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SECTION C: General School Administration

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## ADMINISTRATION GOALS

The division Executive Superintendent is responsible for the direction, leadership, and coordination of students and staff in their efforts to reach educational goals adopted by the Board of Control. Administration of the schools must be based upon positive human relationships in order to serve as the keystone to the effective operation of the entire educational system. Without such a base, the school system will lack that uniting force which makes everybody in the organization feel important regardless of the tasks or duties which he or she is discharging, be they professional or support services.

The Board of Control expects the division Executive Superintendent to provide leadership in:

1. The processes of decision-making and communication.
2. Planning, organizing, implementing, and evaluating educational programs.
3. The development and maintenance of close working relationships and channels of communication within the school system and community.
4. The coordination of various processes of communication within the school system and the community so as to enable people to do the things together for education that they might never be able to do separately.
5. The promotion of understanding and development of cooperation toward attaining the educational goals adopted by the board.

Adopted: August 26, 2008

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Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-253.13:7, 22.1-70, 22.1-78.

## QUALIFICATIONS AND DUTIES FOR THE EXECUTIVE SUPERINTENDENT

### I. QUALIFICATIONS

1. The candidate for Executive Superintendent shall meet the qualifications as set forth in State Board of Education Regulations Governing Licensure of School Personnel.
2. Preference shall be given to those applicants whose experience and education demonstrate a balance between instruction and business administration.
3. Eligibility shall be limited to individuals whose records indicate they possess the following attributes:
  - a. Good character
  - b. Management talent
  - c. Leadership
  - d. Knowledge of school law
  - e. Understanding of special education
  - f. Outstanding ability in career and technical and academic education.

The position of Executive Superintendent is a performance-based position with remuneration directly dependent on the achievement of the performance goals and standards established by the Board of Control and the Board of Control's evaluation of the Executive Superintendent.

### II. MAJOR DUTIES

1. Serves as chief executive officer of the Board of Control.
  - A. Implements policies of the Board of Control.
  - B. Reports to the Board of Control about the status of programs, personnel and operations of the schools.
  - C. Recommends actions to the Board of Control.
  - D. Communicates as liaison between the Board of Control and school personnel.
  - E. Assists the chairman in developing and distributing notices and agenda of meetings of the Board of Control.
2. Acts as the educational leader of the schools.
  - A. Supervises the principals and assistant Executive Superintendents.
  - B. Oversees planning and evaluation of curriculum and instruction.
  - C. Develops for approval by the Board of Control procedures for adopting textbooks and other instruction materials.



- D. Visits schools on a regular basis.
  - E. Maintains a current knowledge of developments in curriculum and instruction.
3. Enforces school laws and regulations.
- A. Observes such directions and regulations as the Executive Superintendent of Public Instruction or Board of Education may prescribe.
  - B. Makes reports to the Executive Superintendent of Public Instruction whenever required.
  - C. Distributes promptly all reports, forms, laws and regulations which may be received from the Executive Superintendent of Public Instruction.
  - D. Enforces school laws, regulations and decisions of the Executive Superintendent of Public Instruction and of the Board of Education.
  - E. Prepares and maintains administrative procedures, guidelines and regulations to be used to implement Board of Control policy. If Board action is required by law or the Board has specifically asked that certain types of regulations be given prior Board approval, these regulations and guidelines shall be placed in the Board of Control manual. The administrative procedures, guidelines and regulations shall be discussed with the staff and made available for their information.
4. Oversees staff personnel management.
- A. Organizes recruitment of personnel.
  - B. Reassigns personnel to schools and offices.
  - C. Insures administration of personnel policies and programs.
  - D. Supervises evaluation of personnel.
  - E. Provides for maintenance of up-to-date job descriptions for all personnel.
5. Oversees facility management.
- A. Prepares long and short-range plans for facilities and sites.
  - B. Insures the maintenance of school property and safety of personnel and property.
  - C. Inspects school property on a regular basis.
  - D. Approves the utilization of school property.
  - E. Monitors any construction, renovation and demolition of school facilities.
  - F. Represents the schools before local or state agencies which control building requirements or provide financing for buildings.

- G. Condemns school buildings as provided by law when such school buildings are not safe and may endanger the health of pupils.
6. Oversees financial management.
- A. Prepares budget for Board of Control approval.
  - B. Insures that expenditures are within the limits approved by the Board of Control.
  - C. Reports to the Board of Control on financial condition of the schools.
  - D. Establishes procedures for procurement of equipment and supplies.
7. Directs community relations activities.
- A. Articulates educational programs and needs to the community.
  - B. Responds to concerns expressed in the community.
  - C. Maintains contact with the news media.
  - D. Participates in community affairs.
  - E. Involves the community in planning and problem solving for the schools.
8. Oversees pupil personnel services.
- A. Monitors pupil personnel services.
  - B. Insures adequate pupil record system.
  - C. Implements policies and programs relating to behavior and discipline of pupils.
  - D. Maintains programs for health and safety of pupils.
  - E. Communicates as liaison between schools and community social agencies.

