

ROLE OF SCHOOL DISTRICT ADMINISTRATION

In this series of the board policy manual, the board defines the role and the employment of school district administrators. Policies in the 400 Series, "Employees," also apply to administrators unless a more specific policy exists in the 300 Series, "Administration."

School district administrators have been given a great opportunity and responsibility to manage the school district, to provide educational leadership, and to implement the educational philosophy of the school district. They are responsible for the day-to-day operations of the school district. In carrying out these operations, the administrators are guided by board policies, the law, the needs of the students, and the wishes of the citizens in the school district community.

It is the responsibility of the administrators to implement and enforce the policies of the board, to oversee employees, to monitor educational issues confronting the school district, and to inform the board about school district operations.

While the board holds the superintendent ultimately responsible for these duties, the principals are more directly responsible for educational results, for the administration of the school facilities and for the employees.

The board and the administration will work together to share information and decisions under the management team concept.

MANAGEMENT

The board and the administrators will work together in making decisions and setting goals for the school district. This effort is designed to obtain, share, and use information to solve problems, make decisions, and formulate school district policies and regulations.

It is the responsibility of each administrator to fully participate in the management of the school district by investigating, analyzing, and expressing their views on issues. Those board members or administrators with special expertise or knowledge of an issue may be called upon to provide information. Each board member and administrator will support the decisions reached on the issues confronting the school district.

The board is responsible for making the final decision in matters pertaining to the school district.

It is the responsibility of the superintendent to develop guidelines for cooperative decision-making.

Legal Reference: Iowa Code § 279.8 (2007).

Cross Reference: 301 Administrative Structure

Approved: 2/20/13

Reviewed: 12/13/2021

Revised: 3/18/13

SUPERINTENDENT QUALIFICATIONS, RECRUITMENT, APPOINTMENT

The board will employ a superintendent to serve as the chief executive officer of the board, to conduct the daily operations of the school district, and to implement board policy with the power and duties prescribed by the board and the law.

The board will consider applicants that meet or exceed the standards set by the Iowa Department of Education and the qualifications established in the job description for the superintendent position. In employing a superintendent, the board will consider the qualifications, credentials and records of the applicants without regard to race, color, national origin, gender, disability, religion, creed, age, marital status, sexual orientation, or gender identity. In keeping with the law, however, the board will consider the veteran status of the applicants. The board will look closely at the training, experience, skill and demonstrated competence of qualified applicants in making its final decision.

In choosing a superintendent, the board will also consider the school district's educational philosophy, financial situation, organizational structure, education programs, and other factors deemed relevant by the board.

The board may contract for assistance in the search for a superintendent.

Legal Reference: 29 U.S.C. §§ 621-634 (1994).
42 U.S.C. §§ 2000e *et seq.* (1994).
Iowa Code §§ 21.5(1)(i); 35C; 216; 279.8, .20 (2007).
281 I.A.C. 12.4(4).
1980 Op. Att'y Gen. 367.

Cross Reference: 200.2 Powers of the Board of Directors
200.3 Responsibilities of the Board of Directors
301 Administrative Structure
302 Superintendent

Approved: 2/20/13

Reviewed: 12/13/2021

Revised: 3/18/13

SUPERINTENDENT CONTRACT AND CONTRACT NONRENEWAL

The length of the contract for employment between the superintendent and the board is determined by the board. The contract will begin on July 1 and end on June 30. The contract will state the terms of employment and shall not exceed three years.

The first three consecutive ~~two~~ years of a contract issued to a newly employed superintendent is considered a probationary period. The probationary period may be extended for an additional year upon the consent of the superintendent. In the event of termination of a probationary or non-probationary contract, the board will afford the superintendent appropriate due process, as required by law. The superintendent and board may mutually agree to terminate the superintendent's contract at any time.

It is the responsibility of the board to provide the contract for the superintendent. The board may issue a temporary and norewable contract in accordance with law.

If the superintendent wishes to resign, to be released from a contract, or to retire, the superintendent must comply with applicable law and board policies dealing with retirement, release or resignation.

Legal Reference: Martin v. Waterloo Community School District, 518 N.W. 2d 381 (Iowa 1994).
 Cook v Plainfield Community School District, 301 N.W.2d 771 (Iowa App. 1980).
 Board of Education of Fort Madison Community School District v. Youel, 282 N.W.2d
 677 (Iowa 1979).
 Briggs v Board of Directors of Hinton Community School District, 282 N.W.2d 740
 (Iowa 1979).
 Luse v. Waco Community School District of Henry Co., 258 Iowa 1087, 141 N.W.2d 607
 (1966).
 Iowa Code §§ 21.5(1)(i); 279.20, .22-.25 (2007).
 281 I.A.C. 12.4(4).

Cross Reference: 302 Superintendent

Approved: 2/20/13

Reviewed: 2/20/13

Revised: 12/13/2021

SUPERINTENDENT SALARY AND OTHER COMPENSATION

The board has complete discretion to set the salary of the superintendent. It is the responsibility of the board to set the salary and benefits of the superintendent at a level that will include consideration of, but not limited to, the economic condition of the school district and the training, experience, skill, and demonstrated competence of the superintendent. The salary is set at the beginning of each contract term.

In addition to the salary and benefits, the superintendent's actual and necessary expenses are paid by the school district when the superintendent is performing work-related duties. It is within the discretion of the board to pay dues to professional organizations for the superintendent.

The board may approve the payment of dues and other benefits or compensation over and above the superintendent's contract. Approval of dues and other benefits or compensation will be included in the records of the board in accordance with board policy.

Legal Reference: Iowa Code §§ 279.8, .20 (2007).
1984 Op. Att'y Gen. 47.

Cross Reference: 302 Superintendent

Approved: 2/20/13

Reviewed: 12/13/2021

Revised: 3/18/13

SUPERINTENDENT DUTIES

The board employs a superintendent of schools to serve as the chief executive officer of the board. The board delegates to the superintendent the authority to implement board policy and to execute decisions made by the board concerning the internal operations of the school district, unless specifically stated otherwise.

