

MILLBRAE SCHOOL DISTRICT

Chapter 2: Organization of the School System

Series 2000

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CHAPTER 2

ORGANIZATION OF SCHOOL SYSTEM

Series 2000

Article 1 - Administrative Organization

2110 Organization of Administrative Division

2110.1 The term "central administration" applies to those controls that operate over the school system as a whole, or over a major administrative division of the system.

2110.2 Central administrative services are organized under the leadership of the Superintendent of Schools who, as a chief executive and administrative officer of the Board of Trustees, assumes immediate charge of the entire school system and all of its divisions.

2110.3 The Superintendent's office renders services relating to the following:

Board of Trustees matters and policy development, District personnel school house planning, community relations, legal interpretation, future planning, budgeting and accounting, and general coordination of the total program.

2110.4 The Superintendent shall provide for the preparation and maintenance of job specifications for all employees, according to acceptable personnel practice. Such job specifications shall be kept in this manual, a separate personnel manual, or in the files of the personnel office.

2110.5 The job specifications shall determine the job classification of the employee on the salary schedule. In each instance the employee shall meet the requirements set forth in the job specifications. Job specifications for all employees shall be provided by the Superintendent and maintained in this or a separate manual, or in accessible files in the personnel office.

2120 Superintendent of Schools

2120.1 Qualifications

2120.1.1 The Superintendent of Schools shall have earned at least a Master's Degree from an approved institution and the required Administrative Credential issued

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by the State Department of Education. Preferably, She/he shall have completed at least one year of graduate work beyond the Master's Degree, which shall include a broad educational background.

2120.1.2 She/he shall have had at least five years of experience in teaching and in the administration of schools.

2120.1.3 She/he shall have established himself as an educational leader in the profession.

2120.2 Appointment

2120.2.1 The Board of Trustees shall appoint the Superintendent of Schools for a term of one (1) to four (4) years. The Board of Trustees and Superintendent shall mutually develop performance objectives for the Superintendent. This shall be done annually. The Superintendent's success in accomplishing these objectives shall be considered as part of the annual process of evaluation of the Superintendent.

2120.3 Duties

2120.3.1 The Superintendent of Schools shall serve as the executive officer of the Board of Trustees and shall be charged with the responsibility for implementing the policies of the Board. She/he shall prepare the agenda for each meeting, shall attend all meetings, and participate in all deliberations of the Board of Trustees when such deliberations do not involve his employment.

2120.3.2 She/he shall administer the schools in conformity with the adopted policies of the Board of Trustees and the rules and regulations of She/he State Department of Education and in accordance with State law.

2120.3.3 She/he shall serve as the designated representative of the Board of Trustees in meeting and negotiating with recognized employee bargaining units. Acting in this capacity, She/he shall head a negotiating team. The other member(s) of the team shall be appointed by the Board of Trustees.

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- 2120.3.4 She/he shall serve as the liaison officer between the Board of Trustees and consultants approved by the Board of Trustees to assist the District in total process of meeting and negotiating with recognized employee bargaining units.
- 2120.3.5 She/he shall serve as the liaison/advisor to the Board of Trustees on legal affairs affecting the operation of the District.
- 2120.3.6 She/he shall work personally, and in conjunction, with lay and professional groups to transmit the Board of Trustees' actions and desires to appropriate legislators and legislative advocates.
- 2120.3.7 She/he shall establish and maintain an orderly plan for preserving and making accessible the policies adopted by the Board of Trustees. The Board of Trustees' policies shall be published in a manual, maintained in current condition, and made available to all persons concerned.
- 2120.3.8 She/he shall work with other management personnel to develop administrative principles and procedures for implementing Board of Trustees policies.
- 2120.3.9 She/he, with the management staff, shall provide a continuous review of all District policies.
- 2120.3.10 She/he shall recommend employees for appointment, demotion, transfer or dismissal in accordance with the policies of the Board of Trustees.
- 2120.3.11 She/he is responsible for assignment of instructional and non-instructional personnel.
- 2120.3.12 She/he shall direct the selection of, and recommend for adoption, all textbooks and supplementary instructional materials. In the selection of such textbooks and supplementary materials, She/he shall have the cooperation of other staff members and of such special committees of teachers, principals, supervisors, and representatives from student and community groups as She/he may appoint.
- 2120.3.13 She/he shall submit to the Board of Trustees, at least ninety days before the end

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of the fiscal year, a preliminary budget for the ensuing year.

