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CA Goals and Objectives of Service Center Administration

CA

The goal of educational service center administration is to create an environment in which all students can demonstrate continuous academic improvement. The director must possess leadership qualities which motivate all staff members to improve the educational program and to attain the board's goals and objectives. The director, with the board's direction, shall endeavor to mobilize and coordinate available resources to develop an educational program designed to maintain continuous academic improvement for students served and to obtain highly qualified staff to provide quality special education and related services for our member districts.

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**CB Administrator Ethics**

**CB**

An administrator's professional behavior must conform to an ethical code. The administrator acknowledges service centers belong to the public and they must provide educational opportunities to the students they serve. An administrator's actions will be viewed and appraised by the community, professional associates, and students. Therefore, the administrator subscribes to the following standards:

The administrator:

- Makes the well-being of students the basis for decision making and action;
- Fulfills professional responsibilities with honesty and integrity;
- Supports the principle of due process as required by law;
- Obeys local, state and national laws;
- Implements all board policies, rules and regulations;
- Pursues appropriate measures to correct those laws, policies and regulations that are not consistent with sound educational goals;
- Avoids using an administrative position for personal gain;
- Accepts academic degrees or professional certificates only from duly accredited institutions;
- Seeks to improve the profession through research and continuing professional development; and
- Honors employment contracts until fulfillment or release.

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**CD Administrative Line and Staff Relations (See GACA and GACB) CD**

All administrators are ultimately responsible to the board. Within the limits of policy and terms of the job description, the director's administrative subordinates have full authority to administer service center programs.

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**CE Service Center Director**

**CE**

The director is the service center's administrative leader and shall have, under the board's direction, general supervision of programs, personnel and departments of the service center. The director is accountable to the board and is responsible for managing the service center in compliance with board policies

The director may delegate powers and duties to other service center personnel. Delegating power or duties, however, shall not relieve the director of responsibility for any action taken.

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**CEA Director Qualifications**

**CEA**

The director shall possess, or be eligible to hold a certification as a chief administrator for a service center as provided for in the Kansas State Board of Education regulations.

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**CEB** Director's Duties

**CEB**

The director shall be responsible to:

Serve as the center's chief administrator;

Carry out all board policies and rules;

Oversee safe and orderly service center operation;

Ensure student achievement for all students served;

Build positive service center/community relations;

Lead the board in developing constructive board/director relations;

Oversee effective and efficient staff performance;

Practice responsible fiscal, facility and resource management; and

Model positive professional attributes.

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**CEC Director Recruitment**

**CEC**

The director search presents the board with an opportunity to recruit individuals who will implement the board's goals. The board shall establish an orderly procedure for employing a director that conforms to generally accepted ethical and legal standards and minimizes misunderstanding in the community. The process should allow the board ample opportunity to evaluate a number of candidate's qualifications whose professional training and experience meet district needs. The board may solicit applications from qualified staff members and may list the vacancy with placement offices.

The board may select a professional committee who shall screen all applications and recommend finalists to the board for interviews. The board shall interview selected candidates. Board members should visit each finalist's district.

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**CEE Compensation and Benefits**

**CEE**

The board shall annually determine the director's compensation and benefits. Compensation shall be based on recent performance and the director's ability to carry out board policy.

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**CEF Expense Reimbursement and Credit Cards (See CG, GAN and KB)CEF**

The director's use of a service center motor vehicle and credit card shall be confined to necessary service center business only. The board shall annually prescribe limits and restrictions on the use of credit cards and shall monitor monthly receipts and reimbursement expenses. Expenses for service center travel in personal vehicles or extended travel incurred in the performance of official duties shall be reimbursed in accordance with the provisions of GAN.

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**CEG Director's Professional Development Opportunities**

**CEG**

The director shall keep updated on new educational practices and shall attend educational conferences and other learning opportunities as approved or required by the board.

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**CEI Evaluating the Director (See CGI and GAK)**

**CEI**

The board shall adopt an evaluation system that provides a basis for formal evaluation of the director's performance. The system shall include the evaluation form used and the process necessary to complete the form.