The superintendent is responsible for the implementation and execution of board policy and the observance of board policy by employees and students. The superintendent is responsible for overall supervision and discipline of employees and the education program.

In executing the above-stated duties, the superintendent will consider the financial situation of the school district as well as the needs of the students. Specifically, the superintendent:

- Interprets and implements all board policies and all state and federal laws relevant to education;
- Supervises, either directly or through delegation, all activities of the school system according to, and consistent with, the policies of the board;
- Represents the board as a liaison between the school district and the community;
- Establishes and maintains a program of public relations to keep the public well-informed of the activities and needs of the school district, effecting a wholesome and cooperative working relationship between the school district and the community;
- Attends and participates in all meetings of the board, except when the superintendent has been excused, and makes recommendations affecting the school district;
- Reports to the board on such matters as deemed material to the understanding and proper management of the school district or as the board may request;
- Assumes responsibility for the overall financial planning of the district and for the preparation of the annual budget, and submits it to the board for review and approval;
- Establishes and maintains efficient procedures and effective controls for all expenditures of school district funds in accordance with the adopted budget, subject to the direction and approval of the board;
- Files, or causes to be filed, all reports required by law;
- Makes recommendations to the board for the selection of employees for the school district;
- Makes and records assignments and transfers of all employees pursuant to their qualifications;
- Employs such employees as may be necessary, within the limits of budgetary provisions and subject to the board's approval;
- Recommends to the board, for final action, the promotion, salary change, demotion, or dismissal of any employee;
- Prescribes rules for the classification and advancement of students, and for the transfer of students from one building to another in accordance with board policies;
- Summons employees of the school district to attend such regular and occasional meetings as are necessary to carry out the education program of the school district;
- Supervises methods of teaching, supervision, and administration in effect in the schools;
- Attends such conventions and conferences as are necessary to keep informed of the latest educational trends;

SUPERINTENDENT DUTIES (2)

- Accepts responsibility for the general efficiency of the school system, for the development of the employees, and for the educational growth and welfare of the students;
- Defines educational needs and formulates policies and plans for recommendation to the board;
- Makes administrative decisions necessary for the proper functioning of the school district;
- Responsible for scheduling the use of buildings and grounds by all groups and/or organizations;
- Acts as the purchasing agent for the board, and establishes procedures for the purchase of books, materials and supplies;
- Approves vacation schedules for employees;
- Conducts periodic district administration meetings;
- Performs other duties as may be assigned by the board.
- Supervises the establishment or modification of the boundaries of school attendance and transportation areas subject to approval of the board; and
- Directs studies of buildings and sites, taking into consideration population trends and the educational and cultural needs of the district in order to ensure timely decisions by the board and the electorate regarding construction and renovation projects.

This list of duties will not act to limit the board's authority and responsibility over the superintendent. In executing these duties and others the board may delegate, the superintendent will consider the school district's financial condition as well as the needs of the students in the school district.

Legal Reference: Iowa Code §§ 279.8, .20, 23A (2007).
281 I.A.C. 12.4(4).

Cross Reference: 209 Board of Directors' Management Procedures
301 Administrative Structure
302 Superintendent

Approved: 2/20/13

Reviewed: 12/13/2021

Revised: 3/18/13

SUPERINTENDENT EVALUATION

The board will conduct an ongoing evaluation of the superintendent's skills, abilities, and competence. At a minimum, the board will formally evaluate the superintendent on an annual basis. The goal of the superintendent's formal evaluation is to ensure the education program for the students is carried out, promote growth in effective administrative leadership, clarify the superintendent's role, clarify the immediate priorities of the board, and develop a working relationship between the board and the superintendent.

The superintendent will be an educational leader who promotes the success of all students by:

- Mission, Vision and Core Values: Develop, advocate and enact a shared mission, vision, and core values of high-quality education and academic success and well-being of each student.
- Ethics and Professional Norms: Act ethically and according to professional norms to promote each student's academic success and well-being.
- Equity and Cultural Responsiveness: Strive for equity of educational opportunity and culturally responsive practices to promote each student's academic success and well-being.
- Curriculum, Instruction and Assessment: Develop and support intellectually rigorous and coherent systems of curriculum, instruction and assessment to promote each student's academic success and well-being.
- Community Care and Support for Students: Cultivate an inclusive, caring and supportive school community that promotes the academic success and well-being of each student.
- Professional Capacity of School Personnel: Develop the professional capacity and practice of school personnel to promote each student's academic success and well-being.
- Professional Community for Teachers and Staff: Foster a professional community of teachers and professional staff to promote each student's academic success and well-being.
- Meaningful Engagement of Families and Community: Engage families and the community in meaningful, reciprocal, and mutually beneficial ways to promote each student's academic success and well-being.
- Operations and Management: Manage school operations and resources to promote each student's academic success and well-being.
- School Improvement: Act as an agent of continuous improvement to promote each student's academic success and well-being.

The formal evaluation will be based upon the following principles:

- The evaluation criteria will be in writing, clearly stated and mutually agreed upon by the board and the superintendent. The criteria will be related to the job description and the school district's goals;
- At a minimum, the evaluation process will be conducted annually at a time agreed upon;
- Each board member will have an opportunity to individually evaluate the superintendent, and these individual evaluations will be compiled into an overall evaluation by the entire board;
- The superintendent will conduct a self-evaluation prior to discussing the board's evaluation, and the board as a whole will discuss its evaluation with the superintendent;
- The board may discuss its evaluation of the superintendent in closed session upon a request from the superintendent and if the board determines its discussion in open session will needlessly and irreparably injure the superintendent's reputation; and,
- The individual evaluation by each board member, if individual board members so desire, will not be reviewed by the superintendent. Board members are encouraged to communicate their criticisms and concerns to the superintendent in the closed session. The board president will develop a written summary of the individual evaluations, including both the strengths and the weaknesses of the superintendent, and place it in the superintendent's personnel file to be incorporated into the next cycle of evaluations.

This policy supports and does not preclude the ongoing, informal evaluation of the superintendent's skills, abilities and competence.

