

GENERAL SCHOOL ADMINISTRATION

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GOALS AND OBJECTIVES - ADMINISTRATIVE TEAM

CA

All staff members, both licensed and classified, of the Biloxi Public Schools have a responsibility for administration of the school system. Effective decisions made in daily school operations and effective participation in planning groups of the schools are essential to the fulfillment of the total staff responsibility for administration.

The following philosophy of administration is adopted by the Board of Trustees and adhered to:

Effective operation of schools in the Biloxi Public School District requires an organizational structure, effective administrative leadership at every level of responsibility, and decision-making at the point in the structure where the decision can most effectively be made.

The function of leadership at every level is to examine relevant facts and alternatives and to involve appropriate individuals in the process of reaching a decision. The responsibility of leadership is to provide machinery and/or measures that provide for effective communication. Once the decision is made, it is the function of administration and the persons affected by such decisions not only to follow through to see that they are implemented, but to evaluate continuously these decisions and to recommend revisions that they feel should be made.

The Board of Trustees supports the administrative team in further charging it with the responsibility to accomplish the following objectives:

1. To develop and implement plans which will achieve cooperation with community leaders in solving common concerns.
2. To develop and implement guidelines for involving students, teachers, parents, and community leaders in the operation of the school program.
3. To use existing structures and/or implement new ones to involve the business community to assist students in developing employability skills.
4. To develop and implement guidelines which will encourage schools to use volunteers and utilize their services effectively.

In order to effectively implement this philosophy, the school system must be organized and operated in such a way as to designate administrative services and establish positive action primarily to implement these services. The Board of Trustees recognizes and supports the administrative team as the major decision-making body in the Biloxi Public Schools, and further recognizes that the team includes all levels of administration, at building level or Central Office, with its primary responsibility to accomplish the following objectives:

1. To identify processes which will facilitate or problems which may inhibit the effective delivery of educational programs and services.
2. To develop and implement plans which will achieve desired results in the delivery of these programs and services.
3. To initiate better ways and/or means to improve current procedures in the attainment of educational programs and services.
4. To involve all levels of administration in making those decisions which will ultimately lead to recommendations of major policy changes by the Superintendent to the Board of Trustees.

LINE AND STAFF RELATIONS**CD**

The School Board directs the Superintendent to inform all personnel regarding the working relationships in the school system.

Lines of direct authority shall be those approved by the Board and shown on the district organization charts.

Personnel shall refer matters requiring administrative action to the administrator to whom they are responsible. That administrator shall refer such matters to the next higher administrator when necessary. All personnel shall keep the immediate administrator informed of their activities.

Personnel shall have the right to appeal any decision made by an administrative officer through grievance procedures established through Board policy.

The established lines of authority represent direction of authority and responsibility. When the staff is working together, the lines represent avenues for a two-way flow of ideas to improve the program and operations of the school system.

Subject to review by the Board of Trustees, administrative control and direction of the Biloxi Public School District shall be vested in the Superintendent, who serves as the leader of the administrative team. He/She shall have authority to take the necessary actions to secure effective and efficient operation of the school system, consistent with the policies of the Board of Trustees, provisions of the school laws and regulations of the State of Mississippi and applicable federal legislation.

As executive officer of the Board of Trustees, the Superintendent of Education shall interpret the policies of the Board of Trustees, shall establish administrative procedures and regulations for implementation of the policies, and shall serve as fiscal agent for Biloxi Public Schools.

A. Selection by the Board of Trustees

The Board of Trustees shall select a Superintendent on or before the fifteenth day of January of each year, except when the Superintendent has a contract that is valid for the following school year. The Board shall have the power and authority to elect the Superintendent for a period not exceeding four scholastic years.

B. Duties of the Superintendent

As the chief executive officer of the school system, the Superintendent is responsible for the overall administration of the system, within the framework of policies and regulations established by the State Department of Education, and the local Board of Trustees. In the performance of his/her duties, he/she is responsible to the Board of Trustees.