2120.3.14 She/he shall act as primary liaison between the Board of Trustees and all advisory groups appointed by the Board of Trustees.

2120.3.15 She/he shall make provision for staff development activities which reflect the goals of Chapter 6 of the Education Code, "Improvement of Elementary and Secondary Education".

2120.3.16 She/he is directed to develop regulations and procedures for use during a strike or work stoppage which will:

- 1) Keep the schools in operation.
- 2) Facilitate communication among all involved.
- 3) Ensure the welfare and safety of pupils, employees, and school property.
- 4) Release management from most daily decisions so they may concentrate on the business of ending the strike or work stoppage.

2120.3.17 She/he shall take into consideration the following factors, which are not exclusive, in recommending reduction of management positions:

- 1) The educational needs of the District.
- 2) The management employee's satisfactory job evaluation reports for the prior two years.
- 3) Professional capabilities.
- 4) Affirmative action.
- 5) Length of service to the District. Written notice to a management employee who is scheduled for reduction shall be given on or before the statutory or contractual date applicable.

2120.3.18 She/he shall perform such other duties as the Board of Trustees may determine.

2120.4 Salary

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2120.4.1 The minimum salary of the Superintendent shall be determined at the time of issuance of contract.

2130 Chief Business Official

2130.1 Employment

2130.1.1 The Chief Business Official shall be employed upon the recommendation of the Superintendent working in consultation with the Board of Trustees.

2130.2 Position

2130.2.1 The Chief Business Official shall be directly responsible to the Superintendent of Schools and shall derive his authority and receive assignments from him.

2130.2.2 The primary function of the Chief Business Official is to organize and administer financial and business affairs of the school system, including the administration and organization of the support departments, i.e., Maintenance, Operations and Transportation, Food Services, Purchasing and Warehousing, and to assume administrative responsibility for other assigned auxiliary services, including Classified Personnel. The Chief Business Official shall become acting Superintendent in the Superintendent's absence.

2130.2.3 She/he shall be employed on a yearly basis.

2130.2.4 She/he shall receive twenty (20) working days as vacation.

2130.3 Budgeting and Accounting

2130.3.1 Under the direction of the Superintendent, the Chief Business Official has the responsibility for the preparation of the budget, including revenue projections, and assists the Superintendent in the presentation of the budget to the Board of Trustees and the community.

2130.3.2 Provide continuous budget supervision, analyze revenue and expenditures in relation to the adopted budget.

2130.3.3 Recommend adjustments and modifications to the annual budget as needed

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throughout the fiscal year.

2130.3.4 Administer the District's assigned financial and accounting functions pursuant to regulations established by the State and County Superintendent of Schools Office.

2130.3.5 Plan, recommend and establish procedures and controls for the efficient operation and security of the accounting department.

2130.3.6 Verify that accounting records are maintained in an auditable manner, including payroll, cash receipts and expenditure records.

2130.4 Purchasing

2130.4.1 Administer and provide general supervision of all purchasing for the District, including storage and distribution of supplies and materials.

2130.4.2 Act as agent of the Board of Trustees in approving expenditures for goods, services and equipment, subject to confirmation by the Board of Trustees.

2130.4.3 Act as the primary contact for vendors who do business with the District.

2130.4.4 Plan, recommend and establish procedures and controls for efficient property management.

2130.5 Maintenance, Operations, and Transportation

2130.5.1 Plan and direct the major functions of the maintenance, operations and transportation services for the District.

2130.5.2 Provide a system of records and reports as required to verify that the department is accomplishing its assigned mission in an efficient and businesslike manner.

2130.5.3 Establish procedures and controls to insure that the plant, grounds and equipment are properly maintained and kept in a safe condition.

2130.5.4 Review, evaluate and approve/disapprove work requests involving construction, alteration, remodeling or other capital outlay expenditures.

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2130.5.5 Recommend to the Superintendent routes and schedules for pupil transportation.

2130.5.6 Review, evaluate and approve/disapprove requests for use of District transportation (buses and other vehicles).

2130.5.7 Provide a system of records and reports as required to verify that the department is accomplishing its objectives in an efficient and businesslike manner.

2130.6 Food Services

2130.6.1 Direct the administrative services of the food service program.

2130.6.2 Establish procedures and controls to insure quality food preparation.

2130.6.3 Provide a system of records and reports as required to verify that the department is accomplishing its objectives in an efficient and businesslike manner.

