

# THE NETWORK SCHOOLS ADMINISTRATION POLICY

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## The Network Schools

### ADMINISTRATION

#### 6000 Goals

The Administrative Staff's primary functions are to manage The Network Schools and to facilitate the implementation of a quality educational program. It is the goal of the Board that the administrative organization:

1. Provide for efficient and responsible supervision, implementation, evaluation and improvement of the instructional program, consistent with the policies established by the Board;
2. Provide effective and responsive communication with staff, students, parents and other citizens; and
3. Foster staff initiative and rapport.

The Network Schools shall be designed and operated such that all divisions and departments of The Network Schools are part of a single system guided by Board Policies implemented through the Executive Director and the Executive Director's Administrative Staff. It is the responsibility of all Administrators (Administrative Staff) of The Network Schools to fulfill their duties and responsibilities in accordance with: (1) Board Policies; and (2) Administrative Procedures developed by the Executive Director. The Executive Director may develop Administrative Procedures as necessary to ensure consistent implementation of Board Policies.

#### Policy History:

Adopted: 2/21/2011	Reviewed: 6/20/2016-7/18/2016	Revised: 7/18/2016
	Reviewed: 2/25/2019	Revised: 2/25/2019

## **The Network Schools**

### **ADMINISTRATION**

#### **6100 Executive Director – Duties and Authorities**

The Executive Director is The Network Schools executive officer and is responsible for the administration and management of The Network Schools, in accordance with Board policies and directives and state and federal law. The definition of the legal status and operation of The Network Schools can be found in Policy 1000. The Executive Director is hereby granted authority to act on behalf of the Board and The Network Schools in all administrative matters with the exception of those matters specifically reserved for the board in law or rule for which there lawfully cannot be any delegation by the Board. The Executive Director is also authorized to develop administrative procedures to implement Board policy and to delegate duties and responsibilities. Delegation of power or duty, however, shall not relieve the Executive Director of responsibility for the action which was delegated.

The Executive Director supervises the operation and management of The Network Schools. The Executive Director is responsible for curriculum and staff, establishing clear lines of communication regarding the school rules, accomplishments, practices, and policies with parents and staff. The Executive Director is responsible for the management of his/her staff, maintenance of the facility and equipment, administration of the educational program, management of the school's budget, and communication between the school and the community. The Executive Director will be evaluated on leadership ability and the ability to maintain a positive education and learning environment.

With written approval from the Board, the Executive Director may delegate school-specific duties enumerated in Administration Policies to the school's designated Lead Administrator.

The Board hereby delegates authority to the Executive Director to declare positions vacant should an employee willfully refuse to acknowledge receipt of an employment contract or the employment contract is not signed and returned to the board in the designated period of time.

#### Qualifications and Appointment

The Executive Director must be of good character and of unquestionable morals and integrity. The Executive Director shall have the experience and the skills necessary to work effectively with the Board, school employees, students, and the community.

When the office of the Executive Director becomes vacant, the Board will conduct a search to find the most capable person for the position. The Board will consider qualified staff members who apply for the position.

#### Evaluation

The Board will evaluate, at least annually, the performance of the Executive Director, using standards and objectives developed by the Executive Director and Board, which are consistent with The Network Schools' mission and goal statements. A specific time shall be designated for a formal evaluation session. The evaluation should include a discussion of strengths and weaknesses, as well as performance areas needing improvement.

Compensation and Benefits

The Board and the Executive Director shall enter into a contract in accordance with Idaho Code 33-5206(4). This contract shall govern the employment relationship between the Board and the Executive Director.

Cross Reference: Board Policy 1000 Legal Status and Operation  
Board Policy 1315 Continuous Improvement Planning

Legal Reference: I.C. § 33-320 Strategic Planning and Training  
I.C. § 33-513 Professional personnel  
I.C. § 33-1001 Definitions  
I.C. § 33-5206(4) Requirements and Prohibitions of a Public Charter School  
IDAPA 08.02.02.121 Local District Evaluation Policy  
Hancock v. Idaho Falls School District No. 91, Case No. CV-04-537-E-  
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## The Network Schools

