

**GENERAL SCHOOL ADMINISTRATION**

**SECTION C**

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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.

An educational administrator's professional behavior must conform to an ethical code. The code must be idealistic and at the same time practical, so that it can apply reasonably to all educational administrators. The administrator acknowledges that the schools belong to the public they serve for the purpose of providing educational opportunities to all. However, the administrator assumes responsibility for providing professional leadership in the school and community. The responsibility requires the administrator to maintain standards of exemplary professional conduct. It must be recognized that the administrator's actions will be viewed and appraised by the community, professional associates, and students. To these ends, the administrator subscribes to the following statements of standards.

**The educational administrator:**

- Makes the well-being of students the fundamental value of all decision-making and actions.
- Fulfills professional responsibilities with honesty and integrity.
- Supports the principle of due process and protects the civil and human rights of all individuals.
- Obeys local, state, and national laws and does not knowingly join or support organizations that advocate, directly or indirectly, the overthrow of the government.
- Implements the governing board of education's policies and administrative rules and regulations.
- Pursues appropriate measures to correct those laws, policies, and regulations that are not consistent with sound educational goals.
- Avoids using positions for personal gain through political, social, religious, economic, or other influence.
- Accepts academic degrees or professional certification only from duly accredited institutions.
- Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.
- Honors all contracts until fulfillment, release, or dissolution mutually agreed upon by all parties to contract.

Source: Statement of Ethics for School Administrators, American Association of School Administrators (1981)

**SUPERINTENDENT QUALIFICATIONS**

**CEA**

This school district shall have a superintendent of schools, selected in the manner provided by law, including Mississippi Code of 1972, Section 37-9-13.

LEGAL REF.: MS CODE as cited

CROSS REF.: Policies CEB – Duties of Superintendent

The superintendent shall be responsible for implementing board policy in the daily operations of the school district. The superintendent and administrative personnel shall adhere to board policy, mission statement, and district goals in the performance of their duties.

To enhance quality teaching and learning, the superintendent and administrative personnel shall:

1. implement the goals established by the Board of Trustees (the “Board”);
2. identify and influence the formulation and/or revision of administrative goals, policies, rules and regulations;
3. stimulate, plan and direct the development of programs to achieve the district's goals and purposes;
4. establish and coordinate the activities of professional and non-professional employees concerned with planning and implementing the programs;
5. procure and manage material and fiscal resources to support the schools and programs; and
6. assess continuously, cooperatively, and constructively the policies, regulations and general performance of all school personnel.

#### **Legal Role**

1. It shall be the duty of the superintendent to administer the schools within this district and to implement the decisions of the Board.
2. In addition to all other powers, authority and duties imposed or granted by law, the superintendent shall have the following powers, authority and duties provided by Mississippi Code of 1972, Section 37-9-14:
  - a. To enter into contracts in the manner provided by law with each assistant superintendent, principal and teacher of the public schools under his supervision, after such assistant superintendent, principal and teachers have been selected and approved in the manner provided by law.
  - b. To enforce in the public schools of the school district the courses of study provided by law or the rules and regulations of the State Board of Education, and to comply with the law with reference to the use and distribution of free textbooks.
  - c. To administer oaths in all cases to persons testifying before him relative to disputes relating to the schools submitted to him for determination, and to take testimony in such cases as provided by law.
  - d. To examine the monthly and annual reports submitted to him by principals and teachers for the purpose of determining and verifying the accuracy thereof.
  - e. To preserve all reports of superintendents, principals, teachers and other school officers, and to deliver to his successor or clerk of the board of supervisors all money, property, books, effects and papers.