The Mississippi Code of 1972 Annotated and policies of the Board of Trustees establish the following powers and duties of the Superintendent of Education:

1. To be chief executive administrative officer and professional advisor to the Board of Trustees.
2. To manage and direct the Biloxi Public School District in accordance with the policies and programs of the Board of Trustees.
3. To recommend for appointment, promotion, transfer, retirement, probation, and removal, or other personnel action required by law with regard to all teachers and other employees in the school system, consistent with state law and the policies and programs adopted by the Board of Trustees. It is further the responsibility of the Superintendent to annually evaluate all personnel in the school district, consistent with policies of the Board of Trustees.
4. To prescribe, control, and correlate the courses of study, textbooks, other educational apparatus, and equipment, consistent with school laws of the state and policies and programs adopted by the Board of Trustees.
5. To prepare and issue rules and regulations for administration and execution of the policies, plans, and programs adopted by the Board of Trustees.
6. To prepare the annual budget and revisions thereto for approval by the Board of Trustees as well as approve and direct all expenditures within the appropriations adopted by the Board of Trustees.
7. To make purchases and prepare contracts, subject to the limitations of state law and such policies as may be prescribed by the Board of Trustees.

8. To prepare for approval of the Board of Trustees salary schedules for teachers and other employees of the school district.
9. To prepare, with the assistance of the school architect, for approval by the Board of Trustees, plans for constructing or renovating school buildings and other school facilities.
10. To prepare for approval by the Board of Trustees the annual school calendar.
11. To develop and operate the school district on the basis of a continuing educational plan developed in compliance with the regulations set forth by the State Department of Education and in the Continuing Education Plan of the Biloxi Public School District. This plan shall be available to any citizen living within the district and to officials in the State Department of Education.
12. To develop and implement a public relations program designed to interpret the mission of the school district to the citizens of Biloxi.
13. To exercise such other powers and to perform such other duties not inconsistent with other general laws as may be prescribed by the Board of Trustees.

BOARD/STAFF RELATIONS - SCHOOL SUPERINTENDENT'S DUTIES**CEB**

Subject to review by the Board of Trustees, administrative control and direction of the Biloxi Public School District shall be vested in the Superintendent. He/She shall have the authority to take the actions necessary to secure effective and efficient operation of the school system, consistent with the policies of the Board of Trustees, provisions of the school laws, and regulations of the State of Mississippi and applicable federal regulations.

As executive officer of the Board of Trustees, the Superintendent of Education shall interpret the policies of the Board of Trustees and shall establish administrative procedures and regulations necessary for implementation of said policies.

In cases where action by the Superintendent is warranted, and in the absence of policy, the Superintendent of Education is authorized to act. However, the Superintendent's decision(s) should be subject to review by the Board.

Policies or policy manuals are to be housed in the central administrative office of the district and are available on the district website.

It is the intent of the Board of Trustees of this district that the Superintendent and district administrative staff take active leadership roles in the implementation of the Education Reform Act. The Board directs that the Superintendent

- A. attend State Department of Education management institutes as required;
- B. develop a written school district educational plan to carry out local and state objectives as specified by Board policy;
- C. establish standards for promotion, retention, and graduation of students that incorporate the results of state and local testing programs, these approved as shown by the minutes of the Board, with evidence that these policies have been implemented in the schools of the district;
- D. supervise and evaluate the extent to which principals lead school instructional activity;
- E. establish uniform disciplinary policies for the school district, commensurate with age/grade levels and case/statutory law;
- F. apportion budgeted funds to accomplish policy requirements;
- G. coordinate performance-based school district instructional programs.

AUTHORIZED REPRESENTATIVE TO SECURE FEDERAL SURPLUS PROPERTY

CEBA

The Superintendent of Education shall be authorized to act for the Biloxi Public Schools in acquiring federal surplus property through the Mississippi educational agency for surplus property, and in entering into agreements, certifications, and covenants of compliance concerning the use of federal surplus property, and shall be authorized to delegate this authority to employees of Biloxi Public Schools.

