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<b>PRESTON COUNTY BOARD OF EDUCATION</b> <b>FILE: 2 – CENTRAL OFFICE ADMINISTRATION</b> <b>File: 2-1 Purpose and Objectives</b>	<b>Last Reviewed: 8-9-10</b> <b>Next Review: 7-1-12</b>
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The primary purpose of school administration is to help create and foster an environment in which students can learn most effectively. All administrative duties and functions should be appraised in terms of the contribution that is made to improve instruction.

A complete and competent administrative staff is essential for the proper administration of the public schools. The Board is committed to providing and supporting an effective and competent administrative structure which is committed to serving the needs of Preston County students.

The administrative staff shall serve, coordinate and supervise the main purpose of the public schools which is TO PROVIDE YOUTH THE OPPORTUNITY TO LEARN.

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Adopted: January 1, 1983  
Amended/Revised:

<b>PRESTON COUNTY BOARD OF EDUCATION</b> <b>FILE: 2 – CENTRAL OFFICE ADMINISTRATION</b> <b>File: 2-2 Equal Employment Opportunity</b>	<b>Last Reviewed: 8-9-10</b> <b>Next Review: 7-1-12</b>
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As required by federal laws and regulations, the Preston County Board of Education does not discriminate on the basis of gender, color, race, religion, disabling condition, age, marital status, or national origin in employment and in the administration of any of its educational programs and activities. This policy shall be implemented to provide equal opportunity in all areas of personnel management such as recruitment, selection, hiring, benefits, promotions, transfers, training, discipline, terminations, and any other employment activity. All employees of the Board are covered by this policy as well as applicants for employment.

The Superintendent/designee shall be responsible for assuring compliance with this policy. Corrective actions shall be taken if any violations of this policy occur.  
**(WVC §5-11-1---19; see Endnotes for Federal Acts)**

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Adopted: March 11, 1998  
Amended/Revised:

<p><b>PRESTON COUNTY BOARD OF EDUCATION</b>  <b>FILE: 2 – CENTRAL OFFICE ADMINISTRATION</b>  <b>File: 2-3    Lines of Responsibility</b></p>	<p><b>Last Reviewed: 8-9-10</b>  <b>Next Review: 7-1-12</b></p>
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**Lines of Responsibility**

The Superintendent, in administering this policy, shall be guided by the knowledge that the Board places a high value on an open exchanging of ideas among the various components of the school system. Nothing provided herein shall be interpreted as intending to interrupt the free and open flow of ideas and assistance among personnel at every level.

The following principles shall govern the administrative operation of the school system:

- ❖ Each employee of the school system shall be responsible to the Board through their supervisor(s) and the Superintendent.
- ❖ Responsibility shall flow simply and clearly from the Board, Superintendent, and administrative-supervisory personnel to principals, teachers, students.
- ❖ Each member of the staff shall be told in writing to whom he is responsible and for what functions.
- ❖ Whenever possible, each employee shall be responsible to only one immediate supervisor.
- ❖ Each employee shall be told in writing to whom he can appeal in case of disagreement with the person to whom he is responsible.
- ❖ Each employee shall be told in writing to whom he can go for assistance in working out his own functions in the school program.
- ❖ All personnel shall refer matters requiring administrative action to the administrator or supervisor immediately in charge of the area in which the problem arises.
- ❖ Administrative-supervisory personnel shall refer such matters to the next higher authority when necessary.
- ❖ All employees shall have the right to formally or informally appeal any decision made by their supervisor to the next higher authority and through appropriate successive steps to the school board.
- ❖ Lines of authority shall follow appropriate channels as listed on the attached organizational chart.

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Adopted:                    March 11, 1998  
Amended/Revised:        August 9, 2010

<p><b>PRESTON COUNTY BOARD OF EDUCATION</b>  <b>FILE: 2 – CENTRAL OFFICE ADMINISTRATION</b>  <b>File: 2-4 Administration Salary Schedule</b></p>	<p><b>Last Reviewed: 8-9-10</b>  <b>Next Review: 7-1-12</b></p>
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The Board shall adopt and maintain under continuous review a system of compensation for administrators that is based upon the responsibilities of the position, the employee's experience, and progressive growth in meeting the responsibilities of the position.

The term "administrator" shall apply to those positions which, in the judgment of the Superintendent, involve managerial duties (line or staff). At his/her discretion and within any existing legal requirements, the Superintendent may confer the title of "Director", "Coordinator" or "Supervisor" upon those persons entrusted with administrative duties.

**Initial Placement on the Salary Schedule**

The initial placement of an individual upon the administrative-supervisory salary schedule shall take into consideration:

- ❖ Type and length of previous experience in this position or similar positions of comparable responsibility;
- ❖ Maintenance of the equilibrium of the present scale or of the relationship with other similar positions of comparable responsibilities;
- ❖ Recommendation of the Superintendent; and
- ❖ Degree(s)/salary classification held.

**Annual Advancement**

The annual advancement of an individual upon the salary schedule shall depend on the following criteria:

- ❖ Changes in the state or local salary scale;
- ❖ Position level;
- ❖ Degree(s)/salary classification held; and
- ❖ Recommendation of the Superintendent.

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Adopted: January 24, 1983  
Amended/Revised: August 9, 2010

<b>PRESTON COUNTY BOARD OF EDUCATION</b> <b>FILE: 2 – CENTRAL OFFICE ADMINISTRATION</b> <b>File: 2-5 Utilizing Consultants</b>	<b>Last Reviewed: 8-9-10</b> <b>Next Review: 7-1-12</b>
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The Board may employ outside consultants when the specific services provide are not available within the present staff, or when substantial saving to the school division are evident or when such employment will benefit the school division in some other way.

