

Administration

Marlboro Central School District

ADMINISTRATION **NUMBER**
(Section 4000)

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SUBJECT: ADMINISTRATIVE PERSONNEL

Administrative and supervisory personnel shall be considered to be those District employees officially designated by Board of Education action as responsible for the administrative and supervisory tasks required to carry out Board of Education policy, programs, decisions, and actions.

These employees shall meet all certification and/or Civil Service requirements as outlined in New York State Civil Service Law, and the Rules and Regulations promulgated by the Commissioner of Education of New York State. The administrative and supervisory staff must be eligible to meet these requirements at the time of employment.

The obligations, duties and responsibilities of all administrative and supervisory personnel shall be set forth in job descriptions issued by the Superintendent of Schools.

Education Law Section 1709

Adopted: 8/19/04

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SUBJECT: ADMINISTRATIVE ORGANIZATION AND OPERATION

The basic principles of Administrative Organization and Operation are:

- a) The working relationships shall involve two (2) types of officers: line and staff. Line organization involves a direct flow of authority upward and downward from chief school officer to building principal. A line officer has power and authority over subordinates. Staff officers do not stand in the direct line of authority; they serve as coordinators or consultants.
- b) The Board of Education shall formulate and legislate educational policy.
- c) Administrative regulations shall be developed by the chief school officer in cooperation with affected or interested staff members or lay persons.
- d) The central office staff shall provide overall leadership and assistance in planning and research.
- e) A reasonable limit shall be placed upon the number of persons with whom an administrator shall be expected to work effectively.
- f) Areas of responsibility for each individual shall be clearly defined.
- g) There shall be full opportunity for complete freedom of communication between all levels in the school staff.

