

SECTION C**GENERAL SCHOOL ADMINISTRATION**

POLICY	TITLE	PAGE
C-0050	Administration Goals Priority Objectives	2
C-0100	Superintendent	3
C-0150	Qualification & Duties of the Superintendent	5
C-0600	Evaluation of Superintendent	6
C-0900	Line and Staff Relations	7
C-1100	Administrative Council, Cabinets & Committees	8
C-1200	School Principals/ Building Administrators	9
C-1350	School Based Management Parent Advisory Committee (PAC)	11
C-1361	School Based Manag. Parent Adv. Comm. (PAC) (Regulation)	13
C-1381	School Based Manag. Parent Adv. Comm. (PAC) (EXHIBIT)	14
C-1450	Video Surveillance	15
C-1950	Policy Implementation	17
C-1961	Policy Implementation (Regulation)	18
C-2150	Handbooks and Directives	19
C-2161	Handbooks and Directives	20
C-2200	Administration the Absences Of Policy	21
C-2350	Administrative Consultants	22
C-2450	School District Annual Accountability Report	23

C-0050

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**ADMINISTRATION GOALS/
PRIORITY OBJECTIVES**

SUPERINTENDENT

The Board shall employ a Superintendent, who shall enforce the statutes of the state of New Mexico, the rules of the Secretary of Public Education, and the policies of the Local Board of the District. The Superintendent shall:

- carry out the educational policies and rules of the State Board and Local School Board;
- administer and supervise the School District;
- employ, fix the salaries of, assign, terminate or discharge all employees of the School District;
- prepare the School District budget based on public schools' recommendations for review and approval by the Local School Board and the department. The Local Superintendent shall tell each school principal the approximate amount of money that may be available for their school and provide a school budget template to use in making school budget recommendations;
- perform other duties as required by law, the department or the Local School Board.
- administer Local Board policies and state and federal regulations including the Public School Code;
- be accountable for student achievement, budget management, expenditure of funds, dissemination of information, District communications, and the development, implementation, and evaluation of the EPSS, and all other District business;
- attend all Board meetings or, when necessary, designate a licensed administrator to attend;
- ensure that school patrons and the public are informed and involved in the acquisition, planning, and development of school facilities, and that students are provided with adequate facilities which conform to state and federal mandates;

- ensure that all students are supervised; and
- administer and implement the District's approved staff accountability plan and procedures.

The administration of the school system in all aspects is the responsibility of the Superintendent, whose functions shall be carried out in accordance with the policies of the Board.

The Superintendent may establish regulations for the administration of the District that are in compliance with applicable statutes or regulations of the Secretary of Public Education and the policies of the Board. These regulations are binding on the employees of this District and students in the schools.

Superintendent's Contract

The Board may contract with a Superintendent for a term not to exceed three (3) years. The contract year for the Superintendent shall be twelve (12) months and shall begin on July 1 of the year and end on June 30. The Board will take action on an existing Superintendent's contract no later than February of the year the contract expires. The Board may extend the contract in the intervening year of a multiple year contract. The Superintendent's benefits shall be determined at the time of appointment or reappointment and shall be made part of the written contract. The Board may also issue a contract addendum outlining any specific conditions or requirements negotiated by the Board and the Superintendent that extend beyond the regular contractual provisions.

Adopted: September 20, 2016

LEGAL REF.: 22-5-4 NMSA

22-10A-21 NMSA

QUALIFICATIONS AND DUTIES OF THE SUPERINTENDENT

(Performance Responsibilities)

The Superintendent shall have appropriate certification. Further, the Superintendent shall supervise, either directly or through delegation, all activities and all personnel of the school system according to the laws of the state of New Mexico, rules of the New Mexico Secretary of Public Education, and adopted policies of the Board. The Superintendent shall employ, fix the salaries of, assign, terminate or discharge all employees of the School District.

The Superintendent is the District's chief executive officer and the administrative head of all divisions and departments of the school system. It is the Superintendent's duty to administer the policies of the Board and to provide leadership for the entire school system. The Superintendent is the professional consultant to the Board and, in this capacity, makes recommendations to the Board for changes in Board policies and the educational program.

The Superintendent provides the initiative and the technical guidance for the improvement of the total program of the school system. The delegation of authority for the operation of the various functions of the school system is one (1) of the Superintendent's duties. When absent, the Superintendent will designate an appropriate level administrator to act on the Superintendent's behalf. The Superintendent is, however, responsible to the Board for all functions of the District.