The Board also values encourages the use of consultants from the State Department of Education, RESA VII and other agencies which offer a variety of services which are offered free of charge.

Staff members who are requested to work as consultants to other school divisions or educational institutions may be permitted to do so with permission of the Superintendent. In general, the Board subscribes to the principle that no employee of the Board shall be paid twice for the same work. Therefore, employees, upon approval by the Board, may use leave without pay in order to provide consultant services to other school systems or other agencies.

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<b>PRESTON COUNTY BOARD OF EDUCATION</b> <b>FILE: 2 – CENTRAL OFFICE ADMINISTRATION</b> <b>File: 2-6 Working Days/Hours of Employment</b>	<b>Last Reviewed: 8-9-10</b> <b>Next Review: 7-1-12</b>
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Administrative and supervisory personnel are employed on an annual contract to perform certain functions within the school system. The Board will annually establish the number of working days for this group of employees to be included in the individual's contract.

The Board will also annually establish the hours of employment for administrative and supervisory personnel. These hours shall be the minimum hours required to complete the work for which the personnel were employed. This group of personnel is expected to be available to the Board, staff, teachers, or parents, for conferences, meetings, etc.

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<p><b>PRESTON COUNTY BOARD OF EDUCATION</b>  <b>FILE: 2 – CENTRAL OFFICE ADMINISTRATION</b>  <b>File: 2-7 Communication with Employees and the Public</b></p>	<p><b>Last Reviewed: 8-9-10</b>  <b>Next Review: 7-1-12</b></p>
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The Superintendent shall establish and maintain an orderly plan for preserving and making accessible the policies adopted by the Board and the administrative rules and regulations. Accessibility shall extend to members of the Board, to all employees of the school system, and to persons in the county. The Superintendent shall issue such administrative bulletins, circulars, manuals or booklets of instruction as s/he deems necessary for the effective administration of the schools. The provisions of these materials must be consistent with officially adopted policies of the Board and shall be binding on all employees.

**Advisory Councils and Committees**

The Superintendent, in cooperation with the staff, shall have the authority to organize councils, and/or committees in order to provide an orderly channel through which all school employees may communicate their views to the Board (i.e. Faculty Senates and Curriculum Councils). This responsibility includes devising arrangements for the representation of staff members and other employees and for regular meetings of advisory councils and/or committees.

Board members are elected to represent the interests of the public in the management of the public schools. In order to carry out this task, it is essential that Board members keep in touch with public opinion and at the same time present the schools' needs to the public. Advisory committees of local citizens can contribute to this two-way flow of information. The Preston County Board of Education shall from time to time utilize Citizen Advisory Committees to assist in the development of educational policies and programs; to seek solutions to specific problems confronting the schools such as consolidation, building programs and district evaluation; to enlist public support for action programs to alleviate these needs; and to provide for an interchange of ideas and points of view between school officials and members of the community. Members of citizen's advisory committees shall be recommended by the Superintendent and appointed by a majority vote of the full membership of the Board of Education meeting in official session (i.e. LSIC and County Steering Committee). Appointed committees shall terminate upon completing on their assigned task unless extended by vote of the board.

The utilization of advisory committees shall be consistent with the three principles adopted by the NSBA Delegate Assembly: (1) Citizen groups should be broadly representative; (2) recommendations should be based on research and facts; (3) recommendations should be submitted to school boards which alone have the authority to act upon them.  
**(WVC §18-5-5; §18-5-42; §18-5A-2; §18-5A-5; SBP 2510)**

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We live in a free society and that fact sometimes leads to employees and the public questioning certain administrative decisions. When such instances arise, the issue at hand shall be discussed with the proper administrator or supervisor and may be brought before the Board only after the issue has been reported and discussed with the Superintendent. At the discretion of the Superintendent, the matter may be presented to the Board for discussion and consideration.

Any employee or group of employees or members of the public may appeal the Superintendent’s decision to the Board by contacting the Superintendent to be placed on the board agenda at a board meeting subsequent to the Superintendent’s decision.

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<b>PRESTON COUNTY BOARD OF EDUCATION</b> <b>FILE: 2 – CENTRAL OFFICE ADMINISTRATION</b> <b>File: 2-9 Conventions, Conferences, Committees, Meetings and Institutes</b>	<b>Last Reviewed: 8-9-10</b> <b>Next Review: 7-1-12</b>
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The Board may budget funds for the attendance of employees at conventions, conferences, and committees.

The Superintendent shall have the authority to approve requests from personnel to attend conventions and meetings which, in his/her judgment, will prove beneficial to the school system and for which funds are available as provided by board policy.

The Board, within limits of finances and sound educational philosophy, encourages the attendance of personnel at conventions, conferences, meetings, and institutes.

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<p><b>PRESTON COUNTY BOARD OF EDUCATION</b>  <b>FILE: 2 – CENTRAL OFFICE ADMINISTRATION</b>  <b>File: 2-10 Evaluation of the Administrative and Supervisory Staff</b></p>	<p><b>Last Reviewed: 8-9-10</b>  <b>Next Review: 7-1-12</b></p>
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The annual evaluation of the administrative-supervisory staff is the responsibility of the Superintendent. The evaluation shall include, but not limited to, the following:

- ❖ The effectiveness of the administrator-supervisor in the role as defined by the job description.
- ❖ The accomplishment of both short-range and long-range objectives defined early in the year.
- ❖ The subjective judgment of the administrator-supervisor's immediate supervisor.
- ❖ An objective evaluation, in as much as possible, should be made in compliance with *SBP 5310 - Performance Evaluation of School Personnel*.