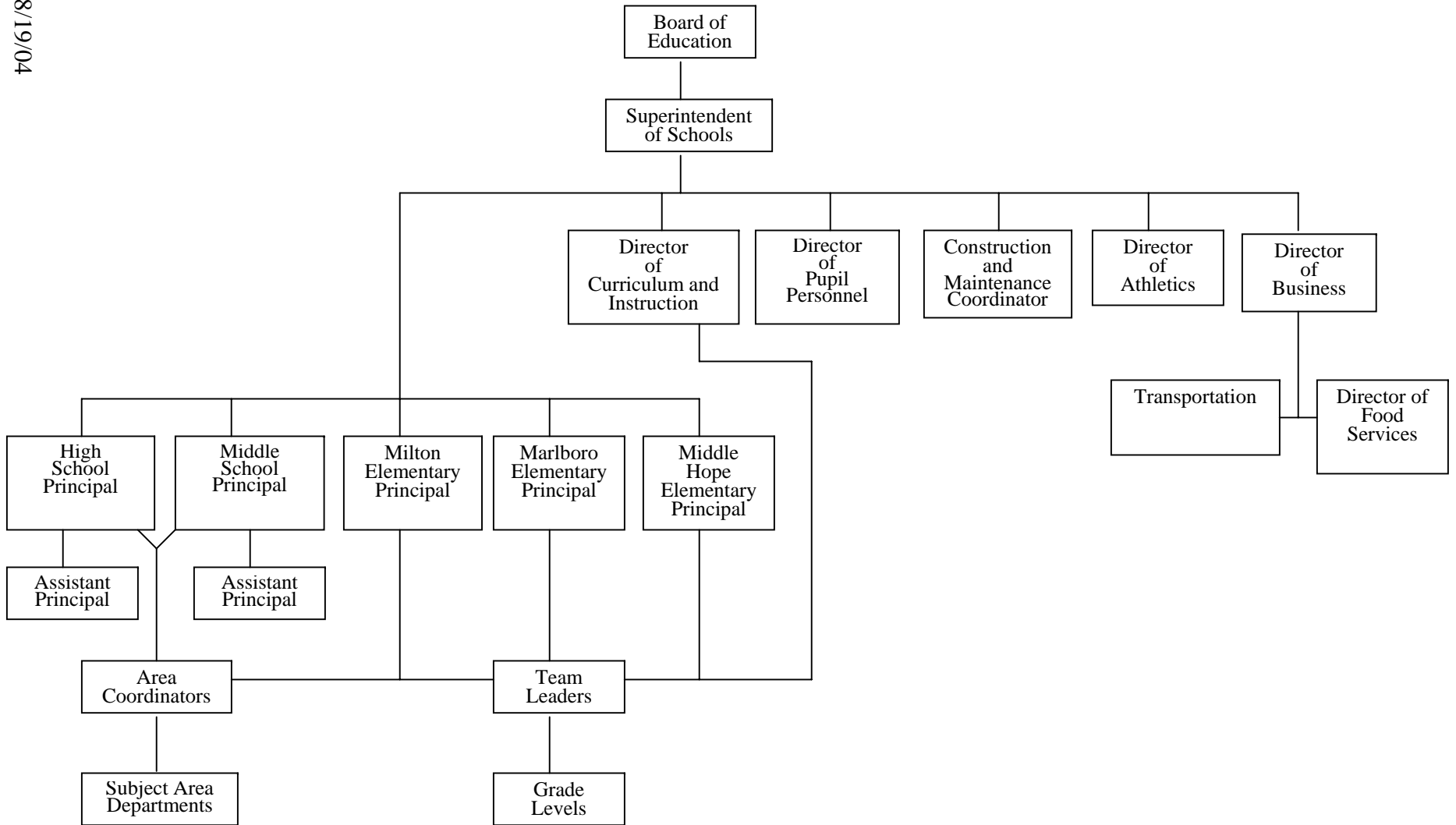
Administration

SUBJECT: LINE RESPONSIBILITY

All employees of the District shall be under the general direction of the Superintendent. Teachers shall be immediately responsible to the principal of the building in which they work. Other employees shall be immediately responsible to the administrative personnel under whom they work directly.

The lines of responsibility/reporting shall be as depicted on the organizational chart.

MARLBORO CENTRAL SCHOOL DISTRICT ORGANIZATIONAL CHART



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SUBJECT: ABOLISHING AN ADMINISTRATIVE POSITION

Existing administrative positions shall not be abolished by the Board of Education without previous written notification of the impending abolition. Such written notification is to be served to the individual currently holding that position. In all cases the individual currently holding the position should receive as much advance notice as possible.

Education Law Section 3012

Adopted: 8/19/04

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SUBJECT: EMERGENCY DELEGATION OF POWER TO THE SUPERINTENDENT OF SCHOOLS BY THE BOARD

During such periods as the Board of Education may define as "emergencies" in accordance with Board Policy (Revision of board By-Laws and Policies) the Superintendent of Schools of this district shall have the following powers:

- a) To employ for the duration of the emergency such personnel as he deems necessary.
- b) To assign and reassign all personnel.
- c) To remove immediately any administrator or supervisor from his position as he deems necessary for the operation of the schools during the emergency situation and to make such temporary appointments as are necessary to fill vacancies caused by such removals.
- d) To establish daily salary rates for all such emergency personnel, if a position is one for which there is no present salary schedule. Substitutes shall not be paid more than the minimum daily rate of the job classification for which they are substituting.
- e) To extend the normal work day as required, and to authorize and pay overtime rates in accordance with state law.
- f) To declare a minimum school day.
- g) To cancel all extra-curricular activities when he deems said cancellation to be in the best interests of the school district.
- h) To contract for or otherwise obtain transportation, food, telephone, and such other services as he deems necessary.
- i) To close any district school building in accordance with the emergency policy of the Board.
- j) To bring before the Board of Education recommendations for the discipline of those employees who participate in any conduct in violation of law (e.g., Section 3020-a Education Law proceedings against tenured pedagogical Employees; section 75 CSL proceedings or contractual alternative proceedings against tenure, non-instructional employees and summary dismissal proceedings against probationary and non-permanent employees in Accordance with law).

The Superintendent or his designated deputy may take such other emergency steps as he deems necessary, and immediate, for the safety of students, staff, and property, reporting all such actions taken in accordance with this policy to the Board of Education at the next meeting thereof.

Adopted: 8/19/04

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SUBJECT: ADMINISTRATIVE LATITUDE IN THE ABSENCE OF BOARD POLICY

From time to time problems and new questions arise for which no specific policy has been prepared. Members of the administrative staff shall act in a manner consistent with the existing policies of the School District and shall alert the Superintendent of Schools to the possible need for additional policy development.

Adopted: 8/19/04

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SUBJECT: USE OF COMMITTEES

Standing and/or ad hoc committees may be appointed to study and to recommend courses of action in response to department, building or District needs. These committees may be appointed by the Board of Education, the Superintendent or other administrators, with the knowledge of the Superintendent, and in accordance with the range of responsibilities of the appointing body or administrator to whom the committee shall report. The composition of each committee shall reflect its purpose and each committee shall have a clear assignment.

Adopted: 8/19/04

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SUBJECT: EVALUATION OF THE SUPERINTENDENT AND OTHER ADMINISTRATIVE STAFF**Superintendent**

The Board of Education shall conduct annually a formal performance evaluation of the Superintendent. The formal procedures used to complete the evaluation are to be filed in the District Office, and to be made available for review by any individual, no later than August 1 of each year.

The formal performance procedures shall include written criteria, a description of the review procedures, provisions for post-conferencing, and methods used to record results of the evaluation. The Superintendent shall be granted the opportunity to respond to the evaluation in writing.