Adopted: September 20, 2016

LEGAL REF.: 22-5-14 NMSA

CROSS REF.: CBI – Evaluation of Superintendent

EVALUATION OF SUPERINTENDENT

A Board/Superintendent retreat will be held prior to the start of school each year to establish goals and expectations for the school year.

The Board at the January meeting will complete a formal evaluation of the Superintendent's performance. Formal evaluation information will be discussed in depth with the Superintendent.

Anytime during the school year, the Board of the Superintendent may initiate additional conferences related to performance and expectations.

The evaluation(s) shall relate to the Superintendent's duties, responsibilities, and progress toward established goals.

To enable the reemployment decision to be made in a timely manner, the completed written evaluation shall be presented to and discussed with the Superintendent in an executive session with the Board prior to any reemployment decision by the Board.

A copy of any written evaluation shall be given to the Superintendent. If in disagreement with such evaluation, the Superintendent may respond in writing to the Board.

The evaluation and any comments by the Superintendent shall become a part of the Superintendent's confidential personnel file.

Adopted: September 20, 2016

LEGAL REF.: 22-5-4 NMSA

22-5-14 NMSA

LINE AND STAFF RELATIONS

Unless otherwise specifically limited by statute or Board action, any of the powers and duties specifically assigned to the Superintendent may be delegated to others serving under the Superintendent. However, the Superintendent shall continue to be responsible to the Board for the satisfactory execution of all delegated power and duties.

Lines of authority shall be outlined by the Superintendent by means of organization charts, job descriptions, administrative regulations or directives.

Adopted: September 20, 2016

LEGAL REF.: 22-5-4 NMSA

6.20.2.12 NMAC

**ADMINISTRATIVE COUNCILS, CABINETS,
AND COMMITTEES**

The Board authorizes the Superintendent to establish advisory councils, cabinets, and committees when deemed necessary for proper administration of Board policies and for the improvement of the total education program. All cabinets, councils, and committees created by the Superintendent shall be for the purpose of obtaining to a maximum degree the advice and counsel of the personnel, clients, and patrons of the District.

The number, composition, and work to be done by such cabinets, councils, and committees shall be defined by the Superintendent.

Adopted: September 20, 2016

SCHOOL PRINCIPALS/BUILDING ADMINISTRATORS

The primary duty of a principal is to administer and supervise the instructional program. A principal, as the educational leader of the school, will administer and supervise the school in accordance with policies and administrative regulations of the District.

A principal will be directly responsible to and will report only to the Superintendent and will keep the Superintendent informed of the conditions and needs of the school. Duties, authority, and responsibilities of the principal will be delegated only by the Superintendent. These duties include, but are not limited to, the following:

- A principal is responsible for the operation of the educational program of the school.
- A principal is responsible for the supervision and evaluation of the building staff members and the development of professional development plans or job improvement plans to assist school employees to improve.
- A principal will recommend employment, promotion, transfer, discharge and termination of school employees in the assigned school.
- A principal will maintain discipline on the part of personnel and students.
- A principal will care for and protect the building, the equipment, the grounds, and other school property.
- A principal will maintain school records and prepare reports.
- A principal will develop a proposed budget for the public school, with input from the PAC, and submit it to Superintendent.
- A principal will take reasonable precautions to safeguard the health and welfare of students and staff members, will report accidents, will formulate plans for emergencies, and will conduct evacuation drills each school month and keep written records of such drills.
- A principal will be responsible for maintaining a close relationship with the community and should interpret the educational program to the citizens of the District.
- A principal will remain well informed relative to modern educational thought and practice.
- A principal will perform other duties assigned to him by the Superintendent to implement the policies of the Board.

Adopted: September 20, 2016

LEGAL REF.: 22-10A-18 NMSA

SCHOOL-BASED MANAGEMENT Parent Advisory Committee (PAC)

The Board authorizes the establishment of a PAC at each school site. The PAC shall work with the school principal and give advice, consistent with state and school district rules and policies, on instructional issues and curricula and on the public school's proposed and actual budgets.

The PAC shall develop creative ways to involve parents in the schools, champion for students, build community support and encourage community participation in the public schools.

Develop strategies/designs that may coordinate with any existing work force develop boards or vocational education advisory councils to connect students and school academic programs to business resources and opportunities

This shared decision making shall not supersede Board, Superintendent, or principal decision-making responsibilities unless waived by the Board.

Membership

The PAC at each school shall reflect an equitable balance between school employees, parents, and community members and shall be composed of:

- Two (2) parents of students enrolled in the school who are not employed by the District.
- One (1) teachers.
- One (1) non-licensed employee.
- Two (2) community members, one (1) who must represent the business community if such person is available.

