

## **2000 GENERAL CONDITIONS OF EMPLOYMENT - ADMINISTRATORS**

### **2001 Mission**

The overall mission of school administrators at Community High School District 94 is to provide the leadership which improves the quality of educational opportunities available for students in the district.

This is to be done by:

- promoting a climate where leadership skills can emerge to create positive change within the district,
- responding to the challenges and changes of a dynamic school system,
- encouraging all staff to optimal use of their professional skills and time, and
- staying current with educational trends, research, developments, and laws.
- implementing the policies of the Board and the mission statement of the district.

Adopted: May 20, 2003

Revised: January 13, 2009

Replaces:

Reference:

### **2002 Administrator – Definition of**

Administrators and administrative specialty staff work as a leadership team in defined areas of responsibility and specialization to improve learning opportunities for students.

Some generic positions (i.e., superintendent, principal, assistant principal, etc.) require certification and experience as defined by the State in its School Code and through the Illinois State Board of Education.

Yet other critical support roles (i.e., bilingual education, community relations, technology, etc.) are not defined by or dependent on certification or data collection groupings as defined by the State in its School Code or by its State Board of Education.

Regardless of length of work year or State certification or data collection grouping requirements, the Board defines administrators as those who supervise and/or evaluate people or have District responsibility for some operational component of the District. Administrative specialty staff does not have either of these two responsibilities. Therefore, the positions are shown by District definition in an Appendix showing the

administrative alignment approved by the Board and compiled annually by the Superintendent.

The roles in the Appendix may be adjusted, as needed, with Board approval, to comply with revisions in District needs, State mandates and Federal requirements. When adjustments or decisions are made relative to the role, they shall be based on District priorities and needs along with data from comparable districts and roles, where available.

Adopted: May 20, 2003

Revised: January 13, 2009

Replaces:

Reference:

### **2003 Administrative Committees**

The Board of Education encourages administrators to form, when helpful, councils, cabinets and committees to provide leadership for the total school operation, to foster good communications within the staff, and to provide others with a voice in the consideration of policies and decisions which affect them.

Adopted: May 20, 2003

Revised: January 13, 2009

Replaces:

Reference:

### **2004 Administrative Evaluation**

All administrators shall be evaluated annually using a process approved by the Board of Education.

Evaluation responsibilities shall be determined by the organizational chart as approved by the Board. In the event any administrator's contract is not to be renewed or his/her position is to be changed, the administrator is to be notified prior to the termination of, or change in, the existing contract, pursuant to the School Code.

Adopted: May 20, 2003

Revised: January 13, 2009

Replaces: CGI - Administrative Evaluation

Reference: 105 ILCS 5/24-11 and 12

**2005 Assignment and Transfer**

The Superintendent, after consultation with the Board, shall propose assignments and transfers of administrators which are in accordance with the adopted organization chart of the district. The Board shall approve the assignment of administrative personnel. All transfers and assignments of administrators shall be made in accordance with the *Illinois School Code*.

Adopted: May 20, 2003

Revised: January 13, 2009

Replaces:

Reference:

**2006 Organizational Chart**

The Board shall authorize the annual preparation of an organizational chart that accurately represents the various positions within the organization and their relationship to the Board and each other.

Such organizational chart shall be developed by the Superintendent of Schools and proposed to the Board for its approval or be compiled from changes or actions taken by the Board since the most recent chart was adopted.

Adopted: May 20, 2003

Revised: January 13, 2009

Replaces: C-1 School District Organization

Reference: *23 Ill Admin Code* §1.210

**2007 Selection of Administrators**

In the event an administrative opening occurs in the Central Office or Principal roles, the Superintendent, and/or his/her designee, will meet with the Board of Education to discuss the procedure to be followed regarding posting, advertisement, recruitment, interview, and selection of the best candidate.

For other administrative openings, replacement procedures shall be determined by the Superintendent, Human Resources Administrator and the Principal and reported to the Board of Education.

The Board shall, consistent with policy, law and agreement, approve the employment of, fix the compensation for, and establish the term of employment for, each administrator employed by this district.

