

Special Meeting
Monday, July 13, 2020 5:30 PM
Fillmore Central High School
1410 L Street
Geneva, NE 68361-1599

1. **Call meeting to Order**
2. **Recognize Open Meetings Laws and Location of Poster**
3. **Board/Superintendent Transition Workshop, facilitated by NRCSA Consultants Dan Bird and Cindy Huff**
 1. Review Documents/Board Policies:
 2. Transition Worksheet
 1. Board Discusses Board/Superintendent Relationship
 2. Superintendent discusses Superintendent/Board Relationship
4. **Goal Development: Board discusses key issues in the district that should be the focus of time and energy of the Superintendent in his first year (Goal Development)**
5. **Possible Future Action Items**
 1. Consider directing the Superintendent to develop an action plan for each of the goals identified
 2. Consider directing the Superintendent to bring suggested changes in language for Board Policies reviewed above
6. **Evaluation: First year Superintendent evaluation procedures.**
7. **Adjourn Meeting**

ADMINISTRATION

#2000

General Administration Goals

#2010

All administrative functions are guided by the District's mission statement. The purpose of school administration is to foster an environment in which students can learn effectively. All administrative duties and functions should be appraised in terms of the contributions that are made to better instruction and more effective learning. One of the most important single responsibilities that rest upon the administration is to select competent teachers who will discover and develop abilities in students that might otherwise remain dormant.

To demonstrate leadership and to resolve the inevitable problems and obstacles that will arise both inside the school system and in its relations with the community, the Board expects the administrative team to specialize in:

1. The processes of decision making and communication.
2. Planning, organizing, implementing, and evaluating.
3. Coordinating and guiding the various centers of power within the school system and the community so as to enable people to do things together for education that they might never be able to do separately.

Policy Adopted: 12-13-99

Policy Reviewed: 12-10-01

12-12-05

11-14-11

Fillmore Central Public School

ADMINISTRATION

#2000

School Superintendent – Functions

#2030

The Superintendent shall be the executive officer of the school and shall have, under the direction of the Board, general supervision of the school and of all the personnel and various personnel departments of the school system. The superintendent is responsible for the management of the school under the Board Policies, and is accountable to the Board.

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

The superintendent shall direct, through proper channels, the instruction, guidance and discipline of all students, direct the classification, promotion and graduation of all students; direct research in educational methods and their results on student welfare; promote all organizations and movements within the school which help in training for well-adjusted citizenship.

The superintendent shall attend all Board meetings, unless excused at his request, except for those portions of any executive session in which his own re-election is under consideration.

The superintendent shall recommend policies for the Board's consideration.

The superintendent shall nominate all school employees and recommend for dismissal any employees rendering unsatisfactory service. Along with the administrative team, he/she shall assign, direct and supervise the work of all employees.

The superintendent shall keep the Board informed on the functioning of the school in all departments.

The superintendent shall prepare an agenda of business to be considered at each regular Board meeting.

The superintendent shall investigate the need of, and recommend to the Board, equipment and facilities for the improvement of the school system.

The superintendent shall prepare an annual budget and administer it after its adoption.

The superintendent shall see that a complete and accurate inventory of all material and equipment is kept and report any significant loss to the Board.

ADMINISTRATION

#2000

School Superintendent – Functions (continued)

#2030

The superintendent shall be responsible for the maintenance of school facilities and equipment, and shall consider and suggest plans and alterations.

The superintendent shall propose to the Board a calendar for each school year showing the opening and closing dates, vacation periods, and other important events during the school year.

The superintendent shall devise means of encouraging continued professional growth and development of all school employees.

The superintendent shall have major responsibility for interpreting the school programs to the community and of keeping the public informed as to the condition and general operation of the school.

The superintendent shall act in the dual representative capacity of upholding, in a professional manner before the school staff, the policies and regulations as adopted by the Board of Education, and of presenting to the Board the problems of the staff.

The superintendent shall have authority to exercise general supervision over all school activities, both in the administration of Board policies and the initiation of rules and regulations not provided in Board policies.

In addition to the duties set forth in this policy, the superintendent will perform any other duties as are assigned by the Board.

Policy Adopted: 12-13-99

Policy Reviewed: 12-10-01

12-12-05

11-14-11

Policy Updated: 4-11-05

Fillmore Central Public School

ADMINISTRATION

#2000

School Superintendent – Evaluation

#2035

The immediate goal of the superintendent evaluation process shall be to enhance communication and rapport between the board of education and the superintendent. Efficient administration of the school system is the long-range goal of the process.

The superintendent shall be evaluated twice during the first year of employment and at least once annually thereafter. The superintendent's annual evaluation will be conducted by December of each year. The date of the evaluation may be altered by mutual consent of the parties. The superintendent will place the topic of his evaluation on the board agenda at the appropriate times.

Evaluation instruments for the superintendent may be prepared in two ways: 1) an evaluation may be completed by the board as a whole, with ratings established by consensus or average, or 2) board members may complete an instrument individually and present the completed instrument to the superintendent. The president of the board shall sign the instrument when option one is used. Individual board members shall sign their personal evaluation instrument when option two is used. The method to be used shall be determined by the parties involved as part of the evaluation process.

When a rating is given that indicates performance for a given category of item is less than satisfactory, a written explanation shall be included on the instrument. Written commends may be included, and are encouraged, for any rated item or category.

The results of the evaluation shall be discussed with the superintendent. This may be done in a private setting or during executive session of the meeting in which the evaluation is written.

Policy Adopted: 12-13-99

Policy Reviewed: 12-10-01

12-12-05

11-14-11

Policy Updated: 4-11-05

1-11-12

Fillmore Central Public School

ADMINISTRATION

#2000

Line of Authority

#2070

Each employee in the district is responsible to the Board through the superintendent.

All personnel shall refer matters requiring administrative action to the administrative officer immediately in charge of the area in which the problem arises.

Administrative officers shall refer such matters to the next higher authority when necessary.

All employees shall have the right to appeal any decision made by the administration to the next higher authority and through appropriate successive steps to the Board of Education.

Policy Adopted: 12-13-99

Policy Reviewed: 12-10-01

12-12-05

11-14-11

Fillmore Central Public School