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Legal Ref.: Constitution of Virginia, article VIII, § 5c; Code of Virginia, 1950, as amended, §§ 22.1-58 through 22.1-70, 22.1-136;

8 VAC 20-21-590.

## APPOINTMENT AND TERM OF THE DIVISION EXECUTIVE SUPERINTENDENT

The Board of Control will appoint the division Executive Superintendent and determine the term of employment as set forth in State law.

If the Board of Control fails to appoint a division Executive Superintendent within 180 days of a vacancy, the Virginia Board of Education will appoint a Executive Superintendent for the division. If the Board of Control has not appointed a Executive Superintendent within 120 days of a vacancy, it will submit a written report to the Executive Superintendent of Public Instruction demonstrating its efforts to make an appointment and containing a status report with a timeline for making the appointment prior to the 180-day deadline. If the Board of Control does not appoint a Executive Superintendent within 180 days of a vacancy, it will immediately notify the Virginia Board of Education, in writing, of its failure to do so. Within 30 days of the 180<sup>th</sup> day after the vacancy occurs, the Board of Control will submit, in writing, its preferred candidate(s), not to exceed three, for the position. The Virginia Board of Education may consider these candidates and other eligible individuals. The Virginia Board of Education may authorize the State Executive Superintendent of Public Instruction to conduct the search for a division Executive Superintendent.

If the Virginia Board of Education appoints a division Executive Superintendent, the contract for the Executive Superintendent will be negotiated by the Board of Control.

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Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-60, 22.1-61.

8 VAC 20-21-590.

8 VAC 20-390-10.

Procedures for Appointment of a School Division Executive Superintendent by the Virginia Board of Education (adopted by the Virginia Board of Education March 22, 2006) (available at [http://www.pen.k12.va.us/VDOE/VA\\_Board/Meetings/2006/mar22min.pdf](http://www.pen.k12.va.us/VDOE/VA_Board/Meetings/2006/mar22min.pdf)).



## DISCLOSURE STATEMENT REQUIRED OF EXECUTIVE SUPERINTENDENT

The division Executive Superintendent shall, as a condition to assuming employment, file a disclosure statement of his or her personal interests and other information as is specified on the form set forth in Code of Virginia § 2.2-3117. Completed forms shall be filed and maintained as public records for five years in the office of the clerk of the Northern Neck Technical Center Board of Control. After the initial disclosure, the division Executive Superintendent must file this statement annually on or before January 15.

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Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-3115, 2.2-3117.

## EXECUTIVE SUPERINTENDENT'S COMPENSATION AND BENEFITS

The Executive Superintendent's contract shall be negotiated from time to time as provided by State law and Board of Control policy. The contract shall set forth the Executive Superintendent's compensation and benefit package.

The board shall not renegotiate a Executive Superintendent's contract during the period following the election or appointment of new members and the date such members are qualified and assume office.

When the Executive Superintendent's contract is being renegotiated, each member of the Board of Control will be notified at least 30 days in advance of any meeting at which a vote is planned on the renegotiated contracts unless the members agree unanimously to take the vote without the 30 days notice. Each member's vote on the renegotiated contract will be recorded in the minutes of the meeting.

Adopted: August 26, 2008

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Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-60, 22.1-67.

## SEVERANCE BENEFITS

Any severance benefits provided to a departing Executive Superintendent will be publicly announced prior to the Executive Superintendent's departure.

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Legal Ref.: Code of Virginia, 1950, as amended, § 15.2-1510.1.

## EVALUATION OF THE EXECUTIVE SUPERINTENDENT

It is the responsibility of the Board of Control to maintain and improve the quality of administration and instruction. One of the primary methods used in carrying out this responsibility is to work with the Executive Superintendent in improving his or her effectiveness.

Annually, the Executive Superintendent will provide to the Board of Control a work plan designed to implement the goals set for the division by the Board of Control. The Board of Control shall evaluate the Executive Superintendent annually. The Board of Control shall develop the instrument to evaluate the Executive Superintendent after consulting (1) the uniform performance standards and criteria developed by the Board of Education and (2) the Executive Superintendent. Informal evaluations may also take place as the Board deems appropriate, provided that specific criteria for such appraisals be communicated to the Executive Superintendent.