2130.7 Business Affairs

2130.7.1 Provide general supervision of all contracts and business transactions for the District.

2130.7.2 Obtain legal counsel and approval as required to insure prudent management of District business.

2130.7.3 Plan, direct and administer the District's insurance program.

2130.7.4 Recommend types and amounts of insurance to be carried by the District and maintain property valuation records for District insurance purposes.

2130.7.5 Coordinate all school elections.

2130.7.6 Assist in administering disaster and civil defense activities of the District in cooperation with other governmental agencies.

2130.7.7 Administer school facilities usage pursuant to the Civic Center Act and Board of Trustees policies and regulations.

2130.8 Buildings

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2130.8.1 Assist the Superintendent as directed and act as his agent in coordinating, planning and administering the District's building program.

2130.8.2 Assist the Superintendent in the preparation and evaluation of specifications for construction.

2130.9 Personnel

2130.9.1 Organize and administer the classified personnel services of the District under the direct supervision of the Superintendent.

2130.9.2 Plan, recommend and establish personnel policies, procedures and controls for the efficient operation of the classified services.

2130.9.3 Administer the recruitment program for classified services, including needs, assessment, pre-employment selection, testing and interviews.

2130.9.4 Supervise the preparation of classified personnel reports.

2130.9.5 Direct the preparation and control of classified employees' confidential files and performance evaluation procedures.

2130.9.6 Assist in preparing job specifications for each classification within the classified personnel services.

2130.9.7 Administer grievance procedures for classified personnel.

2130.9.8 Assist Superintendent as directed in all personnel matters for certificated and classified.

2130.10 Attendance

2130.10.1 Administer the pupil attendance and enrollment record keeping system for the District.

2130.10.2 Develop, implement and coordinate an enrollment/attendance accounting system capable of providing data required by the District, County and State.

2130.10.3 Direct and supervise the preparation of reports required for the State and County Superintendent of Schools.

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2130.11 Employee/Employer Negotiations

2130.11.1 Assist the Superintendent in developing management options.

2130.11.2 Direct the preparation of staffing reports for certificated and classified services.

2130.11.3 Direct the preparation of cost analysis for employee organizational demands.

2130.12 General Functions

2130.12.1 The administration and supervision of the Business Services Division and Classified Personnel Services.

2130.12.2 Planning, organizing, staffing, directing and controlling of all programs for which the Business Services Division is responsible.

2130.12.3 Assist in selection, assignment, evaluation, on-the-job improvement and separation of all personnel within the Business Services Division.

2130.12.4 The continual evaluation of all programs and needs of the Business Division to the end that programs are most effectively meeting the District's needs.

2130.12.5 Assist in the evaluation of all District programs as they affect the operation of the Business Services Division.

2130.12.6 Representation of the Business Services Division on the Management Team.

2130.12.7 Represent the Business Services Division at all Board of Trustees meetings.

2130.12.8 Serve as resource in the area of business services to the District Superintendent.

2130.12.9 Maintain liaison with the District Attorney and other County and State officials.

2130.12.10 Perform other duties as directed.

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Article 2 - School Administrative Organization

2210 Principals

2210.1 The Superintendent recommends and the Board of Trustees appoints qualified persons as school principals on a yearly contractual basis.

2210.1.2 The school principal is the responsible administrator and professional leader of the local school unit.

2210.2 Qualifications

2210.2.1 She/he shall hold a Master's Degree with a credential in supervision, from an accredited institution, and shall hold those credentials required by the Education Code and State Department permitting service as a school principal.

2210.2.2 She/he shall have had at least five years of teaching experience.

2210.2.3 She/he shall present a transcript verifying successful and recent graduate school attendance at an accredited college or university.

2210.3 Duties

2210.3.1 She/he shall be responsible to the Superintendent of Schools for all organization, administration, and supervision within his building.

2210.3.2 She/he shall keep the Superintendent completely and continuously informed as to the condition of the school.

2210.3.3 She/he shall work cooperatively with the teaching staff in the best interests of the children using principles of democratic administration and high professional standards.

2210.3.4 She/he shall be responsible for the health, safety and welfare of children and all employees on site.

2210.3.5 She/he shall be responsible for assisting in the development of the curriculum and in planning and adapting the courses of study to the needs and interests of the children.

