

SECTION C

GENERAL SCHOOL ADMINISTRATION

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ADMINISTRATIVE GOALS AND ORGANIZATION

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 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.

The organizational chart and the job descriptions will be established for each position in the system and maintained by the Human Resource Office. Copies will be available at the District Office

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 their area of operation.

REGIONAL SCHOOL SUPERINTENDENT

The Committee shall employ a Superintendent of Schools and fix their compensation. The Superintendent shall act in accordance with Mass. General Laws and shall perform such other duties consistent with this section as the Committee may determine. They shall also prepare such reports as may be required by the State Dept. of Elementary and Secondary Education and shall submit materials for the Committee's annual report to the select boards of the member towns in sufficient time for printing in the annual reports of the member municipalities.

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

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

EVALUATION OF SUPERINTENDENT

Evaluation can serve the purpose of helping educators and educational leaders continually improve their practice.

The Chairman of the School Committee or designee will oversee the evaluation of the Superintendent.

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

1. Ensure the efforts of the Superintendent are focused on district goals and the standards of professional practice established by state regulation are met by the Superintendent.
2. Ensure all Committee members and the Superintendent are in agreement and clear on the role of the Superintendent and the immediate priorities among their responsibilities.
3. Provide excellence in administrative leadership of the school district.
4. Develop a respectful and productive working relationship between the School Committee and Superintendent.

The School Committee and Superintendent will periodically develop a set of performance objectives based on the needs of the school district and in keeping with state regulations for evaluation of the Superintendent. The Superintendent's performance will be reviewed in accordance with specified goals and standards. Additional objectives will be established according to the evaluation cycle agreed upon with the Superintendent.

All School Committee discussion and deliberation related to the Superintendent's performance evaluation shall be conducted in open session in accordance with the open meeting law.

LEGAL REFS: M.G.L.30A:18-25, 603 CMR35.00

LINES OF AUTHORITY

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 should 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.

ADMINISTRATIVE COUNCILS, CABINETS AND COMMITTEES

The Superintendent may establish such permanent or temporary councils, cabinets and committees as they deem necessary for assuring staff participation in decision making, for implementing policies and procedures and for the improvement of the educational program.

Functioning in an advisory capacity, all councils, cabinets and committees created by the Superintendent may make recommendations for submission to the School 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 their discretion. However, the School Committee wishes to be kept informed of the establishment and dissolution of these groups as well as their membership and their purpose.

Expenses incurred by such groups for consultative services, materials, and any investigative travel will be paid by the school district, but only within budgetary allotments and when approved in advance by the Superintendent.

SCHOOL BUILDING ADMINISTRATION

Each Principal shall act as the chief administrative officer for their 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 their 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.

POLICY IMPLEMENTATION

The Superintendent has responsibility for carrying out, through promulgating procedures, the policies established by the School Committee.

The policies developed by the Committee, as well as the procedures 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 procedures and for seeing that they are implemented in the spirit intended.

APPROVAL OF HANDBOOKS AND DIRECTIVES

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. The Superintendent will use their judgment as to whether other specific handbooks need Committee approval; however, all handbooks published shall be available to the Committee for informational purposes.

LEGAL REF: M.G.L 71:37H
 CMR 603.53 et seq.

CROSS REFS.: JK, Student Discipline
 JK-R1, Student Discipline Guidelines
 JK-R2, Suspension and Expulsion Due Process Procedures
 JK-R3, Student Discipline and Students with Disabilities

File: CHD

ADMINISTRATION IN POLICY ABSENCE

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. Their decisions shall be subject to review by the School Committee at its next regular meeting.

ANNUAL REPORT

In accordance with Massachusetts General Laws 72:4, an annual report shall be prepared under the general supervision of the Chair. 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