Adopted: May 20, 2003

Revised: January 13, 2009

Replaces:

Reference:

### **2008 Resignation/Retirement**

Resignations are to be directed, in writing, to the Superintendent or, in the case of the resignation/retirement of the Superintendent, to the Board of Education as soon as possible before the effective date. This will enable the Superintendent and/or the Board of Education to have sufficient time to acquire well-qualified replacements or make adjustments in the administrative staff.

Adopted: May 20, 2003

Revised: January 13, 2009

Replaces:

Reference:

### **2009 Job Descriptions**

In order to provide up-to-date administrative job descriptions and to recognize when administrative job functions have been adjusted, the Board will provide for a periodic review of administrative job functions when, in the opinion of the Superintendent, the job function has significantly changed. When this occurs, the Superintendent will provide the Board with a recommended revision in the job description which will be acted upon by the Board. A current job description file for all administrations shall be maintained by the Superintendent.

Each administrator shall address the responsibilities set forth in his/her job description under the leadership of his/her immediate supervisor.

Adopted: May 20, 2003

Revised: January 13, 2009

Replaces: CG(a)-(I) – Administrative Personnel; CGBA (a) - (c.1) – Qualifications and Duties

Reference: *See Also:* 2210 – Fulfill Job Descriptions

## **2100 SUPERINTENDENT OF SCHOOLS**

### **2101 General Qualifications**

An individual selected to serve as Superintendent of Schools must meet all of the requirements for the position as set forth in the *Illinois School Code*, as amended, regulations thereunder, the *Illinois Administrative Code*, and the State Board of Education guidelines.

In addition, s/he should meet the criteria set forth by the Board of Education prior to his/her appointment.

Adopted: May 20, 2003  
 Revised: January 13, 2009  
 Replaces: CE – School Superintendent, CEA – School Superintendent -  
 Qualifications  
 Reference: 105 ILCS 5/10-21.4

### **2102 Recruitment of Superintendent**

In the event of a vacancy in the position of Superintendent of Schools, the Board of Education:

- A. shall define and make public a process for the recruitment and appointment of a new Superintendent;
- B. may seek expert assistance in the process from a qualified consultant of its own choice;
- C. may seek input from members of the staff and/or community; and
- D. shall appoint its new Superintendent in accordance with *the Illinois School Code* and relevant collective bargaining covenants into which it has entered.

Adopted: May 20, 2003  
 Revised: January 13, 2009  
 Replaces:  
 Reference:

### **2103 Contract**

The execution, modification, or termination of the employment contract between the Board of Education and the Superintendent of Schools shall be consistent with applicable provisions of the *Illinois School Code* and the *Illinois Administrative Code*.

Adopted: May 20, 2003

Revised: January 13, 2009  
Replaces: CED – Superintendent - Appointment  
Reference:

### **2104 Policy Administration**

The Board of Education shall delegate to the Superintendent the administration of all policies. As the chief executive officer, the Superintendent shall be responsible for the proper interpretation of such policies and, in turn, shall delegate to his/her assistants, the staff, and others responsible to him/her, the duties necessary to implement said policies. The proper functioning of a school system can be achieved most advantageously when all persons concerned, under the leadership of the Superintendent, understand the policies which have been adopted by the Board of Education.

Adopted: May 20, 2003  
Revised: January 13, 2009  
Replaces:  
Reference: 23 Ill Admin Code 1.220

### **2105 Job Description**

- A. The Superintendent of Schools is the educational leader and chief executive officer of the school district. S/he is the primary advisor to the Board of Education, is accountable directly to it, and works closely with the Board and its committees.
  
- B. General Tasks
  1. Oversee a program for the development, approval, implementation, coordination, and evaluation of all instructional and non-instructional programs.
  2. Recommend the selection, employment, assignment, transfer, suspension, and dismissal of all school employees.
  3. Prepare and propose policies for adoption and interpret and implement same following adoption.
  4. Oversee the preparation and proposal of the annual school budget and implement it as adopted.
  5. Prepare such reports and conduct such planning as required by law for the efficient operation of the district.
  6. Oversee the implementation of the adopted curriculum of the district and recommend instructional programs and materials appropriate thereto.
  7. Oversee the maintenance, inspection, improvement and safety of district facilities and equipment.

