation of written specifications of qualification in addition to proper State licensing
- C. preparation of informative material describing this District and its educational goals
- D. where feasible, the opportunity for applicants to visit the schools of this District
- E. solicitation of applications from a wide geographical area
- F. consideration of all applicants fairly without discrimination on the basis of race, gender, age, religion, ethnic background, disability, or other condition unrelated to the position of Superintendent

No person may be employed as Superintendent of this District unless s/he has signed an employment contract with the Board.

- A. Such contract shall include:
1. the term for which employment is contracted, including beginning and ending dates;
 2. the salary which the Superintendent shall be paid and the intervals at which s/he shall be paid;
 3. the benefits to which s/he is entitled; and
 4. such other matters as may be necessary to a full and complete understanding of the employment contract.
- B. The contract shall not contain tenure provisions as Superintendent.

The Superintendent so appointed shall devote himself/herself exclusively to the duties of his/her office and maintain his/her principal residence within the District, unless otherwise approved by the Board.

Any candidate's intentional misstatement of fact material to his/her qualification for employment or the determination of his/her salary shall be considered by this Board to constitute grounds for his/her dismissal.

The person selected for the position of Superintendent shall be required to undergo a physical examination reasonably related to the duties s/he will be required to perform.

R.C. 3313.18, 3319.01
A.C. 3301-23-19

Revised Date August 5, 2002
Adoption Date November 17, 1997

SUPERINTENDENT OF SCHOOLS

The Superintendent of Schools shall strive to achieve District goals for students by providing educational direction and supervision to the certificated staff and supervision to the classified staff and by acting as a proper model for staff and students both in the school and outside the District.

The Superintendent shall be directly responsible to the Board for the performance of the following duties and responsibilities:

- A. keep the Board informed of school operations by assisting in the preparation of agendas for each work session of the Board, providing oral and written communication, scheduling management team committee meetings, and requesting special Board meetings that become necessary to keep the Board properly informed
- B. ensure that all aspects of District operation comply with State laws and regulations as well as Board contracts and policies
- C. establish and maintain a written educational plan for the schools of the District consistent with the educational goals adopted by the Board
- D. ensure proper implementation of the current District-wide instructional plan as it applies to each building
- E. strive to increase the efficient use of District resources in the daily operations of the schools
- F. assign staff to achieve the maximum benefit toward the attainment of educational goals
- G. evaluate the progress of the certificated and classified staff toward the attainment of educational goals
- H. analyze the results of instructional program development as it applies to the Board's educational goals
- I. recommend changes in instructional or staffing patterns based on an analysis of staff and program progress
- J. work cooperatively with parents and community groups concerned with programs in the schools
- K. develop personal capabilities in personnel strategies and facility management

- L. work cooperatively with the Board and administrative staff
- M. strive toward the highest standards of personal conduct
- N. prepare a regular written report to the Board
- O. prepare a written "State of the School District" report on an annual basis
- P. perform such other duties as the Board may direct

Revised Date August 5, 2002

Adopted as Amended Date January 7, 2002

Adoption Date November 17, 1997

DEVELOPMENT OF ADMINISTRATIVE GUIDELINES

The Superintendent shall carry out the function of designing and implementing the guidelines, required actions, and detailed arrangements under which the District will operate. These administrative guidelines shall be consistent with the policies adopted by the Board.

The Superintendent may also issue such administrative and student handbooks as s/he may consider necessary for the effective administration of the schools and distribute them to employees and students and/or their parents.

As long as the provisions of these administrative guidelines and handbooks are not inconsistent with Board policies, Federal or State law, they will be considered to be an extension of the policy manual and binding upon all employees and students.

A copy of the District's administrative guidelines manual and a copy of each handbook shall be made a part of the Board's reference materials maintained in the District office.

The Superintendent shall maintain a current organizational chart to which immediate reference can be made by the Board or any employee of the Board.

R.C. 3313.20, 3313.47

Revised Date August 19, 2002
Adoption Date November 17, 1997

EVALUATION OF THE SUPERINTENDENT

The Board believes it is essential that it evaluate the Superintendent's performance periodically in order to assist both the Board and the Superintendent in the proper discharge of their respective responsibilities and to enable the Board to provide the District with the best possible leadership.

