

## **SECTION C**

### **GENERAL SCHOOL ADMINISTRATION**

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## **ADMINISTRATION GOALS**

It is the intent of the School Committee that the District employ qualified personnel to administer the school system efficiently and that the Superintendent organize the administration in a manner that will make clear the functions of each position and the relationships among them.

The organization and administration of the schools will balance responsibility with commensurate authority, subject to the reserved legal powers of the Committee. This means that a staff member, when assigned a responsibility or a position, will be given the authority to make the decisions necessary to perform the assigned tasks.

## **SCHOOL SUPERINTENDENT**

The School Committee shall employ a Superintendent of Schools and fix his/her compensation. The Superintendent shall act in accordance with the General Laws, [c. 71, § 59](#), and shall perform such other duties consistent with this section as the Committee may determine. The Superintendent shall also prepare such reports as may be required by the Department of Elementary and Secondary Education and appropriate Town officials.

LEGAL REFS.: M.G.L. [71:59](#); [72:3](#)

## **SUPERINTENDENT'S CONTRACT**

The School Committee, upon the appointment of a candidate or upon reappointment of the incumbent Superintendent, shall enter into a written contract with the Superintendent that meets the requirements of law and protects the rights of both the Committee and the Superintendent.

Under normal circumstances, the Committee will award to a new superintendent a first contract of three years in duration. In accordance with the General Laws, [c. 71, § 41](#), under no circumstances will the Committee award a subsequent contract for a period in excess of six years.

LEGAL REF.: M.G.L. [71:41](#)

## **EVALUATION OF THE SUPERINTENDENT**

The School Committee shall annually develop with the Superintendent a set of performance objectives in accordance with the provisions outlined in the Educator Evaluation procedures published by the Department of Elementary and Secondary Education. The Superintendent's performance will be reviewed in accordance with these objectives. Additional objectives will be established at intervals agreed upon with the Superintendent.

LEGAL REF.: [603 CMR 35.00](#) (Evaluation of Educators)

## **LINE AND STAFF RELATIONS**

The School Committee expects the Superintendent to establish clear understandings of the organizational structure and reporting relationships of all personnel in the District.

Personnel will be expected to refer matters requiring administrative action to the administrator to whom they are responsible. The administrator will refer such matters to the next higher administrative authority when necessary.

It is expected that the established lines of authority will serve most purposes. Personnel covered by established collective bargaining agreements will have the right to appeal decisions made by administrative officers in accordance with those agreements.

Additionally, lines of authority do not restrict in any way the cooperative, sensible working together of all staff members at all levels in order to develop the best possible school programs and services. The established lines of authority represent direction of authority and responsibility; when the staff is working together, the lines represent avenues for a two-way flow of ideas to improve the program and operations of the District.

## **ADMINISTRATIVE COUNCILS, CABINETS AND COMMITTEES**

The Superintendent may establish such permanent or temporary councils, cabinets, and committees as he/she deems necessary for ensuring staff participation in decision-making, for implementing policies and procedures and for the improvement of the educational program. Such groups will exercise no inherent authority. Authority for establishing policy remains with the School Committee and authority for implementing policy remains with the Superintendent.

The membership, composition and responsibilities of administrative councils, cabinets and committees will be defined by the Superintendent and may be changed at the Superintendent's discretion. At the same time, the Committee wishes to be kept informed of the establishment and dissolution of these groups, as well as their membership and purpose.

## **POLICY IMPLEMENTATION**

The Superintendent has the responsibility to implement procedures that carry out the policies established by the School Committee.

The policies developed by the Committee and the procedures developed by the Superintendent to implement policy are designed to increase the effectiveness and efficiency of the District. Consequently, all staff and students are required to carry them out.

Administrators and supervisors are responsible for informing staff members in their schools, departments, or divisions of existing policies and procedures and for seeing that they are implemented in the spirit intended.

As long as the Superintendent operates within the guidelines of policy adopted by the Committee, he/she may issue procedures without prior Committee approval, unless Committee action is required by law or the Superintendent recommends Committee approval in light of strong community attitudes or potential staff reactions.

## **APPROVAL OF HANDBOOKS AND DIRECTIVES**

The Principal, in consultation with the school council, shall publish a handbook setting forth the rules pertaining to conduct of students. The school council shall review the handbook each spring to consider changes to take effect in September.

It is essential that the Superintendent and principals ensure that the contents of all handbooks conform to School Committee policies. The Superintendent shall determine whether handbooks need Committee approval, however, all handbooks published will be made available to the Committee for informational purposes.

LEGAL REF.: M.G.L. [71:37H](#)

**ADMINISTRATION IN POLICY ABSENCE**

When action must be taken within the District where the School Committee has provided no guides for administrative action, the Superintendent will have the power to act. The Superintendent's decisions, however, will be subject to review by the Committee.