



Book	Policy Manual
Section	1000 Administration
Title	Copy of BOARD - DISTRICT ADMINISTRATOR RELATIONSHIP
Code	po1210 KMK 12-26-25
Status	First Reading
Adopted	July 9, 2018
Last Revised	November 10, 2021

#### 1210 - **BOARD - DISTRICT ADMINISTRATOR RELATIONSHIP**

The Board believes that, in general, it is the primary duty of the Board to establish policies and that of the District Administrator to administer such policies. Policy should not be originated or changed without the input or recommendation of the District Administrator. The District Administrator should be given the latitude to determine the best method of implementing the policies of the Board.

The District Administrator, as the ~~chief administrative officer and~~ administrative head of the District, is the primary professional advisor to the Board. ~~S/He~~ As such, the District Administrator is responsible for the development, supervision, and operation of the school program and facilities, including the development of administrative guidelines consistent with Policy 1230.01 – Development of Administrative Guidelines

The District Administrator and those administrators directed by the District Administrator shall attend all Board meetings, when feasible. Administrative participation shall be by professional counsel, guidance, and recommendation - as distinct from deliberation, debate, and voting of Board members.

In the interests of promoting and maintaining a healthy and productive work environment, the District Administrator shall report to the Board President any information regarding Board member conduct in violation of Policy 3362.01/Policy 4362.01 - Threatening Behavior Toward Staff Members, ~~Policy 4362.01—Threatening Behavior Toward Staff Members~~, or Bylaw 0144.5 - Board Member Behavior, Communications, and Code of Conduct. If such a report involves the Board President, the Board Vice-President shall be notified.

The Board is responsible for determining the success of the District Administrator in meeting the goals established by the Board through annual evaluations of the District Administrator's performance.

As the administrative head of the District, the District Administrator may delegate duties and responsibilities, including those contained in Board policy, to appropriate members of the staff. Those staff performing such duties and responsibilities shall be held accountable by the District Administrator for their performance as employees of the District. **[ x ]** The Board shall hold the District Administrator accountable for the administration of the District, actions taken by the District Administrator, and the District Administrator's personal behavior. (See Policy 1240 - Evaluation of the District Administrator) **[END OF OPTION]**

**[x ]** Individual Board members who receive communications regarding matters within the purview of the administration including, but not limited to, personnel concerns or student/parent concerns, shall immediately refer concerns to the District Administrator, or if the concern relates to the District Administrator, to the Board President. **[END OF OPTION]**





Book	Policy Manual
Section	1000 Administration
Title	Copy of DEVELOPMENT OF ADMINISTRATIVE GUIDELINES
Code	po1230.01 KMK 12-26-25
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#### 1230.01 - **DEVELOPMENT OF ADMINISTRATIVE GUIDELINES**

The Board ~~of Education~~ delegates to the District Administrator the function of designing and implementing the guidelines, required actions, and detailed arrangements under which the District will operate. These administrative guidelines shall not be inconsistent with the policies adopted by the Board.

The Board itself will formulate and adopt administrative guidelines and rules only when required by law, and when the District Administrator recommends Board adoption.

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

**[ x ]** The District Administrator may consult with appropriate District leadership and stakeholders, when appropriate, during the development of administrative guidelines. **[END OF OPTION]**

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

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

**[x]** All current administrative guidelines **( x )** and handbooks **[END OF INTERNAL OPTION]** shall be published on the District website and be readily accessible to staff, students, parents, and community members to ensure transparency and ease of access. **[END OF OPTIONAL SENTENCE]**

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

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Book	Policy Manual
Section	1000 Administration
Title	Copy of EVALUATION OF THE DISTRICT ADMINISTRATOR
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#### 1240 - **EVALUATION OF THE DISTRICT ADMINISTRATOR**

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

The Board shall annually, no later than the January meeting, evaluate the performance of the District Administrator. (See Policy 1110 - Assessment of District Goals) Such evaluation shall include an assessment of the job description:

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

Such assessments will be based on defined quality expectations developed by the Board for each criterion being assessed. The Board and the District Administrator, jointly, shall, at the outset of each evaluation, determine the method by which the evaluation shall be conducted. Such method may include:

- A. the District Administrator's own self-analysis of the current status of the District;
- B. the active participation of each Board member;
- C. a recommendation from a Board committee;
- D. a compilation of assessments on a prepared standard form by individual Board members, which shall then be reviewed jointly by the Board and District Administrator;
- E. evaluation interviews between the Board and District Administrator during which no other business is discussed;
- F. the District Administrator's assessment of Board efficiency and effectiveness.
- G. The Board will assess the District Administrator by evaluating job duties.

As an outcome of the evaluation of the District Administrator's performance, the Board should be prepared to judge the advisability of retention of the District Administrator.

- A. make decisions related to the District Administrator's contract renewal;
- B. determine the District Administrator's salary;

- C. identify strengths and weaknesses in the operation of the District and determine means by which weaknesses can be reduced and strengths are maintained;
- D. establish specific objectives, the achievement of which will advance the District toward its goals;
- E. (x ) determine progress toward District strategic goals as outlined in Policy 1110 - Assessment of District Goals;
- F. improve its own performance as the public body ultimately charged with the educational responsibility of this District.

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