The Board shall annually, evaluate the performance of the Superintendent. Such evaluation shall include an assessment of:

- A. the progress toward the educational goals of the District;
- B. the working relationship between the Board and the Superintendent; and
- C. the Board's own effectiveness in providing direction to the Superintendent.

Such assessments will be based on defined quality expectations developed by the Board for each criteria being assessed.

The Board and the Superintendent, jointly, shall, at the outset of each evaluation, determine the method by which the evaluation shall be conducted.

Such method shall include:

- A. the Superintendent's own self-analysis of the current status of the District;
- B. the active participation of each Board member;
- C. a recommendation from a Board committee;
- D. a compilation of assessments on a prepared standard form by individual Board members, which shall then be reviewed by the Board; and
- E. evaluation interviews between the Board and Superintendent during which no other business is discussed.

As an outcome of the evaluation of the Superintendent's performance, the Board should be prepared to judge the advisability of retention of the Superintendent and be prepared to:

- A. determine the Superintendent's salary;
- B. identify strengths and weaknesses in the operation of the District and determine means by which weaknesses can be reduced and strengths are maintained; and

- C. establish specific objectives, the achievement of which will advance the District toward its goals.

R.C. 3319.01

Revised Date August 19, 2002
Adoption Date November 17, 1997

NON-REEMPLOYMENT OF THE SUPERINTENDENT

The Board has an obligation to the citizens of this District to employ the professional leadership best trained and equipped to meet the educational needs of the students. It shall meet that obligation by retaining only the best qualified person as Superintendent.

If the services of the Superintendent are found to be unsatisfactory to the Board, s/he shall be notified by the President and given an opportunity to correct the conditions.

If his/her services continue to be unsatisfactory, the Superintendent shall be notified of that in writing by the President, as approved by the Board. Notification of its intent not to reemploy his/her services shall be given in accordance with the Superintendent's contract.

R.C. 3319.01, 3319.16

Revised Date August 19, 2002
Adoption Date November 17, 1997

INCAPACITY OF THE SUPERINTENDENT

It is the legal duty of the Board to appoint a temporary or acting Superintendent by a majority vote of the Board upon determination that the Superintendent is incapacitated in such a manner that s/he is unable to perform the duties of his/her office.

The Board shall set the compensation of the temporary Superintendent who shall serve until the Superintendent's incapacity is removed or until the expiration of the Superintendent's contract whichever is sooner. S/He shall perform all of the duties and functions of the Superintendent, and may be removed at any time for cause by a two-thirds (2/3's) majority vote of the Board.

The Board shall determine that the Superintendent is incapacitated if:

- A. the Superintendent states s/he is incapacitated with supporting medical documentation; or
- B. upon the certification of a physician selected and compensated by the Board.

Where a physician selected by the Board disagrees with a physician selected by the Superintendent, the two (2) physicians shall agree in good faith upon a third impartial physician who shall examine the Superintendent. His/Her medical opinion shall be binding on the issue of medical capacity to perform assigned duties. The expenses of the third examination shall be borne by the Board.

If the Board determines that the Superintendent is unable to perform his/her duties, s/he may at his/her request, be placed on sick leave, with pay, not to exceed the amount of his/her accumulated but unused sick leave and any advancement of such sick leave which may be authorized by Board policy and/or at the request of the Board, be placed on sick leave with such pay to which s/he may be entitled or which may be authorized by Board policy at his/her request, be placed on a leave of absence without pay.

The foregoing leave shall not extend beyond the term of the contract.

The Superintendent may, upon request to the Treasurer, and proper certification of recovery, be returned to active duty status, unless the Board denies the request within ten (10) days of receipt of the request.

The Superintendent may request a hearing before the Board or with a referee appointed by the Board on any action taken under this policy.

R.C. 3319.011, 3319.13, 3319.16

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Adoption Date November 17, 1997

EMPLOYMENT OF THE TREASURER

The Board shall seek a person both capable and licensed to fill the position of Treasurer, whenever that position may be open.