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- 2210.3.6 She/he shall be responsible for maintaining good public relations with the community and for utilizing fully the community resources to enrich the learning program.
- 2210.3.7 She/he shall take an active interest in local, state and national professional organizations to promote professional improvement and render greater service.
- 2210.3.8 She/he shall submit annually to the Superintendent, a statement of performance objectives which shall include continued professional growth.
- 2210.3.9 She/he shall be responsible for an evaluation of all teachers in his building, as directed by the policies of the Board of Trustees.
- 2210.3.10 She/he shall be responsible for the classification, promotion or retention of students within the building.
- 2210.3.11 She/he shall constantly appraise and evaluate the instructional program.
- 2210.3.12 She/he shall engage in supervision as a cooperative program involving classroom teachers.
- 2210.3.13 She/he shall be responsible for preparing the local school budget and ordering supplies, textbooks, equipment and all materials necessary to the operation of the school through the office of the Superintendent.
- 2210.3.14 She/he shall perform such other duties as may be assigned by the Superintendent.

2210.4 Functions

- 2210.4.1 The school principal is recognized as being in direct charge of the program and all personnel regularly assigned to his school within the special provisions regarding areas of dual control set forth in this document. She/he operates within the framework of District policies adopted by the Board of Trustees, the legal requirements as stipulated in the Education Code, and the Rules and Regulations of the State Department of Education.

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2220 Assistant to the Principal - Taylor Intermediate School

2220.1 Functions

- 2220.1.1 The Vice Principal/Counselor is directly responsible to the principal of the school. His duties will be cooperatively developed with the principal and approved by the Superintendent. In the absence of the principal, the vice principal/counselor shall assume the responsibility of the principal.

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2230 Conflict of Interest

Incompatible Activities

Board of Trustees members shall not engage in any employment or activity which is inconsistent with, incompatible with, in conflict with or inimical to the Board member's duties as an officer of the district. (Government Code 1126)

Conflict of Interest Code

The district's conflict of interest code shall comprise of the terms of 2 CCR 18730 and any amendments to it adopted by the Fair Political Practices Commission, together with a district attachment specifying designated positions and the specific types of disclosure statements required for each position.

Upon direction by the code reviewing body, the Board shall review the district's conflict of interest code in even-numbered years. If no change in the code is required, the district shall submit by October 1 a written statement to that effect to the code reviewing body. If a change in the code is necessitated by changed circumstances, the district shall submit an amended code to the code reviewing body. (Government Code 87306.5)

When a change in the district's conflict of interest code is necessitated by changed circumstances such as the creation of new designated positions, amendments or revisions shall be submitted to the code reviewing body within 90 days. (Government Code 87306)

When reviewing and preparing conflict of interest codes, the district shall provide officers, employees, consultants and members of the community adequate notice and a fair opportunity to present their views. (Government Code 87311)

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If a Board member or designated employee determines that he/she has a financial interest in a decision, as described in Government Code 87103, this determination shall be disclosed. The member shall be disqualified from voting unless his/her participation is legally required. (2 CCR 18700)

Statements of economic interests submitted to the district by designated employees in accordance with the conflict of interest code shall be available for public inspection and reproduction. (Government Code 81008)

Financial Interest

Board members and designated employees shall not be financially interested in any contract made by the Board or in any contract they make in their capacity as Board members or designated employees. (Government Code 1090)

A Board member shall not be considered to be financially interested in a contract if his/her interest includes, but is not limited to, any of the following: (Government Code 1091.5)

1. That of an officer who is being reimbursed for his/her actual and necessary expenses incurred in the performance of an official duty
2. That of a recipient of public services generally provided by the public body or board of which he/she is a member, on the same terms and conditions as if he or she were not a member of the board
3. That of a landlord or tenant of the contracting party if such contracting party is the federal government or any federal department or agency, this state or an adjoining state, any department or agency of this state or an adjoining state, any county or city of

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this state or an adjoining state, or any public corporation or special, judicial or other public district of this state or an adjoining state unless the subject matter of such contract is the property in which such officer or employee has such interest as landlord or tenant in which even his/her interest shall be deemed a remote interest within the meaning of, and subject to, the provisions of Government Code 1091

4. That of a spouse of an officer or employee of the district if his/her spouse's employment or office holding has existed for at least one year prior to his/her election or appointment

