



Masconomet Regional School District
Serving Boxford, Middleton & Topsfield

Policy of the School Committee

CA

ADMINISTRATION GOALS

The Masconomet Regional School Committee employs qualified personnel to administer the school system efficiently. It expects the Superintendent to organize the administration in a manner that will make clear the functions of each position and the relationships among them.

The Superintendent will establish clear lines of communication, both vertically and horizontally, and will form any staff councils or committees needed to provide for efficient conduct of school business. In such cases, each such group will be given particular, clear-cut responsibilities. Channels will be established so that the recommendations and decisions of each group can be heard and reviewed by the chief administrative officer concerned, and, where appropriate, by the Superintendent and School Committee.

The organization and administration of the schools will balance responsibility with commensurate authority, subject to the reserved legal powers of the School Committee.

For the schools to operate effectively, each administrative officer will be responsible and accountable for making a plan of development for all staff assigned to his/her area of operation.

Original Adoption: 9/7/05

Revised: 2/3/08

Reviewed: 10/16/13

Next Review: November 2018



Masconomet Regional School District
Serving Boxford, Middleton & Topsfield

Policy of the School Committee

CB

OFFICE OF SUPERINTENDENT

The Superintendent shall be the executive officer of the School Committee and shall administer and supervise the affairs of the School District in accordance with Massachusetts General Laws and the policies established by the School Committee.

The Superintendent reports directly to the School Committee. All other employees report to the Superintendent either directly or through their supervisors.

The Superintendent will be actively involved as a facilitator in the process of improving teaching and learning. The job specifications for the Superintendent shall be mutually determined and agreed upon by the School Committee and the Superintendent, and the services of the Superintendent shall be contracted by the School Committee in accordance with Massachusetts General Laws.

Original adoption: 2/7/73
Revised: 4/13/94, 12/3/08
Reviewed: 10/16/13
Next Review: November 2018



Masconomet Regional School District
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Policy of the School Committee

CBD

SUPERINTENDENT'S CONTRACT

The Committee, upon the election of a candidate or upon re-election 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.

Under the laws of the Commonwealth, the School Committee may award a contract to a Superintendent of Schools for a period not to exceed six years.

The Superintendent may enter into individual employment contracts with non-union employees, subject to the policies of the Committee, and prior notification to the School Committee.

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

Original Adoption 12/3/08
Reviewed: 10/16/13
Next Review: November 2018



Masconomet Regional School District
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Policy of the School Committee

CBI

EVALUATION OF SUPERINTENDENT

The Superintendent, with the approval of the School Committee, will develop annual goals and the strategies to meet these objectives. These will be presented to the School Committee annually. The Superintendent will make interim reports to the School Committee regarding actions taken to accomplish the goals. The Superintendent's performance will be evaluated based on the progress towards meeting these goals as well as the requirements of the position.

The Chairman of the School Committee or designee will oversee the annual evaluation of the Superintendent. The evaluation instrument will be mutually agreed upon by the School Committee and the Superintendent

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

- Clarify for the Superintendent his/her role in the school system as seen by the School Committee;
- Clarify for School Committee members the role of the Superintendent and the priorities among his/her responsibilities as agreed upon by the Committee and the Superintendent;
- Develop harmonious working relationships between the School Committee and Superintendent;
- Provide administrative leadership of excellence for the school system.

Original adoption: 11/7/00

Revised: 2/2/05, 11/3/10

Reviewed: 10/16/13

Next Review: November 2018



Masconomet Regional School District
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Policy of the School Committee

CC

ADMINISTRATIVE ORGANIZATIONAL PLAN

The Masconomet Regional School Committee desires the administrative organizational structure of the school system to accommodate and enhance the attainment of the objectives set forth for the schools, particularly those relating to the educational program.

The legal authority of the School Committee is transmitted through the Superintendent along specific paths from person to person through the approved organizational structure.

The lines of the organizational chart represent direction of authority and responsibility and are not intended to restrict cooperation among staff members at all levels or the flow of ideas necessary in the decision-making processes.

The Superintendent shall be responsible for keeping the administrative structure of the school system up-to-date with the changes in goals, curriculum, instructional arrangements, and school services, and shall recommend revisions in the structure as necessary to the School Committee.

Staff organization shall be based upon a functional analysis of the services to be rendered by the Masconomet Regional School District. The organization of the school staff shall be unified and directed by the Superintendent of Schools.

Copies will be available at the District Office. The organizational chart and the job descriptions will be established for each position in the system and maintained by the Administrative Assistant to the Superintendent.

Original adoption: (chart) 1/15/73

Revised: 12/17/03, 12/3/08

Reviewed: 1/19/05, 10/27/08, 10/16/13

Next Review: November 2018



Masconomet Regional School District
Serving Boxford, Middleton & Topsfield

Policy of the School Committee

CCB

LINE AND STAFF RELATIONS

The School Committee expects the Superintendent to establish clear understandings on the part of all personnel of the working relationships in the Masconomet Regional School 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. But all personnel will have the right to appeal any decision made by an administrative officer through established grievance procedures.

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 Masconomet Regional School District.

Amended: 12/17/03, 12/3/08
Reviewed: 10/16/13
Next Review: November 2018



Masconomet Regional School District
Serving Boxford, Middleton & Topsfield

Policy of the School Committee

CEA
Also: BDFA

SCHOOL COUNCILS

The School Committee believes that the school is the key unit for educational improvement and change and that successful school improvement is best accomplished through a school-based decision-making process. By involving those directly affected by any action or decision of the School Council in the process of determining that action or decision, it helps to strengthen the commitment to those decisions by those most affected by its implementation.

