

SECTION B
SCHOOL BOARD OPERATIONS
2000

**BOARD OF EDUCATION
LEGAL STATUS**

The Durant Board of Education is a legislative body of five (5) members elected by a vote of the district. The board of education derives its authority from state law. The board's power is judicial and legislative, and the superintendent elected by the board serves as its executive officer. **When not in legal session, a board member has no legal authority whatsoever.**

The legislative function of the board is to make plans and policies, select the superintendent, and delegate to the superintendent the placing of plans and policies into operation, and provide the financial means for their achievement.

The judicial function of the board is to hear and resolve hearings, grievances, disciplinary appeals, public complaints and other actions of a judicial nature.

ELECTION OF SCHOOL BOARD MEMBERS

It is the policy of the Durant Board of Education that, as mandated by state law, an annual election, held for the purpose of electing a member or members of the board of education, shall be held on the second Tuesday in February. Every candidate for a position on the board shall file a notification and declaration for that office with the Bryan County election board between the hours of 8:00 a.m. on the first Monday in December and 5:00 p.m. on the following Wednesday.

Board members shall be elected to serve a term of five years or until such time as their successors are duly appointed or elected and have qualified as prescribed by law. Terms of office shall be staggered so that one member shall retire from the board each year.

BOARD VACANCIES

The board of education shall determine if and when a vacancy occurs on the board. Such vacancy shall be filled by appointment, and the appointee shall serve until the next regular election if the person is appointed to fill such vacancy in the first half of the term of office for the board position. If the person is appointed to fill such vacancy after the first half of the term of office for the board position, then the appointee shall serve for the balance of the unexpired term. If no one is appointed within sixty (60) days of the date the board declared the seat vacant, a special election shall be held and the elected member shall fill the vacancy for the unexpired term.

Each board member is expected to attend all board meetings. If an emergency situation should arise which will prevent a board member from attending a scheduled meeting, the board member should notify the board president or the superintendent. Three or more consecutive unexcused absences from board meetings may constitute abandonment of office, and the board may declare the position vacant and fill the vacancy as prescribed by law.

BOARD MEMBER EDUCATION

A. Except as provided in subsection B of this policy, at the time a school district elector files a notification and declaration of candidacy for the office of Durant School District Board of Education membership, the elector shall agree and pledge in writing that, within fifteen (15) months of election or appointment as a member of the board of education, he or she will complete at least twelve (12) hours of instruction on education issues, including school finance, Oklahoma education laws and ethics, duties and responsibilities of board of education members. This requirement may be satisfied by attending a two-day workshop to be held by the State Department of Education or by attending workshops, seminars or classes that address the above-mentioned subject matter, and which are sponsored by any organization approved by the State Board of Education, including, but not limited to institutions of higher education.

B. When an incumbent board member files a notification and declaration of candidacy for reelection to the Durant School District Board of Education, the incumbent shall not be required to comply with the statutory requirement described in subsection A. if the incumbent agrees and pledges in writing that, upon reelection, he or she will complete six (6) hours of instruction, emphasizing changes in school law, particularly in those in areas identified in subsection A, within fifteen (15) months following his or her election.

C. Upon completion of the workshop(s) described in subsections A. and B., the member's certificate of completion will be included in the public records of the Board's minutes.

D. Any member of the Durant School District Board of Education or any individual elected, certified as the elected member by the county election board, but not sworn in and seated as a member of the Durant School District Board of Education at the time of a workshop, who attends and successfully completes a workshop as required by subsection A. or B. of this policy, shall be reimbursed for expenses incurred, not to exceed compensation in the sum of \$25 per day and actual expenses that are itemized and documented for lodging, meals, registration fees and transportation to and from the place of the workshop, as provided in the State Travel Reimbursement Act.