5. That of a non-salaried member of a nonprofit corporation, provided that such interest is

disclosed to the Board at the time of the first consideration of the contract, and

provided

further that such interest is noted in its official records

6. That of a noncompensated officer of a nonprofit, tax-exempt corporation which, as one of its primary purposes, supports the functions of the nonprofit board or to which the school Board has legal obligation to give particular consideration, and provided further that such interest is noted in its official records

7. That of a person receiving salary, per diem, or reimbursement for expenses from a governmental entity, unless the contract directly involves the department of the government entity that employs the officer or employee, provided that such interest is disclosed to the Board at the time of consideration of the contract, and provided further that such interest is noted in its official records

8. That of an attorney of the contracting party or that of an owner, officer, employee or agent of a firm which renders, or has rendered, service to the contracting party in the capacity of stockbroker, insurance agent, insurance broker, real estate agent, or real estate broker, if these individuals have not received and will not receive

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remuneration, consideration, or a commission as a result of the contract and if these individuals have an ownership interest of less than 10 percent in the law practice or firm, stock brokerage firm, insurance firm or real estate firm

In addition, a Board member or employee shall not be deemed to be interested in a contract made pursuant to competitive bidding under a procedure established by law if his/her sole interest is that of an officer, director, or employee of a bank or savings and loan association with which a party to the contract has the relationship of borrower or depositor, debtor or creditor. (Government Code 1091.5)

A Board member shall not be deemed to be financially interested in a contract if he/she has only a remote interest in the contract and if the remote interest is disclosed during a Board meeting and noted in the official Board minutes. The affected Board member shall not vote or debate on the matter or attempt to influence any other Board member to enter into the contract.

Remote interests are specified in Government Code 1091(b); they include, but are not limited to, the interest of a parent in the earnings of his/her minor child. (Government Code 1091)

A Board member may enter into a contract if the rule of necessity or legally required participation applies as defined in Government Code 87101.

Even if there is no prohibited or remote interest, a Board member shall abstain from voting on personnel matters that uniquely affect a relative of the Board member. A Board member may vote, however, on collective bargaining agreements and personnel matters that affect a class of employees to which the relative belongs. "Relative" means an adult who is related to the

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person by blood or affinity within the third degree, as determined by the common law, or an individual in an adoptive relationship within the third degree. (Education Code 35107)

A relationship within the third degree includes the individual's parents, grandparents and great-grandparents, children, grandchildren and great-grandchildren, brothers, sisters, aunts and uncles, nieces and nephews, and the similar family of the individual's spouse unless the individual is widowed or divorced.

Gifts

Board members and designated employees may accept gifts only under the conditions and limitations specified in Government Code 89503 and 2 CCR 18730.

The limitations on gifts do not apply to wedding gifts and gifts exchanged between individuals on birthdays, holidays and other similar occasions, provided that the gifts exchanged are not substantially disproportionate in value. (Government Code 89503)

Gifts of travel and related lodging and subsistence shall be subject to the prevailing gift limitation except as described in Government Code 89506.

A gift of travel does not include travel provided by the district for Board members and designated employees. (Government Code 89506)

Honoraria

Board members and designated employees shall not accept any honorarium, which is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering, in accordance with law. (Government Code 89501, 89502)

The term honorarium does not include: (Government Code 89501)

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1. Earned income for personal services customarily provided in connection with a bona fide

business, trade or profession unless the sole or predominant activity of the business, trade or profession is making speeches

2. Any honorarium which is not used and, within 30 days after receipt, is either returned to the donor or delivered to the district for donation into the general fund without being claimed as a deduction from income for tax purposes

Appendix

Designated Positions/Disclosure Categories

It has been determined that persons occupying the following positions manage public investments and shall file a full statement of economic interests pursuant to Government Code 87200

Board of Trustees

Superintendent of Schools

1. Persons occupying the following positions and designated employees in Category 1:

Chief Business Official

Designated persons in this category must report:

- a. Interests in real property located entirely or partly within district boundaries, or within two miles of district boundaries or of any land owned or used by the District. Such interests include any leasehold, beneficial or ownership interest or option to acquire such interest in real property.
- b. Investments or business positions in or income from sources which:
 - (1) Are engaged in the acquisition or disposal of real property within the district
 - (2) Are contractors or subcontractors which are or have been within the past two years engaged in work or services of the type used by the district or

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(3) Manufacture or sell supplies, books machinery or equipment of the type used by the district

2. Persons occupying the following positions are designated employees in Category 2:

Principal

Assistant Principal

Director of Special Education

Designated persons in this category must report investments or business positions in or income from sources which:

- a. Are contractors or subcontractors engaged in work or services of the type used by the department which the designated person manages or directs, or
- b. Manufacture or sell supplies, books, machinery or equipment of the type used by the department which the designated person manages or directs. For the purposes of this category, a principal's department is his/her entire school.