Legal Reference: Wedergren v. Board of Directors, 307 N.W.2d 12 (Iowa 1981).
Iowa Code §§ 279.8, .20, .23, .23A (2007).
281 I.A.C. Ch. 83; 12.3(4).

Cross Reference: 212 Closed Sessions
302 Superintendent

Approved: 2/20/13

Reviewed: 2/20/13

Revised: 12/13/2021

SUPERINTENDENT PROFESSIONAL DEVELOPMENT

The board encourages the superintendent to continue professional growth by being involved in professional organizations, attending conferences, continuing education, and participating in other professional activities.

It is the responsibility of the superintendent to arrange the superintendent's schedule in order to enable attendance at various conferences and events. If a conference or event requires the superintendent to be absent from the office for more than three days, requires overnight travel, or involves unusual expense, the superintendent will bring it to the attention of the board president prior to attending the event.

The superintendent will report to the board after an event.

Legal Reference: Iowa Code § 279.8 (2007).
281 I.A.C. 12.7.

Cross Reference: 303.7 Administrator Professional Development
401.7 Employee Travel Compensation

Approved: 2/20/13

Reviewed: 12/13/2021

Revised: 3/18/13

SUPERINTENDENT CIVIC ACTIVITIES

The board encourages the superintendent to be involved in the school district community by belonging to school district community organizations and attending and participating in school district community activities.

It is the responsibility of the superintendent to become involved in school district community activities and events. It is within the discretion of the board to pay annual fees for professional organizations and activities.

Legal Reference: Iowa Code § 279.8 (2007).
1990 Op. Att'y Gen. 79.

Cross Reference: 302.3 Superintendent Salary and Other Compensation
303.8 Administrator Civic Activities

Approved: 2/20/13

Reviewed: 2/20/13

Revised: 12/13/2021

SUPERINTENDENT CONSULTING/OUTSIDE EMPLOYMENT

The superintendent is considered a full-time employee. The board expects the superintendent to give the responsibilities of the position precedence over other employment. The superintendent may accept consulting or outside employment for pay as long as, in the judgment of the board, the work is conducted on the superintendent's personal time and it does not interfere with the performance of the superintendent's duties.

The board reserves the right, however, to request that the superintendent cease the outside employment as a condition of continued employment. The board will give the superintendent thirty days notice to cease outside employment.

Legal Reference: Iowa Code §§ 279.8, .20 (2007).

Cross Reference: 302.2 Superintendent Contract and Contract Nonrenewal
302.4 Superintendent Duties

Approved: 2/20/13

Reviewed: 12/13/2021

Revised: 3/18/13

ADMINISTRATIVE POSITIONS

The school district will have, in addition to the superintendent, other administrative positions: Junior High/High School Principal and Elementary School Principal. These administrators will work closely with the superintendent in the day-to-day operations of the school district.

It is be the responsibility of these administrators to uphold board policy, to instill a positive, cooperative environment with employees, and to share their expertise with each other and the board under the management team concept.

Legal Reference: Iowa Code §§ 279.8, .20, .21, .23-.24 (2007).
281 I.A.C. 12.4.

Cross Reference: 301 Administrative Structure
303 Administrative Employees

Approved: 2/20/13

Reviewed: 2/20/13

Revised: 05/28/2024

ADMINISTRATOR QUALIFICATIONS, RECRUITMENT, APPOINTMENT

The board will employ building principals and other administrators, in addition to the superintendent, to assist in the daily operations of the school district.

The board will consider applicants who meet or exceed the standards set by the Iowa Department of Education and the qualifications established in the job description for the position. In employing an administrator, the board will consider the qualifications, credentials and records of the applicants without regard to race, color, national origin, gender, disability, religion, creed, age, marital status, sexual orientation or gender identity. In keeping with the law, however, the board will consider the veteran status of the applicants. The board will look closely at the training, experience, skill and demonstrated competence of qualified applicants in making its final decision.

In choosing an administrator, the board will also consider the school district's educational philosophy, financial condition, organizational structure, education programs, and other factors deemed relevant by the board.

It is the responsibility of the superintendent to make a recommendation to the board for filling an administrative position, based on the requirements stated in this policy. The board will act only on the superintendent's recommendation.

The board may contract for assistance in the search for administrators.

Legal Reference: Iowa Code §§ 279.8, .21 (2007).
281 I.A.C. 12.4.
1980 Op. Att'y Gen. 367.

Cross Reference: 303 Administrative Employees

Approved: 2/20/13

Reviewed: 12/13/2021

Revised: 3/18/13

ADMINISTRATOR CONTRACT AND CONTRACT NONRENEWAL

The length of the contract for employment between an administrator and the board will be determined by the board and stated in the contract. The contract will also state the terms of the employment.

The first three consecutive years of a contract issued to a newly employed administrator will be considered a probationary period. The probationary period may be extended for an additional year upon the consent of the administrator. In the event of termination of a probationary or nonprobationary contract, the board will afford the administrator appropriate due process, as required by law. The administrator and board may mutually agree to terminate the administrator's contract.

It is the responsibility of the superintendent to create a contract for each administrative position.

Administrators who wish to resign, to be released from a contract, or to retire, must comply with applicable law and board policies.

Legal Reference: Martin v. Waterloo Community School District, 518 N.W. 2d 381 (Iowa 1994).
 Cook v Plainfield Community School District, 301 N.W. 2d 771 (Iowa App. 1980).
 Board of Education of Fort Madison Community School District v Youel, 282 N.W. 2d
 677 (Iowa 1979).
 Briggs v Board of Education of Hinton Community School District, 282 N.W. 2d 740
 (Iowa 1979).
 Iowa Code §§ 279.20, .22-.25 (2007).
 281 I.A.C. 12.4(4), .4(7).

Cross Reference: 303 Administrative Employees

Approved: 2/20/13

Reviewed: 12/13/2021

Revised: 3/18/13

ADMINISTRATOR SALARY AND OTHER COMPENSATION

The board has complete discretion to set the salary of the administrators. It is the responsibility of the board to set the salary and benefits of the administrators at a level that will include consideration of, but not limited to, the economic condition of the school district and the training, experience, skill, and demonstrated competence of the administrators. The salary will be set at the beginning of each contract period.

