

LONE ROCK SCHOOL DISTRICT NO. 13

SCHOOL BOARD POLICY

SECTION VI – ADMINISTRATION

(6000 Series)

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6000 Goals

The goals of the administrative organization are to provide for efficient and responsible supervision, implementation, evaluation and improvement of the instructional program, consistent with the policies established by the Board; effective and responsive communication with staff, students, parents and other patrons; and the fostering of staff initiative and rapport: This can be accomplished most effectively through a democratic process which recognizes that while the responsibility and authority are vested in the Board, there also must be provision for appropriate involvement of the staff and the community prior to a decision.

The District's administrative organization shall be designed so that all divisions and departments of the central office are part of a single system guided by board policies, which are implemented through the Administrator. Initiative, resourcefulness, leadership and consideration for staff, students, parents and others are essential for effective administration.

Policy History:

Adopted: April 15, 2003

Reviewed/Revised: February 26, 2018

6005 Appointment

No person shall be eligible to serve as Administrator unless at the beginning of the contractual term this person has a valid Class III administration and supervisory certificate with a superintendent endorsement from the state of Montana. Should this person's certificate cease to be effective, the person shall be discharged by the Board of Trustees and receive no further compensation from the District.

Policy History:

Adopted: April 15, 2003

Reviewed/Revised: February 26, 2018

6010 AdministrationAdministratorDuties and Authorities

The Administrator is the District's executive officer and is responsible for the administration and management of the District, in accordance with Board policies and directives and state and federal law. The Administrator is authorized to develop administrative procedures to implement Board policy and to delegate duties and responsibilities. Delegation of power or duty, however, shall not relieve the Administrator of responsibility for the action which was delegated.

(20-4-402 MCA)

Qualifications and Appointment

The Administrator must be of good character and of unquestionable morals and integrity. The Administrator shall have the experience and the skills necessary to work effectively with the Board, District employees, students, and the community. The Administrator shall have a valid administrative certificate and Superintendent's endorsement issued by the State Certification Board.

When the office of the Administrator becomes vacant, the Board will conduct a search to find the most capable person for the position. Qualified staff members who apply for the position will be considered for the vacancy.

Evaluation

The Board will evaluate, at least annually, the performance of the Administrator, using standards and objectives developed by the Administrator and Board, which are consistent with the District's mission and goal statements. A specific time shall be designated for a formal evaluation session. The evaluation should include a discussion of professional strengths, as well as performance areas needing improvement. (Policy 6050)

Compensation and Benefits

The Board and the Administrator shall enter into a contract, which conforms to this policy and state law. This contract shall govern the employment relationship between the Board and the Administrator.

Policy History:

Adopted: April 15, 2003

Reviewed/Revised: February 26, 2018

6015 Selection and Hiring Procedures

See the 5000 series of this policy.

Policy History:

Adopted: April 15, 2003

Reviewed/Revised: February 26, 2018

6020 Job Description

The District Administrator shall be the Executive Officer for the Board of Trustees and subject to the direction and control of the Board of Trustees.

1. The District Administrator shall be responsible for carrying out all policies, rules, and regulations established by the Board. In matters not specifically covered by Board policy, the Administrator shall take appropriate action and report the same to the Board no later than the next regular meeting.
2. All individuals employed by the District, except the clerk/business manager (20-3-325 MCA), are responsible to the Administrator.
3. The Administrator shall have the authority to prepare regulations and to give such instruction to school employees as may be necessary to make the policies of the Board effective. The Administrator may delegate responsibilities and assign duties. Such delegation and assignment do not relieve the Administrator of responsibility for actions of subordinates.
4. Except when matters pertaining to personal reemployment are being considered, the Administrator shall be present at all meetings of the Board and its special committees. The Administrator and Board Chairperson will be jointly responsible for preparing the agendas for Board meetings.
5. The Administrator shall be responsible for preparing and submitting the budget to cover school operation.
6. The Administrator shall have the authority, within limits of major appropriations approved by the Board, to authorize and direct all purchases and expenditures less than \$1500.00. If aggregate amount exceeds \$1500, it will be presented to the school board.
7. The Administrator shall formulate and recommend personnel policies necessary to the functioning of the school.
8. The Administrator shall provide professional leadership for the educational program of the school and is responsible for developing a system of regular reporting to the Board on all aspects of that program.
9. The Administrator shall be responsible for keeping the Board informed on all vital matters pertaining to the school system.
10. The Administrator shall be responsible for the development of a program of maintenance and improvement or expansion of the buildings and the site. This includes

recommendations for employment and supervision of all building custodians.