8. Provide growth and improvement opportunities for staff.
9. Supervise the approved evaluation programs of district employees.
10. Be visible within the school on a regular basis.
11. Implement and support all agreements approved by the Board.
12. Plan and attend all meetings in compliance with applicable statutes except at such times when his/her employment and/or salary may be under consideration.
13. Recommend disciplinary procedures for students and staff, as necessary.
14. Develop channels of communication within the Board and with the school community.
15. Serve as the district's representative to local, state and national agencies and organizations.
16. Promote and represent the best interest of students within the district.
17. Oversee the process of and, when required by law, approve the ratings of temporary professional and professional employees.
18. Maintain adherence to all applicable Federal and State statutes, regulations, and rules.
19. Assume such other duties as assigned by the Board of Education.

Adopted: May 20, 2003

Revised: January 13, 2009

Replaces: CEB – Superintendent Duties; CF – Board-School Superintendent Relations

Reference: 105 ILCS 5/10-21.4  
23 Ill Admin Code 1.220

### **2106 Extraordinary Powers of Superintendent**

From time to time, emergency situations may arise which would call for immediate and decisive action by the Superintendent, which, under non-emergency situations, may be beyond the scope of his/her duty and authority. It is the policy of the Board that the Superintendent shall and is authorized to act in emergency situations so as to preserve and protect life and property. This authority includes, but it is not necessarily limited to, the creation, amendment or continuation of positions, the hiring, appointment, and discipline of employees, and the purchase of goods and services. As soon as possible after the exercise of such authority, the Superintendent shall meet with the Board for the purpose of reviewing the actions taken by the Superintendent.

When circumstances of weather, power failure, lack of water or heat, work stoppage, epidemic, or other civil or natural emergency make it impossible or unsafe to open or keep open the district school, the Superintendent of Schools shall have the power to close the school. When the Superintendent of Schools does close the school under the above granted authority, s/he shall notify the President of the Board of Education of his/her actions together with reasons for such action. If it becomes necessary to close

schools because of weather or other emergency conditions, such information shall be broadcast over local area radio stations.

Adopted: May 20, 2003

Revised: January 13, 2009

Replaces:

Reference:

### **2107 Staff Reporting to the Superintendent**

Central Office Administration and the Principal shall report directly to the Superintendent and shall serve as the leader in their area of specialty.

While other staff members shall not be precluded from discussing problems with the Superintendent, the standard procedure shall be for staff members to go to an administrator subordinate to the Superintendent with expertise in the area under question.

Any staff member shall have the right to appeal a decision by his immediate supervisor to the Superintendent of Schools without prejudice.

Adopted: May 20, 2003

Revised: January 13, 2009

Replaces:

Reference:

### **2108 Disciplinary Suspensions**

#### **A. Purpose –**

The Board of Education has a duty to manage its employees pursuant to applicable law. In accordance with this duty, the Board hereby enacts this policy to govern suspensions, both with and without pay, of its employees. This policy is supplemental to all other powers of the Board of Education to discipline its employees and does not limit its powers to dismiss, transfer, withhold compensation or compensation increases, or otherwise discipline its employees.

#### **B. Definitions**

1. **Disobedience** shall include any refusal or failure by an employee to follow an order, direction, regulation or policy, whether oral or written, of the Board of Education or of any person who has responsibility to supervise the employee.

2. **Misconduct** shall include:



- a) Any act or failure to act by an employee which causes or may reasonably lead the Board of Education or the administration to forecast substantial disruption or material interference with the educational process or the rights of others.
- b) Any act or failure to act by an employee occurring during the course of the employee's duties which jeopardizes the health, safety or welfare of any person, student, parent or employee.
- c) Any act or failure to act by an employee which constitutes the appearance of impropriety or immoral conduct, including, but not limited to, maintaining or being identified on any Internet site which depicts illegal or inappropriate behavior.
- d) Any act or failure to act by an employee which constitutes a violation or an attempt to violate any federal or state law or regulation or municipal ordinance and which relates to the employee's duties.