Under this policy, the Principal shall have primary responsibility for the management of the school. Decisions that are made at the school level must be aligned with the budget, policies, curriculum, and long-range and short-range goals adopted by the School Committee. In addition, decisions must comply with any state and federal laws and regulations and with any negotiated agreements of the Masconomet Regional School District.

As enacted by the state legislature in the Education Reform Act of 1993, a School Council shall be established in each school to advise the Principal in specific areas of school operation. The Principal, except as specifically defined in the law, shall have the responsibility for defining the composition of, and forming the group, pursuant to a representative process approved by the Superintendent and School Committee.

The following guidelines define the role of the School Council.

The School Council shall meet regularly with the Principal of the school and shall

1. Assist in the identification of the educational needs of the students attending the school;
2. Make recommendations for the development, implementation, and assessment of the curriculum accommodation plan;
3. Assist in the review of the school building budget; and
4. Assist in the formulation of an annual School Improvement Plan.

The Principal, in consultation with the School Council, shall be responsible for preparing a written School Improvement Plan annually. This plan shall be written with the advice of the School Council and submitted for approval to the Superintendent

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

Original Adoption: 12/3/08
Reviewed: 11/20/13
Next Review: December 2018



Masconomet Regional School District
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Policy of the School Committee

CF

SCHOOL BUILDING ADMINISTRATION

Each Principal shall act as the chief administrative officer for his/her assigned school and grounds, subject to the supervision and direction of the Superintendent. The Principal shall be responsible for and shall have authority over the actions of students, professionals, and support staff employees, visitors, and persons hired to perform special tasks.

Subject to the approval of the Superintendent and limited by law and regulation, the Principal shall have authority over hiring and termination or other discipline of staff assigned to his/her school.

The Principal, serving as co-chairperson of the School Council, will solicit advice from the various constituencies within the school/community environment and provide the Superintendent with appropriate and pertinent information including but not limited to the annual School Improvement Plan, required student data, and other information.

Original Adoption: 12/3/08
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Next Review: December 2018



Masconomet Regional School District
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Policy of the School Committee

CH

POLICY IMPLEMENTATION

The Superintendent has responsibility for carrying out, through regulations promulgated by him/her, the policies established by the School Committee.

The policies developed by the Committee, as well as the regulations developed to implement those policies, are designed to increase the effectiveness and efficiency of the school system. Consequently, it is expected that all Masconomet Regional School District employees and students abide by them.

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.

Original Adoption: 12/3/08
Reviewed: 11/20/13
Next Review: December 2018



Masconomet Regional School District
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Policy of the School Committee

CHB
ALSO: BGD

SCHOOL COMMITTEE REVIEW OF REGULATIONS

The Superintendent and administrative staff are charged with issuing regulations as needed to implement policies of the School Committee. Many of these will be routine from year to year; others will arise in special circumstances; some will be drawn up under specific directions from the Committee.

The Committee will not formally approve regulations except 1) as required by state law, or 2) when requested to do so by the Superintendent, or 3) upon referral from a school site council when regulations are thought to deviate from existing school policy. The Committee may review the regulations developed by the Superintendent for the school system when they appear to be inconsistent with policy, goals, or objectives of the district. It will revise or veto such regulations, however, only when in the judgment of a majority of the Committee those regulations are inconsistent with policies adopted by the Committee.

Under Massachusetts law, the Superintendent is required to publish the district's rules and regulations pertaining to the conduct of teachers and students. Codes of discipline, as well as procedures used to develop such codes, shall be filed with the Department of Education for information purposes only. Standards of conduct will be included in staff and student handbooks, which will be made available to Committee members upon request.

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

Original Adoption: 12/3/08
Reviewed: 11/20/13
Next Review: December 2018



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Policy of the School Committee

CHCA

Massachusetts law specifies that in each school building containing the grades nine (9) to twelve (12) inclusive, the Principal, in consultation with the School Council, shall prepare and distribute to each student a handbook setting forth the rules pertaining to conduct of students. The School Council shall review the handbook each spring to consider changes in the disciplinary policy to take effect in September.

It is essential that the contents of all handbooks conform to School Committee policies. It is also important that all handbooks bearing the name of the school system or one of its schools be of a quality that reflects credit on the Masconomet Regional School District. Therefore, the Committee expects all handbooks to be approved prior to publication by the Superintendent and the School Committee.

Committee approval will be necessary for any handbooks that pertain to required standards of conduct for employees or students so that their contents may be accorded the status of Committee-approved policy or regulation. The Superintendent will use his/her judgment as to whether other specific handbooks need Committee approval; however, all handbooks published shall be available to the Committee for informational purposes.

The Masconomet Regional School Committee expects the schools under its jurisdiction to be safe and secure places of learning. In keeping with that philosophy, it requires (absent any law to the contrary) that all student handbooks conform to the provisions of M.G.L. 71.37H and M.G.L. 71.37H ½.

LEGAL REF: M.G.L. 71:37H & 37H ½;59C

Original adoption: 9/15/71

Revised: 10/18/76, 12/2/81, 4/10/96, 10/11/00, 12/3/08

Reviewed: 10/16/13

Next Review: November 2018



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Policy of the School Committee

CHD

In cases where immediate action must be taken within the District, in the absence of School Committee policy, the Superintendent shall have the power to act. His/her decisions shall be subject to review by the School Committee at its next regular meeting.

Original adoption: 9/15/71

Revised: 10/18/76, 12/2/81, 4/10/96, 10/11/00, 11/07/00, 12/3/08

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Next Review: November 2018



Masconomet Regional School District
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Policy of the School Committee

CM

ANNUAL REPORT

In accordance with Massachusetts General Laws 72:4, an annual report shall be prepared under the general supervision of the Chairman. Publication of the report shall meet the needs of distribution for the annual town meetings within the District.

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

Original adoption: 9/15/71
Revised: 1/21/87, 12/3/08
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