These evaluations shall be maintained on file together with such recommendations for improvement, and pursuant to the Code of West Virginia.

The evaluation process shall be in the spirit of improving the effectiveness of the individual being evaluated. (See also *File: 7-4 Evaluation Procedures for Administrators* and *File: 7-5 Evaluation Procedures for Professional Support Personnel*)

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<p><b>PRESTON COUNTY BOARD OF EDUCATION</b>  <b>FILE: 2 – CENTRAL OFFICE ADMINISTRATION</b>  <b>File: 2-12 Superintendent: Qualifications, Selection and Appointment and Termination for Cause</b></p>	<p><b>Last Reviewed: 8-9-10</b>  <b>Next Review: 7-1-12</b></p>
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The Superintendent is a public official appointed by the Board of Education. The Superintendent shall be appointed by the Board to serve for a term of not less than one, nor more than four years at a salary to be determined by the Board. Such appointment shall be made upon the vote of a majority of board members present at a board meeting between January 1 and June 1 for a term beginning on July 1 following the appointment. Upon appointment of the Superintendent, the President of the Board shall immediately certify the appointment to the West Virginia Superintendent of Schools.

The Superintendent’s duties include acting as the chief executive officer of the school system and serving as the secretary of the Board.

At the expiration of any term, the Superintendent shall be eligible for reappointment for additional terms of not less than one, nor more than four years. Also, at the expiration of any term, he/she may transfer to any teaching position in the county for which he/she is qualified and has seniority unless dismissed for statutory reasons.

Prior to becoming Superintendent, the individual selected by the Board to serve as Superintendent of the Preston County Public Schools shall execute a standard West Virginia Superintendent's Contract

As chief executive officer of the school system, the Superintendent is entrusted with full authority for the administrative management of the school system according to the policies established by the Board and the laws of the state. He shall have the power to delegate to subordinates such authority as he deems appropriate.

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**R 2-12-1 Recruitment of the Superintendent**

When vacancies occur, the Board shall aggressively recruit in an effort to fill the superintendency with the most capable person available. Applications for the position shall be screened and the most highly qualified shall be interviewed. All interviews will be at a board meeting in regular session or at a special session with all board members duly notified. The interview shall be conducted in an executive session called for personnel reasons.

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**R 2-12-2 Minimum Qualifications**

**Certification:**

The Preston County Board of Education’s first preference is to employ a Superintendent who has earned a Master of Arts degree with a major in School Administration, and holds a Superintendent's Certificate issued by the State Department of Education.

The Board may choose to exercise the option to employ a Superintendent on a First Class Permit. Persons employed on such a permit may be appointed for one year only and may be reappointed two times for an additional year each upon an annual evaluation by the Board and determination of satisfactory performance and reasonable progress toward completion of the requirements for a professional administrative certificate endorsed for Superintendent.

Candidates who possess an earned doctorate from an accredited institution of higher education and has either completed three successful years of teaching in public education or has the equivalent of three years of experience in management or supervision as defined by State Board rule, after employment by the Board shall be granted a permanent administrative certificate and shall be a licensed county superintendent.

Regardless of the avenue of certification as Superintendent, the Preston County Board of Education shall choose a candidate with a broad background of experience in education, including at least three years of successful administrative experience in public schools.  
(WVC §18-4-2)

### **Health Requirement**

Before entering upon the discharge of his/her duties, the Superintendent must file with the president of the Board a certificate from a licensed physician certifying that an approved tuberculin skin test has been made within the last four months and that s/he does not have tuberculosis in a communicable state. After the completion of the initial test, the Superintendent shall have an approved skin test once every two years or more frequently if medically indicated. A positive reaction requires immediate referral to a physician for evaluation and indicated treatment or further studies.

In the event the Superintendent is at any time certified by a licensed physician to have tuberculosis in a communicable stage shall have his/her employment discontinued or suspended until the disease has been arrested and is no longer communicable. Failure to complete required follow-up examinations as required by the code shall result in a suspension of employment until an examination report is confirmed.  
(WVC §18-4-2)

### **Residence:**

During his/her term of appointment, the Superintendent shall be a resident of Preston County or of a contiguous county within the state.  
(WVC §18-4-1)

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## **R 2-12-3 General Responsibilities**

The Superintendent of Schools is the school district chief executive officer and secretary of the Board of Education. The ultimate responsibility for the administration of the school system rests with the Superintendent. These duties may be delineated in his/her contract or other written agreement with the Board. The Board shall be responsible for developing a systematic means of evaluating his/her effectiveness in implementing its goals and objectives.

### **R 2-12-3 Responsibilities**

As the educational leader of the school system, it is the Superintendent's role to fulfill expectations specified in state codes and State Board of Education Policy.

*SBP 5800 - Standards of Professional Practice for West Virginia Superintendent, Principals and Teacher Leaders* describes the nine common standards expected of educational leaders and the specific role functions of county superintendents, principals and teacher leaders. In total, the policy represents a coherent and aligned set of leadership expectations necessary to transform schools and school systems into outcome focused, innovative, accountable learning organizations that can prepare all students for powerful life options in the global, digital age of the 21st century.

The following is a partial list of specific duties as specified in the code and State Board policy which must be carried out in a well functioning school system?