### ADMINISTRATION

#### 6100P Board/Executive Director Relations

<b>The Board shall:</b>	<b>The Executive Director shall:</b>
Select the Executive Director and delegate to him/her all necessary administrative powers	Serve as chief executive officer of The Network Schools.
Adopt policies for the operations of the school system and review administrative procedures.	Recommend policies or policy changes to the Board and develop procedures that implement Board policy.
Formulate a statement of goals reflecting the philosophy of The Network Schools.	Provide leadership in the development, operation, supervision and evaluation of the educational program.
Adopt annual objectives for improvement of The Network Schools.	Recommend annual objectives for improvement of The Network Schools.
Approve courses of study.	Recommend courses of study.
Approve textbooks.	Recommend textbooks.
Approve the annual budget.	Prepare and submit the annual budget.
Approve expenditures in any budget category when expenditures in that category exceed, or are reasonably anticipated to exceed, previously approved expenditure levels by \$3,000 or more.	Inform the Board whenever expenditures exceed, or are reasonably anticipated to exceed, previously approved expenditure levels by \$3,000 or more; and recommend to the Board an approach regarding the expenditure(s) at issue
Employ certificated and classified staff, in its discretion, upon recommendation of the Executive Director.	Recommend candidates for employment as certificated and classified staff.
Authorize the allocation of certificated and classified staff.	Recommend staff needs based on student enrollment, direct and assign teachers and other employees of the schools under his/her supervision; shall organize, reorganize and arrange the administrative and supervisory staff, including instruction and business affairs, as best serves The Network Schools, subject to the approval of the Board.
Approve contracts for construction, remodeling, or major maintenance.	Recommend contracts for major construction, remodeling or maintenance.
Approve payment of vouchers and payroll.	Recommend payment of vouchers and payroll.

<b>The Board shall:</b>	<b>The Executive Director shall:</b>
Approve proposed major changes of school plant and facilities.	Prepare reports regarding school plant and facilities needs.
Assure that appropriate criteria and processes for evaluating staff are in place.	Establish criteria and processes for evaluating staff.
Appoint citizens and staff to serve on special Board committees, if necessary.	Recommend formation of ad hoc citizens' committees.
Conduct regular and special meetings.	As necessary attend all Board meetings and all Board and citizen committee meetings, serve as an ex-officio member of all Board committees and provide administrative recommendations on each item of business considered by each of these groups.
Serve as final arbitrator for staff, citizens and students.	Inform the Board of appeals and implement any such forthcoming Board decisions.
Promptly refer all criticisms, complaints, and suggestions called to its attention to the Executive Director.	Respond and take action on all criticism, complaints, and suggestions as appropriate.
Authorize the ongoing professional enrichment of its administrative leader as feasible.	Undertake consultative work, speaking engagements, writing, lecturing, or other professional duties and obligations.
Approve appropriate Charter School expenditures recommended by the Executive Director for the purpose of ongoing Charter School operations.	Diligently investigate and make purchases that benefit the most efficient and functional operation of The Network Schools.

Procedure History:

Adopted: 2/21/2011

Reviewed: 6/20/2016-7/18/2016

Revised: 7/18/2016

Reviewed: 2/25/2019

Revised: 2/25/2019

## **The Network Schools**

### **ADMINISTRATION**

#### **6200 School Organization**

The Executive Director shall develop an organizational chart indicating the channels of authority and reporting relationships for school personnel. These channels should be followed, and no level should be bypassed, except in unusual circumstances.

The organization of The Network Schools positions of employment for purposes of supervision, services, leadership, administration of Board policy, and all other operational tasks shall be on a "line and staff" basis. The Network Schools personnel occupying these positions of employment shall carry out their duties and responsibilities on the basis of line and staff organization.

#### Policy History:

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## The Network Schools

### ADMINISTRATION

#### **6300 Duties and Qualifications of Administrative Staff Other Than Executive Director**

##### Duty and Authority

As authorized by the Executive Director, Administrative Staff shall have full responsibility for the day-to-day administration of the area to which they are assigned. Administrative Staff are governed by the policies of The Network Schools and are responsible for implementing the administrative procedures that relate to their assigned responsibilities.

The Executive Director shall list each Administrative Staff member's duties and responsibilities in the job description for that position.

##### Qualifications

All Administrative Staff shall have a valid certificate and appropriate endorsements issued by the State Board of Education, and other qualifications as specified in the position's job description.

##### Administrative Work Year

The Administrative Staff's work year shall be the same as The Network Schools' fiscal year, unless otherwise stated in the employment agreement.

##### Compensation and Benefits

All Administrative Staff shall be placed on a written contract.

Legal Reference: I.C. § 33-513 Professional personnel.

