

POLICY

2008 4000

Administration

Click on policy number to view page

Mount Pleasant Central School District

NUMBER

ADMINISTRATION

1.1 Administrative Personnel	4110
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ADMINISTRATIVE OPERATIONS

2.1 Administrative Organization and Operation.....	4210
2.1.1 Line Responsibility	4211
2.1.2 Organizational Chart.....	4212
2.2 Abolishing an Administrative Position	4220
2.3 Administrative Authority During Absence of the Superintendent of Schools	4230
2.4 Administrative Latitude in the Absence of Board Policy.....	4240
2.5 Use of Committees	4250
2.6 Evaluation of the Superintendent and Other Administrative Staff.....	4260
2.7 Consortium.....	4270

CENTRAL OFFICE AND BUILDING ADMINISTRATION

3.1 Superintendent of Schools	4310
3.2 Superintendent-Board of Education Relations.....	4320
3.3 Administrative Staff	4330

COMPENSATION AND RELATED BENEFITS

4.1 Professional Development Opportunities.....	4410
4.2 Compensation and Related Benefits	4420

POLICY

2008

4110

Administration

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.

Education Law Sections 1709 and 2503(5)

Adopted: 2/27/08

[Back to Index](#)

POLICY

2008

4210

Administration

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 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.

Adopted: 2/27/08

POLICY

2008

4211

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.

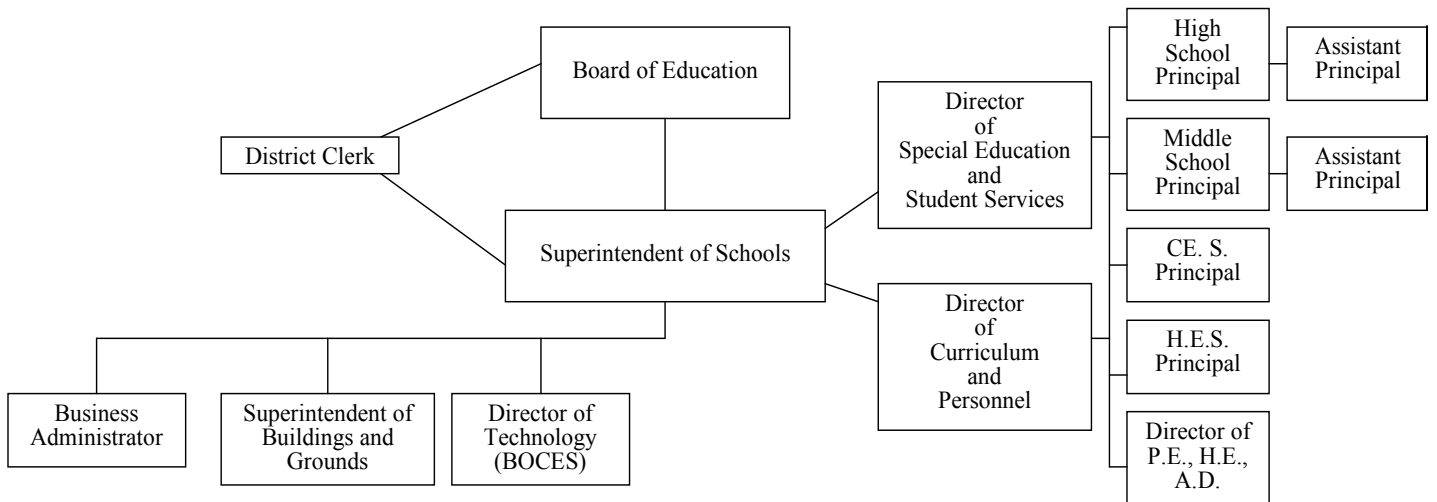
The lines of responsibility/reporting shall be as depicted on the organizational chart.