In addition to the salary and benefits agreed upon, the administrator's actual and necessary expenses will be paid by the school district when the administrator is performing work-related duties. The board will approve the payment of other benefits or compensation over and above the administrator's contract. Approval of other benefits or items of an administrator's compensation will be included in the records of the board in accordance with board policy.

Legal Reference: Iowa Code § 279.21 (2007).
1984 Op. Att'y Gen. 47.

Cross Reference: 303 Administrative Employees

Approved: 2/20/13

Reviewed: 12/13/2021

Revised: 3/18/13

ADMINISTRATOR DUTIES

Administrators will be hired by the board to assist the superintendent in the day-to-day operations of the school district.

Each attendance center will have a building principal responsible for the administration and operation of the attendance center. Each building principal, as chief administrator of the assigned attendance center, is responsible for the building and grounds, for the students and employees assigned to the attendance center, for school activities at the attendance center, for the education program offered in the attendance center, and the budget for the attendance center. The principal is considered the professional advisor to the superintendent in matters pertaining to the attendance center supervised by the principal. Although the principals serve under the direction of the superintendent, duties of the principal may include, but not be limited to the following:

- Cooperate in the general organization and plan of procedure in the school under the principal's supervision;
- Supervision of the teachers in the principal's attendance center;
- Maintain the necessary records for carrying out delegated duties;
- Work with the superintendent in rating, recommending and selecting supervised employees whenever possible;
- Work with the superintendent in determining the education program to be offered and in arranging the schedules. As much of the schedule as possible should be made before school closes for summer vacation. In the matter of courses offered, the final approval rests with the superintendent who is in turn responsible to the board;
- Ensure that proper care is taken of all school books, supplies, materials, equipment, furniture and facilities;
- Instruct teachers to make a complete annual inventory of all school property contained in their individual rooms. This inventory is reviewed and filed with the board secretary;
- Investigate excessive cases of absence or tardiness of students and notify the parents or guardians of unexcused absence or tardiness. All such cases should be reported to the superintendent;
- Make such reports from time to time as the superintendent may require;
- Maintain the regular schedule of school hours established by the board and make no temporary changes in the schedule without the consent of the superintendent;
- Promptly notify the superintendent whenever ventilation, sanitation or heating of the building is unsatisfactory;
- Contribute to the formation and implementation of general policies and procedures of the school;
- Perform such other duties as may be assigned by the superintendent of schools.

This list of duties will not act to limit the board's authority and responsibility over the position of the administrators. In executing these duties and others the board may delegate, the administrators will consider the school district's financial condition as well as the needs of the students in the school district.

Legal Reference: Iowa Code §§ 279.8, .21, .23A (2007).
281 I.A.C. 12.4(5), .4(6), .4(7).

Cross Reference: 301 Administrative Structure
303 Administrative Employees

Approved: 2/20/13

Reviewed: 12/13/2021

Revised: 3/18/13

ADMINISTRATOR EVALUATION

The superintendent will conduct an ongoing process of evaluating the administrators on their skills, abilities, and competence. At a minimum, the superintendent will formally evaluate the administrators annually. The goal of the formal evaluation process is to ensure that the educational program for the students is carried out, ensure student learning goals of the school district are met, promote growth in effective administrative leadership for the school district, clarify the administrator's role as defined by the board and the superintendent, assess administrator competence in the Iowa Standards for School Leaders, ascertain areas in need of improvement, clarify the immediate priorities of the responsibilities listed in the job description, and develop a working relationship between the superintendent and the administrator. This policy supports and does not preclude the ongoing informal evaluation of the administrator's skills, abilities and competence.

The superintendent is responsible for designing an administrator evaluation instrument to assess, among other things, the administrator's competence in meeting the Iowa Standards for School Leaders and the goals of the administrator's individual professional development plan. The formal evaluation will include written criteria related to the job description and the Iowa Standards for School Leaders. The superintendent, after receiving input from the administrators, will present the formal evaluation instrument to the board for approval.

The formal evaluation will also include an opportunity for the administrator and the superintendent to discuss the written criteria, the past year's performance and the future areas of growth. The evaluation is completed by the superintendent, signed by the administrator and filed in the administrator's personnel file.

The principal will be an educational leader who promotes the success of all students by:

- Mission, Vision and Core Values: Develop, advocate and enact a shared mission, vision, and core values of high-quality education and academic success and well-being of each student.
- Ethics and Professional Norms: Act ethically and according to professional norms to promote each student's academic success and well-being.
- Equity and Cultural Responsiveness: Strive for equity of educational opportunity and culturally responsive practices to promote each student's academic success and well-being.
- Curriculum, Instruction and Assessment: Develop and support intellectually rigorous and coherent systems of curriculum, instruction and assessment to promote each student's academic success and well-being.
- Community Care and Support for Students: Cultivate an inclusive, caring and supportive school community that promotes the academic success and well-being of each student.
- Professional Capacity of School Personnel: Develop the professional capacity and practice of school personnel to promote each student's academic success and well-being.
- Professional community for Teachers and Staff: Foster a professional community of teachers and professional staff to promote each student's academic success and well-being.
- Meaningful Engagement of Families and Community: Engage families and the community in meaningful, reciprocal, and mutually beneficial ways to promote each student's academic success and well-being.
- Operations and Management: Manage school operations and resources to promote each student's academic success and well-being.
- School Improvement: Act as an agent of continuous improvement to promote each student's academic success and well-being.

It is the responsibility of the superintendent to conduct a formal evaluation of the probationary administrators and non-probationary administrators prior to May 15.

Legal Reference: Iowa Code §§ 279.8, .21-.23A (2007).
281 I.A.C. 12.3(4); ch 83.