##### Policy History:

Adopted: 2/21/2011	Reviewed: 6/20/2016-7/18/2016	Revised: 7/18/2016
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## The Network Schools

### ADMINISTRATION

#### **6310 Employment Restrictions for Administrative Personnel**

Time taken from the regularly assigned work schedule for such paid activities as consulting, college teaching, lecturing, etc., shall be subject to prior approval by the Executive Director for Administrative Personnel other than the Executive Director. The Executive Director shall obtain prior Board approval.

The amount of time lost to The Network Schools will be, but is not restricted to be:

(1) deducted from vacation time; (2) granted as additional personal leave as specified by Board policy; or (3) pro-rated to a dollar amount and that amount deducted from the next regularly scheduled pay period.

Time taken from the regularly assigned work schedule for non-paid activities shall follow the format established above.

#### Policy History:

Adopted: 2/21/2011

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Revised: 7/18/2016

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## **The Network Schools**

### **ADMINISTRATION**

#### **6320 Evaluation of Administrative Staff**

##### **Duties and Authorities**

The Administrative Staff is responsible for duties associated with The Network Schools operations. The Administrative Staff works under the direction of the Executive Director at The Network Schools.

##### **Qualifications and Appointment**

The Administrative Staff must be of good character and of unquestionable morals and integrity. They shall have the experience and skills necessary to work effectively with the Executive Director, Board, The Network Schools employees, students, and the community. To the extent required by Idaho code, the Administrative Staff shall have a valid Administrator's certificate with any endorsement required by State law and administrative code.

##### **Evaluation**

The Administrative Staff shall receive at least one (1) written, formal evaluation to be completed no later than June 1<sup>st</sup> for each annual contract year of employment. The Administrative Staff evaluation shall use multiple measures that are research based and aligned to the State minimum standards based on the Interstate School Leaders Licensure Consortium (ISLLC) standards and include proof of proficiency in conducting teacher evaluations using the State's adopted model, the *Charlotte Danielson Framework for Teaching Second Edition*.

The process of developing criteria and procedures for Administrative Staff evaluations will allow opportunities for input from stakeholders, including the Board, administrators, teachers, and parents and guardians.

##### Evaluation Objectives

The Network Schools' Administrative Staff Evaluation Program is designed to:

1. Maintain or improve each Administrative Staff's job satisfaction and morale by letting him or her know that the Executive Director and the Board is interested in his or her job progress and personal development;
2. Serve as a systematic guide for planning the Administrative Staff's further training and professional development;
3. Assure considered opinion of the Administrative Staff's performance and focus maximum attention on achievement of assigned duties;
4. Assist in determining and recording special talents, skills, and capabilities that might otherwise not be noticed or recognized;
5. Assist in planning personnel moves and placements that will best utilize the Administrative Staff's capabilities;
6. Provide an opportunity for the Administrative Staff to discuss job problems and interests with the Executive Director and the Board; and

7. Assemble substantiating data for use as a guide, although not necessarily the sole governing factor, for such purposes as wage adjustments, promotions, disciplinary action, and termination.

### **Responsibility**

The Executive Director and the Board shall have the responsibility for administrating and monitoring the Administrative Staff by utilizing The Network Schools' Performance Evaluation Program and will ensure the fairness and efficiency of its execution, including:

1. Creating and implementing a plan for ongoing training and professional development and the funding thereof for Administrative Staff in the Evaluation Program, including evaluation standards, forms, procedures, and processes and a plan for collecting and using data gathered from evaluation forms;
2. Creating a plan for ongoing review of the Administrative Staff Evaluation Program that includes stakeholder input from teachers, the Executive Director, Board members, administrators, parents/guardians, and other interested parties;
3. Creating a procedure for remediation for the Administrative Staff that receives an evaluation indicating that remediation would be an appropriate course of action;
4. Creating an individualized evaluation rating system for how the Administrative Staff's evaluation will be used to identify proficiency and record growth over time with a minimum of three (3) rankings used to differentiate performance of Administrative Staff including:
  - A. Unsatisfactory being equal to a rating of 1;
  - B. Basic being equal to a rating of 2; and
  - C. Proficient being equal to a rating of 3.

A fourth evaluation rating of Distinguished, being equal to "4," may be used in addition to the three (3) minimum rankings at the discretion of the Executive Director or Board; and

5. Completing the Administrative Staff Performance Evaluation annually, ensuring proper safeguards, and filing completed evaluations.

The individuals assigned this responsibility shall have received training in administrator evaluations based on the statewide framework for evaluations.