Evaluation of Administrative Staff

The Board shall direct the Superintendent to conduct an evaluation of all administrative personnel.

The purposes of this evaluation are:

- a) To determine the adequacy of administrative staffing;
- b) To improve administrative effectiveness;
- c) To encourage and promote self-evaluation by administrative personnel;
- d) To provide a basis for evaluative judgments by the Superintendent and the Board;
- e) To make decisions about continued employment with the District.

8 New York Code of Rules and Regulations
(NYCRR) Section 100.2(o)(2)

Adopted: 8/19/04

Administration

SUBJECT: MANAGEMENT TEAM

The Marlboro Board of Education authorizes the Superintendent to establish such permanent or temporary councils, cabinets and committees as he/she deems necessary for proper administration of Board policies and management of the schools, and for the improvement of the educational program. All councils, cabinets and committees created by the Superintendent should be for the purpose of obtaining the advice and counsel of District personnel and citizens, and to aid in District communication.

An administrative team will be established including all principals and central office administrators. This council will meet with the Superintendent on a regular basis to provide input to upcoming Board and Superintendent decisions, to advise the Superintendent on routine District operations such as curriculum projects, District policy and regulations, as well as current projects, problems and issues. Appropriate other administrators specifically affected by a topic to be discussed will generally be included in these meetings.

Administrative councils and groups will also be organized on a school basis, to develop objectives for the school, to work on program evaluation, supervision and program development, and to meet with District-wide administration on a regular basis. These councils may include participation by parents and students as well as professional staff.

In regard to citizens advisory committees, the Superintendent will have supervisory control over all aspects of their use of staff when such committees are appointed. The Superintendent will inform the Board of the establishment of any such committee, including its proposed function and relationship to members of the professional staff, and report periodically on the work of the committees.

These groups should make recommendations for submission to the Board through the Superintendent. However, such groups function in an advisory capacity only, and exercise no inherent authority. Authority for establishing policy remains with the Board and authority for implementing policy remains with the Superintendent.

Administration

SUBJECT: ADMINISTRATIVE COUNCIL

It shall be the policy of the Board of Education to delegate to the Superintendent the responsibility of organizing an Administrative Council.

The Administrative Council comprises the Superintendent and the School Principals. The Superintendent calls this group to session at least once each month at a time reasonably following the Board of Education meeting. Topics of discussion may include:

- a) Report of the Board Meeting;
- b) The Educational Program;
- c) Administrative procedures;
- d) Budget;
- e) General plans;
- f) General topics related to school affairs;
- g) Coordination of District projects.

Administration

SUBJECT: SUPERINTENDENT OF SCHOOLS

- a) As chief executive officer of the Board of Education, he/she shall attend all regular, special, and work meetings of the Board except that the Superintendent may be excluded when his/her employment contract or performance is discussed in executive session.
- b) He/she shall administer all policies and enforce all rules and regulations of the Board.
- c) He/she shall constantly review the local school situation and recommend to the Board areas in which new policies seem to be needed.
- d) He/she shall be responsible for organizing, administering, evaluating, and supervising the programs and personnel of all school departments, instructional and non-instructional.
- e) He/she shall recommend to the Board the appointment of all instructional and support personnel.
- f) He/she shall be responsible for the preparation and recommendation to the Board of the annual School District budget in accordance with the format and development plan specified by the Board.
- g) He/she shall acquaint the public with the activities and needs of the schools through his/her written and spoken statements, and shall be responsible for all news releases emanating from the local schools.
- h) He/she shall be responsible for the construction of all salary scales and for the administration of the salary plan approved by the Board. Some of these salary scales will be developed within staff contracts negotiated under the provisions of the Taylor Law.
- i) He/she shall determine the need and make plans for plant expansion and renovation.
- j) He/she shall be responsible for recommending for hire, evaluating, promoting, and dismissing all professional and non-professional staff personnel.
- k) He/she shall prepare or supervise the preparation of the teacher's handbook, staff bulletins, and all other District-wide staff materials.
- l) He/she shall plan and coordinate the recruitment of teachers and other staff to assure the District of the best available personnel.
- m) He/she shall plan and conduct a program of supervision of teaching staff that will have as its goal the improvement of instruction, and, at the same time, will assure that only the teachers found to be of a high degree of competence will be recommended for tenure.

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Administration

SUBJECT: SUPERINTENDENT OF SCHOOLS (Cont'd.)

- n) He/she shall continually strive to distinguish for all concerned between the areas of policy decisions appropriate to the Board and management decisions appropriate to the District's administrative personnel.
- o) He/she shall, when necessary and/or desirable, transfer such personnel as he/she anticipates will function more effectively in other positions. These transfers shall be made within the guidelines of state laws, District policies and negotiated contracts.
- p) He/she shall submit the data from the School Report Card and/or other such reports of student/District performance as prescribed by and in accordance with requirements of the Commissioner of Education.