- f. To prepare and keep in his office a map or maps showing the territory embraced in his school district, to furnish the county assessor with a copy of such map or maps, and to revise and correct same from time to time as changes in or alterations of school districts may necessitate.
- g. To keep an accurate record of the names of all the members of the Board showing the districts for which each was elected or appointed, the post office address of each, and the date of expiration of his term of office. All official correspondence shall be addressed to the Board and notice to such members shall be regarded as notice to the residents of the district and it shall be the duty of the members to notify such residents.
- h. To deliver in proper time to the assistant superintendents, principals, teachers and board members such forms, records and other supplies which will be needed during the school year as provided by law or any applicable rules and regulations, and to give to such individuals such information with regard to their duties as may be required.
- i. To make to the Board reports for each scholastic month in such form as it may require.
- j. To distribute promptly all reports, letters, forms, circulars and instructions which he may receive for the use of school officials.
- k. To keep on file and preserve in his office all appropriate information concerning the affairs of the school district.
- l. To visit the schools of his school district in his discretion, and to require the assistant superintendents, principals and teachers thereof to perform their duties as prescribed by law.
- m. To observe such instructions and regulations as the Board and other public officials may prescribe, and to make special reports to these officers whenever required.
- n. To keep his office open for the transaction of business upon the days and during the hours so designated by the superintendent and approved by the Board.
- o. To make such reports as are required by the State Board of Education.
- p. To make an enumeration of educable children in the school district as prescribed by law.
- q. To keep in his office and carefully preserve the public school record provided, to enter therein the proceedings of the Board and his decision upon cases and his other official acts, to record therein the data required from the monthly and term reports of principals and teachers, and from the summaries of records thus kept.
- r. To delegate student disciplinary matters to appropriate school personnel.
- s. To make assignments to the various schools in the district of all noninstructional and nonlicensed employees and all licensed employees, as provided in Sections 37-9-15 and 37-9-17, and to make reassignments of such employees from time to time; however, a reassignment of a licensed employee may only be to an area in which the employee has a valid license issued by the State Department of Education. Upon request from any employee transferred, such assignment shall be subject to review by the Board.
- t. To employ substitutes for licensed employees, regardless of whether or not such substitute holds the proper license, subject to such reasonable rules and regulations as may be adopted by the State Board of Education.

- u. To comply in a timely manner with the compulsory education reporting requirements prescribed in Section 37-13-91 (6).
  - v. To perform such other duties as may be required of him by law.
  - w. To notify, in writing, the parent, guardian or custodian, the youth court and local law enforcement of any expulsion of a student for criminal activity as defined in Section 37-11-29.
  - x. To notify the youth court and local law enforcement agencies, by affidavit, of the occurrence of any crime committed by a student or students upon school property or during any school-related activity, regardless of location and the identity of the student or students committing the crime.
  - y. To employ and dismiss noninstructional and nonlicensed employees as provided by law.
  - z. To temporarily employ licensed and nonlicensed employees to fill vacancies which may occur from time to time without prior approval of the Board of Trustees, provided that the Board is notified of such employment and the action is ratified by the Board at the next regular meeting of the Board. A school district may pay a licensed employee based on the same salary schedule as other contracted licensed employees in the district until Board action, at which time a licensed employee approved by the Board enters a contract. If the Board, within thirty (30) days of the date of employment of such employee under this subsection, takes action to disapprove of the employment by the superintendent, then the employment shall be immediately terminated without further compensation, notice or other employment rights with the district. The terminated employee shall be paid such salary and fringe benefits that such employee would otherwise be entitled to from the date of employment to the date of termination for days actually worked.
    - aa. To prepare the annual budget and revisions thereto for adoption by the Board.
    - bb. To cause to be prepared, for approval by the Board, plans for constructing or renovating school buildings and other school facilities.
    - cc. To prepare the annual school calendar for approval by the Board.
    - dd. To maintain policies or policy manuals in the central administrative office and to make them available on the districts' website.
    - ee. To exercise such other powers and to perform such other duties not inconsistent with applicable law as may be prescribed by the Board.
3. All funds to the credit of the school district shall be paid out on pay certificates issued by the superintendent upon order of the Board properly entered upon the minutes thereof, and all such orders shall be supported by properly itemized invoices from the vendors covering the materials and supplies purchased. All such orders and the itemized invoices supporting same shall be filed as a public record in the office of the superintendent for a period of five (5) years. The superintendent shall be liable upon his official bond for the amount of any pay certificate issued in violation of the provisions of this section. The Board shall have the power and authority to direct and cause warrants to be issued against such district funds for the purpose of refunding any amount of taxes erroneously or illegally paid into such fund when such refund has been approved in the manner provided by law.
4. The superintendent shall be special accounting officer and treasurer with respect to any and all district school funds for his school district. He or his designee shall issue all warrants without the necessity of registration thereof by the chancery clerk. Transactions with the depositories and with the various tax collecting agencies which involve school funds for such school district shall be with the superintendent, or his designee.