- ❖ To serve as executive officer of the Board, and head of the entire school system in charge of both educational and business functions;
- ❖ To administer the development and maintenance of a positive educational program designed to meet the needs of the community;
- ❖ To carry out policies of the Board and to recommend educational policy to the Board;
- ❖ Using any appropriate means agreeable to both parties, the Superintendent must continuously apprise the Board of any issues affecting it or its schools, programs, and initiatives. When practicable, the reports must include a broad array of data and information, which the Board may consult in making decisions.
- ❖ To recommend the number and types of positions required to provide proper personnel for the most effective operation of the system;
- ❖ To nominate for employment, to assign, to transfer, to supervise, and to define the duties of all personnel including substitutes, subject to Board approval;
- ❖ To direct and supervise the work of all schools, offices, and employees of the Board;
- ❖ To supervise the preparation of the annual budget and to recommend it to the Board for approval;
- ❖ To approve and direct all expenditures within the appropriations as approved by the Board and certify monthly payrolls of teachers and employees;
- ❖ To keep the accounts and certify the reports required by law or requested by the Board;
- ❖ To keep the Board informed on the progress and condition of the schools;
- ❖ To represent and defend the Board to the personnel and the public;
- ❖ To act as the secretary of the Board and attend all meetings of the Board except when his tenure, salary, or administration is under consideration;
- ❖ Make reports as required by the State Superintendent.
- ❖ To administer oaths and examine under oath witnesses in all proceedings pertaining to the schools of the district;

- ❖ Close a school temporarily when conditions are detrimental to the health, safety or welfare of the students;
- ❖ Report to the Board promptly whenever any school in the district appears to be failing to meet the standards for improving education as required by §18-2E-5 of the code;
- ❖ To comply with all statutes and laws regarding the reporting of any acts of malfeasance, willful neglect of duty or negligence by any employee of the Board of Education, to the Board of Education. All administrative staff personnel, principals, and assistant principals shall immediately report to the Superintendent of schools any and all acts of malfeasance, willful neglect of duty or negligence by any employee of the Board of Education, and said Superintendent shall immediately make said report to the Board of Education;
- ❖ To act in case of emergency, as the best interests of the school demand; and
- ❖ To exercise all other authority and responsibility required by State Laws, State Board Policy, or by the Preston County Board of Education.  
(WVC §18-4-10; §18-4-11; §18-5-25 and SBP 5800)

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#### **R 2-12-5 Interim Superintendent of Schools**

In the event of a vacancy in the Superintendent's position that results in an incomplete term, the board may appoint an interim county superintendent:

- ❖ To serve until the following July 1 if the vacancy occurs before March 1.
- ❖ To serve until July 1 of the next following year if the vacancy occurs on or after March 1, unless a superintendent is appointed sooner.

The President of the Board of Education shall immediately notify the State Superintendent of Schools of such an appointment.  
(WVC §18-4-1)

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#### **R 2-12-6 Acting Superintendent**

If the Superintendent becomes incapacitated due to accident or illness to an extent that may lead to prolonged absence, the Board, by unanimous vote, may enter an order declaring that an incapacity exists in which case the Board shall appoint an Acting Superintendent to serve until a majority of the members of the Board determine that the incapacity no longer exists. An Acting Superintendent may not serve in that capacity for more than one year, nor later than the expiration date of the Superintendent's term, whichever occurs sooner, unless s/he is reappointed by the Board.

Immediately following the appointment of an Acting Superintendent or a vote by a majority of the members of the Board that an incapacity no longer exists, the president of the Board shall certify the appointment, reappointment, or appointment termination of the acting superintendent to the State Superintendent.

Immediately following the appointment of an Acting Superintendent or a vote by a majority of the members of the Board that an incapacity no longer exists, the president of the Board shall certify the appointment, reappointment, or appointment termination of the acting superintendent to the State Superintendent.  
(WVC §18-4-1)

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#### **R 2-12-7 Compensation and Benefits**

On or before June 1 of the year in which the Superintendent is appointed, the Board shall fix the annual salary of the Superintendent for the period of appointment for the term beginning on the following July 1. The Board shall pay the salary from the general current fund of the District. The Board shall provide the Superintendent with a suitable office within the county. The Board shall supply the office with custodial service and with the necessary equipment and supplies.

The Board shall provide the Superintendent with all reasonable and necessary travel expenses actually incurred in employment under contract. The Superintendent may attend appropriate professional meetings at the local, state and national level, the necessary expenses of said attendance to be incurred by the Board as part of the Superintendent's travel expense allocation. The Superintendent shall enjoy all other benefits and personnel policies provided for all other district professional employees.  
(WVC§18-4-4; §18-4-7 and §18-4-9)

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#### **R 2-12-8 Professional Development**

The Superintendent shall devote time, skill, labor, and attention to the duties and responsibilities as Superintendent of Schools during the life of the contract, provided however, that the Superintendent, with the agreement of the Board, may undertake consultative work, speaking engagements, writing, lecturing, or other professional duties and obligations. In order to stay abreast of developments in the broad areas of responsibilities, it is expected that the Superintendent shall attend appropriate and applicable regional, state, and national meetings focusing on education related issues.

#### **R 2-12-9 Termination for Cause**

Throughout the life of the contract, the Superintendent shall be subject to removal from office for good and just causes as provided by the law (immorality, incompetency, insubordination, intemperance or willful neglect of duty). The Superintendent shall have the right of procedural due process prior to termination, including a written statement of charges, at least ten days written notice in advance of the hearing, and a fair hearing before the Board. If the Superintendent chooses to be represented by legal counsel at the hearing, the expenses of such counsel shall be borne by the Superintendent.  
(WVC §18-4-3)

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<p><b>PRESTON COUNTY BOARD OF EDUCATION</b>  <b>FILE: 2 – CENTRAL OFFICE ADMINISTRATION</b>  <b>File: 2-13 Evaluation of the Superintendent</b></p>	<p><b>Last Reviewed: 8-9-10</b>  <b>Next Review: 7-1-12</b></p>
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The Board shall meet in executive session at least annually with the Superintendent to discuss the working relationship between the Superintendent and the Board. The formal evaluations shall follow a format approved by the State Board.