Cross Reference: 303 Administrative Employees

Approved: 2/20/13

Reviewed: 2/20/13

Revised: 12/13/2021

ADMINISTRATOR PROFESSIONAL DEVELOPMENT

The board encourages the administrators to continue their professional growth by becoming involved in professional organizations, attending conferences, continuing their education, and participating in other professional activities.

It is the responsibility of the administrators to arrange their schedules in order to attend various conferences and events in which they are involved. Prior to attendance at an event, the administrator must receive approval from the superintendent. In the case where overnight travel or unusual expense is involved, the superintendent will bring it to the attention of the board prior to the administrator attending the event.

The administrator will report to the superintendent after an event.

Legal Reference: Iowa Code § 279.8 (2007).
281 I.A.C. 12.7.

Cross Reference: 302.6 Superintendent Professional Development
401.7 Employee Travel Compensation

Approved: 2/20/13

Reviewed: 12/13/2021

Revised: 3/18/13

ADMINISTRATOR CIVIC ACTIVITIES

The board encourages the administrators to be involved in the school district community by belonging to community organizations and by attending and participating in school district community activities.

It is the responsibility of the administrators to become involved in school district community activities and events. It is within the discretion of the board to pay annual fees for professional organizations and activities.

Note: School district can only expend funds for public purposes. School districts that pay annual fees or dues for civic activities should document why the expense is a legitimate expenditure and need to have this policy.

Legal Reference: Iowa Code § 279.8 (2007).
1990 Op. Att'y Gen. 79.

Cross Reference: 302.7 Superintendent Civic Activities

Approved: 2/20/13

Reviewed: 2/20/13

Revised: 12/13/2021

ADMINISTRATOR CONSULTING/OUTSIDE EMPLOYMENT

An administrative position is considered full-time employment. The board expects administrators to give the responsibilities of their positions in the school district precedence over other employment. An administrator may accept consulting or outside employment for pay as long as, in the judgment of the board and the superintendent, the work is conducted on the administrator's personal time and it does not interfere with the performance of the administrative duties contracted by the board.

The board reserves the right, however, to request the administrator cease the outside employment as a condition of continued employment. The board will give the administrator thirty days notice to cease outside employment.

Legal Reference: Iowa Code §§ 279.8, .21 (2007).

Cross Reference: 303.3 Administrator Contract and Contract Nonrenewal
303.5 Administrator Duties

Approved: 2/20/13

Reviewed: 12/13/2021

Revised: 3/18/13

LICENSED ADMINISTRATOR VOLUNTARY EARLY RETIREMENT

The North Butler Community School District Early Retirement Program as described in this document has been approved by the District Board of Education. This Early Retirement Program does not vest rights in any District administrator whether or not the administrator is currently eligible for the Program.

Purpose

The Board of Education of the North Butler Community School District has determined it appropriate to provide an early retirement incentive to licensed administrators of extended tenure who elect to retire from the District, pursuant to the terms of this Early Retirement Program. The purpose of this program is to provide eligible District administrators with the option and opportunity for early retirement from their employment with the District and to save District funds through a reduction in staff and/or replacement savings.

Program Duration

The Board will review the feasibility of this policy annually. By January 1 of each year, the Board will make a determination as to whether or not an Early Retirement Program will be offered and, if so, the benefits to be provided and, if an incentive payment is to be paid, the amount of that payment. In making its decision, the Board will consider the District's financial needs, staffing considerations, student enrollment, and possible savings. Therefore, the North Butler Community School District does not guarantee its administrators that this Early Retirement Program will continue or that the District will have such a program in the future.

The Board shall have the complete discretion to amend or repeal this policy at any time when, in the judgment of the Board, the District no longer realized economical benefits from this policy or otherwise determines that the policy is not in the best interest of the District.

I. ADMINISTRATOR ELIGIBILITY CRITERIA

A certified administrator first becomes eligible to participate in the Program during the calendar year when both of the following conditions will have been reached on or before September 1.

- the administrator reaches a minimum age of fifty-five (55)
- the administrator completes at least fifteen (15) years of full-time continuous service to the North Butler Community School District. (Full-time is more than thirty-five (35) hours per week).

However, no administrator will be eligible for this Early Retirement Program if the administrator:

- 1) has received an official notice of layoff or termination; or
- 2) is subject to termination pursuant to Iowa Code Section 279.15 or 279.27;
- 3) has previously received an Early Retirement Incentive from North Butler Community Schools, Allison-Bristow Community Schools or Greene Community Schools.

VOLUNTARY EARLY RETIREMENT PROGRAM (2)

II. QUALIFYING FOR PLAN

An eligible administrator qualifies for this Early Retirement Program upon completion of the following requirements:

- 1) prior to FEBRUARY 5, submission of a written application to the Board Secretary to participate in this plan; and
- 2) submission of a written resignation to the Board of Education, effective at the end of the school year, submitted on the same day as the written application to participate in the program; and
- 3) the Board's acceptance of the written resignation. The resignation will not be binding unless the administrator is eligible and appropriately qualifies under the plan and the Board accepts the administrator's written resignation. The Board's acceptance of the written resignation will be considered final action and shall mean that the administrator's application is accepted and the administrator's contract and employment duties will end on the last day of the current fiscal year.

In all cases, completion of the above requirements is demonstrated by certification by the Board Secretary.

III. ADMINISTRATOR BENEFITS

Incentive

The District will provide an eligible certified administrator with an Early Retirement Incentive which is calculated as follows:

- 1) Calculate the rate which is 45% of the administrator's salary for their last year of employment with the District. (An administrator's rate shall not include any compensation in addition to the salary amount. For example, supplemental salary pay, negotiated flat fee amounts added to the generator base pay, pay for extended days, extracurricular activities and professional development monies shall not be included.)
- 2) Determine the administrator's year of eligibility for participation in this or a previous early retirement program(s).

Payment

An Early Retirement Program participant will receive payment through a Special Pay Deferral Program that provides both the retiree and the school district the ability to be excluded from the requirement to pay the FICA (Social Security) tax on the benefit. All retirees eligible for the district Early Retirement Program will be required to participate in the special pay deferral program. However, if the eligible retiree chooses to remain on the school district's health insurance plan than the eligible retiree will be required to participate in a Health Reimbursement Arrangement Trust.