5. The superintendent will have no responsibility with regard to agricultural high school and junior college funds. All agricultural high school and junior college funds shall be handled and expended in the manner provided for in Sections 37-29-31 through 37-29-39.
6. It shall be the duty of the superintendent to keep and preserve the minutes of the proceedings of the Board.
7. The superintendent shall maintain as a record in his office a book or a computer printout in which he shall enter all demands, claims, and accounts paid from any funds of the school district. The record shall be in a form to be prescribed by the State Auditor. All demands, claims and accounts filed shall be preserved by the superintendent as a public record for a period of five (5) years. All claims found by the Board to be illegal shall be rejected and disallowed. To the extent allowed by Policy DJA, all claims which are found to be legal and proper may be paid and then ratified by the Board at the next regularly scheduled Board meeting, as paid by the superintendent. All claims as to which a continuance is requested by the claimant and those found to be defective but which may be perfected by amendment shall be continued. The superintendent shall issue a pay certificate against any legal and proper fund of the school district in favor of the claimant in payment of claims. The provisions of this section, however, shall not be applicable to the payment of salaries and applicable benefits, travel advances, amounts due private contractors, or other obligations where the amount thereof has been previously approved by a contract or by an order of the Board entered upon its minutes, or paid by Board policy, or by inclusion in the current fiscal year budget, and all such amounts may be paid by the superintendent by pay certificates issued by him against the legal and proper fund without allowance of a specific claim therefor as provided in this section, provided that the payment thereof is otherwise in conformity with law.

The superintendent shall include as part of his/her duties all performance and process standards found in the Mississippi Public School Accountability Standards as well as those imposed by law and local district policies.

The Mississippi Public School Accountability Standard for this policy is standard 1.

LEGAL REF.: MS CODE as cited § 37-7-301(o); § 37-9-14; § 37-13-91; § 37-9-15; § 37-9-17; §§ 37-29-31 – 37-29-39

*Mississippi Public School Accountability Standards*

CROSS REF.: Policies ABB – Board Policies and Duties

CA – Goals and Objectives – Administrative Team



**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 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).

**ADMINISTRATIVE PERSONNEL EXPENSES**

**CGPD**

Administrative personnel who have first been authorized by the Superintendent to travel in the performance of their duties shall be advance or reimbursed their expenses under Policy DJD – Expense Reimbursements.

Pursuant to Mississippi Code of 1972, § 37-9-79, no individual shall be employed as a professional school counselor without a minimum of a Master's Degree in Guidance and Counseling, or in an emergency situation, an appropriate certification as determined by the Commission on Teacher and Administrator Education, Certification and Licensure and Development; and professional school counselors shall provide the following comprehensive counseling services:

- (i) Academic and personal/social counseling;
- (ii) Use multiple student data sources to help students make informed academic and career choices;
- (iii) Career and educational counseling;
- (iv) Individual and group counseling (large/small);
- (v) Crisis intervention and preventive counseling;
- (vi) Referrals to community agencies;
- (vii) Educational consultations and collaboration with teachers, administrators, parents and community leaders;
- (viii) Educational and career placement services;
- (ix) Follow-up counseling services;
- (x) Conflict resolution; and
- (xi) 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:
  - 1. 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.
  - 2. 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.
  - 3. 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.

4. 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.
5. Professional school counselors shall abide by the American School Counselor Association Code of Ethics.