

SCHOOL SUPERINTENDENT

The East Baton Rouge Parish School Board shall delegate to the Superintendent the authority and responsibility for the efficient administration of the school system. The Superintendent shall perform his/her administrative functions in accord with the policies adopted by the School Board. The execution of all decisions made by the Board concerning the internal operation of the school system shall be delegated to the Superintendent.

The Superintendent shall be the chief executive officer and educational advisor of the School Board and shall discharge his/her duties as prescribed by the Constitution and statutes of the State of Louisiana, as well as Board policies. The Superintendent shall also be the Secretary and Treasurer of the School Board.

While retaining ultimate responsibility, the Superintendent shall be authorized to delegate certain duties to other members of his/her administrative staff. This shall include, as appropriate, any administrative or supervisory employee.

The School Board shall appoint the Superintendent for a period not to exceed four (4) years, which period, however, may extend no longer than two years after the expiration of the term of office of the membership of the Board electing the Superintendent. The salary, vacation, and other benefits of the Superintendent shall be determined by the Board upon his/her appointment. The Superintendent need not reside in East Baton Rouge Parish.

OFFICE OF SUPERINTENDENT

The Superintendent shall maintain his/her office in the School Board office in Baton Rouge, Louisiana and shall keep his/her office open during the hours of 8:00 a.m. to 4:30 p.m., five days a week, Monday through Friday, except on designated holidays, to receive the reports of teachers and others and to transact the business required of him/her, except during the time he/she is visiting schools or attending to his/her duties elsewhere.

Ref: La. Rev. Stat. Ann. ' ' 17:54, 17:81, 17:90.

SUPERINTENDENT QUALIFICATIONS

The East Baton Rouge Parish School Board shall elect a Superintendent for the school system who has met or has been certified as meeting the requirements for superintendency certification as set by the State Board of Elementary and Secondary Education. Additional qualifications may be stipulated by the Board.

MINIMUM QUALIFICATIONS

The minimum criteria required for superintendency certification are the following:

- A. Hold a valid Type A Louisiana Teaching Certificate
- B. Have had five (5) years of successful school experience (state, parish, or city) as a superintendent, assistant superintendent, supervisor of instruction, or principal in a State-approved system, or experience certified as equivalent to any of these by the Board of Elementary and Secondary Education
- C. Hold an earned master's degree from a regionally accredited institution of higher education
- D. Have completed forty-eight (48) semester hours of graduate credit, to include the following:
 1. Thirty (30) semester hours in educational administration and supervision of instruction;
 2. Twelve (12) semester hours in professional education; and
 3. Six (6) semester hours of electives from cognate fields outside professional education related to educational administration and supervision in business, political science, psychology, sociology, or speech.

Ref: La. Rev. Stat. Ann. '17:54; Louisiana Standards for State Certification of School Personnel, Bulletin 746, Louisiana Department of Education.

SUPERINTENDENT POWERS AND RESPONSIBILITIES

The Superintendent of the East Baton Rouge Parish School Board is a constitutional school officer as provided in the Constitution and laws of the State of Louisiana. As such, he/she has certain authorities and functions which are provided for by law.

The Superintendent shall be the chief executive officer and secretary of the East Baton Rouge Parish School Board. He/she shall be responsible to the Board for the efficient administration of the school district according to the laws governing the school district and the policies which are adopted by the State Board of Elementary and Secondary Education and the East Baton Rouge Parish School Board. His/her discharge of duties shall be of such a caliber as to assure that the quality of the school district's educational program is consonant with legislative intent, needs of students and employees and commensurate with changing needs of the local citizenry.

The Superintendent shall serve as the secretary and treasurer of the Board. As secretary, he/she shall conduct all correspondence of the Board, keep and preserve all its records, receive all reports required by the Board, and see that such reports are in proper form, complete and accurate. He/she shall see that all minutes and other transactions of the Board are made available for public examination in accordance with state law. He/she shall announce all meetings, prepare the agenda of all meetings, and attend all meetings of the Board and of its committees. In case the secretary is absent, the Board may appoint another member of the Board, or other school personnel under the jurisdiction of said Board to act as secretary.