### C. **Suspensions With Pay**

1. **Grounds** – An employee may be suspended with pay from his or her duties or from any portion of such duties during any Board investigation of conduct allegedly constituting disobedience or misconduct.
2. **Procedures** –
  - a) *Notification* – The Superintendent or his or her designee may suspend an employee upon written or oral notice which shall specify:
    - 1) the reasons for the suspension;
    - 2) the date(s) and duration of the suspension.

If the employee is suspended upon oral notice, written confirmation of the oral notice shall be given to the employee as soon as reasonable.

- b) *Meeting*. If reasonable, the Superintendent or his or her designee shall meet with the employee prior to the suspension to advise the employee of the evidence in support of the reasons for the suspension and afford the employee an opportunity to respond. If the Superintendent or his or her designee cannot reasonably meet with the employee prior to the suspension, he or she shall meet with the employee after the commencement of the suspension.
3. **Length** – A suspension with pay shall not exceed the duration of any investigation concerning an employee's alleged disobedience or misconduct.

4. Record – If the reasons for the suspension are found to be without merit, the employee’s record shall be expunged of any material or notices relating to the suspension.

**D. Suspensions Without Pay**

1. Grounds – An employee may be suspended without pay from his or her duties or from any portion of such duties as a disciplinary consequence, or pending dismissal for conduct constituting disobedience or misconduct, providing that such suspension does not cause the employee to lose his/her “exempt” status under the Fair Labor Standards Act.

2. Procedures –

- a) Notification – The Superintendent or his or her designee may suspend an employee without pay upon oral or written notice which shall specify:
  - (1) the reasons for the suspension;
  - (2) the date(s) and duration of the suspension and any conditions for reinstatement.

- (3) The employee’s right to request a hearing to review the suspension before the Board of Education and to be represented at the hearing.

If the employee is suspended upon oral notice, written confirmation of such notice shall be given to the employee as soon as reasonable by a letter stating the reasons for the suspension, the duration of the suspension, and right to request a review hearing and to be represented at the hearing. Such suspension shall become effective immediately upon oral or written notification from the Superintendent.

- b) Pre-suspension Hearing – If, in the opinion of the Superintendent, or his/her designee the employee does not pose an immediate threat to others or an ongoing threat of disruption to the educational process, the Superintendent, or his/her designee, shall meet with the employee prior to the suspension to advise the employee of the evidence which supports the reasons for the suspension and afford the employee an opportunity to respond.

- c) Review Hearing –

- (1) The employee shall be granted a hearing before the Board of Education or a committee thereof to review the

suspension if the employee makes a written request for such hearing to the Superintendent within five (5) calendar days of receipt of the written notice of suspension. S/he shall have the right to be represented at the hearing at the employee's expense to present witnesses on his or her behalf and to cross-examine any witness who testifies against him or her.

(2) Upon receipt of a request for a review hearing, a hearing date shall be promptly scheduled and the employee shall be given written notification of the time and place of the hearing at least seven (7) calendar days prior to the review, as determined by the date of the notification letter. The notification shall set forth the procedure to be followed at the review hearing as stated below.

d) Review Hearing Procedures –

(1) The hearing shall be conducted in closed session.

(2) The employee may be represented by a person of his or her choice at the employee's expense.

(3) The school officials and then the employee may make a short opening statement regarding their respective positions on the dispute.

(4) The school officials shall first present their evidence in oral or written form.

(5) After the school officials conclude their evidentiary presentation, the employee may present evidence, orally or in writing, to refute the charges.

(6) Each party shall be afforded an opportunity to cross-examine all witnesses who testify and to examine all written evidence presented.

(7) All relevant evidence shall be received by the Board without regard to the rules of evidence and in such a manner as is appropriate considering the circumstances.

(8) The school officials and then the employee may make closing statements at the conclusion of the hearing.

(9) The hearing may be recorded by the employee stenographically or by tape at the employee's discretion and expense. If either party makes a recording, the Board shall be offered an opportunity to purchase a copy of the transcript or to reproduce the tape.

