

ADMINISTRATION GOALS

It is the intent of the School Committee that the Superintendent organize the administration in a manner that will make clear the functions of each position and the relationships among them.

The Superintendent will establish lines of communication and will form any staff councils or committees. Each individual and group will be given particular, clear-cut responsibilities. The recommendations and decisions of each group will be heard and reviewed by the building administrator or by Superintendent, as appropriate, and the School Committee.

Council and/or committee members, when assigned a responsibility or a position, will be given the authority to make the decisions necessary to perform the assigned tasks.

ADOPTED: OCTOBER, 2007

SOURCE: MASC

SCHOOL SUPERINTENDENT

The Committee shall employ a Superintendent of Schools and fix his/her compensation. The Superintendent shall act in accordance with General Laws, Chapter 71, Section 59, and shall perform such other duties consistent with this section as the Committee may determine. He/she shall also prepare such reports as may be required by the State Department of Education and shall submit materials for the Committee's annual report to the Town Manager in sufficient time for printing in the annual report.

SOURCE: MASC

LEGAL REFS: M.G.L. 71:59, 72:3

Adopted: October, 2007

SUPERINTENDENT POWER AND RESPONSIBILITIES

Research, Evaluation, and Planning

The School Committee expects the Superintendent of Schools to address long-term planning to guide the School Committee in policy development. To that end the School Committee establishes the function of planning and policy development as an important part of the Superintendent's job.

ADOPTED: OCTOBER, 2007

LEGAL REFS.: M.G.L. 71:59

SOURCE: SOUTHBRIDGE

SUPERINTENDENT'S CONTRACT

The Committee, upon the election of a candidate or upon reelection of the incumbent Superintendent, will enter into a written contract with the Superintendent, which will meet the requirements of law and will protect the rights of both the Committee and the Superintendent.

ADOPTED: OCTOBER, 2007

LEGAL REFS.: M.G.L. 71:41; 71:42

SOURCE: SOUTHBRIDGE

EVALUATION OF THE SUPERINTENDENT

Through evaluation of the Superintendent, the School Committee will strive to accomplish the following:

1. Clarify for the Superintendent his/her role in the school system as seen by the School Committee
2. Clarify for all Committee members the role of the Superintendent in light of his/her job description and the immediate priorities among his/her responsibilities as agreed upon by the Committee and the Superintendent.
3. Develop harmonious working relationships between the School Committee and Superintendent.
4. Provide administrative leadership of excellence for the school system.

The School Committee will periodically develop with the Superintendent a set of performance goals based on the needs of the school district. The Superintendent's performance will be reviewed annually in accordance with these specified goals as outlined in the process below:

PROCESS

1. **June** – Superintendent identifies goals for the upcoming school year. Discussion with the Committee and agreement on the goals are finalized this month.
2. **January** – Superintendent will provide the Committee with a written update on progress toward meeting the goals.
3. **April** - (2nd Tuesday of the month). The evaluation instrument is distributed to each member of the Committee. The Superintendent will provide the Committee with a written narrative of the attainment or progress made for each goal. Each member fills out the expectation sheets by checking indicators of progress in each of the five identified areas for evaluation. Individual comments for each area should be completed by Committee members by filling in the appropriate spaces on the instrument.
4. **April** (4th Tuesday of the month). Completed evaluations will be turned into the Chairman of the School Committee. Seven evaluations will be reviewed and tallied in order to report a numerical percent (average) for the Superintendent's performance in each of the five areas. A composite narrative representing the comments of the entire committee will be written by the Chair and distributed to the Superintendent for review and comment. Clarifications and/or adjustments that may be necessary are made at this time. The evaluation is finalized and typed.
5. **May** (2nd Tuesday of the month) the Chairman will release the Superintendent's final evaluation to the public. This is one document representing the total percentages and the composite narrative.

ADOPTED: October, 2007

SOURCE: SOUTHBRIDGE

LINE AND STAFF RELATIONS

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.

All personnel will have the right to appeal any decision made by an administrative officer through established grievance procedures.

ADOPTED: OCTOBER, 2007

SOURCE: SOUTHBRIDGE

ADMINISTRATIVE COUNCILS, CABINETS, AND COMMITTEES

The Superintendent will establish councils, cabinets, and committees deemed necessary for assuring staff participation in decision making..