As treasurer, the Superintendent shall be designated as the official custodian of all funds to which the Board is entitled by law and shall be responsible for the proper safeguarding and accounting for all such funds.

The treasurer shall issue a receipt for any monies coming into his/her hands and deposit such monies in accordance with the laws governing the deposit of public funds. He/she shall issue warrants in payment of expenses lawfully incurred on behalf of the School Board, but except as otherwise provided by law, shall issue such warrants only after proper allowance or approval by the Board.

For each school year, the treasurer shall give a bond for the faithful performance of his/her duties; said bond to be written by an insurance company licensed to do business in the State of Louisiana and in an amount to be determined by the Board. The treasurer shall be responsible under such bond for the faithful performance of duties as treasurer. The cost of the bond shall be paid by the Board.

Ref: Constitution of Louisiana, Art. VIII, Sec. 9; La. Rev. Stat. Ann. '17:54, 17:83, 17:91, 17:92, 17:93, 17:95, 17:96, 17:97.

RECRUITMENT OF SUPERINTENDENT

When an opening in the Superintendency occurs, the School Board shall aggressively recruit in an effort to fill the position with the most capable person available. The Board shall consider only those candidates who meet both state and local qualifications and who display the ability to successfully carry out the duties of the Superintendent.

The School Board shall advertise and solicit applications from qualified members of the staff and may list the vacancy with placement offices at selected educational institutions in Louisiana and in neighboring states with other educational placement agencies at its discretion. Prior to filling a vacancy, the School Board, at a minimum, shall publish a notice of the vacancy together with a request for the submission of applications to fill the position of Superintendent in accordance with all of the following:

- (a) On two (2) separate days at least one week apart in the official journal of the School Board.
- (b) Once in a daily newspaper published in the metropolitan area in the state having a population in excess of one hundred thousand persons that is nearest to the School Board offices, if such newspaper is not the official journal of the School Board.

All publication requirements stated above shall be completed at least thirty (30) days prior to action by the School Board to fill the position of Superintendent.

Ref: La. Rev. Stat. Ann. ' ' 17:54, 17:81.

LINE AND STAFF RELATIONS

All personnel employed by the East Baton Rouge Parish School Board shall be responsible to the Board through the Superintendent.

All personnel shall refer matters requiring administrative action to the supervisor (Superintendent, principal, other supervisor) immediately in charge of the area. Supervisors shall refer such matters to the next higher authority when necessary.

All personnel shall have the right to appeal any decision made by a supervisor, through approved grievance procedures. Within the broad framework of Board policy, other certified administrative personnel shall assist the person in charge as assigned.

All certified administrative personnel shall keep the person they are immediately responsible to informed of their activities.

The following principles form the basis for the efficient administration of the school system.

1. The School Board is the policy-forming body of the district. This body sets the general policy which conforms to the laws of the State of Louisiana and regulations of the State Board of Elementary and Secondary Education. This body approves enforceable rules and regulations for the school district.
2. The Superintendent has the responsibility of enforcing the policies of the Board; interpreting the laws of the State and the regulations of the State Board of Elementary and Secondary Education. The administration of all facets of operation of the schools is his responsibility. The staff organization for effective operation of the schools shall be planned by the Superintendent and submitted to the Board for approval.

The Superintendent, therefore, is the chief executive officer and professional advisor to the Board. He/she is responsible directly to the Board.

The Board's legal advisor, the auditor, and other appointed professionals, e.g., architect, consultant, and the Board-appointed committees shall be responsible to the Board. This does not preclude coordination of assigned tasks with the professional staff.

3. Each school principal has the responsibility of supervising and directing operations of the school to which he/she is assigned.
4. Teachers are obligated to abide by all rules and regulations, and are responsible for seeing that they are carried out, by performing their

classroom duties as well as extra duties to the best of their abilities.

5. Non-professional personnel are responsible to the immediate supervisor.

Ref: La. Rev. Stat. Ann. '17:81.