Payments will be made by the district on behalf of the retiree to the Special Pay Deferral Program Administrator or the Health Reimbursement Arrangement Trust in a timely manner so that the retiree will be able to access their benefit in accordance with board policy 407.6.1. The payments will be made either in a lump sum at the time of qualification or over a period of time that will be not less than three (3) years.

VOLUNTARY EARLY RETIREMENT PROGRAM (3)

The payments will be made as follows:

- 1st payment on or before July 10, in the first fiscal year of retirement;
- 2nd payment on or before January 10, in the first fiscal year of retirement;
- 3rd payment on or before July 10, in the second fiscal year of retirement;
- 4th payment on or before January 10, in the second fiscal year of retirement;
- 5th payment on or before July 10, in the third fiscal year of retirement;
- 6th payment on or before January 10, in the third fiscal year of retirement;

In the event of the death of an Early Retirement Program participant prior to receipt of a payment(s), one payment shall be made to the participant's estate or to the beneficiary identified by the program participant.

Health Insurance

An administrator who elects to participate in the District's Early Retirement Program will be eligible to continue participation in the District's group health insurance plan as long as they pay the premium in full when it is due and they are permitted to continue coverage by the insurer until they reach the age that enables them to be medicare eligible. The administrator will be required to participate in the district provided Health Reimbursement Arrangement Trust.

VOLUNTARY EARLY RETIREMENT PROGRAM (4)

IV. ADMINISTRATOR RIGHTS

In the event this Early Retirement Program is altered or discontinued, persons who separated from the employment with the District under its provisions will continue to receive the benefits in effect and authorized by the Board of Education at the time the administrator's letter of resignation was accepted.

The adoption of this Early Retirement Program shall not vest any rights in any administrator whether or not the administrator is currently eligible for early retirement. Furthermore, the District shall not be obligated to provide any Program benefits to any administrator, except to those Early Retirement Program participants whose early retirement pursuant to this plan has commenced prior to its expiration date.

V. STATUS OF PARTICIPANTS

An administrator who elects to participate in the District's Early Retirement Program will become a retired administrator and will be entitled to all rights and privileges of retired administrator under applicable law and the policies of the North Butler Community School District Board of Education.

However, Early Retirement Program participants shall not be eligible to apply for any position with the North Butler Community School District; nor shall the North Butler Community School District be required to consider an application for employment from any Early Retirement Program participant; provided however, that, at the sole discretion of the District Board of Directors, when it is in the best interest of the District, the Early Retirement Program participant may be employed by the District.

Each administrator who elects to participate in the District's Early Retirement Program must specifically agree to hold the District harmless and indemnify it if the participant attempts to submit an application for employment or otherwise attempts to be reemployed with the District. The participant is not precluded in any way from accepting employment with any employer other than the District after fulfilling the terms of the employee's final contract with the District.

LICENSED ADMINISTRATOR EARLY RETIREMENT ACKNOWLEDGEMENT OF RECEIPT

The undersigned licensed administrator acknowledges receipt of the early retirement plan documents stated below, for the licensed employee's consideration:

- early retirement policy (plan description);
- [• *early retirement insurance options*]; and
- early retirement application.

The undersigned licensed administrator acknowledges that the application and participation in the early retirement plan is entirely voluntary.

The undersigned licensed administrator acknowledges that the school district recommends the licensed administrator contact legal counsel and the administrator's personal accountant regarding participation in the early retirement plan.

Licensed Administrator

Date

LICENSED ADMINISTRATOR EARLY RETIREMENT INSURANCE OPTIONS

Board policy 407.6.1, Licensed Administrator Early Retirement, allows the administrator to continue to participate in the school district's group health insurance plan until the administrator reaches medicare eligible age and by meeting the requirements of the insurer.

The licensed administrator is responsible for the cost of the health insurance premium. The licensed administrator must pay the administrator's share of the premium by paying the monthly premium amount in full to the board secretary prior to the due date of the school district's premium payment to the insurance carrier.

The undersigned licensed administrator _____ (does, does not) wish to continue to participate in the school district's group health insurance plan.

Licensed Administrator

Date

LICENSED ADMINISTRATOR EARLY RETIREMENT APPLICATION

The undersigned licensed administrator is applying for early retirement pursuant to board policy 407.6.1, Licensed Administrator Early Retirement. Please complete the following information:

(Full Legal Name of Licensed Administrator)

(Social Security Number)

(Current Job Title)

(Date of Birth)

(Years of Service)

Please attach a letter of resignation effective June thirtieth (30th) of the year in which the undersigned licensed administrator intends to retire.

The undersigned licensed administrator acknowledges that application and participation in the early retirement plan is entirely voluntary.

The undersigned licensed administrator acknowledges that the school district recommends that the licensed administrator contact legal counsel and the administrator's own personal accountant regarding participation in the early retirement plan.

Should the licensed administrator die prior to full payment of an early retirement benefit, the licensed administrator designates either the following individual as beneficiary or the licensed administrator's estate.

____ Beneficiary

____ Estate

Beneficiary

Beneficiary Address

Licensed Administrator

Date

Witness

Date

LICENSED ADMINISTRATOR VOLUNTARY EARLY RETIREMENT

The North Butler Community School District Early Retirement Program as described in this document has been approved by the District Board of Education. This Early Retirement Program does not vest rights in any District administrator whether or not the administrator is currently eligible for the Program.

Purpose

The Board of Education of the North Butler Community School District has determined it appropriate to provide an early retirement incentive to licensed administrators of extended tenure who elect to retire from the District, pursuant to the terms of this Early Retirement Program. The purpose of this program is to provide eligible District administrators with the option and opportunity for early retirement from their employment with the District and to save District funds through a reduction in staff and/or replacement savings.