Each board member will be involved in assessing the Executive Superintendent's job performance on a continuing basis and by completing the annual evaluation instrument. Upon conclusion of the annual performance appraisal, the evaluation will be reviewed with the Executive Superintendent by the Board or its designees.

Adopted: August 26, 2008

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Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-60.1.

Board of Education Guidelines for Uniform Performance Standards and Evaluation Criteria for Teachers, Administrators and Executive Superintendents (Attached to Executive Superintendent's Memo No. 100, May 19, 2000).

## ADMINISTRATIVE ORGANIZATION PLAN

The authority of the Board of Control is transmitted through the Executive Superintendent along specific channels from person to person as shown in the Board approved organizational chart of the division.

The Executive Superintendent shall conduct an annual review and evaluation of the staff organization of the Northern Neck Technical Center. Any revisions must be approved by the Board of Control.

Adopted: August 26, 2008

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Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78.

## SCHOOL BUILDING ADMINISTRATION

The principal is the chief executive of the school.

The principal, under the direction of the Executive Superintendent, or his/her designee, is charged with the administration, supervision, and operation of the individual school program. It is the principal's responsibility to see that the school functions within the framework of regulations of the Executive Superintendent, the policies of the Board of Control and the State Board of Education. The principal is expected to provide leadership to the staff and assists in interpreting the educational program in the community. The principal shall respond to concerns expressed by parents and involve the community in planning and problem solving for the school where appropriate. The principal must have successfully served as a teacher; have demonstrated administrative ability; and satisfied the educational requirements for the position.

The principal prepares budget requests indicating needs for the school, and controls and expends funds allocated to the school. The principal implements the severe weather and disaster plans upon notification by the Executive Superintendent or his/her designee.

Adopted: August 26, 2008

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Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-293.

## POLICY IMPLEMENTATION

### Development of Regulations

The Executive Superintendent is authorized to promulgate such regulations as may be necessary to carry out the policies adopted by the Board of Control. If Board action is required by law or the Board has specifically asked that certain types of regulations be approved by the Board, these regulations shall be forwarded to the Board for action. The Executive Superintendent shall provide copies of all regulations to Board of Control members and shall see that the regulations are placed in the Board of Control Policy Manual or are kept with the Policy Manual.

### Dissemination of Policies and Regulations

Administrators and supervisors will be responsible for informing staff members of all newly adopted or revised policies and regulations.

Adopted: August 26, 2008

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Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-78.

Cross Ref.: BF Board Policy Manual

## ADMINISTRATION IN POLICY ABSENCE

In cases where action must be taken by the school division and the Board of Control has provided no guidelines for administrative action, the Executive Superintendent shall have the power to act, but his decisions shall be subject to review by the Board of Control at its next regular meeting. It shall be the duty of the Executive Superintendent to inform the Board of Control promptly of such action and of the need for policy.

Adopted: August 26, 2008

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Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78.

Banks v. Sellers, 224 Va. 168, 294 S.E.2d 862 (1982).

## ADMINISTRATIVE REPORTS

The Board of Control shall require reports from its Executive Superintendent concerning conditions and needs of the schools.

The Executive Superintendent shall complete and submit all reports required by law and by the State Department of Education.

In accordance with State Law, or as the Executive Superintendent deems necessary, reports shall be submitted to the Board of Control to keep members informed about the needs and conditions of the schools or school division.

Special reports shall be prepared by the Executive Superintendent at the request of the Board.

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Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-68, 22.1-70, 22.1-78, 22.1-81.

## REPORTING ACTS OF VIOLENCE AND SUBSTANCE ABUSE

## I. Acts Reported to the Principal

- A. Except as may otherwise be required by federal law, regulation, or jurisprudence, reports shall be made to the division Executive Superintendent and to the principal (or designee) on all incidents involving:
- (i) the assault, or assault and battery, without bodily injury, of any person on a school bus, on school property, or at a school-sponsored activity;
  - (ii) the assault and battery which results in bodily injury, sexual assault, death, shooting, stabbing, cutting, or wounding of any person, or stalking of any person as described in Va. Code § 18.2-60.3, on a school bus, on school property, or at a school-sponsored activity;
  - (iii) any conduct involving alcohol, marijuana, a controlled substance, imitation controlled substance or an anabolic steroid on a school bus, on school property, or at a school-sponsored activity, including the theft or attempted theft of student prescription medications;
  - (iv) any threats against school personnel while on a school bus, on school property, or at a school-sponsored activity;
  - (v) the illegal carrying of a firearm, as defined in Va. Code § 22.1-277.07, onto school property;
  - (vi) any illegal conduct involving firebombs, explosive materials or devices, or hoax explosive devices, as defined in Va. Code § 18.2-85, or explosive or incendiary devices, as defined in Va. Code § 18.2-433.1, or chemical bombs as described in Va. Code § 18.2-87.1, on a school bus, on school property, or at a school-sponsored activity;
  - (vii) any threats or false threats to bomb, as described in Va. Code § 18.2-83, made against school personnel or involving school property or school buses;
  - (viii) the arrest of any student for an incident occurring on a school bus, on school property, or at a school sponsored activity, including the charge therefor; and
  - (ix) any illegal possession of weapons, alcohol, drugs, or tobacco products.