SCHOOL IMPROVEMENT TEAMS

School Improvement Teams serve in an advisory capacity to principals and assists in the development of the education program and in the preparation and evaluation of the school improvement plans.

The Team is composed of the principal, teachers, school support employees, parents and business and community representatives.

Team Members shall be elected by their respective peer group, except for business representatives and the school principal.

Each School Improvement Team shall:

- 1) Review the results of any needs assessment conducted by the school administration
- 2) Assist in the development of the School Improvement Plan and make recommendations on specific components of the Plan, such as the goals of the school , indicators of student progress and strategies and evaluation procedures to measure student performance.
- 3) Monitor students' and school's progress in attaining goals and evaluate the appropriateness of the indicators of student progress
- 4) Periodically report to the Superintendent's designee the progress in attaining goals, appropriateness of the indicators of student's progress and strategies and evaluation procedures which are selected to measure student performance.
- 5) Report to the public the status of implementing the school improvement plan, the performance of students and progress in accomplishing the school goals.
- 6) Serve as a resource for the principal and advise the principal in matters pertaining to the school program.
- 7) Inquire about school matters, identify problems, propose solutions to problems, suggest changes and inform the community about the school.
- 8) Act as a liaison between the school and the community.
- 9) Assist in the preparation of the annual report.

ADMINISTRATIVE RECORDS

School district records are public records and are available for inspection by any person at reasonable times during working hours. However, certain school documents may be classified as privileged information and are not public records. Access to or release of privileged information such as pupil or personnel records, shall be governed by appropriate regulations and procedures.

No copies of school district records shall be copied on school system equipment or duplicated at a cost to the system unless it is for official school business. No official records are to leave the school or district premises unless it is for official school business. There shall be no obligation to the school system to reproduce any school records except for appropriate official agencies. Copies of school district records shall be made at the expense of the person making the request, unless specifically required by appropriate official agencies. Duplication of records classified as privileged information shall not be permitted.

Any person may request in writing, a time to see such public records at a mutual, agreeable time with the office of the Superintendent and such time and place will be mutually stipulated during normal working hours. Any request to view records shall clearly state the specific records desired.

Notwithstanding any other provisions of law or rules or regulations to the contrary, the School Board, upon *majority vote of the total Board membership*, shall have the right to examine any or all records of the school system.

EMPLOYEES' SOCIAL SECURITY NUMBERS

Except as required by applicable law, regulation, or policy of the Louisiana Board of Elementary and Secondary Education (BESE), the School Board shall not use the social security number of a teacher or school employee as a means of identification for such teacher or employee. The teacher or employee shall not be required to include or provide his/her social security number on any form or other written document unless:

1. A social security number is required by any applicable law, regulation or policy of BESE; or
2. The form or written document is required for employment, retirement, application for leave or an individualized education plan.

The School Board or any school official or employee shall not provide access to any form or document on which the social security number of a teacher or school employee appears to any person other than the following:

1. Any official or employee of the school at which the teacher or school employee works, the School Board, or the Louisiana Department of Education, when such access is necessary for the performance of the duties and responsibilities of the official or employee.
2. Any person authorized to have such access by the teacher or school employee.

PRESERVATION OF RECORDS

All persons and public bodies having custody or control of any public record, other than permanent records required by existing law to be kept for all time, shall exercise diligence and care in preserving the public record for the period or periods of time specified for such public records in formal records retention schedules developed and approved by the state archivist and director of the division of archives, records management, and history of the Department of State. In all instances in which a formal retention schedule has not been executed, such public records shall be preserved and maintained for a period of at least three (3) years from the date on which the public record was made.

All existing records or records hereafter accumulated by the Board, which participates in federal programs or receive federal grants, may be destroyed after three (3) years from the date on which the records were made in those cases where this provision is not superseded by guidelines for the operative federal program or grant requiring longer retention periods for the records in question; provided that these records shall not be destroyed in any case where litigation with reference thereto is pending, or until the appropriate state or federal audits have been conducted.

Ref: La. Rev. Stat. Ann. §§ 17:81, 17:93, 17:196, 17:230, 17:232, 17:415, 17:440, 44:1, 44:4, 44:36.