Adopted: 2/27/08

[Back to Index](#)

POLICY

MOUNT PLEASANT SCHOOL DISTRICT ORGANIZATIONAL CHART



Adopted: 2/17/08

POLICY

2008

4220

Administration

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 3013

Adopted: 2/27/08

[Back to Index](#)

POLICY

2008

4230

Administration

**SUBJECT: ADMINISTRATIVE AUTHORITY DURING ABSENCE OF THE
SUPERINTENDENT OF SCHOOLS**

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.

Adopted: 2/27/08

[Back to Index](#)

POLICY

2008

4240

Administration

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: 2/27/08

[Back to Index](#)

POLICY

2008

4250

Administration

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 and the Superintendent of Schools. The composition of each committee shall reflect its purpose and each committee shall have a clear assignment.

Adopted: 2/27/08

[Back to Index](#)

POLICY

2008

4260

Administration

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 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.

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

Adopted: 2/27/08

[Back to Index](#)

POLICY

Administration

SUBJECT: CONSORTIUM

The Mount Pleasant Central School District Board of Education will enter into collaborative contracts with other school districts to deliver programs and services if it feels that these programs and services are in the best interests of our students and District to do so.

The Mount Pleasant Central School District may enter a consortium for any or all of the following reasons:

- a) To provide cost-effective programs and services that are shared with other districts within the consortium.
- b) To increase program utilization in those areas of the curriculum that otherwise would not be offered due to such circumstances as low enrollment, staffing issues, etc.
- c) To initiate new programs and services that otherwise could not be instituted without consortium involvement.
- d) To enhance the availability of special education programs and/or services as additional options providing the least restrictive environment.

Services and programs offered under consortium arrangements and contracts shall meet the same standards established in the Mount Pleasant Central School District.

Therefore, the Board of Education reserves the right to evaluate all consortium contracts on an annual basis. It further reserves the right to cancel such contracts if it deems they are not in the best interests of the students as well as of the taxpayers within the Mount Pleasant Central School District.

Adopted: 2/27/08

POLICY

2008

4310
1 of 2

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, enforce all rules and regulations of the Board and oversee the implementation of the Board of Education policies.
- 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 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.
- e) He/she shall plan and coordinate the recruitment of teachers and other staff to assure the District of the best available personnel.
- f) He/she shall recommend to the Board the appointment of all instructional and support personnel.
- g) He/she shall be responsible for recommending for hire, evaluating, promoting, and dismissing all professional and non-professional staff personnel.
- h) He/she shall be responsible for organizing, administering, evaluating, and supervising the programs and personnel of all school departments, instructional and non-instructional.
- i) 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.
- j) 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.
- 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 be responsible for the construction and implementation 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.

(Continued)

[Back to Index](#)

POLICY

2008

4310
2 of 2

Administration

SUBJECT: SUPERINTENDENT OF SCHOOLS (Cont'd.)

- m) 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.
- n) He/she shall determine the need and make plans for plant expansion and renovation.
- o) 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.
- 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, 2508 and 3003
8 New York Code of Rules and Regulations (NYCRR)
Section 100.2(m)

Adopted: 2/27/08

[Back to Index](#)

POLICY

2008

4320

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 Sections 1711, 2503 and 2508

Adopted: 2/27/08

[Back to Index](#)

POLICY

2008

4330

Administration

SUBJECT: ADMINISTRATIVE STAFF

School Business Administrator

The School Business Administrator 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.

Assistant Principals

Assistant Principals 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 shall report directly to the Principal.

Central Office Personnel

These shall be as recommended by the Superintendent of Schools and approved by the Board of Education.

Adopted: 2/27/08

[Back to Index](#)

POLICY

2008

4410

Administration

SUBJECT: PROFESSIONAL DEVELOPMENT OPPORTUNITIES

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.

General Municipal Law Sections 77-b and 77-c

Adopted: 2/27/08

[Back to Index](#)

POLICY

2008

4420

Administration

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: 2/27/08

[Back to Index](#)