All persons considered for the position of Treasurer shall provide evidence of their training and experience in the fields of government accounting, State and Federal laws related to school district budgeting and financing, financial report preparation, and budget and accounting management as required by statute and the standards of the State Board of Education.

The Board may, in recruiting a Treasurer, utilize the services of:

- A. a committee of Board members;
- B. a professional consultant;
- C. the retiring Treasurer; or
- D. a committee of community lay persons.

To aid in the search, the Board may use:

- A. a written job description for the position;
- B. informative materials describing the District;
- C. a written specification of the salary and benefits; or
- D. the opportunity for each applicant to visit the District should s/he so desire.

Each candidate for the position of Treasurer, which the Board deems to be a serious candidate, shall be interviewed by the Board. Final selection shall be made by the Board.

Any candidate's intentional misstatement of fact material to his/her qualifications for employment or the determination of his/her salary shall be considered to constitute grounds for dismissal.

The person selected for the position of Treasurer shall, prior to their appointment, and annually thereafter, be required to undergo a physical examination reasonably related to the duties s/he will be required to perform, the cost of which shall be borne by the District.

The Treasurer so appointed shall devote him/herself exclusively to the duties of his/her office and maintain his/her principal residence within the District, unless otherwise approved by the Board.

R.C. 3301.074, 3313.22,
A.C. 3301-5-01

Revised Date August 19, 2002

Adoption Date November 17, 1997

DUTIES OF THE TREASURER

The Board believes that the Treasurer of the School District has responsibilities, in addition to those required by law, that can help the District achieve its goals. by providing leadership and supervision in the program of fiscal management.

The Treasurer shall be directly responsible to the Board for the performance of the following duties and responsibilities:

- A. may call special meetings of the Board (R.C. 3313.16)
- B. sign all checks of the Board (R.C. 3313.51)
- C. record the proceedings of each meeting of the Board (R.C. 3313.26)
- D. notify the Board of Elections of all changes in boundaries of the School District (R.C. 3313.261)
- E. deduct from the wages and salaries of teachers amounts authorized by the teacher and Board (R.C. 3313.262)
- F. produce all money, bonds, and securities in his/her hands at the expiration of his/her term (R.C. 3313.27)
- G. deliver all books and papers in his/her hands to his/her successor at the expiration of his/her term (R.C. 3313.28)
- H. keep an account of all District funds and maintain all records pertaining thereto in the manner described by law (R.C. 3313.29)
- I. render a statement of accounts to the Board and Superintendent in the form prescribed by law and at the times required by law and by the Board (R.C. 3313.29)
- J. file a statement with the County Auditor at the time and in the form required by law (R.C. 3313.30)
- K. execute all conveyances of the Board (R.C. 3313.33)
- L. meet the qualifications specified for the position by law (A.C. 3301-5-01)

In addition, the Treasurer shall:

- A. establish and maintain long-range fiscal plans and prepare the annual budget based on District resources and needs;

- B. ensure that all District fiscal activities comply with the Federal and State Government laws and regulations, the negotiated agreements and policies of the Board, and the guidelines of the Superintendent;
- C. provide for efficient management of the District fiscal systems of purchasing and supply management;
- D. recommend that proper personnel are employed and position levels are adequately maintained in the areas of his/her responsibility;
- E. complete evaluation system for his/her staff;
- F. provide appropriate in-service training;
- G. analyze the effectiveness of those District programs in his/her areas of responsibility and recommend changes in program, staffing, or management strategies as necessary;
- H. recommend efficient use of resources and work cooperatively with the Superintendent and staff toward the achievement of District goals and objectives;
- I. help interpret the budget and the District affairs under his/her supervision to interested members of the community;
- J. remain current in capabilities in financial strategies and supervisory methods.

The Treasurer shall be directly responsible to the Board for the performance of his/her assigned duties and responsibilities.

Observation of his/her performance and preparation of performance reports shall be the responsibility of the Board. The Board should receive input from the Superintendent.