(10) The Board of Education may uphold, modify or reverse the suspension. If the Board reverses or decreases the length of the suspension, the employee's lost wages shall be refunded and his record expunged of any notices or material relating to the suspension.

- 3) Length –
- a) Any suspension without pay shall not exceed ten (10) employment days unless the employee has been suspended without pay pending dismissal.
  - b) Depending upon the severity of the offense, an employee may be suspended without pay pending dismissal.

**E . Notices**

All written notices sent to an employee pursuant to the requirements of this policy shall be sent to the employee by certified mail, return receipt requested, to the last address of the employee contained in the District's records.

Adopted: May 20, 2003

Revised: October 17, 2006; January 13, 2009

Replaces:

Reference:

**2109 Decisions During the Superintendent's Absence**

When the Superintendent is unavailable, emergency decisions should be made by the first available administrator in the following order:

Assistant Superintendent for Human Resources

Principal

Director of Business Services

Assistant Principal Student Services

The term "emergency decisions" herein is to be interpreted broadly. To qualify as an "emergency decision" such decisions must be made immediately and cannot be delayed until the Superintendent becomes available, and failure to make them would generally have an adverse effect on the safety of students or would interfere with the routine processes of educational or co-curricular activities. When possible, appropriate input should be received from others who have knowledge or experience regarding the area in which a decision is to be made.

Adopted: May 20, 2003

Revised: January 13, 2009

Replaces:

Reference:

**2111 Superintendent Evaluation**

The Board will conduct an annual written evaluation of the performance of the Superintendent during the preceding year. The terms and conditions of the evaluation shall be defined in the Superintendent's Contract with the Board of Education.

Evaluation of the Superintendent is privileged information and its confidentiality shall be respected, consistent with the applicable requirements of Federal and State laws. In addition, it shall be prepared with the following purposes in mind:

- A. To strengthen the working relationship between the Board and Superintendent
- B. To advance educational opportunities for students
- C. To enhance the Superintendent's effectiveness
- D. To clarify mutual roles and expectations between the Board and Superintendent
- E. To define goals for the following year
- F. To identify areas in need of improvement
- G. To establish a framework for compensation for the ensuing year.

Adopted: May 20, 2003

Revised: January 13, 2009

Replaces: CEI – School Superintendent - Evaluation

Reference:

**2200 RESPONSIBILITIES OF ADMINISTRATORS****2201 Staff Visitation to Other Schools**

The administration may excuse staff under its supervision to visit other schools when such an activity is deemed to be in the best interest of the school district

Adopted: May 20, 2003

Revised: January 13, 2009

Replaces:

Reference:

**2202 Outside Professional Service**

From time to time, upon recommendation from the Superintendent, the Board of Education may appoint, retain, or employ persons for professional services, as long as such services do not conflict with provisions in collective bargaining agreements. Such services may be provided from both educational and other professions.

The Board of Education may find it desirable to employ consultants to render expert assistance or to provide such services as the regular staff may be unable to provide within a given time. Such consultant services may be on a per diem or other basis, but shall be specified in the employment recommendation. Consultants shall have no administrative authority over any facet of the district schools, but shall act solely as advisors to the Board of Education and its offices and employees.

Adopted: May 20, 2003

Revised: January 13, 2009

Replaces:

Reference:

**2203 Meetings/Conventions/Conference Attendance**

The Superintendent of Schools may grant permission to members of the administrative staff to participate in:

- A. organized evaluation of schools in other districts; and
- B. professional meetings and conventions

The Superintendent may authorize reimbursement for necessary expenses within the framework of the adopted budget.

Adopted: May 20, 2003

Revised: January 13, 2009

Replaces:

Reference:

**2204 Advertising and Solicitations in Schools**

Advertising or other activities promoting the interests of any commercial, political or other non-school related agency, individual or organization shall not occur on any premises of Community High School District 94, unless approved by the Board of Education in order to further promote and support student activities and programs. The Board may from time to time charge fees for advertising or accept in-kind services, equipment or goods for such promotion and support.