3. Consultants are designated employees who must disclose financial interests as determined on a case-by-case basis by the Superintendent or designee. The Superintendent or designee's written determination shall include a description of the consultant's duties and a statement of the extent of disclosure requirements based upon that description. All such determinations are public records and shall be retained for public inspection along with this conflict of interest code.

A consultant is an individual who, pursuant to a contract with the district, makes a governmental decision whether to (2 CCR 18701)

- a. Approve a rate, rule or regulation
- b. Adopt or enforce a law
- c. Issue, deny, suspend or revoke a permit, license, application, certificate, approval, order or similar authorization or entitlement

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- d. Authorize the district to enter into, modify or renew a contract that requires district approval
- e. Grant district approval to a contract or contract specifications which require district approval and in which the district is a party
- f. Grant district approval to a plan, design, report, study or similar item
- g. Adopt or grant district approval of district policies, standards or guidelines

A consultant is also an individual who, pursuant to a contract with the district, serves in a staff capacity with the district and in that capacity participates in making a governmental decision as defined in 2 CCR 18702.2 or performs the same or substantially all the same duties for the district that would otherwise be performed by an individual holding a position specified in the district's Conflict of Interest Code. (2 CCR 18701)

Legal Reference

Education Code

- 1006 Qualifications for holding office
- 35107 School district employees
- 35230-35240 Corrupt practices
- 35233 Prohibitions applicable to members of governing boards
- 35239 Compensation for board members in districts under 70 ADA

Government Code

- 1090 – 1098 Prohibitions applicable to specified officers
- 1125 – 1129 Incompatible activities
- 81000-91015 Political Reform Act of 1974, especially:
 - 82011 Code reviewing body
 - 82019 Definition of designated employee
 - 82028 Definition of gifts

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82030 Definition of income

87100-87103.6 General prohibitions

87200-87210 Disclosure

87300-87313 Conflict of interest code

87500 Statements of economic interests

89501-89503 Honoraria and gifts

91000-91014 Enforcement

Cod of Regulations, Title 2

18110-18997 Regulations of the Fair Political Practices Commission, especially:

18702.5 Public identification of a conflict of interest for Section 87200 filers

Court Decisions

Thorpe v. Long Beach Community College District, (2000) 83 Cal.App.4th. 655

Kunec v. Brea Redevelopment Agency, (1997) 55 Cal.App.4th 511

Attorney General Options

86 Ops.Cal.Atty.Gen. 138(2003)

85 Ops.Cal.Atty.Gen. 60 (2002)

82 Ops.Cal.Atty.Gen. 83 (1999)

81 Ops.Cal.Atty.Gen. 327 (1998)

80 Ops.Cal.Atty.Gen. 320 (1997)

69 Ops.Cal.Atty.Gen. 255 (1986)

68 Ops.Cal.Atty.Gen. 171 (1985)

65 Ops.Cal.Atty.Gen. 606 (1982)

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Article 3 - Administrative Operations

2310 Operational Responsibilities

2310.1 Management Team

2310.1.1 Organization

2310.1.1.1 The Millbrae School District Management Team shall be a deliberative body composed of the following regularly appointed personnel: the Principal of each school in the District, the Chief Business Official, and the Superintendent of Schools.

2310.1.1.2 The Management Team will meet at an appointed time at the District Office.

2310.1.1.3 Other District resource teachers and specialists will attend meetings, pertinent to their areas of competency, on an invitational basis.

2310.1.1.4 The Superintendent shall serve as the Chairman for the Management Team and will preside over the work of the group.

2310.1.2 Functions

2310.1.2.1 The Management Team shall continuously study the administrative regulations and procedures operative within the District. Needed revisions in the regulations and procedures will be determined by the group and become operative at the time recommended by the Management Team.

2310.1.2.2 The Management Team shall continuously study the instructional program for the purpose of making recommendations to the Board of Trustees and implementing those that will strengthen the educational opportunities available to pupils.

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2310.1.2.3 The Management Team will discuss and make recommendations to the Board of Trustees concerning the request of any school within the District to proceed with a given proposal for a trial program. Any significant proposal for change will be taken from the Management Team by the principal and Superintendent to the next meeting of the Board of Trustees for consideration. The Board of Trustees has the sole power to approve any and all major changes in the instructional program.