The board shall evaluate the director using the evaluation form in accordance with current legal requirements for the first four years of employment and annually for the term of the director's employment.

The director's evaluation shall be confidential and be made available only to the board, the director, and others as provided by law.

The evaluation instrument shall be on file at the service center office with the clerk. Any revisions in the evaluation system shall include input from the director.

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**CEJ Nonrenewing or Terminating the Director's Contract**

**CEJ**

The board may nonrenew or terminate the director's contract.

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**CEK Resignation**

**CEK**

The director may submit a resignation to the board president at a regular or special meeting. The board shall consider the resignation in light of the service center's needs.

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**CF Board-Director Relations (See BBC)**

**CF**

The board delegates to the director all administrative duties. The board reserves the ultimate decision in all matters concerning personnel policy or expenditures of funds; it will normally proceed in those areas only after receiving the director's recommendations.

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The board shall employ administrative personnel as needed.

Compensation Guides and Contracts

Administrative personnel shall be compensated for their services with a contracted salary determined by the board. Administrative contracts shall be reviewed annually. The board shall determine the terms and length of each contract. The board's attorney may develop and review administrator contracts.

Qualifications and Duties

The director shall develop appropriate job descriptions for each administrative position. When adopted by the board, job descriptions shall be filed in the service center office and may be published in the appropriate handbook.

Recruitment

The board delegates to the director the authority to identify and recommend the appointment of individuals to fill vacant administrative positions. The director shall screen all applicants and may use other staff members to assist. The director shall make recommendations to the board. The service center may pay preapproved expenses incurred by candidates interviewed for an administrative position.

Assignment

The board shall solicit the director's recommendations in appointment, assignment, transfer, demotion, termination, or non-renewal of any administrative personnel.

Orientation

The director shall conduct an appropriate administrative orientation program.

Supervision

The director shall be responsible for supervising all administrative personnel.

Administrative Intern Program

The board may establish, by contract with an approved administrator training institution, an administrative intern program.

Travel Expense and Reimbursement

Travel expense for administrative staff shall be provided in accordance with CEF and GAN.

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**CGI Administrator Evaluation (See CEI and GAK)**

**CGI**

Administrative personnel shall be evaluated in writing by the director in accordance with legal requirements for the first two years of employment and at least annually thereafter. Administrative personnel files and evaluations shall be available only to the board, the appropriate administrator, the director, and others authorized by law.

The board's procedures concerning evaluation of service center administrators shall be on file with the clerk in the service center office and may be published in the appropriate handbook.

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**CJ** Hiring Consultants (See BBG, CL and ID)

**CJ**

The administration may use professional consultants. The board shall approve any consultant pay in advance or may instruct the director to budget a specific amount for consultant fees.

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**CK Professional Development Opportunities**

**CK**

The board encourages, and may require, administrators to attend activities which will directly benefit the service center. The service center may pay expenses to attend meetings approved by the director.

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CL Administrative Teams (See BBG, CJ and ID)

CL

The board advocates the team concept of service center administration.

Method of Appointment

The director shall select the members of each administrative team.

Organization

The director shall determine the organization of each administrative team.

Resources

With board approval, the team may use outside consultants and service center resources.

Financial

The director may recommend an administrative team budget to the board.

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**CM Policy Implementation (See BDA, CMA, GAA and JA)**

**CM**

Administrative employees who fail to implement board policies may, by board action, be suspended, demoted, placed on probation, non-renewed or terminated.

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**CMA Administrative Rules and Regulations ,**  
(See BDA, CM, DJFAB, GAA and JA)

**CMA**

The director is responsible for recommending rules and regulations necessary to carry out board policy and to operate the service center. These rules and regulations shall constitute the administrative handbooks governing the service center and shall be considered for approval, modification, or disapproval by the board. No administrative rule shall conflict with board policy.

The director shall review all proposed rules before they are submitted to the board. The administrative staff shall review all administrative rules recommended by the director before being submitted to the board for their consideration.

**Staff Involvement**

The director may include representatives of those employees who will be affected at the planning stage.

**Community Involvement**

The director may involve service center patrons on committees or study groups whenever necessary and appropriate.

**Student Involvement**

The director may consider students' opinions concerning rules which affect them.