### **Written Evaluation**

A written, summative evaluation will be completed for the Administrative Staff by that member's supervisor no later than June 1<sup>st</sup> for each annual contract year of employment. The supervisor shall have training in administrator evaluations based on the statewide framework for evaluations. A copy will be given to the Administrative Staff member. The original will be retained by the Board. The evaluation shall be reviewed annually and revised as necessary to indicate any significant changes in duties or responsibilities. The evaluation is designed to increase planning and relate performance to assigned responsibilities through joint understanding between the Board and the Administrative Staff as to the job description and major performance objectives.

The evaluation will identify the sources of data used in conducting the evaluation. Proficiency in conducting observations and evaluating effective teacher performance shall be included as one source of data.

## Evaluation Measures and Criteria

Professional Practice: The Administrative Staff must receive an evaluation in which a majority of the summative evaluation results are based on Professional Practice. All measures within the Professional Practice portion of the evaluation must be aligned at a minimum to the following Domains and Components based upon the Idaho Standards for Effective Principals.

Domain 1: School Climate: The Administrative Staff promotes the success of all students by advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional development. The ~~School Administrators~~ Administrative Staff articulates and promotes high expectations for teaching and learning while responding to diverse community interests and needs.

1. *School Culture:* The Administrative Staff establishes a safe, collaborative, and supportive culture ensuring all students are successfully prepared to meet the requirements for tomorrow's careers and life endeavors;
2. *Communication:* The Administrative Staff is proactive in communicating the vision and goals of The Network Schools, the plans for the future, and the successes and challenges to all stakeholders; and
3. *Advocacy:* The Administrative Staff advocates for education, teachers, parents, and students and engenders school support and involvement.

Domain 2: Collaborative Leadership: The Administrative Staff promotes the success of all students by ensuring management of the organization, operations, and resources for a safe, efficient, and effective learning environment. In collaboration with others, the Administrative Staff will use appropriate data to establish rigorous, concrete goals in the context of student achievement and instructional programs. The Administrative Staff will use research and/or best practices in student achievement, instructional programs, and improving the education program.

1. *Shared Leadership:* The Administrative Staff fosters shared leadership that takes advantage of individual expertise, strengths, and talents, and cultivates professional growth;
2. *Priority Management:* The Administrative Staff organizes time and delegates responsibilities to balance administrative/managerial, educational, and community leadership priorities;
3. *Transparency:* The Administrative Staff seeks input from stakeholders and takes all perspectives into consideration when making decisions;
4. *Leadership Renewal:* The Administrative Staff strives to continuously improve leadership skills through, professional development, self-reflection, and utilization of input from others; and
5. *Accountability:* The Administrative Staff establishes high standards for professional, legal, ethical, and fiscal accountability for self and others.

Domain 3: Instructional Leadership: The Administrative Staff promotes the success of all students by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community. The Administrative Staff provides leadership for major initiatives and change efforts and uses research and/or best practices in improving the education program.

1. *Innovation:* The Administrative Staff seeks and implements innovative and effective solutions that comply with general and special education law;
2. *Instructional Vision:* The Administrative Staff ensures that instruction is guided by a shared, research-based instructional vision that articulates what students do to effectively learn;
3. *High Expectations:* The Administrative Staff sets high expectations for all students academically, behaviorally, and in all aspects of student well-being;
4. *Continuous Improvement of Instruction:* The Administrative Staff has proof of proficiency in assessing teacher performance based upon the Charlotte Danielson Framework for Teaching Second Edition and aligns resources, policies, and procedures toward continuous improvement of instructional practice guided by the instructional vision;
5. *Evaluation:* The Administrative Staff uses evaluations and other formative feedback mechanisms to continuously improve the Administrative Staff effectiveness; and
6. *Recruitment and Retention:* The Administrative Staff recruits and maintains a high-quality staff.

The evaluation will also include at least one (1) of the following as a measure to inform the Professional Practice portion:

1. Input received from parents or guardians;
2. Input received from students;
3. Input received from teachers; and/or
4. Portfolios.

The Network Schools has chosen #3 (input received from teachers) as its measure to inform the Professional Practice portion. The Board shall determine the manner and weight of parental input, student input, teacher input, and/or portfolios on the evaluation.

Student Achievement: Part of the evaluation must be based on multiple objective measures of growth in measurable student achievement as defined in Section 33-1001, Idaho Code. This portion of the evaluation may be calculated using current and/or the immediate past year's data and may use one or both years of data. Growth in student achievement may be considered as an optional measure for all other school-based administrators, as determined by the Board.

Annual Strategic Plan: The Board shall include progress towards the targets for student outcomes found in the Annual Strategic Plan in the evaluation by using relevant data to measure growth.