E. In addition to the workshop requirements described above, every member of the Durant School District Board of Education elected to a full term of office of five (5) years or more shall be required to attend a minimum of fifteen (15) hours of continuing education, each member elected to a full four-year (4) term of office shall be required to attend a minimum of twelve (12) hours of continuing education, and each member elected to a full three-year (3) term of office shall be required to attend a minimum of nine (9) hours of education, prior to the date set for filing for reelection to that respective board seat. The continuing education courses, workshops, seminars, conferences and conventions that will satisfy these requirements will be approved jointly by the State Department of Education and the State Department of Career and Technology Education. Failure by a board member to satisfy the continuing education requirements of this section shall result in the ineligibility of the member to run for reelection to the Durant School District Board of Education. Any member of the Durant School District Board of Education who attends and completes a course that satisfies in part or in full the requirements of this subsection shall be reimbursed by the School District for expenses incurred.

This subsection shall not apply to those school board members who filed for reelection prior to July 1, 1991.

F. The superintendent or his/her designee will maintain records of each board member's training accomplishments and will notify any board member of the need for that board member to complete additional training. The superintendent or designee will also notify the State Department of Education of any changes in board membership.

**SCHOOL BOARD
INTERNAL ORGANIZATION**

The Durant Board of Education shall be organized at the beginning of the first meeting following the annual school election and certification of election of new members. The term of office of newly elected board members shall begin at the first regular, special or emergency board meeting after the member has been certified as elected.

The board shall elect from its membership, at the first regular meeting, a president and vice-president, each of whom shall serve for a term of one year and until a successor is elected and qualified. The board shall also elect a clerk and, in its discretion, a deputy clerk, either of whom may be one of the members of the board, each of whom shall hold office during the pleasure of the board and each of whom shall receive such compensation for services as the board may allow.

**BOARD OF EDUCATION OFFICERS
PRESIDENT**

The president of the Durant Board of Education serves as the presiding officer and manages routine work of the board, signs all contracts, appoints all committees, signs all warrants ordered by the board of education to be drawn upon the treasurer of school money, defends the treasurer of school money, certifies tax levies and defends them, serves as spokesman, and performs other duties that are delegated to him/her by state law or by order of the board of education.

In addition to performing the duties specifically imposed by the board of education, the president shall have the authority to enforce all permanent rules and regulations adopted for the government and control of the district, and shall at all times take such measures and employ such means as may be proper and lawful to enforce school laws within the district in the interim of the meetings of the board.

The president shall have authority to appoint a member or members as ex officio representatives of the board of education to other organizations of the community which request such representation.

**BOARD OF EDUCATION OFFICERS
VICE-PRESIDENT**

It shall be the duty of the vice-president to perform all of the duties of the president in case of the president's absence or disability.

**BOARD OF EDUCATION OFFICERS
TREASURER**

It is the policy of the Durant Board of Education to employ a treasurer for the district. The treasurer shall serve at the pleasure of the board and for such compensation as the board may determine, and shall perform those duties as the board may in its discretion confer upon the treasurer, including but not limited to the following:

The treasurer shall maintain the following records:

1. SEI 208 Treasurer's General Ledger
2. SEI 2061 Treasurer's Cash Ledger
3. SEI 2062 Treasurer's Investment Ledger
4. SEI 207 Treasurer's Warrant Register
5. SEI 411 Treasurer's Receipt
6. SEI 410 Treasurer's Check
7. SEI 1141 Bond Register
8. Deposit Books
9. Such other books or records as may be deemed advisable or useful.

The treasurer shall maintain adjunct files of:

1. Paid warrants.
2. Voided warrants.
3. Paid bonds and coupons.
4. Cancelled bonds and coupons.
5. Bank and fiscal agency statements, including deposit tickets and paid checks.
6. County Clerk's remittance advices.
7. Copies of any directive from the County Clerk or County Excise Board supplementing, changing or transferring appropriation balances.
8. State Board of Education notices and allocation of state and federal aid.
9. School board resolutions pertinent to the conduct of the treasurer's office and duties.
10. A copy of the claim and encumbrance clerk's certificate to substantiate the registration of a warrant or warrants.
11. Letters, memos and other supporting data pertaining to transactions of the school district or to the operation of the treasurer's office.
12. Any other files which may be considered advisable or useful.

The treasurer shall reconcile all district bank statements within 14 days' of receipt.