ADMINISTRATIVE PERSONNEL ASSIGNMENT

CGE

The Superintendent of this school district shall have the power and authority to make assignments of all licensed employees as provided in Section 37-9-15 and Section 37-9-17 and to make reassignments of such employees from time to time to any area in which said employee has a valid certificate issued by the State Department of Education; provided, however, that upon request from the employee so transferred, such assignments shall be subject to review by this School Board.

The school district employs an appropriately licensed principal in each of the schools.

LEGAL REF.: Mississippi Code, Section 37-9-14 (s) (1992)

ADMINISTRATIVE PERSONNEL EVALUATION

CGI

Administrative personnel shall be evaluated annually. The school district shall adopt and implement a formal personnel appraisal system for licensed staff which includes assessment of employees' on-the-job performance.

ADMINISTRATIVE PERSONNEL REASSIGNMENT**CGL**

Personnel shall be reassigned on the basis of qualifications, the needs of the district, and personal desires. When it is not possible to meet all three conditions administrators shall be assigned (1) in accordance with the needs of the district, (2) where the Superintendent feels the employee is most qualified to serve, and (3) as to the expressed preference of employees.

The Superintendent shall have the power and authority to make assignments of all employees as provided in Sections 37-9-15 and 37-9-17 and to make reassignments of such employees from time to time to any area in which said employee has a valid certificate issued by the State Department of Education.

LEGAL REF.: Mississippi Code, Section 37-9-14 (s) (1991).

EXPENSES - TRAVEL OF ADMINISTRATIVE PERSONNEL**CGPD**

The Superintendent of Education shall be encouraged to attend national, state, regional, and local professional school meetings or conferences consistent with the needs and welfare of the school system.

The Superintendent shall develop administrative procedures for requesting travel on the part of school personnel that would be consistent with the policies of the Board of Trustees.

The Board of Trustees recognizes that professional personnel frequently have opportunities to participate in educational meetings of value to the school district. Such meetings may be attended under the following conditions:

1. Reimbursement for travel, lodging, meals, registration, and other major items related to the meetings will be made only for personnel who attend such meetings with prior approval and at the request of the administration. Receipts for expenses should be attached to the travel expense voucher. Reimbursement is limited to actual expense, not to exceed the current rate established by the State Fiscal Management Board.
2. A request to attend a professional meeting shall be submitted in writing through the principal or immediate supervisor to the appropriate director no later than ten (10) school days prior to the activity. If there is any deviation from the ten (10) school days, the staff members should use "comment" section to explain. The district form for request for professional school business leave, along with a completed travel request form, is to be used in making the request.
3. Meal per diem or reimbursement will not be allowed for trips that do not require an overnight stay.
4. Per diem or other reimbursements shall be in amounts not to exceed those prescribed by the state.
5. Because of budget limitations or other reasons, personnel on occasion may be approved for travel but at their own partial or full expense. In such cases, professional school business leave days will be granted.

Professional school counselors must spend a minimum of eighty percent (80%) of their contractual time to the delivery of services to students as outlined by the American School Counselor Association. Delivery of services is the direct service provided to students, parents, school staff and the community which are interaction between professional school counselors and students. These direct services may include the delivery of the following:

- **School counseling core curriculum:** This curriculum is designed to help students attain the desired competencies and to provide all students with the knowledge, attitudes and skills appropriate for their developmental level. The school counseling core curriculum is delivered throughout the school's overall curriculum and may be presented by professional school counselors in collaboration with other professional educators and other resources. Collaborative efforts may be implemented to enhance the services provided.
- **Individual student planning:** Professional school counselors coordinate ongoing systemic activities or individual/group sessions designed to assist students in establishing personal/social goals and developing future career plans.
- **Responsive services:** Responsive services are designed to meet students' immediate needs and concerns in regard to social/personal issues. Responsive services may include counseling in individual, small-group settings, or crisis responses.
- **Indirect Student Services:** Indirect services are provided on behalf of students as a result of the school counselors' interactions with others including referrals for additional assistance, consultation and collaboration with parents, teachers, other educators and community organizations.
- **Professional school counselors shall abide by the American School Counselor Association Code of Ethics.**