R.C. 3301.074

Adopted as Amended September 3, 2002
Adopted as Amended Date June 26, 2000
Adoption Date November 17, 1997

EVALUATION OF THE TREASURER

Unless there is an agreement between the District and the Treasurer stating otherwise, this Policy shall govern the evaluation of the Treasurer.

The Board requires evaluation of the performance of the Treasurer by no later than September 30th in order to assist both the Board and the Treasurer in the proper discharge of their responsibilities and to enable the Board to provide the District with the best possible leadership.

The objectives of the Board's evaluation shall be to:

- A. promote professional excellence and improve the skills of the Chief Financial Officer;
- B. improve the quality of District educational services;
- C. provide a basis for the review of the Treasurer's performance.

Criteria for the evaluation of the Treasurer shall be based upon the job description and shall relate directly to each of the tasks described therein. Each criterion shall be brief and shall focus on a major function of the position, be based on observable information rather than on factors requiring subjective judgment, and be written in the same format.

Data for the evaluation of the Treasurer will be gathered by any one (1) or more of the following methods:

- A. direct observation
- B. review of a document(s) produced in the performance of assigned duties
- C. interviews with the Treasurer regarding his/her knowledge of assigned duties
- D. reference to previous performance reports
- E. any independent audit of the District's finances conducted in the past year.
- F. self-evaluation

The Treasurer shall be evaluated at least annually.

As an outcome of the evaluation of the Treasurer's performance, the Board should be prepared to judge the advisability of retention of the Treasurer and be prepared to:

- A. determine the Treasurer's salary;
- B. identify strengths and weaknesses in his/her operation and determine means by which weaknesses can be reduced and strengths are maintained.

Revised Date August 5, 2002
Adoption Date November 17, 1997

NON-REEMPLOYMENT OF THE TREASURER

The Board has an obligation to the citizens of this District to employ the professional leadership best trained and equipped to meet the educational needs of their children. It shall meet that obligation by retaining only the best qualified person as Treasurer for this District.

If the services of the Treasurer are found to be unsatisfactory to the Board, s/he shall be given an opportunity to correct the conditions.

If his/her services continue to be unsatisfactory, the Treasurer shall be notified in writing by the President as approved by the Board, of its intent, not later than the first regular meeting in October of the expiration year of his/her contract, that his/her services will not be renewed.

R.C. 3313.22

Adopted as Amended Date September 3, 2002
Adoption Date November 17, 1997

INCAPACITY OF THE TREASURER

It is the legal duty of the Board to appoint a temporary or acting Treasurer by a majority vote of the Board upon determination that the Treasurer is incapacitated in such a manner that s/he is unable to perform the duties of his/her office.

The Board shall fix the compensation of the temporary Treasurer who shall serve until the Treasurer's incapacity is removed or until the expiration of the Treasurer's contract whichever is sooner. S/He shall perform all of the duties and functions of the Treasurer, and may be removed at any time for cause by a two-thirds (2/3's) majority vote of the Board.

The Board shall determine that the Treasurer is incapacitated at the request of the Treasurer and with medical documentation upon certification of a physician selected and compensated by the Board.

Where a physician selected by the Board disagrees with a physician selected by the Treasurer, the two (2) physicians shall agree in good faith upon a third impartial physician who shall examine the Treasurer. His/Her medical opinion shall be binding on the issue of medical capacity to perform assigned duties. The expenses of the third examination shall be borne by the Board.

If the Board determines that the Treasurer is unable to perform his/her duties, s/he may at his/her request, be placed on sick leave, with pay, not to exceed the amount of his/her accumulated but unused sick leave and any advancement of such sick leave which may be authorized by Board policy and/or at the request of the Board, be placed on sick leave with such pay to which s/he may be entitled or which may be authorized by Board policy and/or at his/her request, be placed on a leave of absence without pay.

The foregoing leave shall not extend beyond the term of the contract.

The Treasurer may, upon request to the Board, and proper certification of recovery, be returned to active duty status, unless the Board denies the request within ten (10) days of receipt of the request.

The Treasurer may request a hearing before the Board or with a referee appointed by the Board on any action taken under this policy.

