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2.1—DUTIES OF THE SUPERINTENDENT

The Superintendent, as the chief executive officer of the Board and the school system, shall be the administrative head of all departments in the District. The Superintendent shall be responsible to the Mayflower Board of Education for administering the school system according to the mandates of the laws, Arkansas Department of Education, other agencies of jurisdiction, and policies governing school operations. While the Superintendent may delegate his duties when and where necessary and appropriate, he/she shall be responsible to the Board for the results of those duties delegated.

The Superintendent shall be the Ex officio financial secretary as provided for in A.C.A. § 6-17-918(a).

Some of the Superintendent's duties include:

- 1) Implementing the policies of the Board;
- 1) Being responsible for the planning and implementation of an educational program in accordance with State and Federal requirements and the needs of the District;
- 2) Reporting to the Board concerning the status of the educational program, personnel, and operations, and making recommendations for improving instruction, activities, services, and facilities;
- 3) Acting as a liaison between the Board and school personnel;
- 4) Making recommendations to the Board concerning personnel employment, discipline, and termination;
- 5) Communicating the District's vision and mission to staff, students, parents, and the community;
- 6) Being responsible for the development of short- and long-term goals for the District;
- 7) Preparing and presenting an annual budget for the District to the Board for its consideration;
- 8) Administering the District's budget and regularly reporting to the Board on the financial condition of the District;
- 9) Attending and participating in all meetings of the Board except when his employment is being considered;
- 10) Preparing, in consultation with the Board President, the agenda for all Board meetings;
- 11) Being responsible for the planning and implementation of an effective personnel evaluation system that is aligned with the goals of the District; and
- 12) Maintaining a current knowledge of developments in curriculum and instruction, as well as pertinent legal changes, and advising the professional staff and Board of such information.

13) Prepare timely reports for presentation to the Board during regular meetings. If deemed necessary, these materials may be distributed in writing to the Board members so that they can study them and be informed at the meeting.

14) Submit financial reports to the Board at the end of each quarter for their study and review.

Date Adopted: August 16, 2007

Last Revised:

2.2—SUPERINTENDENT COMPENSATION

The salary and employment benefits of the Superintendent shall be determined by the Board. This includes such benefits as insurance, transportation allowances, annual vacations, holidays, and any other entitlements as deemed appropriate.

Date Adopted: August 16, 2007

Last Revised:

2.3—SUPERINTENDENT ATTENDANCE AT SCHOOL BOARD TRAINING CONFERENCES

The Mayflower School District Board of Directors recognizes the District benefits from the superintendent and the members of the Board of Directors jointly attending school board member training conferences. The joint attendance provides an opportunity for the superintendent and members of the Board of Directors to develop their working relationship in a less formal setting and allows the superintendent and members of the Board of Directors to jointly build upon the training received. These benefits are even more evident when the superintendent is new to the District.

In recognition of these benefits, the Board of Directors authorizes the Mayflower School District to cover the costs associated with the current superintendent or the individual who has a signed superintendent contract with the Mayflower School District for the upcoming school year to jointly attend school board training conferences with the members of the Board of Directors.

Date Adopted: May 7, 2018
Last Revised:

2.4—Health Services Policy and Plan

It shall be the policy of the Mayflower Public School District Health Care Services Plan to help provide the health and emergency services that are needed for its students in an efficient and timely manner.

Each school will endeavor to provide for its pupils healthful living conditions, appropriate health and safety instruction, adequate services for health protection and improvement and special educational opportunities for all children, including children with disabilities.

To promote understanding and cooperation in the community, the following representatives will be invited to be involved in the planning and implementation of this policy and the yearly evaluation of its procedures:

1. Administrators
2. PTSO representative
3. Health Teacher
4. School Nurse
5. Health Services Representative
6. Student

The Health Services Plan will attempt to follow the recommendations of the standards and Health Services Guidelines as outlined in the Arkansas School First Aid Guidelines by the Arkansas Department of Education (1986). Procedures for emergencies will be administered as outlined in the book on Red Cross First Aid.

All procedures established should be to protect the health and safety of all students. Educational, Operational, Maintenance and Transportational programs should be scheduled and maintained to keep the school clean, sanitary and as hazard free as possible.

Supplies for emergencies, as well as for routine first aid, should be maintained in recommended areas and quantities as needed. In-service training to staff will be conducted annually in CPR, First Aid and safety training to ensure prompt and appropriate responses are available for any situation.

The Superintendent is directed to provide the staff with the necessary direction and support to provide that these policies are implemented.

Date Adopted: February 1, 2010

Last Revised: