



Reference: Management Directive (MD) 14

Number: MD-14

Date: September 14, 2023

Page: 1 of 1

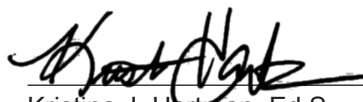
Management Directive

Subject: Superintendent/Designee for Campus Visits

Authority: Kristina J. Hartman, Superintendent

Directive: To formalize the requirement for the superintendent or designee to visit each campus at least annually.

- Procedures:**
1. The superintendent or designee will visit each campus at least once per school year.
 2. The size of the district prohibits the superintendent from personally making a site visit to each campus annually. To accomplish this, the following are permitted as superintendent designees:
 - Division Directors
 - Department Directors
 - Department Administrators
 3. For campus visits made by the superintendent, a master schedule/log will be maintained in the superintendent's office of the campus visits including campus name, date/time of visit and activities conducted.
 4. Campus visits made by the superintendent and/or a designee will be documented by the principal using attachment A.
 5. For campus visits made by a designee, the designee or principal will document the visit via email. The email will include the campus name, date/time of visit and the activities conducted during the visit. Examples of activities include classroom visits, speaking to staff and students, library visits, lab observations, etc. The principal will include the completed attachment A, with signatures, in this email.
 6. The email will be forwarded to the superintendent's office to be recorded on the master log and for filing. A copy of the email and attachment A will also be retained on file by the principal.



Kristina J. Hartman, Ed.S.
Superintendent