The treasurer is not authorized to sign checks on behalf of the district.

The Board of Education shall require a minimum bonding capacity of \$50,000 when using an independent treasurer and may increase that amount as circumstances warrant.

Approved by vote of the Durant ISD Board of Education March 1, 2010

**BOARD OF EDUCATION OFFICERS
CLERK**

The Durant Board of Education has established the following duties for the clerk of the board of education:

1. Attend all meetings of the board, countersign all warrants for school monies drawn upon the treasurer by the board and perform such other duties as the board may direct.
2. In addition to performing the duties specifically imposed upon him/her by the school code, cooperate with the superintendent of schools, the board treasurer and the minutes/encumbrance clerk in the management of the business affairs of the school.
3. Attest, in writing, the execution of all deeds, contracts, reports and other instruments that are to be executed by the board of education.
4. Furnish, whenever requested, any and all reports concerning school affairs, on such forms and in such manner as the State Board of Education or the Superintendent of Public Instruction may require.
5. Destroy all claims, warrants, contracts, purchase orders and any other financial records or documents, including those relating to school activity funds, on file or stored in the offices of the board of education of the district for a period of longer than five (5) years.

BOARD MINUTE/ENCUMBRANCE CLERK

The Durant Board of Education has combined the positions of minute clerk and encumbrance clerk and has established the following duties for the minute/encumbrance clerk:

1. Attend all meetings of the board and keep an accurate journal of the proceedings thereof;
2. List the approved encumbrances in the minutes of the board meetings;
3. Furnish requesting newspapers in the county with copies of tentative minutes;
4. Keep all books and documents of the school district;
5. Enter the authorized amounts of appropriations in the various appropriations accounts;
6. Charge the appropriate appropriation accounts and credit the affected encumbrances outstanding accounts with approved encumbrances after determining that the encumbrances do not exceed the balance of the appropriation charged;
7. Receive certification from the proper district employee that services or merchandise billed to the district have been received, file bills and invoices in official records, debit encumbrances outstanding account and credit the accounts payable account for the amounts of the approved bills;
8. Pay approved bills by issuing warrants against the designated funds, charging the warrants against the appropriate accounts payable account and crediting to the appropriate warrants issued account, or, by notifying the board treasurer that the bills are approved for payment in lieu of issuing warrants so that the treasurer can records payments by check, wire transfer, direct payroll deposit or other disbursement through the Federal Reserve System.
9. Receive all warrants, certificates of indebtedness or bonds from the treasurer after the treasurer has registered the warrants in numerical order.
10. Perform such other duties as directed by the board of education.

The minute/encumbrance clerk will post a surety bond in the amount of \$1,000.00 before discharging any duties as minute/encumbrance clerk.

CONSULTANTS

The administrative staff shall encourage the use of professional consultants provided to the District without charge from the Oklahoma State School Boards Association, the Oklahoma State Department of Education, universities, colleges and other organizations when such services will be helpful in the improvement of the District's instructional program. The kinds of assistance sought from consultants may include, but will not necessarily be limited to conducting fact-finding studies, surveys and research; providing counsel or services requiring special expertise; and assisting the Board in developing policy and program recommendations. The Superintendent should approve all unpaid consultants before they are invited into the District and visitation is arranged.

No employment agreement or contract for consultant services will be entered into with any person who has retired as an administrator with any school district for two (2) years after the retirement date of such administrator. (Retirement date, for the purpose of this policy, is the last day the employee is required to be physically present on the job.) However, such administrator may be employed as a substitute teacher.

The District may obtain paid professional and consultant services provided by persons who are members of a particular profession or possess a special skill, and who are not officers or employees of the District, when the Board of Education determines that such services are reasonable and necessary.