- A. The school district may, within Federal and State constitutional and statutory limits, cooperate in furthering the work of any non-profit community-wide social service agency; provided that such cooperation does not restrict or impair the educational program of the school district.
- B. The schools may use films or other educational materials if they are relevant and only acknowledge the persons involved in producing the film.
- C. The Superintendent may, at his/her discretion, announce or authorize to be announced, any lecture or other community activity of particular educational merit.
- D. The school may, upon approval of the Superintendent, cooperate with any agency in promoting activities of general public interest which are non-partisan, non-sectarian, and non-controversial, and which promote the education or other best interests of the pupils.
- E. The following practices and procedures are prohibited unless otherwise expressly permitted by the Board of Education or the Superintendent:
  - 1) Employees and students soliciting other employees and students during the school day.
  - 2) The conduct of personal business during the school day between school employees and agents and representatives of businesses.
  - 3) The selling of non-school related services and merchandise within the school district by agents or representatives of business concerns.
  - 4) Distribution of literature or other written materials not related to the normal operation of the school district by employees of the school district is prohibited while any employee involved is on working time. Distribution of literature by non-employees of the school district is prohibited at all times on school premises.

- 5) Employee organizations, unions, or associations or their members shall not use school district equipment, supplies, time, or personnel at any time in the interest of said organization except as otherwise may be agreed upon or required by law. Such equipment shall include but shall not be limited to: bulletin boards, computers, copiers, telephones, public address equipment, mailboxes, and other electronic equipment, except as otherwise authorized.
  - 6) All use of school district property, including but not limited to buildings and grounds by employee organizations shall be subject to the school district's policies governing use of such property by private organizations.
- F. Any advertising must be presented to the Superintendent for approval, prior to any Board of Education action. The Superintendent shall ensure that any advertising is of general public interests, non-partisan, non-sectarian, and not otherwise inappropriate and make a dispositional recommendation to the Board concerning advertising that meets all of these requirements. In any event, the Board of Education may, in its sole discretion, deny advertising that promotes activities or interests that in whole or in part conflict with the policies, programs or activities of the District or are otherwise not in the best interest of the students, parents, administration or staff of Community High School District 94.

Adopted: May 20, 2003

Revised: January 13, 2009; October 6, 2009, March 2, 2010

Replaces:

Reference:

## **2205 Political Activities**

The Board of Education recognizes and encourages the right of its employees, as citizens, to engage in political activity. However, school district property and school district time, paid for by all the people, may not be used for political purposes. "Political Activity" does not include non-partisan educational activities related to the educational programs of the School District.

The Board of Education adopts the following guidelines for those employees who intend to engage in political activities:

- A. No employee shall engage in political activities upon property under the jurisdiction of the Board of Education.



- B. Political circulars or petitions may not be posted or distributed in the school or on school property.
- C. The collection of and/or the solicitation for campaign funds or campaign workers is prohibited on school district property.
- D. The employee's use of students for writing or addressing political materials or the distribution of such materials to or by students is forbidden.
- E. When working in a facility of this school district used as a polling place on an officially declared election day, an employee may not promote the candidacy of any candidate or political party.
- F. School district employees who hold elective or appointive office are not entitled to time off from their school district duties for reasons incident to such offices unless such right is granted under other binding agreement.

Violations of any of the foregoing shall, at the discretion of the Board, constitute cause for reprimand, penalty or dismissal.

Adopted: May 20, 2003

Revised: November 15, 2016

Replaces:

Reference:

## **2206 Personnel Files**

It is necessary for the orderly operation of the school district to maintain a file for the retention of all papers bearing upon an individual's duties and responsibilities as an employee of the school district.

The Board of Education requires that sufficient records be maintained to ensure an employee's qualification for the job held, compliance with Federal and State statutes, local benefit programs, and conformance with school district rules and evidence of completed evaluations.

The Board of Education delegates the establishment and maintenance of official personnel records to the Human Resources Administrator.

Adopted: May 20, 2003

Revised: January 13, 2009

Replaces:

Reference:

Cf: Section 6000 - Personnel

### **2207 Federal Program and Other Entity Personnel**

All personnel working in Federal programs or other regional entities who are assigned to the high school shall be under the site supervision of the building Principal, and are subject to the same policies as are regular personnel except where applicable laws or regulations require otherwise.