The West Virginia School Board Association maintains evaluations systems that have been approved by the State Board of Education and the Preston County Board of Education may choose to use one of them as its vehicle for the Superintendent’s annual evaluation or it may present another instrument to the State Board for approval.  
(WVC §18-4-6; SBP 5309)

**Policy Approval Process**

- ❖ Before evaluating the performance of its Superintendent the Board shall submit to the State Superintendent, for approval by the State Board, a written description of the evaluation process which it proposes to follow, including a copy of any evaluation forms to be used as part of the process.
- ❖ In order to receive State Board approval by July 1, the Board must initially submit its proposed evaluation process to the State Superintendent before the preceding December 31. Proposals submitted after that date will be considered, but may not be approved by July 1.
- ❖ If the evaluation process proposed by the county board does not meet the requirements of the State Board policy, the State Superintendent shall return the proposal to the Board, identifying any areas of noncompliance. After revising the proposed process to comply with the requirements of State Policy the Board shall submit to the State Superintendent, for approval by the State Board, a written description of the revised proposal.
- ❖ If the State Board does not approve the Board's proposed evaluation process, the Board shall revise the proposal to address the State Board's concerns and submit a written description of the revised proposal to the State Superintendent for approval by the State Board.
- ❖ Once the State Board approves the Board's process for evaluating the Superintendent's performance, the Board shall continue to utilize the approved process until the State Board authorizes or requires the county board to employ a different process. Annual approval is not required.

**Required Process Criteria**

The process by which the Board of Education shall annually evaluate the performance of its Superintendent shall include the following criteria:

- ❖ The Board and the Superintendent shall annually, before September 15, establish written goals or objectives for the Superintendent to accomplish within a given period of time. Each goal or objective shall include a specific time line for completion. The time line need not be the same for each goal or objective, and the time line for any goal or objective may extend beyond the end of the then-current school year.

- ❖ When the Board and the Superintendent are unable to agree, the parties may petition the State Board to designate an individual to facilitate agreement on goals or objectives, or the Board may engage the West Virginia School Boards Association and the West Virginia Association of School Administrators to facilitate agreement, or some other specific procedure will be followed to break the impasse.
- ❖ The Board shall annually, before June 30, assess the Superintendent's achievement of the written goals or objectives, except that the assessment shall be made before March 1 if the Superintendent's contract is to expire on the ensuing June 30.
- ❖ The Board shall annually, before June 30, evaluate the Superintendent's success in improving student achievement generally across the county and specifically as it relates to the management and administration of low performing schools, except that this evaluation shall be made before March 1 if the Superintendent's contract is to expire on the ensuing June 30.
- ❖ The Board shall evaluate the Superintendent's performance in executive session, and to thereafter make available to the public a general statement about the evaluation process and the overall result. The process shall specify how the Board will arrive at the general statement about the evaluation process and the overall result.
- ❖ The Board may release additional information about the evaluation only by mutual consent of the Superintendent.

### **Optional Process Criteria**

The process by which the Board shall annually evaluate the performance of the Superintendent may include these features:

- ❖ The Board may annually, before June 30, assess the Superintendent's performance in the areas of community relations, school finance, personnel relations, curricular standards and programs, and overall leadership of the school district as indicated primarily by improvements in student achievement, testing and assessment, except that this assessment shall be made before March 1 if the Superintendent's contract is to expire on the ensuing June 30. If the process includes such assessments, the process shall specify how the assessments will be made, including any ratings or rankings that will be employed.
- ❖ The Board may assess annually, before June 30, the Superintendent's performance of any of the other duties of the chief executive officer of the Board as delineated in the Superintendent's contract or other written agreement with the Board [§18-4-10(1)], and the degree to which the Superintendent keeps the Board apprised continuously of any issues that affect the Board or its schools, programs and initiatives. [§18-4-10(9).]
- ❖ With the consent of the Superintendent, the Board may incorporate input from other parties, such as citizens and school employees, about the Superintendent's performance. However, any such input shall be used only to inform the Board in its evaluation of the Superintendent.

### **Use of Evaluation Results**

The results of its evaluation of the Superintendent's performance to determine whether to offer the Superintendent a new contract and the level of compensation or benefits to offer the Superintendent in any new contract.

**Evaluation Training**

As an integral part of the process for evaluating the performance of the Superintendent for the 2004-2005 school year and subsequent school years, all Board members and the Superintendent shall receive evaluation training approved by the State Board and conducted jointly by the West Virginia School Boards Association and the West Virginia Association of School Administrators.

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Adopted: January 24, 1983  
Amended/Revised: August 9, 2010

<p><b>PRESTON COUNTY BOARD OF EDUCATION</b>  <b>FILE: 2 – CENTRAL OFFICE ADMINISTRATION</b>  <b>File: 2-14 Appointment of Central Office Administrative and Supervisory Personnel</b></p>	<p><b>Last Reviewed: 8-9-10</b>  <b>Next Review: 7-1-12</b></p>
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The Board, upon the recommendation of the Superintendent, pursuant to the Code of West Virginia, shall determine the qualifications for administrative and supervisory personnel. These qualifications shall be included in the job description for the position and shall meet, at a minimum, the requirements of both the State Board of Education and local qualifications which may be in addition.