Program Duration

The Board will review the feasibility of this policy annually. By January 1 of each year, the Board will make a determination as to whether or not an Early Retirement Program will be offered and, if so, the benefits to be provided and, if an incentive payment is to be paid, the amount of that payment. In making its decision, the Board will consider the District's financial needs, staffing considerations, student enrollment, and possible savings. Therefore, the North Butler Community School District does not guarantee its administrators that this Early Retirement Program will continue or that the District will have such a program in the future.

The Board shall have the complete discretion to amend or repeal this policy at any time when, in the judgment of the Board, the District no longer realized economical benefits from this policy or otherwise determines that the policy is not in the best interest of the District.

I. ADMINISTRATOR ELIGIBILITY CRITERIA

A certified administrator first becomes eligible to participate in the Program during the calendar year when both of the following conditions will have been reached on or before September 1.

- the administrator reaches a minimum age of fifty-five (55)
- the administrator completes at least fifteen (15) years of full-time continuous service to the North Butler Community School District. (Full-time is more than thirty-five (35) hours per week).

However, no administrator will be eligible for this Early Retirement Program if the administrator:

- 1) has received an official notice of layoff or termination; or
- 2) is subject to termination pursuant to Iowa Code Section 279.15 or 279.27;
- 3) has previously received an Early Retirement Incentive from North Butler Community Schools, Allison-Bristow Community Schools or Greene Community Schools.

VOLUNTARY EARLY RETIREMENT PROGRAM (2)

II. QUALIFYING FOR PLAN

An eligible administrator qualifies for this Early Retirement Program upon completion of the following requirements:

- 1) prior to FEBRUARY 5, submission of a written application to the Board Secretary to participate in this plan; and
- 2) submission of a written resignation to the Board of Education, effective at the end of the school year, submitted on the same day as the written application to participate in the program; and
- 3) the Board's acceptance of the written resignation. The resignation will not be binding unless the administrator is eligible and appropriately qualifies under the plan and the Board accepts the administrator's written resignation. The Board's acceptance of the written resignation will be considered final action and shall mean that the administrator's application is accepted and the administrator's contract and employment duties will end on the last day of the current fiscal year.

In all cases, completion of the above requirements is demonstrated by certification by the Board Secretary.

III. ADMINISTRATOR BENEFITS

Incentive

The District will provide an eligible certified administrator with an Early Retirement Incentive which is calculated as follows:

- 1) Calculate the rate which is 45% of the administrator's salary for their last year of employment with the District. (An administrator's rate shall not include any compensation in addition to the salary amount. For example, supplemental salary pay, negotiated flat fee amounts added to the generator base pay, pay for extended days, extracurricular activities and professional development monies shall not be included.)
- 2) Determine the administrator's year of eligibility for participation in this or a previous early retirement program(s).

Payment

An Early Retirement Program participant will receive payment through a Special Pay Deferral Program that provides both the retiree and the school district the ability to be excluded from the requirement to pay the FICA (Social Security) tax on the benefit. All retirees eligible for the district Early Retirement Program will be required to participate in the special pay deferral program. However, if the eligible retiree chooses to remain on the school district's health insurance plan than the eligible retiree will be required to participate in a Health Reimbursement Arrangement Trust.

Payments will be made by the district on behalf of the retiree to the Special Pay Deferral Program Administrator or the Health Reimbursement Arrangement Trust in a timely manner so that the retiree will be able to access their benefit in accordance with board policy 303.13. The payments will be made either in a lump sum at the time of qualification or over a period of time that will be not less than three (3) years.

VOLUNTARY EARLY RETIREMENT PROGRAM (3)

The payments will be made as follows:

- 1st payment on or before July 10, in the first fiscal year of retirement;
- 2nd payment on or before January 10, in the first fiscal year of retirement;
- 3rd payment on or before July 10, in the second fiscal year of retirement;
- 4th payment on or before January 10, in the second fiscal year of retirement;
- 5th payment on or before July 10, in the third fiscal year of retirement;
- 6th payment on or before January 10, in the third fiscal year of retirement;

In the event of the death of an Early Retirement Program participant prior to receipt of a payment(s), one payment shall be made to the participant's estate or to the beneficiary identified by the program participant.

Health Insurance

An administrator who elects to participate in the District's Early Retirement Program will be eligible to continue participation in the District's group health insurance plan as long as they pay the premium in full when it is due and they are permitted to continue coverage by the insurer until they reach the age that enables them to be medicare eligible. The administrator will be required to participate in the district provided Health Reimbursement Arrangement Trust.

VOLUNTARY EARLY RETIREMENT PROGRAM (4)

IV. ADMINISTRATOR RIGHTS

In the event this Early Retirement Program is altered or discontinued, persons who separated from the employment with the District under its provisions will continue to receive the benefits in effect and authorized by the Board of Education at the time the administrator's letter of resignation was accepted.

The adoption of this Early Retirement Program shall not vest any rights in any administrator whether or not the administrator is currently eligible for early retirement. Furthermore, the District shall not be obligated to provide any Program benefits to any administrator, except to those Early Retirement Program participants whose early retirement pursuant to this plan has commenced prior to its expiration date.

V. STATUS OF PARTICIPANTS

An administrator who elects to participate in the District's Early Retirement Program will become a retired administrator and will be entitled to all rights and privileges of retired administrator under applicable law and the policies of the North Butler Community School District Board of Education.

However, Early Retirement Program participants shall not be eligible to apply for any position with the North Butler Community School District; nor shall the North Butler Community School District be required to consider an application for employment from any Early Retirement Program participant; provided however, that, at the sole discretion of the District Board of Directors, when it is in the best interest of the District, the Early Retirement Program participant may be employed by the District.

Each administrator who elects to participate in the District's Early Retirement Program must specifically agree to hold the District harmless and indemnify it if the participant attempts to submit an application for employment or otherwise attempts to be reemployed with the District. The participant is not precluded in any way from accepting employment with any employer other than the District after fulfilling the terms of the employee's final contract with the District.

LICENSED ADMINISTRATOR EARLY RETIREMENT ACKNOWLEDGEMENT OF RECEIPT

The undersigned licensed administrator acknowledges receipt of the early retirement plan documents stated below, for the licensed employee's consideration:

- early retirement policy (plan description);
- [• *early retirement insurance options*]; and
- early retirement application.