The initial representatives shall be selected at public meetings held at the school site, and thereafter, representatives shall be selected by their groups at an annual organizational meeting. Each group specified above shall select its PAC appointees and shall submit the names of its respective representatives to the principal. Schools shall give notice of the public meeting where the representatives of

the groups shall be selected, clearly stating its purpose, time and place. The notice shall be posted in at least three (3) different locations at the school site and in the community and shall be given to pupils for delivery to their parents or guardians. Should a committee member resign or move the principal may appoint an interim member of the group until the next organizational meeting.

The principal will call advisory committee meetings and maintain minutes, post the agenda, and provide necessary resources for their functions in accord with Statutes, Secretary of Public Education regulations and District policy and regulations.

Adopted: September 20, 2016

LEGAL REF.: 22-5-16 NMSA

CROSS REF.: BDD-Board-Superintendent Relationship

CCB – Line and Staff Relations

REGULATION**REGULATION**

**SCHOOL-BASED MANAGEMENT
Parent Advisory Committee (PAC)
Role and Responsibility of the PAC**

The council:

- Is advisory to the school administrative staff.
- Is a representative group that solicits input from parents, community, and staff members.
- Reviews literature and data.
- Makes recommendations for school improvement.
- Monitors implementation structure for new instructional designs.
- Provides local leadership and representation in the school decision-making structure.

There may be a tendency for PAC to lose its understanding of extended ownership to groups affected by its decisions, and, in effect, become a new local bureaucracy. To avoid this result, employees must be aware and remind one another that the movement to shared decision making at the school level is not for the purpose of creating new, smaller bureaucracies to replace a large bureaucracy, but, rather, a movement to involve all constituencies in fulfilling the mission and beliefs of the District.

SCHOOL-BASED MANAGEMENT

Parent Advisory Committee (PAC)

Research has identified characteristics of effective schools. Such research makes it clear that the most influential unit of effective school change or improvement is the individual school demonstrating the following characteristics:

- Consensus on explicit instructional goals and beliefs (mission statement).
- District-level support for school improvement; Board, administration, and staff commitment to current research and the District-adopted mission statement.
- Ongoing staff development and training.
- High level of parental involvement and support.
- Individual school autonomy and flexibility in the development of new curricular and instructional designs.
- Collaborative, collegial instructional planning.
- A focus on basic skills acquisition.
- An emphasis upon higher-order cognitive skills.
- Teacher responsibility for effective instructional and classroom management decisions and practices.
- Teacher/parent accountability and acceptance of responsibility for student performances.
- A safe, orderly, and disciplined school climate.
- Strong instructional leadership.
- Frequent monitoring of student progress.
- Measurable student performance outcomes

VIDEO SURVEILLANCE

The School Board authorizes the use of video surveillance equipment on School District property to enhance the safety of students and others on school premises and to deter inappropriate behavior.

In dealing with surveillance of students and employees, the Board recognizes both its obligation to provide appropriate levels of supervision in the interests of safety and the fact that students and employees have privacy rights that are reduced but not eliminated while under the supervision of the school. Thus video surveillance, like other forms of supervision, must be carried out in a way that respects privacy rights.

A video recording is subject to the provisions of the Family Education Rights and Privacy Act (FERPA).

Use

Video surveillance cameras may be used to monitor and/or record in locations authorized by the school principal or the officials of the School District. Public notification signs must be prominently displayed, indicating the use of video surveillance. Video surveillance in an instructional setting would be used only with permission from the Superintendent when there are specific circumstances that require additional need of video surveillance cameras for safety purposes.

Video surveillance is not to be ordinarily used in locations where appropriate confidential or private activities/functions are routinely carried out (e.g., bathrooms, private conference/meeting rooms). The Superintendent of Schools or designee must authorize any exception to this on the grounds that no other supervision option is feasible and that the pressing need outweighs the privacy interest of the student or other person likely to be observed. Surveillance of such locations may not be authorized on an ongoing basis.

Security

Only a designated employee or agent of the School District will install surveillance cameras. Only designated school officials shall have access to the camera equipment and operations system. For the purposes of this policy, school officials are school administrators, school employees designated by school administrators, and school resource officers. Only these school officials shall handle the camera or copies of video segments. Video copies shall be stored in a secure area. Video copies may never be sold, publicly viewed or distributed in any other fashion except as approved for by this policy and/or relevant legislation.