In (1) determining whether such professional and consultant services are necessary, (2) selecting an individual or entity to provide the services and (3) determining whether costs for professional and consultant fees are reasonable, no single factor or any special combination of factors is necessarily determinative. However, the Board will consider the following factors as relevant to the situation:

1. The nature and scope of the service rendered in relation to the service required.
2. The necessity of contracting for the service, considering the District's capability in the particular area.
3. The past pattern of such costs, particularly in the years prior to federal awards to the District.
4. The impact of federal awards on the District's operation (i.e., what new problems have arisen).
5. Whether the proportion of federal work to the District' total business is such as to influence the District in favor of incurring the cost, particularly where the services rendered are not of a continuing nature and have little relationship to work under federal grants and contracts.
6. Whether the service can be performed more economically by direct employment rather than contracting.
7. The qualifications of the individual or entity rendering the service and the customary fees charged, especially on non-federal awards.
8. The adequacy of the contractual agreement for the service (e.g., description of the service, estimate of time required, rate of compensation and termination provisions).

In addition to these factors, any retainer fees charged by a paid professional or consultant must be supported by available or rendered evidence of bona fide services available or rendered.

Approved by vote of the Durant ISD Board of Education March 1, 2010

SCHOOL BOARD MEETINGS

The Durant Board of Education shall transact all business at official meetings of the board. These may be either regular, continued or reconvened, special or emergency meetings, defined as follows:

Regular Meeting – the usual, official legal action meeting held regularly.

Continued or Reconvened Meeting – a meeting assembled for the purpose of finishing business appearing on an agenda of a previous meeting.

Special Meeting – an official legal action meeting called between scheduled regular meetings to consider specific topics.

Emergency Meeting – an official legal action meeting held only for dealing with situations involving either injury to persons or injury or damage to public or personal property or immediate financial loss so severe that the 48-hour notice period for a special meeting would be impractical and increase the likelihood of injury or damage or immediate financial loss.

A “meeting” is defined as the gathering of a quorum of members of the school district to propose or take legal action, including any deliberations with respect to such action.

No meetings will be held by teleconference.

The regular meeting of the Durant Board of Education shall be the first Monday of each month at 5:30 p.m. at the location indicated in the annual letter to the county clerk. The board may change the meeting place and hour of the meeting by agreement of a majority of the whole number elected.

Special meetings of the board may be called by the president at any time, and he/she shall call special meetings whenever so requested, in writing, by any three members of the board. Business transacted at any special meeting may be for either a specific or a general purpose.

**BOARD OF EDUCATION
NOTIFICATION OF MEETINGS**

Notice of all meetings of the Durant Board of Education shall be made in accordance with the Oklahoma Open Meeting Act. Written notice of the date, time and place of the meeting will be mailed or delivered to each person, newspaper, wire service, radio station and television station that has filed a written request for such notice. Such requests must be renewed annually, and an annual fee of Eighteen Dollars (\$18.00) will be charged each person or entity that requests written notification.

Prior to December 15 each year, the board of education shall provide the county clerk a listing of the time, date and place of all regular meetings for the coming calendar year.

Any change in the date, time or place of a regular meeting shall be provided in writing to the county clerk at least ten days prior to implementing the change.

At least 24 hours prior to a regular or special meeting, an agenda shall be posted which shall include the date, time and place of the meeting and the business to be undertaken at the meeting.

Notice of the time, date and place of a special meeting shall be provided to the county clerk in person, in writing, or by telephone at least 48 hours prior to the meeting.

Emergency meetings may be held without the required public notice if it is reasonably believed that delay would increase the likelihood of personal injury, property damage or immediate financial loss to the district. The person calling an emergency meeting shall give as much advance notice as is possible in person or by telephone.

**QUORUM
BOARD MEETING PROCEDURE**

A quorum consisting of a majority of the board membership shall be necessary to conduct business at a meeting of the Durant Board of Education. In the event that a quorum is not present and a regularly scheduled board meeting cannot be convened, the meeting shall be cancelled. If a regularly scheduled board meeting is cancelled due to lack of a quorum, a notice of such cancellation shall be immediately prepared and posted with the original agenda of the cancelled meeting. A special meeting may then be called with the appropriate minimum of 48 hours notice to the county clerk. The agenda for the special meeting shall include all of the items listed on the agenda of the regular meeting.