Adopted: May 20, 2003

Revised: January 13, 2009

Replaces:

Reference:

### **2208 Parent-Teachers Groups**

The school district is aware of the possibilities for developing a harmonious, constructive working relationship between district teachers and the parents of district students and utilizing resources provided by parent and teacher organizations. It will continue to encourage and welcome the fullest participation in these organizations by all parents and the teachers and administrators in each school. The advantages of this cooperation between school and community are:

- A. Fostering community undertakings;
- B. Working for needed legislation;
- C. Discovering and reporting facts which lead to community and school improvement;
- D. Studying school concerns;
- E. Supporting school projects;
- F. Cooperating with other community agencies;
- G. Supplementing school activities rather than supplanting them.

Adopted: May 20, 2003

Revised: January 13, 2009

Replaces:

Reference:

### **2209 Sudden Illness**

On occasion, a staff member becomes suddenly ill. Every effort should be made to provide assistance and necessary medical attention as soon as possible.

Depending upon the severity of the illness, one or more of the following steps might be taken by a staff member overcome by illness:

- A. Notify your immediate supervisor who may:
  - 1) obtain a substitute for a classroom teacher
  - 2) cover a work station for a support staff member
- B. Notify any adult in the vicinity of your illness, and ask for assistance.
- C. Request a student to seek assistance.

Should the sudden illness be determined an emergency, any adult and/or student should go to the nearest telephone and call the school nurse. The nurse and/or a nurse's aide should be summoned for immediate attention. If, in the judgment of the person assisting, a 911 call is necessary, that should be the immediate step. In the event the ill person resists the recommended action, an administrator should be sought, advised of the situation and decide the next step to be taken.

Adopted: May 20, 2003

Revised: January 13, 2009

Replaces: C2/E1 June 17, 1999

Reference:

**2300 BENEFIT PACKAGE****2301 Salary Considerations**

The salary package for all administrators shall be as defined by the Board of Education through its policies and actions. It shall be set forth in the annual employment contract.

Adopted: May 20, 2003

Revised: January 13, 2009

Replaces:

Reference:

**2302 Fringe Benefits**

The fringe benefit package for all administrators shall be as defined by the Board of Education through its policies and actions, and set forth in the annual employment contract.

Adopted: May 20, 2003

Revised: January 13, 2009

Replaces:

Reference:

**2303 Administrative Personnel Expenses**

The Board of Education shall reimburse the members of the administrative staff for expenses incurred in the performance of their duties, upon their submission of properly executed vouchers approved by the Superintendent. Such expenses shall include those for necessary travel within the school district as well as those approved by the Superintendent and incurred for attendance at out-of-district meetings and travel within the scope of their responsibilities. The dues of members of the administrative staff for memberships in local, state, and national professional associations directly related to their areas of responsibility shall be paid by the Board of Education within budgeted limits. All such proposed dues payments shall be approved in advance by the Superintendent.

Adopted: May 20, 2003

Revised: January 13, 2009

Replaces:

Reference:

**2304 Vacations – Administrative Personnel**

Full-time, twelve month administrators shall be entitled to twenty (20) paid vacation days annually. First year administrators will accrue two (2) vacation days each month for the first ten (10) months of employment.

The work year, for purposes of determining earned vacation days, shall be the school district's fiscal year (July 1 to June 30).

Administrators are encouraged to use vacation days and are permitted to accumulate and carry over up to ten (10) vacation days from one year to the next. However, vacation days that are carried over must be used by February 1<sup>st</sup> following the end of the fiscal year in which they are carried over. Days unused by February 1<sup>st</sup> shall be converted to sick days.

Each administrator shall arrange his or her vacation schedule with his or her supervisor. Such vacation schedules shall be subject to the approval of the Superintendent, or his or her designee.

Adopted: May 20, 2003

Revised: January 13, 2009

Replaces: CGPH – Vacations - Administrative Personnel

Reference:

**2305 Holidays – Administrators**

Administrators are not required to be in attendance on the following holidays. However, in the event school is in session on one or more of the following holidays, it will not be taken as a holiday on some other designated date.