The Board, upon the recommendation of the Superintendent, shall employ and assign administrative and supervisory personnel on an annual basis for the term stated in their contracts and a salary determined by the Board as specified in *File: 2-4 Administrative Salary Schedule* of this manual.

Each administrative and supervisory position shall have a job description defining the responsibilities of that position. The Board shall approve the establishment and the general scope of these positions and shall delegate to the superintendent the responsibility for specific assignments and duties. Administrative and supervisory personnel shall be responsible to an immediate superior for their actions and for the actions of subordinates assigned to them in their job descriptions.

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Adopted: January 24, 1983  
Amended/Revised:

<p><b>PRESTON COUNTY BOARD OF EDUCATION</b>  <b>FILE: 2 – CENTRAL OFFICE ADMINISTRATION</b>  <b>File: 2-15 School Building Administration</b></p>	<p><b>Last Reviewed: 8-9-10</b>  <b>Next Review: 7-1-12</b></p>
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**Principals**

The supervision, management and daily operation of the school is the responsibility of the building principals. Principals shall hold valid administrative certificates appropriate for their assignments. As nearly as possible, a fully certified principal shall head all buildings in the district.

Under the supervision of the Superintendent and consistent with State Law, State Board Policy, and the policies and regulations of the Preston County Board of Education, the principal assumes administrative and instructional supervisory responsibility for the planning, management, operations, and evaluation of the total educational program of the school or schools to which s/he is assigned.

*SBP 5800 - Standards of Professional Practice for West Virginia Superintendent, Principals and Teacher Leaders* describes the nine common standards expected of educational leaders and the specific role functions of county superintendents, principals and teacher leaders. In total, the policy represents a coherent and aligned set of leadership expectations necessary to transform schools and school systems into outcome focused, innovative, accountable learning organizations that can prepare all students for powerful life options in the global, digital age of the 21st century. It is the Board’s expectation that this document will become the framework by which Preston County’s building administrators lead the educational programs in their schools.  
(WVC §18A-2-9; SBP 5800)

**Assistant Principals**

The Board, upon the recommendation of the Superintendent, may appoint assistant principals in those schools where it is determined that the administrative load is too heavy for a principal and/or where the appointment is necessary to meet the requirements of the State Board of Education and/or accreditation.

The assistant principal shall perform duties prescribed in the job description manual and shall discharge other duties as assigned by the principal.

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Adopted: January 24, 1983  
Amended/Revised: August 9, 2010

<b>PRESTON COUNTY BOARD OF EDUCATION</b> <b>FILE: 2 – CENTRAL OFFICE ADMINISTRATION</b> <b>File: 2-16 Administrative Reports and Manuals and Directives</b>	<b>Last Reviewed: 8-9-10</b> <b>Next Review: 7-1-12</b>
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### **Administrative Reports**

The Superintendent shall report to the Board the progress and general condition of the schools. S/he shall make such reports as are required by the State Superintendent. In case the Superintendent fails to report as required, the State Superintendent may direct that the Superintendent's salary be withheld until an acceptable report is received.

(WVC §18-4-11 and §18-5-25)

### **Administrative Manuals and Directives**

The Superintendent shall issue such administrative manuals and directives as are deemed to be necessary. Insofar as provisions of these manuals and directives are not inconsistent with the policies of the Board of Education, the provisions thereof shall be binding upon all employees.

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Adopted: August 9, 2010  
Amended/Revised:

<b>PRESTON COUNTY BOARD OF EDUCATION</b> <b>FILE: 2 – CENTRAL OFFICE ADMINISTRATION</b> <b>File: 2-17 Administrative Demotions, Suspensions, Terminations and Transfers</b>	<b>Last Reviewed: 8-9-10</b> <b>Next Review: 7-1-12</b>
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Under the provisions of the laws of West Virginia, the Superintendent may recommend that the Board demote, suspend, terminate, or transfer an employee from an administrative or supervisory position. The recommendation shall be supported by evidence of the employee's incompetence or noncompliance with school laws, policy, or regulations, or shall be based on other good and just cause. The recommendation, more over, shall include documentation that the staff provided the employee with professional supervisory assistance and time in an effort to assist the employee to correct the deficiency. The Board shall hold a hearing on the recommendation as prescribed by law and afford the employee due process.

(WVC §18A-2-7)

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Adopted: January 24, 1983  
Amended/Revised:

**PRESTON COUNTY BOARD OF EDUCATION**  
**FILE: 2 – CENTRAL OFFICE ADMINISTRATION**  
**File: 2-18 Faculty Senate**

**Last Reviewed: 8-9-10**  
**Next Review: 7-1-12**

The intent of the statute that created faculty senates across West Virginia was to facilitate and encourage the involvement of the school community in the operation of the local schools. When it functions as intended, the local faculty senate can improve the educational quality that children and students receive at the school in which they are enrolled. The Board encourages faculty senates to professionally pursue local initiatives to improve school performance. However, it is not the intent of the statute, or these procedures to restrict the ability of the Board in its efforts to effect countywide school improvement.