Strengths and Weaknesses: The evaluation should include a discussion of strengths and weaknesses in the year immediately preceding the evaluation, as well as performance areas needing improvement.

#### **Proof of Proficiency in Teacher Evaluations**

Proof of proficiency in evaluating teacher performance shall be required of all individuals assigned the responsibility for appraising, observing, or evaluating certificated personnel performance. The individuals assigned this responsibility shall have received training in administrator evaluations based on the statewide framework for evaluations.

#### **Communicating Evaluation Results**

Each evaluation shall include a meeting between the Executive Director and/or the school's Lead Administrator wherein the Executive Director and/or Lead Administrator will:

1. Discuss the evaluation with each employee who is an Administrative Staff member, emphasizing strong and weak points in job performance. Commend the Administrative Staff person for a job well done if applicable and discuss specific corrective action if warranted. Recommendations should specifically state methods to correct weaknesses. Set mutual goals for the School Administrator to reach before the next performance evaluation.
2. Allow the Administrative Staff member to make any written comments he or she desires. Inform the School Administrator member that he or she may turn in a written rebuttal/appeal of any portion of the evaluation within seven (7) days and outline the process for rebuttal/appeal. Have each Administrative Staff person sign the evaluation indicating that he or she has been given a copy.

### **Rebuttals/Appeals**

Within seven (7) days from the date of the evaluation meeting with the Board, the Administrative Staff member may file a written rebuttal/appeal of any portion of the evaluation. The written rebuttal/appeal shall state the specific content of the evaluation with which the Administrative Staff member disagrees, a statement of the reason(s) for disagreement, and the amendment to the evaluation requested.

If a written rebuttal/appeal is received by the Board within seven (7) days, the Board shall provide the School Administrator with a written response within ten (10) working days either amending the evaluation as requested by the Administrative Staff member or stating the reason(s) why the Board will not be amending the evaluation as requested.

If the Board chooses to amend the evaluation as requested by the Administrative Staff member, then the amended copy of the evaluation will be provided to, and signed by, the Executive Director or Lead Administrator and retained in their employee personnel file.

If the Board chooses not to amend the evaluation as requested by the School Administrator, then the evaluation along with the written rebuttal/appeal, and the Principal's response, if any, will be retained in the School Administrator's personnel file.

### **Action**

Each evaluation will include identification of the actions, if any, available to The Network Schools as a result of the evaluation as well as the procedure(s) for implementing each action. Available actions include, but are not limited to, recommendations for renewal of employment, non-renewal of employment, probation, and others as determined. Should any action be taken as a result of an evaluation to not renew an School Administrator's employee contract, The Network Schools will comply with the requirements and procedures established by State law.

### **Records**

Permanent records of each Administrative Staff member's evaluation and any submitted rebuttal/appeal documentation will be maintained in the School Administrator's personnel file. All evaluation records, including rebuttal/appeal documentation, will be kept confidential within the parameters identified in state and federal law regarding the right to privacy (Section 33-518, Idaho Code).

### **Reporting**

The Network Schools shall submit an evaluation plan annually to the State Department of Education for State and Federal reporting purposes. The State Department of Education shall ensure that the privacy of all certificated personnel is protected by not releasing statistical data of evaluation rankings in local school districts in accordance with the approved policies of the Idaho

State Board of Education Data Management Council. Any subsequent changes to The Network Schools' Evaluation Plan shall be resubmitted to the State Department of Education for approval. The Network Schools shall report the rankings of individual School Administrator's employee evaluations annually to the State Department of Education.

Cross Reference:      Cross Reference: Board Policy 1315 Continuous Improvement Planning

Legal Reference:      I.C. § 33-320              Strategic Planning and Training  
                                 I.C. § 33-513              Professional Personnel  
                                 I.C. § 33-1001              Definitions  
                                 IDAPA 08.02.02.121 Local District Evaluation Policy  
                                 Hancock v. Idaho Falls School District No. 91, No. CV-04-537-E-BLW, 2006  
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Policy History:

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## **The Network Schools**

### **ADMINISTRATION**

#### **6330 Professional Growth and Development**

The Board recognizes that training and study for Administrative Staff, including the Executive Director, contributes to skill development necessary to better serve the needs of The Network Schools. Each year the Executive Director should develop and implement an administrative in-service program based upon the needs of The Network Schools, as well as the needs of individual administrators.

The Network Schools encourages Administrative Staff to be members of and participate in professional associations which have as their purposes the upgrading of school administration and the continued improvement of education in general.

#### Policy History:

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## Administration Policy

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