- New Year's Eve
- New Year's Day
- Dr. Martin Luther King, Jr.'s Birthday
- Lincoln's Birthday
- Casimir Pulaski
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans' Day
- Thanksgiving Day
- Day after Thanksgiving Day
- Christmas Eve
- Christmas Day

When New Year's Day, Independence Day, or Christmas Day falls on Saturday or Sunday, administrators shall be granted a paid holiday on the preceding Friday, or on the following Monday, as determined by the Superintendent.

Adopted: May 20, 2003

Revised: January 13, 2009

Replaces: CGPH Vacations – Administrative Personnel

Reference:

## **2400 COMMUNICATIONS AND EXPECTATIONS**

### **2401 News Media Relations**

Representatives of the local press, radio and television are an important link in the communications chain between the school district and the community. The maintenance of good working relationships with media representatives is essential to meeting those objectives of the school-community relations program which require the support and cooperation of the news media.

Adopted: May 20, 2003

Revised: January 13, 2009

Replaces:

Reference:

### **2402 Information Exchange Channels**

The Board of Education encourages the open exchange of information among the employees of the school district, between employees and the Board, and with the public. The Board of Education recognizes the value of exchanging information in an orderly fashion especially for the purposes of problem solving and conflict resolution. For this purpose, the Board of Education has approved an organizational chart as an official part of Board policy and establishes channels of communication within the school district.

#### **Among School Employees**

A. *Bargaining Unit Groups* – Where groups of employees have organized themselves as bargaining units and have negotiated contracts with the Board of Education, the provisions of the contract frequently will govern the method of problem solving and conflict resolution through a grievance procedure. However, for those areas of concern that are not within the scope of collective bargaining, the procedure described for general employee information exchange will be followed.

B. *General Employee Information Exchange* – In order to facilitate effective communications in problem solving as it relates to school district operations, the following channels of communications should be observed by all employees:

*Educational Support Personnel* should discuss problems and concerns with their first level supervisor before moving through the organization chart. Ultimately, problems and concerns of the employees can be addressed to the Superintendent of Schools after they have been reviewed by the appropriate supervisors. Should the matter remain unresolved at the Superintendent's level, the employee may

then address it to the Board or a sub-committee thereof in executive session through the Superintendent in writing.

*Instructional staff members* should address problems and concerns directly to their principal/supervisor. If the matter remains unresolved, then the Superintendent of Schools should be requested to clarify or resolve the matter. Should the matter remain unresolved at the Superintendent's level, the employee then may address it to the Board or a sub-committee thereof in executive session through the Superintendent in writing.

C. *Public Concerns* regarding aspects of the school district operations should be initially addressed to those involved at the origin of the concern. Concerns regarding instructional and operational matters should be reviewed with the teacher or teachers involved first, then the principal, then the appropriate supervisor, and then the Superintendent. If the matter is unresolved at the Superintendent's level, the matter should be addressed to the Board of Education through the Superintendent, in writing. Concerns regarding programs/instructional materials should follow the policy on Reconsideration of Program/Instructional Materials.

Adopted: May 20, 2003

Revised: January 13, 2009

Replaces:

Reference:

Cf: Series 2000 – General School Administration; Paragraph 2006  
Organization Chart



<b>Appendix — Policy 2002 – Definition of Administrator</b>
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According to Policy 2002, it is the responsibility of the Superintendent to compile an annual listing of administrative positions that have been approved by the Board and reflect the structure of the administrative team in place for the current year. The following represents the administrative team for the 2017-18 school year:

Administrators:

- Superintendent
- Director of Human Resources
- Director of Business Services/CSBO
- Director of Building Operations
- Director of Special Education
- Principal
- Assistant Principal for Administrative Services
- Assistant Principal for Teaching and Learning
- Director of Technology
- Athletic Director
- Assistant Athletic Director/Division Head of Physical Development
- Director of Bilingual Services/Division Head of World Languages
- Director of Student Activities/Division Head of CTE
- Director of Student Services
- Dean of Students
- Division Heads
- SPED Coordinators

Administrative Specialty Staff

- Communications Specialist/Benefits Coordinator