If a quorum is present, but the meeting needs to be relocated due to lack of space, building problem, etc., a motion to reconvene the meeting at another place will be made and voted upon. If the board decides to reconvene the meeting, the decision will be announced and a written notice will be posted with the original agenda showing the date, time and place of the reconvened meeting. The minutes of the original meeting will reflect the decision to reconvene and the full announcement.

**BOARD OF EDUCATION MEETING
PUBLIC PARTICIPATION**

All regular, special and emergency meetings of the Durant Board of Education shall be open to the public.

The board wishes to hear the viewpoints of citizens throughout the district and considers the responsible presentation of these viewpoints vital to the efficient operation of the school system. The board also recognizes its responsibility for the proper governance of the schools and the need to conduct its business in an orderly and efficient manner. The board, therefore, adopts the following procedures for public participation:

1. District patrons in attendance at a regular meeting of the board of education may comment on items that are scheduled on the agenda under the “Comments from the Public” agenda item.
2. Patrons wishing to address the board of education concerning agenda items must register their intention with the clerk of the board at the start of the meeting.
3. The president of the board of education will recognize speakers, maintain proper order, and adhere to time limits. A maximum of three (3) minutes will be allotted for “Comments from the Public” at each regular board meeting.
4. Board members and administrative staff will not respond to questions from the public. Proper questions from members of the public will be referred to the superintendent for later report to the board.
5. Patrons wishing to make a formal presentation to the board of education shall contact the superintendent in writing at least seven (7) days prior to the regular meeting date. The individual or group will be given an opportunity to present material as a regular item on the agenda.
6. Members of the public shall not be recognized while the Board is conducting its official business.
7. No person who has publicly announced or filed as a candidate for public office may use the public comment portion of the board meeting as a forum for campaigning. School board policies, state and federal law have established separate and distinct procedures and forums for the resolution of employee grievances, employee complaints, employee suspensions and terminations, and complaints against individual employees, student suspensions and appeals and litigation. To avoid circumvention of those separate proceedings and to assure fairness to all parties concerned, no person will be allowed to speak regarding the following:

- A. An issue in a pending lawsuit, complaint or investigation filed with an outside agency, in which the school district, its employee(s) or the board of education is a party;
- B. A pending grievance;
- C. A pending employee complaint filed with the school district or an outside agency;
- D. A complaint against individual employee(s);
- E. Employee disciplinary action, suspension or termination; or
- F. A pending student suspension or appeal that may reach the board of education.

The board of education will not hear from any school district employee who has not taken his or her employment-related concern through the appropriate chain of command in an effort to resolve the matter at the lowest possible level. Employees are required to take their concerns to their immediate supervisor, the building principal, the superintendent and only then to the board of education.

Approved by Vote of the Board of Education August 4, 2008.

REQUEST TO ADDRESS BOARD OF EDUCATION

I request permission to address the Durant Board of Education on the following topic:

(Date)

(Name)

(Street Address)

(City) (State) (Zip)

(Representing)

RULES OF ORDER

In matters of procedure not covered by law or board policies, Robert's Rules of Order for Small Boards shall govern, except that all motions must be seconded and all action items shall require a motion.

The following rules of order may be subject to suspension only upon a majority vote of the members of the board present at a meeting.

1. A quorum being present, the president or, in his/her absence, the vice-president, shall take the chair and proceed with the business.
2. Should both the president and vice-president be absent at the appointed time for the meeting to convene, and should a quorum then be present, a president pro tempore shall be elected to serve for such meeting or until either the president or vice-president should appear.
3. Under the "Comments from the Board" agenda item, members of the board of education may schedule specific topics for discussion at the meeting and comment on these items or other scheduled agenda items. Board members may schedule specific topics on the agenda by contacting the superintendent twenty-four hours prior to the meeting date (excluding Saturdays and Sundays.) The president of the board shall recognize board members wishing to speak, maintain order and adhere to time limits, if any, established by the board. Personal attacks directed to other members of the board of education or administrative staff shall not be tolerated.
4. The right to vote on every question is vested in the president by virtue of his/her membership on the board of education. Normally, the president will vote last, thereby breaking any tie votes.
5. A motion made must be seconded and must then be repeated distinctly by the president or read aloud before it is debated, and every motion shall be reduced to writing in the minutes.
6. Any member who shall have made a motion shall have the liberty to withdraw it with the consent of his/her second before any debate has been had thereon, but not after such debate has been had without leave being granted by the board.
7. The consideration of any questions may be postponed to a fixed time or the question may be suppressed altogether by an indefinite postponement.
8. A motion once voted down shall not be renewed at the same meeting without the consent of the number of members required for adoption.