11. The Administrator shall have general supervision of all pupils of the District, enforce the compulsory attendance provisions of this title, and have the authority to suspend for good cause any pupil of the District.

12. Should delegation of assigned duties of the Administrator to other appropriate school personnel become necessary, the Administrator shall inform the Board of such action.

13. The Administrator shall develop and recommend courses of instruction to the Trustees for their consideration and approval in accordance with the provisions of (207111 MCA).

14. The Administrator shall select all textbooks and submit such selections to the Trustees for their approval in accordance with the provisions of (207602 MCA).

15. The Administrator shall select all reference and library books and submit such selections to the Trustees for their approval in accordance with provisions of (207204 MCA).

16. Perform any other duties in connection with the District as the Trustees may prescribe. (204402 MCA)

Policy History:

Adopted: April 15, 2003

Reviewed/Revised: February 26, 2018

6025 Professional Growth and Development

The Board recognizes that training and study for administrators contribute to skill development necessary to better serve the needs of the school District. Each year the Administrator shall develop an administrative inservice program based upon the needs of the District, as well as the needs of individual administrators.

Policy History:

Adopted: April 15, 2003

Reviewed/Revised: February 26, 2018

6030 Professional Association Memberships

Administrative staff is encouraged to be members of and participate in professional associations, which have as their purposes the upgrading of school administration and the continued improvement of education in general.

Policy History:

Adopted: April 15, 2003

Reviewed/Revised: February 26, 2018

6040 Administrator – Board Relations

The Board shall exercise those powers that are expressly required by law, those implied by law and those essential to the purposes and goals of the District. To this end, the Board shall delegate to the Administrator such powers as may be required to manage the District in a manner consistent with Board policy and state and federal law.

The Administrator shall supervise all phases of District operations. The Administrator may delegate to other staff the exercise of any powers and the discharge of any duties imposed upon the Administrator by this authority or by vote of the Board. The delegation of power or duty shall not relieve the Administrator of responsibility for this action taken under such delegation.

Policy History

Adopted: April 15, 2003

Reviewed/Revised: February 26, 2018

6050 Evaluation of the Administrator

The Board shall establish evaluative criteria and shall be responsible for evaluating the performance of the Administrator as provided by statute.

The Administrator shall have the opportunity for confidential conferences with the Board members on no less than two occasions in each school year, the purposes of which shall be the aiding of the Administrator in his/her performance. The Board, on the basis of the evaluation, may renew and/or extend the Administrator's contract for periods not to exceed three years.

In the event that a majority of the Board wishes to terminate the Administrator's services at the expiration of the current contract, the Administrator shall be so notified in writing by February 1 of the final year of the contract.

Policy History

Adopted: April 15, 2003

Reviewed/Revised: February 26, 2018

Administrator Evaluation Form

6100 District Communication Policy

Tom Peters, author of the best selling book on management: In Search of Excellence, once asked the manager of a successful small steel plant in Ohio why they were so successful as a company. After a long pause the manager said simply, "We talk to each other."

Policy History:

Adopted: October 1994

Reviewed/Revised: February 26, 2018

6110 Communication Mission Statement

The Lone Rock Board of Trustees is committed to the philosophy of open and honest communication. The Board recognizes the need for input from the community, staff, students and parents.

The Board will at all times adhere to the spirit and intent of federal and state statutes which regulate communication between the school and the community.

The Lone Rock Board of Trustees supports an on-going District communication policy with the goal of updating the internal and external stakeholders about program, operations, funding, needs and accomplishments of the District.

The Board will maintain a District communication policy that utilizes all forms of media and communication.

The District administrator, or a designee, has the responsibility of monitoring this plan and reporting program status to the Board.

Policy History:

Adopted: April 15, 2003

Reviewed/Revised: February 26, 2018

6120 Overall Communication Goals

The goals of the Lone Rock District communication policy are:

1. To develop intelligent public understanding of the school in all aspects of its operation.
2. To determine how the public feels about the school and what it wishes the school to accomplish.
3. To secure adequate financial support for a sound educational program.
4. To help citizens feel a more direct responsibility for the quality of education that the school provides.
5. To earn the good will, respect and confidence of the public in professional personnel and services of the institution.
6. To bring about public realization of the need for change and what must be done to facilitate essential progress.
7. To involve citizens in the work of the school and the solving of educational problems.
8. To promote a genuine spirit of cooperation between the school and community in sharing leadership for the improvement of community life.

Policy History:

Adopted: April 15, 2003

Reviewed/Revised: February 26, 2018

6125 District Administrator

As head of the school District, the Administrator's primary function is that of maintaining, facilitating and improving the educational opportunities for children, youth, and other learners within the District. To ensure that these roles are fulfilled, the Administrator will coordinate services, and evaluate overall policy effectiveness.