The principal of each school shall collect and maintain information on the above listed acts which occur on school property, on a school bus, or at a school-sponsored activity.

- B. The division Executive Superintendent and the principal or his designee shall receive reports from local law-enforcement authorities on offenses, wherever committed, by students enrolled at the school if the offense would be a felony if committed by an adult or would be a violation of the Drug Control Act (Va. Code § 54.1-3400 et seq.) and occurred on a school bus, on school property, or at a school-sponsored activity, or would be an adult misdemeanor involving any incidents described in clauses (i) through (viii) of subsection A and whether the student is released to the custody of his parent or, if 18 years of age or more, is released on bond. When the division Executive Superintendent receives notification that a juvenile has committed an act that would be a crime if committed by an adult pursuant to subsection G of

Va. Code § [16.1-260](#), the Executive Superintendent will report such information to the principal of the school in which the juvenile is enrolled.

## II. Reporting Duties of the Principal and Executive Superintendent

The principal or designee will report all incidents required to be reported pursuant to section I of this policy to the Executive Superintendent. The Executive Superintendent shall annually report all such incidents to the Department of Education for the purpose of recording the frequency of such incidents on forms that shall be provided by the Department and shall make such information available to the public.

In submitting reports of such incidents, principals and division Executive Superintendents shall accurately indicate any offenses, arrests, or charges as recorded by law-enforcement authorities and required to be reported by such authorities pursuant to subsection I.B. of this policy.

Except as may otherwise be required by federal law, regulation, or jurisprudence, the principal shall immediately report to local law-enforcement officials any of the acts listed in clauses (ii) through (vii) of subsection I.A. of this policy which may constitute a criminal offense and may report to the local law-enforcement agency any incident described in clause (i) of subsection I.A.

In addition, except as may be prohibited by federal law, regulation, or jurisprudence, the principal will also immediately report any act enumerated in clauses (ii) through (v) of subsection A of this policy that may constitute a criminal offense to the parents of any minor student who is the specific object of such act. Further, the principal will report that the incident has been reported to local law enforcement as required by law and that the parents may contact local law enforcement for further information, if they so desire.

The principal or his/her designee shall notify the parent of any student involved in an incident required to be reported pursuant to this policy, regardless of whether disciplinary action is taken against such student or the nature of the disciplinary action. Such notice shall relate to only the relevant student's involvement and shall not include information regarding other students.

## III. Prevention and Intervention Activities

Whenever any student commits any reportable incident as set forth in this policy, such student shall be required to participate in such prevention and intervention activities as deemed appropriate by the Executive Superintendent or his designee. Prevention and intervention activities shall be identified in the local school division's drug and violence prevention plans developed pursuant to the federal Improving America's Schools Act of 1994 (Title IV--Safe and Drug-Free Schools and Communities Act).

The Board of Control shall develop, in cooperation with the local law-enforcement agencies, juvenile and domestic relations court judges and personnel, parents, and the

community at large, programs to prevent violence and crime on school property and at school-sponsored events, which shall include prevention of hazing. Activities designed to prevent the recurrence of violence and crime, including hazing, may include such interventions as education relating to Virginia's criminal law, school crime lines, peer mediation, conflict resolution, community service requirements, and any program focused on demonstrating the consequences of violence and crime. The Board of Control may develop and use a network of volunteer services in implementing prevention activities.

#### IV. Purpose

The purpose of reporting acts of violence and substance abuse shall be to develop a program of prevention activities to provide a safe environment conducive to learning.

Adopted: August 26, 2008

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Legal Refs.: Code of Virginia, 1950, as amended, §§ 8.01-47, 22.1-279.3:1, 22.1-279.9.

8 VAC 20-560-10.

SCHOOL DIVISION ANNUAL REPORT

The Board of Control, with the assistance of the Executive Superintendent, shall make a report on or before September 15 of each year covering the work of the schools for the year ending June 30, to the State Board of Education on forms supplied by the Executive Superintendent of Public Instruction.

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Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-81.