9. When any business is brought regularly before the board, the consideration of the same shall not be interrupted except by motion for adjournment, to lay on the table, for the previous question, for postponement, for commitment or for amendment.
10. A motion for adjournment shall always be in order and shall be decided without debate except that it cannot be entertained when the board is voting on another question or while a member is addressing the board. Adjournment is an act and not an announcement.
11. The first person recognized by the president as desiring to speak shall have the right to the floor.

ADMINISTRATION IN ABSENCE OF POLICY

It is the policy of the Durant Board of Education that, upon the recommendation of the superintendent or another member of the administrative staff, the board will adopt general and personnel policies to serve as a basis for the administration of the school and as a guide to the administrative staff and other employees in conducting their respective duties. The policies will be in published form and available to employees, students, patrons, representatives of the State Department of Education and others as requested under the Oklahoma Open Records Act.

In cases where action must be taken involving the operation of the school district and where no guidelines have been established by board of education policy, the superintendent will have the authority to act. In such cases, the superintendent shall use his/her own best judgment based on what he/she believes the policy would be if it existed. Such emergency policy decisions will be reported to the president as soon as practical and to the board of education at its next meeting. The board will then determine whether a permanent policy should be established.

BOARD POLICIES

The Durant Board of Education believes that the formulation of school policy is its primary function and responsibility.

School policies are statements that set forth the goals of the community and the board of education. School policies serve as guidelines for the successful and efficient functioning of the school system. They create a framework within which the administrative staff can successfully discharge its responsibilities in organizing and carrying out a sound educational program.

Policies may be cooperatively developed by the board of education working with students, teachers and parents, but the final authority rests solely with the board. The execution of school policy is the responsibility of the superintendent and the administrative staff.

A board policy statement may be added or an existing policy statement may be changed or deleted at any board meeting by the approval of a majority of the membership, provided such action is properly announced by the agenda of that meeting.

In an effort to keep its written policies current so that they may be used consistently as a basis for board action and administrative decision, the board shall review its policies as needed. It shall rely on the school staff, students and the community to provide evidence of the effect of the policies. The superintendent is responsible for calling to the board's attention all policies that are out of date or need revision.

GOALS FOR THE SUPERINTENDENT OF SCHOOLS

The superintendent of schools shall endeavor to:

1. Implement a school improvement plan based on effective schools research;
2. Be visible in the school buildings and in the community;
3. Improve the efficiency of district business and management procedures;
4. Move toward a balanced budget and a responsible carryover;
5. Implement the administrator leadership academy;
6. Communicate the successes of the school district;
7. Take time for meditation;
8. Be actively involved at the state and national levels in education;
9. Bring the school district together;
10. Enhance the role of board members in school improvement.

**BOARD OF EDUCATION
EXECUTIVE OFFICER – SUPERINTENDENT**

The Durant Board of Education recognizes that the superintendent of schools is the executive officer of the board of education and the administrative head of the school system. The superintendent must hold an administrator's certificate recognized by the State Board of Education. If the superintendent is employed for the first time in Oklahoma, he or she must attend training seminars as required by the Oklahoma Department of Education. The following duties have been established for the office of the superintendent of schools:

