



## Policy Information

### Series 4000 - Administration

#### Energy Conservatin in the School District

Policy # 4515


Adoption Date: 3/12/2012  
4000 - Administration

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#### RELATED FILES

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 Energy Conservation in the School District (pdf file - 20kb)

## Policy Information

### Series 4000 - Administration

#### ADMINISTRATION

##### Administrative Personnel

Policy # 4110

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.

#### Policy References:

Education Law Sections 1709 and 2503(5)

Adoption Date: 7/14/2008  
4000 - Administration

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## Policy Information

**Series 4000 - Administration****ADMINISTRATIVE OPERATIONS****Administrative Organization and Operation**

Policy # 4210

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 Superintendent 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 Superintendent 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.

Adoption Date: 7/14/2008  
4000 - Administration

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**Policy Information****Series 4000 - Administration****ADMINISTRATIVE OPERATIONS****Line Responsibility**

Policy # 4211

**SUBJECT: LINE RESPONSIBILITY**

All employees of the District shall be under the general direction of the Superintendent. Teachers shall be immediately responsible to the Supervising Administrator 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.

Adoption Date: 7/14/2008, Revised: 3/14/2016  
4000 - Administration

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## Policy Information

### Series 4000 - Administration

#### ADMINISTRATIVE OPERATIONS

##### Organizational Chart

Policy # 4212

Adoption Date: 7/14/2008, Revised: 12/11/2017; 6/28/10, 3/14/16  
4000 - Administration

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#### RELATED FILES

 Organizational Chart (pdf file - 185kb)

## Policy Information

### Series 4000 - Administration

#### ADMINISTRATIVE OPERATIONS

##### Abolishing an Administrative Position

Policy # 4220

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.

#### Policy References:

Education Law Section 3013

Adoption Date: 7/14/2008  
4000 - Administration

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## Policy Information

### Series 4000 - Administration

#### ADMINISTRATIVE OPERATIONS

##### Administrative Authority During Absence of the Superintendent of Schools

Policy # 4230

The Superintendent of Schools shall delegate to another administrator the authority and responsibility

for making decisions and taking such actions as may be required during the absence of the Superintendent.

Adoption Date: 7/14/2008  
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## Policy Information

### Series 4000 - Administration

#### ADMINISTRATIVE OPERATIONS

##### Administrative Latitude in the Absence of Board Policy

Policy # 4240

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.

Adoption Date: 7/14/2008  
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## Policy Information

### Series 4000 - Administration

#### ADMINISTRATIVE OPERATIONS

##### Use of Committees

Policy # 4250

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.

Adoption Date: 7/14/2008  
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## Policy Information

### Series 4000 - Administration

#### ADMINISTRATIVE OPERATIONS

##### Evaluation of the Superintendent and Other Administrative Staff

Policy # 4260

### 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 September 10 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.

### **Policy References:**

8 New York Code of Rules and Regulations (NYCRR)

Section 100.2(o)(2)

Adoption Date: 7/14/2008  
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## **Policy Information**

### **Series 4000 - Administration**

#### **CENTRAL OFFICE AND BUILDING ADMINISTRATION**

#### **Superintendent of Schools**

Policy # 4310

- 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 have a high degree of competence will be recommended for tenure.
- 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.

**Policy References:**

Education Law Sections 1711, 2508 and 3003

8 New York Code of Rules and Regulations (NYCRR)

Section 100.2(m)

Adoption Date: 7/14/2008  
4000 - Administration

## Policy Information

### Series 4000 - Administration

#### CENTRAL OFFICE AND BUILDING ADMINISTRATION

##### Superintendent-Board of Education Relations

Policy # 4320

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.

#### Policy References:

Education Law Sections 1711, 2503 and 2508

Adoption Date: 7/14/2008  
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## Policy Information

### Series 4000 - Administration

#### CENTRAL OFFICE AND BUILDING ADMINISTRATION

##### Administrative Staff

Policy # 4330

**SUBJECT: ADMINISTRATIVE STAFF**

#### School Business Official

The School Business Official shall be responsible for 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 of Schools.

## **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 of Schools.

## **Director of Special Programs/Staff Development, Pupil Services, CSE Chair**

The Director of Special Programs/Staff Development and Pupil Services is the Special Education Executive of the school District. The Director has the responsibility of executing and ensuring appropriate Board of Education and State Special Education policies. Other responsibilities include ensuring and creating professional development opportunities and overseeing pupil personnel services. The Director reports to the Superintendent of Schools.

Adopted: 2008

Updated: 2016

Adoption Date: 7/14/2008, Revised: 3/14/2016  
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## **Policy Information**

### **Series 4000 - Administration**

#### **COMPENSATION AND RELATED BENEFITS Professional Development Opportunities**

Policy # 4410

The Board of Education shall encourage administrators to keep 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.

**Policy References:**

General Municipal Law Sections 77-b and 77-c

Adoption Date: 7/14/2008  
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**Policy Information****Series 4000 - Administration****COMPENSATION AND RELATED BENEFITS****Compensation and Related Benefits**

Policy # 4420

The salaries and related benefits of administrators shall be set annually by the Board of Education upon the recommendation of the Superintendent and/or shall be in accordance with the terms and conditions of the applicable collective bargaining agreement/contract currently in effect.

Adoption Date: 7/14/2008  
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