R.C. 3313.23 et seq, 3313.51

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Adoption Date November 17, 1997

JOB DESCRIPTIONS

The Board wishes the Superintendent to maintain continuously a comprehensive, coordinated set of job descriptions for certificated and classified positions so as to promote effectiveness, efficiency, and economy in the operation of the District staff.

R.C. 3313.602

Revised Date August 19, 2002
Adoption Date November 17, 1997

EMPLOYMENT OF ADMINISTRATORS

The Board of Education recognizes that it is vital to the successful operation of the District that administrative positions created by the Board be filled with highly qualified and competent personnel.

Upon the recommendation of the Superintendent, the Board shall recommend the approval of employment, determine the compensation, and the term of said employment for each administrator employed by the Board. Individuals employed under an administrative contract shall be considered members of the administrative staff.

Any person employed as an assistant superintendent, principal, assistant principal, or other certificated administrator shall possess a valid certificate/license issued pursuant to Ohio law and shall file a copy of his/her certificate/license with the District.

This includes not only licensed administrators, but those persons employed in positions not requiring administrative licensure, but whose job duties enable them to be considered either a "supervisor" or "management level employee" as defined in Section 4117.41 of the Ohio Revised Code.

The Superintendent may recommend and the Board may approve the reemployment of an administrative staff member at any regular or special meeting held during the period beginning on the first day of January of the calendar year immediately preceding the year of expiration of the employment contract and ending on the last day of March in the year the employment contract expires.

The Board may, by a three-fourth's (3/4's) majority vote of its full membership, reemploy an assistant superintendent, principal, assistant principal, or other administrator whom the Superintendent refuses to nominate. If need be, the Board may request the State Board of Education to issue a one (1) year temporary educator license to an administrator whom the Superintendent has refused to nominate for reemployment in an administrative position, provided the candidate is of good moral character and has earned at least a baccalaureate degree in a field related to finance or administration from an accredited institution of higher learning or has at least five (5) years of recent work experience in education, management or administration.

Before taking action to renew or non-renew the contract of any member of the administrative staff, the Board shall notify each such administrator of the date his/her contract expires and inform the administrator that s/he may request a meeting with the Board to discuss its reasons for considering renewal or non-renewal of his/her contract. Upon the request of the administrator, the Board shall meet with him/her in executive session. The administrator shall be permitted to have a representative of his/her choice present at that meeting.

If the Superintendent (or designee) fails to provide the annual evaluations as required by Board Policy 1530 or if the Board fails to provide, following the request of the administrator, a meeting for the purpose of discussing the Board's reasons for considering renewal or non-renewal of the administrator's contract, then the administrator shall be automatically reemployed at the same salary plus any increments that may be authorized by the Board, and the term of reemployment shall be one (1) year, unless the individual has been employed as an administrator by the District for three (3) years or more in which case the reemployment shall be for a term of two (2) years.

Furthermore, an administrator shall be deemed reemployed upon expiration of his/her contract term unless the administrator notifies the Board to the contrary on or before the first day of June, or unless the Board either reemploys the administrator for a succeeding term or gives written notice of its intent not to reemploy the administrator on or before the last day of March in the year in which said contract expires. In such instances, the reemployment shall be at the same salary plus any increments that may be authorized by the Board, and the term of reemployment shall be one (1) year, unless the individual has been employed as an administrator by the District for three (3) years or more in which case the reemployment shall be for a term of two (2) years.

The Board may request the State Board of Education to issue a one (1) year temporary educator license to a candidate recommended by the Superintendent for an administrative position, provided the candidate is of good moral character and has earned at least a baccalaureate degree in a field related to finance or administration from an accredited institution of higher learning or has at least five (5) years of recent work experience in education, management, or administration.

Relatives of Board members may be employed by the Board, provided the member of the Board does not participate in any way in the discussion or vote on the employment when such a conflict of interest is involved.

An individual who is related to (a) staff member(s) may be employed as an administrator by the Board provided the administrator is not placed in a position in which s/he will supervise directly the staff member to whom s/he is related.

Current Board members are not eligible to apply for employment in the District. If a Board member wishes to apply for a position on the administrative staff, his/her resignation must be accepted by the Board prior to submitting an application.