The undersigned licensed administrator acknowledges that the application and participation in the early retirement plan is entirely voluntary.

The undersigned licensed administrator acknowledges that the school district recommends the licensed administrator contact legal counsel and the administrator's personal accountant regarding participation in the early retirement plan.

Licensed Administrator

Date

LICENSED ADMINISTRATOR EARLY RETIREMENT INSURANCE OPTIONS

Board policy 303.13, Licensed Administrator Early Retirement, allows the administrator to continue to participate in the school district's group health insurance plan until the administrator reaches medicare eligible age and by meeting the requirements of the insurer.

The licensed administrator is responsible for the cost of the health insurance premium. The licensed administrator must pay the administrator's share of the premium by paying the monthly premium amount in full to the board secretary prior to the due date of the school district's premium payment to the insurance carrier.

The undersigned licensed administrator _____ (does, does not) wish to continue to participate in the school district's group health insurance plan.

Licensed Administrator

Date

LICENSED ADMINISTRATOR EARLY RETIREMENT APPLICATION

The undersigned licensed administrator is applying for early retirement pursuant to board policy 303.13, Licensed Administrator Early Retirement. Please complete the following information:

(Full Legal Name of Licensed Administrator)

(Social Security Number)

(Current Job Title)

(Date of Birth)

(Years of Service)

Please attach a letter of resignation effective June thirtieth (30th) of the year in which the undersigned licensed administrator intends to retire.

The undersigned licensed administrator acknowledges that application and participation in the early retirement plan is entirely voluntary.

The undersigned licensed administrator acknowledges that the school district recommends that the licensed administrator contact legal counsel and the administrator's own personal accountant regarding participation in the early retirement plan.

Should the licensed administrator die prior to full payment of an early retirement benefit, the licensed administrator designates either the following individual as beneficiary or the licensed administrator's estate.

____ Beneficiary

____ Estate

Beneficiary

Beneficiary Address

Licensed Administrator

Date

Witness

Date

DEVELOPMENT AND ENFORCEMENT OF ADMINISTRATIVE REGULATIONS

Administrative regulations may be necessary to implement board policy. It is the responsibility of the superintendent to develop administrative regulations.

In developing the administrative regulations, the superintendent should consult with administrators or others likely to be affected by the regulations. Once the regulations are developed, employees, students and other members of the school district community will be informed in a manner determined by the superintendent.

The board will be kept informed of the administrative regulations utilized and their revisions. The board may review and recommend change of administrative regulations prior to their use in the school district if they are contrary to the intent of board policy.

It is the responsibility of the superintendent to enforce administrative regulations.

Legal Reference: Iowa Code § 279.8 (2007).

Cross Reference: 209 Board of Directors' Management Procedures
304.2 Monitoring of Administrative Regulations

Approved: 2/20/13

Reviewed: 12/13/2021

Revised: 3/18/13

MONITORING OF ADMINISTRATIVE REGULATIONS

The administrative regulations will be monitored and revised when necessary. It is the responsibility of the superintendent to monitor and revise the administrative regulations.

The superintendent may rely on the board, administrators, employees, students, and other members of the school district community to inform the superintendent about the effect of and possible changes in the administrative regulations.

Legal Reference: Iowa Code §§ 279.8, .20 (2007).

Cross Reference: 209 Board of Directors' Management Procedures
304.1 Development and Enforcement of Administrative Regulations

Approved: 2/20/13

Reviewed: 12/13/2021

Revised: 3/18/13

ADMINISTRATOR CODE OF ETHICS

Administrators, as part of the educational leadership in the school district community, represent the views of the school district. Their actions, verbal and nonverbal, reflect the attitude and the beliefs of the school district. Therefore, administrators will conduct themselves professionally and in a manner fitting to their position.

Each administrator will follow the code of ethics stated in this policy. Failure to act in accordance with this code of ethics or in a professional manner, in the judgment of the board, will be grounds for discipline up to, and including, discharge.

The professional school administrator:

- Makes the education and well being of students the fundamental value of all decision making.
- Fulfills all professional duties with honesty and integrity and always acts in a trustworthy and responsible manner.
- Supports the principle of due process and protects the civil and human rights of all individuals.
- Implements local, state and national laws.
- Advises the school board and implements the board's policies and administrative rules and regulations.
- Pursues appropriate measures to correct those laws, policies, and regulations that are not consistent with sound educational goals or that are not in the best interest of children.
- Avoids using his/her position for personal gain through political, social, religious, economic or other influences.
- Accepts academic degrees or professional certification only from accredited institutions.
- Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.
- Honors all contracts until fulfillment, release or dissolution mutually agreed upon by all parties.
- Accepts responsibility and accountability for one's own actions and behaviors.
- Commits to serving others above self.

Legal Reference: Iowa Code § 279.8 (2007).
282 I.A.C. 13.

Cross Reference: 404 Employee Conduct and Appearance

Approved: 2/20/13

Reviewed: 12/13/2021

Revised: 3/18/13

SUCCESSION OF AUTHORITY TO THE SUPERINTENDENT

In the absence of the superintendent, it is the responsibility of the other administrators to assume the superintendent's duties. The succession of authority to the superintendent shall be in this order: Junior High/High School Principal and then Elementary Principal.

If the absence of the superintendent is temporary, the successor will assume only those duties and responsibilities of the superintendent that require immediate action. If the board determines the absence of the superintendent will be a lengthy one, the board will appoint an acting superintendent to assume the responsibilities of the superintendent. The successor will assume the duties when the successor learns of the superintendent's absence or when assigned by the superintendent or the board.

References to "superintendent" in this policy manual will mean the "superintendent or the superintendent's designee" unless otherwise stated in the board policy.

Legal Reference: Iowa Code § 279.8 (2007).
281 I.A.C. 12.4(4).

Cross Reference: 302 Superintendent

Approved: 2/20/13

Reviewed: 2/20/13

Revised: 12/13/2021