Each faculty senate with approval of the principal may, in addition to or as an alternative to the school curriculum team establish a process for teacher collaboration to improve instruction and learning. The mission of the collaboration process is to review student academic performance based on multiple measures, to identify strategies to improve student performance and make recommendations for improvement to be implemented subject to approval of the principal. The collaborative process shall include such members as determined necessary by the faculty senate to address the needed improvements in the academic performance of students at the school and, if applicable, may consist of multiple subject area subcommittees which may meet independently.  
(WVC §18-5A-5)

### **Membership**

- ❖ Every school shall have a faculty senate comprised of all permanent, full-time professional educators employed at the school.
- ❖ Professional educator means teachers, principals, librarians, registered professional nurse who holds a baccalaureate degree and any other person regularly employed for instructional purposes.
- ❖ "Traveling" personnel shall be members of the Faculty Senate at their "home school." Any such person may seek permission from the County Office to change his/her "home school".
- ❖ All members of the senate may vote.  
(WVC §18-1-1; §18-9A-2)

### **Organization**

- ❖ Elected officers:
  - Chair;
  - Vice-Chair - "Shall Preside at meetings when the Chair is absent;" and
  - Secretary.
- ❖ The Chair of the Faculty Senate may appoint such committee as may be desirable to study and submit recommendations to the full Faculty Senate, but the acts of the Faculty Senate shall be voted upon by the full body.
- ❖ The Faculty Senate may adopt bylaws.

- ❖ Each Faculty Senate shall organize its activities as it deems most effective and efficient based on school size, departmental structure, and other relevant factors.

### Meetings

- ❖ On a day scheduled for the opening of school prior to the beginning of the instructional term, a two-hour block of time shall be provided for a faculty senate meeting at each school. The principal shall convene this meeting and oversee the election of a chair, vice chair, and secretary and discuss matters relevant to the beginning of the school year.
- ❖ The senate must be provided a two-hour block of time on each instructional support and enhancement day pursuant to the provisions of WVC §18-5-45 for the purpose of conducting faculty senate business.
- ❖ A faculty senate may meet for an unlimited block of time per month during non-instructional days to discuss and plan strategies to improve student instruction and to conduct other faculty senate business. A faculty senate meeting scheduled on a non-instructional day shall be considered as part of the purpose for which the non-instructional day is scheduled. This time may be utilized and determined at the local school level and includes, but is not limited to, faculty senate meetings.
- ❖ A quorum of more than half of the members of the senate must be present at any meeting at which official business is transacted.
- ❖ Emergency meetings may be held during non-instructional time at the call of the chair or a majority of the members.
- ❖ Agendas must be available at least two employment days ahead, or as soon as possible in the case of emergency meetings.
- ❖ The chair may appoint committees as may be needed to study and submit recommendations. However, only the senate itself may take official action.
- ❖ Accrued instructional time may not be used to lengthen the time provided in law for faculty senates.  
(WVC 18-5A-5, 18-1-1, 18-9A-2, and 18-9A-9)

### Duties and Responsibilities

- ❖ The faculty senate shall control all funds allocated to the senate pursuant to WVC §18-9A-9, except the \$50 allocated to all Professional Instructional Personnel and Professional Support Personnel which may be spent on supplies and materials as they choose. These funds must be expended for academic materials, supplies, equipment, or for programs and materials that in the opinion of the teacher enhance student behavior, academic achievement, improve self-esteem or address problems of students at risk. These categories shall be interpreted broadly, but shall not include anything to be used in interscholastic athletic events or connected with such activities. (See *File: 5-19 Faculty Senate Funds* for accounting procedures)

The remaining funds are to be expended only for academic materials, supplies or equipment in accordance with a budget approved by the faculty senate.

If the amount allotted to each classroom teacher, counselor and librarian is not expended during the instructional year, it is to be returned to the faculty senate.

- ❖ The senate may establish a process for faculty members to interview prospective professional and paraprofessional employees at the school. The principal shall chair the process and s/he may make independent recommendations to the Superintendent.
- ❖ The senate may nominate persons for recognition programs.
- ❖ The senate may make recommendations to the principal concerning the assignment and scheduling of service personnel.
- ❖ The senate may make recommendations to the principal concerning the master schedule.
- ❖ The senate may set a process for review and comment on sabbatical leave requests pursuant to WVC §18-2-11. (Such leave is at local board option. Preston County does not provide for sabbatical leave.)
- ❖ The senate shall elect three members to the school improvement council.
- ❖ The senate may nominate a candidate for the county staff development council.
- ❖ The senate may make recommendations on the selection of faculty members to serve as mentors for beginning teachers.
- ❖ The senate may solicit, accept, and expend any grants, gifts, bequests, donations or other funds made available, and it must select a member to keep a record of all funds received and expended. This record must be kept in the school office. It shall be subject to audit.
- ❖ The senate may review the evaluation procedures followed in the school. If a majority of the senate determines that procedures are improper, they shall submit a report to the State Board. The senate has no new right to obtain or to review any individual's evaluations.
- ❖ Each faculty senate shall develop a strategic plan to manage the integration of special needs students into the regular classroom at their respective schools. The strategic plans shall be submitted to the Superintendent by June 30, 1995, and periodically thereafter pursuant to guidelines developed by the State Department of Education. Each faculty senate shall encourage the participation of local school improvement councils, parents and the community at large in the development of the strategic plan for each school. Each strategic plan developed by the faculty senate shall include at least: A) A mission statement; B) goals; C) needs; D) objectives and activities to implement plans relating to each goal; E) work in progress to implement the strategic plan; F) guidelines for the placement of additional staff into integrated classrooms to meet the needs of exceptional needs students without diminishing the services rendered to the other students in integrated classrooms; G) guidelines for implementation of collaborative planning and instruction; and H) training for all regular classroom teachers who serve students with exceptional needs in integrated classrooms.  
(WVC §18-1-1; §18A-1-1; §18-5A-5)