The employment of administrative staff members prior to approval by the Board is authorized when their employment is required to maintain continuity in the educational program. Employment shall be recommended to the Board at the next meeting.

Any administrative staff member's intentional misstatement of fact material to qualifications for employment or reemployment or to the determination of salary shall be considered by this Board to constitute grounds for dismissal.

All administrators shall become familiar with the policies of the Board and other such guidelines, regulations, memoranda, bulletins, and handbooks that pertain to their duties in the District. Any administrator employed by the Board who shall be guilty of any willful violation of the policies of the Board shall be guilty of gross insubordination and shall be subject to dismissal or such lesser penalty as the Board may prescribe.

Except by mutual agreement of the parties thereto, no administrative staff member shall be transferred during the term of his/her contract to a position of lesser responsibility. Furthermore, no contract may be terminated or suspended except in accordance with state law.

The Superintendent shall prepare administrative guidelines for the recruitment and selection of administrative staff.

EVALUATION OF ADMINISTRATORS

Application

This policy shall apply to all persons employed by the Board of Education in an administrative position under O.R.C.3319.02. This includes not only licensed administrators, but those persons employed in positions not requiring administrative licensure, but whose job duties enable them to be considered either a “supervisor” or “management level employee” as defined in Section 4117.41 of the Ohio Revised Code.

Procedures

A. General Requirements

The Superintendent shall implement a program of regular evaluation for all administrative personnel which includes the following elements:

1. The evaluation process shall fairly attempt to measure the administrator’s effectiveness in performing the duties set forth in his/her job description and reflective of goals established jointly with their superiors.
2. A written evaluation document shall be produced for each evaluation. Each administrator shall be evaluated at least once annually.
3. The evaluation shall be conducted by the Superintendent or his/her designee (such designation shall be in writing) prior to the Board’s consideration of contract renewal or non-renewal in accordance with O.R.C.3319.02. The Superintendent shall review the results of the evaluation and make a recommendation to the Board concerning renewal or non-renewal of employment.

Number and Timing of Evaluations

A. Administrator Not in Final Year of Contract

An administrator not in the final year of his/her contract shall be evaluated at least once during the school year. A written copy of the evaluation report shall be provided to the administrator no later than the end of the administrator’s contract year as defined by the administrator’s annual salary notice.

B. Administrator in Final Year of Contract

An administrator whose contract is due to expire at the conclusion of the current school year shall have at least one (1) preliminary evaluation and one (1) final evaluation during such year. A written copy of the preliminary evaluation report shall be provided to the administrator at least sixty (60) days prior to any Board action on the renewal or non-renewal of the contract. A written copy of the final evaluation report will indicate the Superintendent’s intended recommendation to the Board and shall be provided to the administrator at least five (5) days prior to any Board action on the renewal or non-renewal of the contract. Board action non-renewing an administrative contract will occur on or before March 31 of the year the contract expires.

Meeting with Board

Each administrator shall receive written notice of and be provided the opportunity to meet with the Board in executive session prior to the Board’s action on his/her contract. In this meeting, the Board shall discuss its reasons for considering the renewal or non-renewal of the contract.

The administrator may be accompanied by a representative of his/her choosing at the meeting. However, no witnesses or other persons may appear with or on behalf of the administrator without the express permission of the Board.

Written Rebuttal

The administrator may, at any time following the receipt of an evaluation report, submit a written rebuttal, which shall be promptly attached to the evaluation report and any copies of the evaluation report which are retained in the District's records or submitted to the Board for its consideration.

Legal Effect

This policy and the procedures contained herein shall not create a legal expectancy of continued employment or a property interest in continued employment, and shall not be deemed a part of any individual administrator's contract or otherwise a contractual obligation of the Board. The Board may non-renew an administrator's contract for reasons related or unrelated to performance.

To the extent that any of the procedures contained herein exceed the requirements of Ohio law, such procedures shall not be construed as a pre-condition to contract non-renewal and shall not prevent the Board from proceeding with a contract non-renewal which otherwise satisfies the minimum requirements of Ohio law.