Policy History:

Adopted: April 15, 2003

Reviewed/Revised: February 26, 2018

6130 Justification of the Lone Rock Elementary District Communication Policy

The Lone Rock Elementary District is a public entity. We have an obligation to provide the public and staff with factual information accurately, promptly, and on a regular basis. It is the policy of the District to maintain constant flow of information to the various media resources available in Stevensville, Montana.

The media is free to talk to any school employee on any subject at any time other than class time. Please address your questions to the appropriate school member:

Instructional Issues	–	Classroom Personnel
Maintenance	–	Custodian
Nutrition News	–	Cook
Legal Issues	–	District Chair
Policy Questions	–	Board of Trustees
Other	–	District Administrator

We encourage courtesy and cooperation with all local media persons.

Communication activities are intended to include all of the community. To accomplish this it is essential to maintain a positive working relationship with the media.

District Employee Responsibilities

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As part of a public institution, the employees of Lone Rock Elementary District No. 13 have the responsibility of presenting an attitude of cooperation and openness. This will be manifested through all the dealings with the public. The following are examples of tools that can be used to accomplish this goal:

- Regular contact with the public through civic and social organizations.
- Regular submissions to the local media.
- Developing target audience of interested citizens, which includes students, parents, business, government, suppliers and the general public.
- Involving community members as a resource in school functions.

It is not possible to mandate a relationship. However, the District endorses staff participation in activities with entities that will provide a good image for the school. As a part of this small District, we are viewed as an important link to the community. In this light, the public believes what they see and hear from us.

Local Media Organizations:

The Star, a weekly newspaper, and the Ravalli Republic, a daily newspaper, are the primary source for distribution of information to the local population. The Star and the Republic are to receive notice of District Board meetings and any information that is submitted to other media entities.

Policy History

Adopted: April 15, 2003

Reviewed/Revised: February 26, 2018

6150 Internal Communication

To meet the District commitment of open communication among internal stakeholders on programs, operations, funding, needs and accomplishments, the following procedures will be instituted:

1. Lone Rock Board of Trustees will conduct meetings in an efficient and appropriate manner.
2. Administrator will maintain productive and positive relations with the Board and District colleagues to achieve all District goals.
3. School staff will be sensitive to students and other school personnel needs for instruction, recognition and professional development in all communication.
4. Encourage staff attendance at board meetings.

Policy History:

Adopted: April 15, 2003

Reviewed/Revised: February 26, 2018

6160 External Communications

Our communication plan is attempting to make sure that we talk to each other both within the confines of the District and in terms of our role in the Three Mile Community.

External:

Our communication plan targets each of the communities listed below in order to communicate our story to them relative to what our school is accomplishing:

- Three Mile Community
- tax community
- business community
- state educational community
- national educational community

We will work from the local out to the state, national and global community.

District Community:

Use local media (print, radio, and television) to keep the District informed. The District communication plan will facilitate close relationships with representatives from all the media. (newspapers, radio and television)

Generate interest from and support links with the business community giving special attention to any large industries, which contribute significantly to the tax base.

We are going to target the general tax paying community. Our attention must be focused on them throughout the school year. The continual efforts to inform this community will pay dividends when voted–levy time comes around. Special emphasis should be paid to the senior citizen section of the tax paying community.

State Educational Community:

Presentations at state meetings of teachers, administrators and Trustees; The District will encourage teachers and administrators to make presentations at state educational meetings by allowing professional leave time and covering the cost of transportation and accommodations when possible on a case by case basis.

National Educational Community:

One of the best ways for local schools to be recognized nationally is through the submission of grant proposals to national educational funding agencies.

Policy History:

Adopted: April 15, 2003

Reviewed/Revised: February 26, 2018

6170 Lone Rock Special Considerations

The protection of every school student is the primary responsibility resting upon all staff members of the District. The building administrator or the other pre-designated staff person should take the leadership role during all crisis/emergencies. Not only should officials be concerned with school safety as it relates to the traditional school environment, but they should also take every reasonable precaution to protect all students from possible disaster.

1. The counselor will be asked to be in the building during the days that the administrator is out of the building.
2. A fire evacuation plan will be posted in each instructional area.
3. A process for developing a Family Tragedy plan will be initiated.
4. An emergency contact list will be generated to post in areas for staff.

An emergency school–closure phone tree will be established.

Policy History:

Adopted: April 15, 2003

Reviewed/Revised: February 26, 2018