### **Open Governmental Meetings Requirements**

- ❖ A June 7, 2001 opinion issued by the West Virginia Ethics Commission has declared that the Faculty Senate is a public agency and is subject to the provisions of the Open Meetings Act when it is exercising executive or legislative power in taking official public action on behalf of the school. Instances where the Faculty Senate would be exercising executive power include the following:

- Creating and adopting a budget;
  - Allocating funds received through a grant;
  - Authorizing the expenditure of funds for academic supplies, materials and equipment (this would not apply to the \$50 per person which is allocated for expenditure by individual educators; or
  - Adopting specific policies such as the plans for integrating special needs students in the regular classroom.
- ❖ Each Faculty Senate must adopt a policy for giving notice to the public that includes the date, time, place and agenda of all meetings that deal with the above issues. Such notice shall be given two days prior to the meeting and shall be made available to the public through the news media and postings at the school site.
- ❖ Each Faculty Senate must also provide for the preparation of written minutes of all of its meetings that shall be available to the public within a reasonable time after each meeting and shall include at least the following information:
- The date, time and place of the meeting;
  - The name of each member of the governing body present and absent;
  - All motions, proposals, resolutions, orders, ordinances and measures proposed, the name of the person proposing the same and their disposition; and
  - The results of all votes.
- (West Virginia Ethics Commission Advisory Opinion No. 2001-09)**

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Amended/Revised: August 9, 2010

<b>PRESTON COUNTY BOARD OF EDUCATION</b> <b>FILE: 2 – CENTRAL OFFICE ADMINISTRATION</b> <b>File: 2-19 Preston County School Webpage</b>	<b>Last Reviewed: 8-9-10</b> <b>Next Review: 7-1-12</b>
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The Preston County Board of Education recognizes the value of utilizing the internet and other 21<sup>st</sup> Century technologies as tools for communicating with its many constituents. It shall be the practice of the Board to post a wide range of information items on its webpage including, but not limited to, items such as board agendas, school calendars, job postings, board policies, new student information, athletic information, school closings and other items of interests to the Board’s patrons and employees.

Persons interested in posting information on the Board’s Webpage shall submit the items to the Superintendent who shall have the authority to approve the content of the webpage and the responsibility of sending approved information items to the webmaster for posting on the webpage. Information items which are “time sensitive” shall be presented to the Superintendent at least one week in advance of the first day of posting on the webpage.

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Amended/Revised:

<b>PRESTON COUNTY BOARD OF EDUCATION</b> <b>FILE: 2 – CENTRAL OFFICE ADMINISTRATION</b> <b>File: 2-20 Endnotes</b>	<b>Last Reviewed: 8-9-10</b> <b>Next Review: 7-1-12</b>
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**ENDNOTES**

**File: 2 – Central Office Administration**

**West Virginia Constitution:**

Article XII, Section 3

**West Virginia Codes:**

<b><u>Code</u></b>	<b><u>Topic of the Code</u></b>
§ 18-4-1 -----	Election and term; interim superintendent; acting superintendent.
§ 18-4-2 -----	Qualifications; health certificate; disability; acting superintendent.
§ 18-4-3 -----	Removal and suspension.
§ 18-4-4 -----	Compensation.
§ 18-4-5 -----	Payment of compensation.
§ 18-4-7 -----	Office located within the county.
§ 18-4-8 -----	Clerical assistant; monthly salary from maintenance fund.
§ 18-4-9 -----	Reimbursement for traveling expenses; voucher.
§ 18-4-10 -----	Duties.
§ 18-4-11 -----	Other powers and duties.
§ 18-5-13 -----	Authority of boards generally.
§ 18-5-25 -----	Duties of superintendent as secretary of board.
§ 18A-2-7 -----	Assignment, transfer, promotion, demotion, suspension of personnel; etc

**State Board Policies:**

<b><u>Policy</u></b>	<b><u>Topic of the Policy</u></b>
SBP 5309	County Superintendent Performance Evaluations

**Relevant Court Cases:**

**Dillon v. Board of Education, 301 S.E.2d 588 (1983)** – The superintendent exercised proper authority in closing a school because of a picket line established by citizens. The decision also stated that teachers who refused to cross the picket line must be paid their regular salary for the days lost.

**Hall v. Pizzino, 263 S.E. 2d 886 (1980)** – County superintendents are not merely subject to the control of the board, but exercise a multitude of powers and duties independent of the board.

**State ex rel Hawkins v. Tyler County Board of Education, 275 S.E. 2d 908 (1980)** – Teachers have no right to be assigned to any particular school.

**Morgan v. Pizzino, 256 S.E. 2d 592 (1979)** – Employees must be provided notice and hearing before they can be placed on a transfer or reassignment list to be approved by the board.

**Anderson v. Board of Education, 233 S.E.2d 703 (1977)** – It is not necessary that an applicant for the position of superintendent be a resident of the county at the time of the application for the position.

**Beverlin v. Board of Education, 216 S.E. 2d 554 (1975)** – The superintendent must exercise his/her power to assign, transfer, suspend or promote personnel in a reasonable manner.

**Cochran v. Trussler, 89 S.E. 2d 306 (1955)** – The superintendent's recommendation is required for the employment of professional personnel. The board may refuse to accept the superintendent's nominations, but it may not employ any professional personnel without the nomination of the superintendent.

**State ex rel Rogers v. Board of Education, 25 S.E. 2d 433 (1943)** – The proceeding for removal of a superintendent is quasi-judicial and must be conducted as such.

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