R.C.3319.02
O.R.C.4117.41

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SUSPENSION OF ADMINISTRATIVE CONTRACTS

The Board of Education recognizes that no contract entered into with a member of the administrative staff in accordance with Board Policy 1540 may be suspended except in the manner provided herein. Accordingly, this policy was developed with input from the district's Superintendent and administrative staff. It is intended to comply with the requirements of section 3319.171 of the Ohio Revised Code.

The reasons for which the Board will consider suspending an administrator's contract are:

- A. A decrease in the district's enrollment;
- B. A return to duty of an administrator after a leave of absence;
- C. The suspension of schools or territorial changes affecting the district;
- D. Financial conditions affecting the district;
- E. Reorganization and/or consolidation of administrative functions;
- F. Abolishment of a position.

The following procedure will be followed in the event that the Board determines it is necessary to reduce its administrative staff through a suspension of contracts.

If it is necessary to achieve a reduction in the administrative staff, the Board may proceed to suspend contracts in accordance with the recommendation of the Superintendent.

In making his/her recommendation, seniority shall be the determining factor within the following classifications with Group I as the highest and Group VI as the lowest:

Group I

Director of Information Systems
High School Principal

Group II

Middle School Principal
Director of Student Services
Director of Special Education
Director of Career & Technical Education
Director of Academic Services
Director of Human Resources

Group III

Elementary Principal

Group IV

High School Deputy Principal

Group V

High School Assistant Principal
Middle School Assistant Principal

Group VI

Elementary Assistant Principal
Supervisor of Special Education
Supervisor of Staff Development
Supervisor of Auxiliary Services
Supervisor of Gifted and Talented

Individuals in the listed classifications (same position title) may bump less senior persons in the same classification. Individuals may bump less senior persons in the same or a lower classification group, if they are qualified by proper certification/licensure.

It is recognized that positions that are not in one of the above classifications, including non-certified administrative positions, are specialized in nature, and that any reductions in these positions will require the Superintendent's judgment as to system-wide needs. Therefore, any reductions outside the above classifications including non-certified administrative positions will be the prerogative of the Superintendent. It is expected that a factor in the retention of such administrators will be seniority.

“Seniority” for the purpose of this policy is determined as follows:

1. Number of continuous years in the district in the classification in which the administrator is currently serving will be used to determine reductions within a classification;
2. Total number of years in the district in any administrative assignment, including Administrative Intern, will be used to determine bumping and recall rights when individuals are qualified (as defined above) for positions outside their classifications;
3. Any ties will be broken first by the total number of continuous years of employment in the district and then by the Board of Education hire date.
4. Approved leaves of absence do not break continuous service.
5. Retirement and other breaks in service shall constitute a break in continuous service.

Any administrator whose contract is recommended by the Superintendent for suspension shall be granted, if requested by the administrator, a hearing with the Board of Education and the Superintendent prior to the Board taking action on said contract.

Administrators who had a continuing contract as a teacher prior to being employed by the district as an administrator shall be offered a position in the district as a classroom teacher in his/her area of certification/licensure, provided s/he possesses more seniority of service than the teacher with the least seniority of service who is currently employed in that area.

Administrators who bump into a lower job classification maintain their recall rights to their previous classification for four (4) years, and may be recalled to a classification between their pre-reduction classification and current classification if certified/licensed and having prior experience in that intermediate position. However, administrators do not have recall rights to a higher job classification than previously held.

Administrators whose contracts are suspended shall be on the administrative recall list for a period of four (4) years from the last day of active employment by the district. If the administrator has accepted other full-time employment in another district, he/she loses recall rights. Administrative positions subject to recall are offered first to the most senior individual displaced by the reduction from that classification (including those who bumped in a lower classification). If not filled by a person reduced from that classification, recall to an open position will be available, by seniority as an administrator in the district, to any administrator who is qualified by active licensure or, where licensure is not required by meeting the qualifications for the position. Failure of an administrator to accept an offered position within fifteen (15) days of the offer results in removal of the administrator from the recall list. Administrators who are performing grant-funded duties when their contracts are suspended do not have recall or bumping rights, unless they have previously served in a group position listed above, in which case bumping rights will apply.

R.C.3319.171

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