Functioning in an advisory capacity all councils, cabinets, and committees created by the Superintendent may make recommendations for submission to the Committee through the Superintendent. Such groups will exercise no inherent authority. Authority for establishing policy remains with the 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 his/her discretion. The School Committee will be kept informed of the establishment and dissolution of these groups, as well as their membership and their purpose.

Expenses incurred by such groups will be paid by the school system, but only within budgetary allotments, and when approved in advance by the Superintendent.

ADOPTED: OCTOBER, 2007

SOURCE: SOUTHBRIDGE

POLICY IMPLEMENTATION

The Superintendent has responsibility for carrying out, through regulations, the policies established by the School Committee. Administrators and supervisors are responsible for informing staff members in their schools, departments, or divisions of existing policies and regulations and for seeing that they are implemented in the spirit intended.

ADOPTED: OCTOBER, 2007

SOURCE: SOUTHBRIDGE

DEVELOPMENT OF REGULATIONS

The Superintendent will be responsible for specifying required actions and designing the detailed arrangements under which the school system will be operated in accordance with School Committee policy. These detailed arrangements will be designed to implement policies, goals, and objectives of the Committee and will be one of the means by which the school system will be governed.

The Superintendent may involve at the planning stage those who would be affected by the regulations, including staff members, students, parents, and the public. The Superintendent will inform the Committee of such counsel by presenting pertinent reports of regulations for Committee approval.

As long as the Superintendent operates within the guidelines of policy adopted by the Committee, he/she may issue regulations without prior Committee approval unless Committee action is required by law.

ADOPTED: OCTOBER, 2007

SOURCE: SOUTHBRIDGE

SCHOOL COMMITTEE REVIEW OF REGULATIONS

The Superintendent and administrative staff will issue regulations implementing policies of the School Committee.

The Superintendent is required to publish "rules and regulations pertaining to the conduct of teachers and students which have been adopted." (Codes of discipline, as well as procedures used to develop such codes will be filed with the Department of Education for information purposes only.) Standards of conduct will be included in staff and student handbooks and will be reviewed and approved annually by the School Committee.

ADOPTED: OCTOBER, 2007

SOURCE: MASC

LEGAL REFS.: M.G.L. 71:37H

REGULATIONS DISSEMINATION

The Superintendent will ensure that the regulations developed to implement Committee policies and administer the school system are appropriately coded (indicated with a –R in this manual) and included as regulations in the School Committee's policy manual.

A regulation concerning a particular group or groups in the schools will be distributed to the group(s) prior to the effective date of the regulation.

ADOPTED: OCTOBER, 2007

SOURCE: SOUTHBRIDGE

APPROVAL OF HANDBOOKS AND DIRECTIVES

Every Principal, in consultation with their school council, will prepare and distribute to each student a handbook setting forth the rules pertaining to conduct of students. The Superintendent will ensure that the principals will present their handbooks for review and approval by the School Committee by the last week of May. The handbooks will conform to School Committee policies.

ADOPTED: OCTOBER, 2007

SOURCE: SOUTHBRIDGE

LEGAL REF.: M.G.L. 71:37H

ADMINISTRATION IN POLICY ABSENCE

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

ADOPTED: OCTOBER, 2007

SOURCE: SOUTHBRIDGE

ADMINISTRATIVE CONSULTANTS

Funding may be made available for the use of consultants as a means of providing the staff with specialized services not normally available.

ADOPTED: OCTOBER, 2007

LEGAL REF.: M.G.L. 71:37

SOURCE: Southbridge

ADMINISTRATIVE REPORTS

The School Committee requires the Superintendent present the following reports:

1. Monthly budget report
2. Bi-monthly State of the District report
3. School and District yearly AYP Report Cards
4. End of year academic report to include SAT scores, PSAT, AP results, etc.
5. SPED updates including number of students, out-of-district placements, tuitions

Additional reports may be required by the School Committee. All reports will be made available in both printed and electronic format.

ADOPTED: OCTOBER, 2007

SOURCE: SOUTHBRIDGE

SCHOOL DISTRICT ANNUAL REPORT

An annual report covering the diversified activities of the school system and the administration's recommendations for their improvement will be prepared by the Superintendent and presented to the School Committee. Upon Committee approval, the report will be made available to the public and used as one means for informing parents and citizens, the Commissioner of Education, and others of the programs and conditions of the town's public schools.

Established by law.

ADOPTED: OCTOBER, 2007

LEGAL REF.: M.G.L. 72:4

SOURCE: SOUTHBRIDGE