## SCHOOL DIVISION ANNUAL REPORT CARD

## I. Division Report Cards

The Northern Neck Technical Center Board of Control will annually prepare and disseminate a division report card. The report card will contain the following information:

- information, in the aggregate, on student achievement at each proficiency level on the Standards of Learning. The information will also be disaggregated by race, ethnicity, gender, disability status, migrant status, English proficiency, and status as economically disadvantaged. Disaggregated information will not be provided if the number of students in a category is less than 10.
- information that provides a comparison between the actual achievement levels of economically disadvantaged students, students from major racial and ethnic groups, students with disabilities, and students with limited English proficiency and Virginia's annual measurable objective for each such group of students on each of the Standards of Learning.
- the percentage of students not tested (disaggregated by the same categories and subject to the same exception described in the first bullet above).
- the most recent 2-year trend in student achievement in each subject area, and for each grade level, for which Standards of Learning tests are required.
- aggregate information on any other indicators used by Virginia to determine the adequate yearly progress of students in achieving Virginia's academic achievement standards.
- graduation rates for secondary school students. The graduation rates reported will include graduation rates for public school students who graduate from secondary school with a regular diploma in the standard number of years.
- information on the performance of the division regarding making adequate yearly progress.
- the professional qualifications of teachers in the division, the percentage of such teachers teaching with emergency or provisional credentials, and the percentage of classes in the Division not taught by highly qualified teachers, in the aggregate and disaggregated by high-poverty compared to low-poverty schools which, for the purpose of this provision, means schools in the top quartile of poverty and the bottom quartile of poverty in Virginia.
- the number and percentage of schools identified for school improvement.
- the length of time that schools identified for improvement have been so identified.
- information showing how students served by the division achieved on the Standards of Learning tests compared to students in the state as a whole.

The report card will also show, for each school in the division, whether the school has been identified for school improvement under the No Child Left Behind Act of 2001, and information that shows how the school's students' achievement on the Standards of Learning and other indicators of adequate yearly progress compared to students in the division and the state as a whole.

The Northern Neck Technical Center Board of Control will publicly disseminate the information in the annual report card to all schools in the division and to all parents of students attending those schools in an understandable and uniform format. To the extent practicable, the information will be provided in a language that the parents can understand. The Board will also make the information widely available through public means such as posting on the Internet, distribution to the media, and distribution through public agencies.

## II. School Performance Report Cards

The Northern Neck Technical Center Board of Control shall ensure that every school in the division, regardless of whether or not that school receives funds under Title I, Part A, shall provide annually to the parents and the community a School Performance Report Card containing information for the most recent three-year period. Such information shall include but not be limited to:

- SOL test scores and scores on the literacy and numeracy tests required for the Modified Standard Diploma for the school, school division, and state.
- percentage of students tested, as well as the percentage of students not tested, to include a breakout of students with disabilities and limited English proficient students.
- percentage of students who are otherwise eligible, but do not take, the SOL tests due to enrollment in an alternative, or any other program not leading to a Standard, Advanced Studies, Modified Standard, or International Baccalaureate Diploma.
- performance of students with disabilities or students with limited English proficiency on SOL tests and alternate assessments as appropriate.
- the accreditation rating awarded to the school.
- attendance rates for students.
- information related to school safety to include, but not be limited to, incidents of physical violence (including fighting and other serious offenses), possession of firearms, and possession of other weapons.
- information related to qualifications and experience of the teaching staff including the percentage of the school's teachers endorsed in the area of their primary teaching assignment.

In addition, School Performance Report Cards for secondary schools shall include the following:

- Advanced Placement (AP) information to include percentage of students who take AP courses and percentage of those students who take AP tests.
- International Baccalaureate (IB) information to include percentage of students who are enrolled in IB programs and percentage of students who receive IB Diplomas.
- college-level course information to include percentage of students who take college-level courses.
- percentage of (i) diplomas, (ii) certificates awarded to the senior class including GED credentials, and (iii) students who do not graduate.
- percentage of students in alternative programs that do not lead to a Standard, Advanced Studies, or Modified Standard Diploma.

- percentage of students in academic year Governor's Schools.
- percentage of drop-outs.
- the number of industry certifications obtained, state licensure examinations passed, and the number of career and technical education completers that graduated. A "career and technical education completer" is a student who has met the requirements for a career and technical concentration or specialization and all requirements for high school graduation or an approved alternative education program.

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Legal Ref.: 20 U.S.C. § 6311.

Code of Virginia, 1950, as amended, §22.1-253.13:4.

Virginia Board of Education Consolidated State Application Amended  
Accountability Workbook (as revised September 10, 2003).

8 VAC 20-131-270.