2310.1.2.4 The schedules of all resource teachers who work the District will be approved by the Management Team on an annual basis.

2310.1.2.5 The Management Team shall review and make recommendations concerning needed modifications to school buildings within the District.

2310.1.2.6 The Management Team shall review and react to any other proposals as requested by the Superintendent or Board of Trustees.

2310.2 Psychological Services

2310.2.1 The school psychologists shall be directly responsible to the Superintendent in matters of district-wide concern.

2310.2.2 The psychologist shall be responsible to the building principal while performing services in a local school building.

2310.2.3 Referrals for psychological services will normally be made through the office of the principal. In those instances where a parent makes a direct and voluntary referral to the psychologist, the principal will be so informed.

2310.2.4 The psychologist shall use his professional judgment in establishing priorities at the District level.

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2310.2.5 The psychologist shall so schedule his time that each building will receive a proportional amount of services as justified by size of school, number of referrals and the demand of special instructional program.

2310.2.6 The psychologist shall make an annual report to the Superintendent summarizing services rendered and making recommendations for the following year. The psychologist shall screen pupils for placement in special educational programs in conformity with District policy and State requirements.

2310.3 Resource Teacher Instructional Services

2310.3.1 Resource teachers shall serve the pupils and professional staff of the District in the following areas: Remedial Reading and Speech Therapy.

2310.3.2 The resource teachers and the Management Team shall work cooperatively in establishing the schedules of the teachers.

2310.3.3 The time a resource teacher spends in the various buildings will be determined by the need for service in each building.

2310.3.4 The schedules as agreed upon shall not be changed without the prior approval of the Management Team.

2310.3.5 The resource teacher shall be considered to be part of the regularly assigned staff of a building while serving in that building. She/he will be the direct responsibility of the principal during all time so assigned.

2310.3.6 The resource teachers serving the District shall have the responsibility for submitting an annual written report to the Management Team summarizing their activities and making any requests for any changes in program.

2310.3.7 See Stull Bill for description of Learning Resource Teacher's position, duties and responsibilities.

2310.4 Media Center Resources

2310.4.1 It shall be the policy of the Board of Trustees to support the orderly

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development of media center resources in each of the schools in the District.

2310.5 Community Resources

2310.5.1 The Board of Trustees supports the widest possible utilization of community and area-wide resources, the use of which will enhance the quality of the instructional program.

2320 Administrative Regulations and Rule

2320.1 It shall be the responsibility of the Superintendent working with the Management Team to develop a handbook of Administrative Regulations and Procedures to implement the policies as adopted by the Board of Trustees. These regulations and procedures will be established and revised on a continuous basis as the need becomes evident.

2330 Administrative Decisions in Absence of Board of Trustees Policy

2330.1 Decisions by the Superintendent

2330.1.1 The Board of Trustees empowers the Superintendent to make the necessary administrative decisions governing the operation of the District in those instances where decisions must be made concerning areas of authority not covered by existing adopted Board of Trustees policies.

2330.2 Decisions by the Principal

2330.2.1 In case of emergency and acting in the absence of the Superintendent, or his delegated representative, a principal is empowered to make those decisions affecting his local school and its operation in those instances where the area of authority in question is not covered by existing adopted Board of Trustees policies.

2330.3 Decisions by the Chief Business Official

2330.3.1 In case of emergency and acting in the absence of the Superintendent, the Chief Business Official is empowered to make those decisions affecting his business services and its operation in those instances where the area of authority in

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question is not covered by existing adopted Board of Trustees policies.

2340 Procedure for Filling Vacancies in Administrative Staff

2340.1 The Superintendent of Schools, when a vacancy occurs in the administrative staff, shall make known such vacancy and receive applications from candidates. Qualified employees may initiate their own application on forms provided or they may be nominated by the Superintendent. Applications shall be received through designated channels from candidates outside the District. In appraising qualifications of candidates, appropriate weight shall be given for: preparation, experience, personal traits, service in the District and proper California State certification.

2340.2 The Board of Trustees reserves the right to administer written and oral tests in connection with a particular vacancy.

2350 Personnel Policies

2350.1 Management shall have legal tenure under State tenure laws as classroom teachers drawing salary according to their status in the adopted salary schedule for the District.