**Rules Drafting**

All proposed rules may be submitted to the legal counsel to determine their legality before they are submitted to the board.

Disseminating Rules

All employees who play a role in enforcing the rules or who will be affected by any rule changes shall be given copies of the pertinent rules and any revisions.

Reviewing Rules

Administrative rules adopted by the board shall be subject to regular review by the administrative staff. Proposed changes shall be submitted to the board.

Action Allowed When No Policy Exists

In an emergency when action must be taken, the director shall have authority to act. Any decision shall be subject to board review at the next meeting. The director should recommend any policy needs the incident may have created.

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(See BE, CNA, ECA, IDAE, II, HAI, JGGA, and JR et seq.)

The board shall designate a Freedom of Information Officer with the authority to establish and maintain a system of records in accordance with the Kansas Open Records Act and other applicable laws and may assign the board treasurer to handle requests for records and to serve as the custodian of the records. The custodian shall prominently display and distribute or otherwise make available to the public a brochure in the form prescribed by the local Freedom of Information Officer.

#### Types of Records

A public record means any recorded information, regardless of form or characteristics which is made, maintained or kept by or is in the possession of the service center, including those exhibited at public board meetings.

#### Central Office Records

Records maintained by the director shall include, but not be limited to, the following: financial, personnel, property (both real and personal) owned by the service center.

#### Building Records

Records maintained by the building administrators shall include, but not be limited to, the following: activity funds, student records, and personnel records. (See JR et seq.)

Public Access

All records, except those subject to exception by the Kansas Open Records Act, shall be open to inspection by the general public during regular office hours at the service center office. The director will establish procedures for making records available on normal business days when the service center office closed. Copies of open records shall be available on written request.

Requests for access to open records shall be made in writing to an official custodian of service center records. The official custodian shall examine each request to determine whether the record requested is an open record or is subject to an exception by the Kansas Open Records Act. The custodian shall either grant or deny the request.

If the custodian does not grant the request, the person requesting the record shall receive a written explanation of the reason for the denial within three days of the request, if an explanation is requested. If the requester disagrees with the explanation, the freedom of information officer shall settle the dispute.

To the extent possible, requests for access to records shall be acted on immediately. If the request is not acted on immediately, the custodian shall inform the requester of when and where the open record will be made available. The record shall be made available within three business days of the request. Each custodian shall file all requests and their dispositions in the appropriate office and make reports as requested by the director or the board.

The board shall annually set a fee for copies of records. Advance payment of the expense of copying open records shall be borne by the individual requesting the copy. Under no circumstances shall the documents be allowed out of their usual building location without approval of the official custodian.

Revenue from copying open records will be deposited in the service center's general fund.

Disposition

All service center office records shall be kept for at least the minimum length of time required by law.

The treasurer is designated as the official custodian of all board records and all service center office records maintained by the service center. In addition to those records required by law, the treasurer shall be responsible for preparing and keeping other records necessary for the service center's efficient operation.

Service center employees shall follow the guidelines found in the student records policies. (See JR and JRB)

Retention of Documents in Certain Circumstances (See CNA)

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CNA Document Production, Including Electronic Information \* CNA  
(See BCBK, BE, CN, ECA, IDAE, II, JGGA, JR et seq. and KBA)

Destroying Documents

After the service center receives knowledge of legal action against the service center or its employees, no documents or electronic information pertaining to the subject of the action, maintained in any form, may be destroyed.

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\* For detailed information, see Federal Rules of Civil Procedure. 34 Production of Documents, Electronically Stored Information.

**CO Reports**

**CO**

The board may require reports from the director or other staff members. The board delegates to the director authority to request reports from any staff member.

Types of Reports

Annual

The director shall submit to the board an annual report summarizing the service center's operations for the preceding service center year.

Budget Reports

The director shall present a monthly budget report to the board. The budget report shall be included in the board's agenda and shall include each account, the original appropriation, the amount expended to date, the amount encumbered to date, and the remaining balance in each account.

Disseminating Reports

The board, upon request, may receive copies of reports submitted to the director if there is no potential violation of any staff or students' privacy rights.

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