1. The superintendent is the executive officer of the board and the leader of the educational forces of the community. The board shall seek the superintendent's recommendation on school matters.
2. The superintendent shall attend the meetings of the board (except when his/her employment is being considered) and advise the board on all school matters.
3. The superintendent shall make recommendations to the board of candidates for principal, teacher and supervisory positions, as well as other employees of the school system as the need arises. The board shall not normally employ a school employee against the recommendation of the superintendent. The board will direct the superintendent to make additional recommendations if necessary.
4. The superintendent shall devote himself or herself to the study of public educational trends, keep the board informed on conditions of the schools of the district, and present recommendations for the determination of policy. The superintendent shall, once policies have been established, devise ways and means for their operation and make periodic reports on the success of such policies.
5. All purchases of supplies, materials or equipment shall be made on authority of a purchase order approved by the superintendent.
6. Responsibility for the operation and maintenance of the lunch program is delegated to the superintendent. Monthly reports regarding the financial status of the program shall be made available to the board of education.
7. Responsibility for the operation and maintenance of the activity funds shall be delegated to the superintendent.
8. The superintendent shall prepare procedures for admitting non-resident children who apply for permission to attend school in this district, and for the transfer of children who apply for permission to attend schools in other districts.
9. The superintendent shall be responsible for the administration of suspensions and exclusions of children of compulsory school age for any reason.

10. The superintendent shall be responsible for providing the ways and means for teaching the subjects required by the State Board of Education and such other subjects as may be designated or approved by the Durant Board of Education.
11. The superintendent shall administer a complete high school course, consisting of a three-year middle school, and a four-year senior high school program, in conformity with the regulations established by the State Department of Education.
12. The superintendent shall have all school accounts audited each year and a copy of the audit filed with the clerk of the board of education.
13. The superintendent shall visit personally all the schools of the district as often as practical, carefully observing the methods of instruction and the discipline of teachers; suggest improvements; remedy defects in their management; advise as to the best methods of instruction and discipline; and pay special attention to the classification of students, the program of studies and the apportionment of time allotted to each of the prescribed subjects.
14. The superintendent shall secure adequate plant facilities; standardize supplies, equipment and other materials used in the school; and formulate standard procedures for purchasing equipment in all departments of the school.
15. The superintendent shall prepare a well-coordinated budget by requiring the various divisions of the school system to participate in its development.
16. The superintendent shall have the authority to close any of the public schools in case of emergency.
17. The superintendent shall visit schools in other cities to observe developing educational trends and to suggest appropriate means for the advancement of the Durant Public Schools.

The renewal of the superintendent shall be considered by the board and announced no later than its regular meeting in January each year. It is the duty of the president of the board to notify the superintendent as soon as possible following the board's decision.

BOARD-SUPERINTENDENT RELATIONSHIP

Delegation by the board of its executive powers to the superintendent provides freedom for the superintendent to manage the schools within the board's policies and frees the board to devote its time to policy making and other governance functions.

The board holds the superintendent responsible for the administration of its policies, the execution of board decisions, the operation of the internal machinery designed to serve the school program, and for keeping the board informed about school operations and problems.

The board as a whole, as individual members, shall:

1. Give the superintendent full administrative authority for properly discharging his or her professional duties, holding him or her responsible for acceptable results.
2. Except under extraordinary circumstances, act only upon the recommendation of the superintendent in matters of school personnel.
3. Hold all meetings of the board in the presence of the superintendent except when the superintendent's contract and salary are under consideration.
4. Refer all complaints to the superintendent and discuss them only at a board meeting after administrative solutions fail to resolve the complaints.
5. Strive to provide adequate safeguards around the superintendent and other staff members.
6. Present personal criticisms of any employee directly to the superintendent.

**TERM OF OFFICE AND SALARY
OF SUPERINTENDENT**

The superintendent of the Durant Public Schools shall be employed for a term specified by this board and will be employed on a twelve-month basis, with vacation time to be agreed upon. The salary of the superintendent, including all fringe benefits, if any, will be determined prior to the execution of an employment contract and shall be stated therein.

It is the policy of this board to consider the issuance of the superintendent's contract each year to insure continuity and stability in the office. The renewal of the contract shall be considered in January, each year, or at some other date as determined by the board. In its discretion, the board may contract with the superintendent for a term as mutually agreed upon, but not to exceed three years beyond the fiscal year in which the contract is approved by the board and accepted by the superintendent.