Education Law Sections 1711 and 3003
8 New York Code of Rules and Regulations
(NYCRR) Section 100.2(m)

Administration

SUBJECT: SUPERINTENDENT - BOARD OF EDUCATION RELATIONS

The Board of Education is accountable for all pursuits, achievements and duties of the School District. The Board's specific role is to deliberate and to establish policies for the organization. The Board delegates the necessary authority to the Superintendent who, acting as chief executive officer, is held accountable to the Board for compliance with its policies.

- a) With respect to School District goals and objectives, the Board will establish broad guidelines to be observed in the development of further policy and action. The Board reserves the right to issue either restrictive or general policy statements.
- b) Generally, the Superintendent will be empowered to assign and use resources; employ, promote, discipline and deploy staff; to translate policies of the Board into action; to speak as agent of the Board; to organize and delegate administrative responsibilities; and to exercise such other powers as are customary for chief executives.
- c) The Superintendent may not perform, cause, or allow to be performed any act that is unlawful, in violation of commonly accepted business and professional ethics; in violation of any contract into which the Board has entered; or, in violation of policies adopted by the Board that limit the Superintendent's authority.
- d) Should the Superintendent or his/her designee consider it unwise or impractical to comply with an explicit Board policy, the Superintendent will inform the Board of that determination. The Board will decide whether such judgment was warranted.

Education Law Section 1711

Adopted: 8/19/04

SUBJECT: ADMINISTRATIVE STAFF**Coordinator of Curriculum and Assessment**

The Coordinator of Curriculum and Assessment shall be responsible for all phases of curriculum and assessment and shall report directly to the Superintendent. He/she shall support the other administrators and teaching staff. The Coordinator will also be responsible for the staff development efforts of the district.

Business Administrator

The Business Administrator shall be responsible for non-instructional personnel and all phases of the district's business activity, as set forth in Section 5000 of the Policy Manual, and shall report directly to the Superintendent.

Building Principals

The building principals are the educational executives of the school centers. They have the responsibility for executing Board of Education policies in the schools. They are directly responsible to the Superintendent. The building principal, under the supervision of the Superintendent, shall serve as a professional leader in the development of the educational program, the improvement of instruction in the school in which he/she is the principal and in interpreting the school to the community. All auxiliary supervisory personnel and directors shall work through the principal in the performance of their duties within his/her school. The building principal, under the supervision of the Superintendent or his/her designee is responsible for his/her building.

Assistant Principal(s)

The assistant principal(s) shall be employed in the middle schools and high schools. The assistant principal is responsible for all duties assigned to him/her by the building principal and/or Superintendent and shall report directly to the principal.

In the absence of the building principal, the assistant principal(s) shall assume the duties of the building principal and report directly to the Superintendent.

Dean of Students

The Dean of Students shall be employed in the Marlboro Elementary School. The Dean is responsible for all duties assigned to him/her by the principal or Superintendent.

In the absence of the building principal, the Dean of Students shall assume the duties of the building principal and shall report directly to the Superintendent.

(Continued)

SUBJECT: ADMINISTRATIVE STAFF (Cont'd.)**Director of Pupil Personnel Services**

The Director of Pupil Personnel Services shall be responsible for all aspects of the district's special education and English Language Learner programs. He/she will also coordinate the district's programs for home schooled students. The Director of Pupil Personnel Services shall be directly responsible and report to the Superintendent and shall work with the building level administrators regarding the implementation of programs and the evaluation of staff.

Area Coordinators

Coordinators are staff members who shall have various ranges of responsibilities as indicated by their respective titles and job descriptions.

8 New York Code of Rules and Regulations
(NYCRR) Section 80.4

Administration

SUBJECT: PROFESSIONAL DEVELOPMENT OPPORTUNITIES

The Board of Education shall encourage administrators to keep themselves informed of current educational theory and practice by study, by visiting other school systems, by attendance at educational conferences, and by such other means as are appropriate.

The approval of the Superintendent shall be required for any conference attendance or visitations requested by administrators.

Participation shall be limited by available resources and reimbursement guidelines.

Graduate Tuition

The Board of Education will reimburse administrators for Graduate tuition, with prior approval, at a maximum of \$1000 with no limits on credits.

General Municipal Law Section 77-b

Adopted: 8/19/04

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SUBJECT: COMPENSATION AND RELATED BENEFITS

The salaries and related benefits of administrators shall be set annually by the Board of Education upon the recommendation of the Superintendent.

Adopted: 8/19/04