Viewing of Video Recordings

Video monitors used to view video recordings should not be located in a position that enables public viewing. Video recordings may only be viewed by school administrators, school officials, or school staff members with a direct involvement with the recorded contents of the specific video recording or employees or agents responsible for the technical operations of the system (for technical purposes only).

Use of Video Recordings for Disciplinary Action

Video recordings may be used as a basis for student or employee disciplinary action. Video surveillance recordings involving students are considered to be educational records under FERPA. Therefore, consent must be given in order to disclose information contained on video recordings obtained through video surveillance, except to the extent that FERPA authorizes disclosure without consent. Viewing may be refused or limited where viewing would be an unreasonable invasion of a third party's personal privacy, give rise to a concern for the safety of a third party or where protected from disclosure by law. All viewing requests must be submitted in writing to the Superintendent of Schools.

Retention of Video Recordings

A copy of a video recording shall be made when an incident results in a suspension or expulsion, a student injury, or if there is a prospect of a legal claim against the District. The copy of the video recording shall be sent to the Superintendent or designee to be kept in a secure location. If a recording is used in the making of a decision about a student or employee, the recording must be kept for a minimum of one year, unless earlier erasure is authorized by or on behalf of the individual or the relevant appeals periods have expired.

Video recordings shall be maintained for at least two weeks and then erased unless they are being retained as indicated in the preceding paragraph or at the request of the school principal.

Review

Each school principal is responsible for the proper implementation and control of the video surveillance system. The Superintendent of Schools or designee shall conduct an annual review to ensure that this policy and procedures are being followed.

Adopted: September 20, 2016

LEGAL REF.: 22-5-4 NMSA

22-5-14 NMSA

POLICY IMPLEMENTATION

The Superintendent has the responsibility for carrying out, through administrative regulations, the policies established by the Board. The administrative regulations shall specify required actions and reflect the detailed arrangement under which the District will be operated.

The policies adopted by the Board and the administrative regulations developed to implement policy are designed to promote an effective and efficient school system. All employees and students shall comply with Board policies and administrative regulations.

Adopted: September 20, 2016

LEGAL REF.: 22-5-4 NMSA

22-5-14 NMSA

REGULATION	REGULATION
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POLICY IMPLEMENTATION

Principals, directors, and others designated by the Superintendent shall establish procedures for conducting activities within their individual units that are consistent with administrative regulations and Board policies.

HANDBOOKS AND DIRECTIVES

Curriculum guides, manuals, handbooks, pamphlets, and similar publications will be presented to the Superintendent for approval prior to publication. The Superintendent shall ensure that all such publications are consistent with Board policies and administrative regulations.

Copies of all such publications shall be provided to the Board.

Adopted: September 20, 2016

REGULATION	REGULATION
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HANDBOOKS AND DIRECTIVES

All curriculum guides, manuals, handbooks, pamphlets, and similar publications shall be reviewed by the principal or supervisor, and shall be forwarded to the Superintendent for approval prior to printing and distribution.

**ADMINISTRATION IN THE
ABSENCES OF POLICY**

The Superintendent shall have the authority to implement action if a situation should develop that is not covered by established Board policy. It is the Superintendent's duty to inform the Board of any such action and of the need to develop an official policy.

Adopted: September 20, 2016

LEGAL REF.: 22-5-4 NMSA

22-5-14 NMSA

ADMINISTRATIVE CONSULTANTS

Professional consultants from the New Mexico School Boards Association, the New Mexico Public Education Department, universities, and colleges, as well as other resource persons, may be used when such consultive services will be helpful in the improvement of the instructional program. All consultants shall be approved by the Superintendent prior to the invitation and arrangement for such visitation.

Adopted: September 20, 2016

LEGAL REF.: 22-5-14 NMSA

SCHOOL DISTRICT ANNUAL ACCOUNTABILITY REPORT

The Board shall make an annual accountability report as determined by the Public Education Department containing such information and surveys as may be required by state statute or administrative code. The report shall include the names of those board members who failed to attend mandatory training. Preparation of the report shall be in accord with the relevant statutes.

The District's annual accountability report shall be adopted by the Board. The report shall be published no later than November 15 of each year and shall be published at least once each school year in a newspaper of general circulation in the county where the District is located as well as on the school website. The report, titled "The School District Report Card", shall be disseminated in accordance with guidelines established by the Secretary of Public Education.

Adopted: June 19, 2018

LEGAL REF.: 22-1-6.1 NMSA

22-2C-11 NMSA

22-8-23.3 NMSA

CROSS REF.: IKAB – Report Cards/Progress Reports