Prior to considering the superintendent's contract for renewal, the board shall complete and present to the superintendent an evaluation form pertaining to the superintendent's performance.

The superintendent's employment contract shall include terms and conditions as agreed upon in writing by the board and the superintendent and will be filed by the superintendent with the State Department of Education within fifteen (15) days after it is signed. The board may not pay any salary, benefits or other compensation not specified in the contract on file and may not pay any amounts for accumulated sick leave or vacation leave benefits not calculated on the same formula used for determining payments for such benefits for other full-time employees of the district.

EVALUATION OF THE SUPERINTENDENT

The Durant Board of Education, in recognition of its accountability to the people of Durant and its obligations under state law, will conduct an annual formal evaluation of the superintendent of Durant Public Schools. The evaluation shall be conducted toward the goal of improving Durant Public Schools through an improving superintendency.

Members of the board will first evaluate the superintendent independently, using a written form adopted by the board for this purpose. The board will convene to discuss the assessments and to prepare a composite evaluation. The composite evaluation will be discussed by the full board and the superintendent. The board and the superintendent will each retain a copy of the written evaluation report.

Evaluation of the superintendent shall be conducted in such manner as to:

1. Provide positive and constructive feedback to the superintendent that will support and promote the superintendent's professional growth and development;
2. Help the board evaluate its work in planning the educational program in this community;
and
3. Strengthen the working relationship between the board and the superintendent by providing a comprehensive vehicle of communication.

LINE IN STAFF RELATIONS

Unless limited by statute or board action, any of the powers and duties assigned to the superintendent may be delegated. The superintendent shall be responsible to the board for the execution of delegated powers and duties.

Lines of authority shall be clearly outlined by the superintendent by means of organization charts, job descriptions and administrative regulations and procedures, as needed.

Line Relationships

1. General
 - A. Each employee in the district shall be responsible to the board of education through the superintendent of schools.
 - B. Whenever possible, each member of the staff shall be made responsible to only one immediate supervisor for any one function.
 - C. In the absence of the superintendent, the assistant superintendent shall be the person in charge.

2. Instructional Program

The principal shall have line authority over the following positions assigned to the principal's building, and the employees shall report directly to the principal:

Assistant principal
Directors of Vocational Education,
Instrumental Music and Athletics
Counselors
All teachers, including specialized teachers

3. Operational (Support Services)

- A. The Director of Maintenance will report directly to the superintendent of schools. The Directors of Public Information and Compensatory Education, Indian Education, Transportation and Food Services will report to their assigned assistant superintendent.
- B. The principal shall have direct line authority over all support personnel assigned to the building, including but not limited to:

Secretaries
Clerical assistants
Teachers' assistants

Cafeteria workers
Custodians

Staff Relationships

1. Instructional

A. The superintendent shall clarify the working relationships between the board of education and the superintendent, between the superintendent and the assistant superintendents, building principals, and other administrative-supervisory personnel and between the principals and their respective staffs in regulations issued by the principals, which shall be of such nature that they foster cooperative, effective administration. The quality of personal relationships existing between members of the staff is more important than the organizational structure.

B. A cooperative advisory relationship shall be maintained between the following:

Assistant superintendents

Building principals

The principal and instructional and curriculum specialists

C. All auxiliary supervisory personnel and coordinators of instruction, whether members of the building staff, the central office staff, a regional service center, or the State Department of Education, shall work through the principal in the performance of their duties within the school.

2. Operational Staff (Support Services)

A. Where the activities of operational and other non-instructional personnel are related to the authority of the principals and conflict arise, the schedule and details of their activities shall be determined by conference among the persons involved. If agreements cannot be reached, the final determination shall be the responsibility of the superintendent.

B. A cooperative, working relationship shall be maintained between the following:

Assistant superintendents and all administrative and supervisory personnel

Director of Maintenance and building principals

Director of Transportation and building principals

- C. All operational personnel, whether members of the building staff or operational staff shall work through the principal in the performance of their duties within the school.