

Section C

GENERAL SCHOOL ADMINISTRATION

File: CB

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 Department of Elementary and Secondary Education and shall submit materials for the Committee's annual report to the (Mayor) Selectmen in sufficient time for printing in the annual report.

SOURCE: MASC July 2016

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

Reviewed: December 4, 2019

Revision Adopted: January 22, 2020

QUALIFICATIONS AND RESPONSIBILITIES OF SUPERINTENDENT

TITLE: Superintendent of Schools

QUALIFICATIONS:

1. Masters' Degree or beyond
2. Massachusetts Certification as Superintendent of Schools
3. Administrative experience; experience as Superintendent or Assistant Superintendent desirable

REPORTS TO: School Committee

SUPERVISION & MANAGEMENT:

JOB GOAL: To provide leadership in developing and maintaining excellent educational programs and services. Further, to oversee and administer the use of all school department facilities and resources toward this end.

PERFORMANCE RESPONSIBILITIES:

A. General

1. Manages the school system consistent with state law and School Committee policies and supervises all school personnel consistent with M.G.L.
2. Attends and participates in all meetings of the committee.
3. Serves as ex officio member of committees set up by the School Committee.
4. Prepares and submits to the committee recommendations relative to all matters requiring committee action, placing before the committee such necessary and helpful facts, information, and reports as are needed in order to provide guidance in the future.
5. Acts on own discretion in any matter not covered by committee policy, reports such action to the committee as soon as practicable and recommends policy in order to provide guidance in the future.
6. Reports to the committee such matters as deemed material to the understanding and proper management of the schools, or as the committee may request.
7. Exercise power to make such rules and gives instructions to school employees and students as may be necessary to implement committee policy.
8. Delegates at own discretion to other employees of the committee the exercise of any powers or the discharge of any duties with the knowledge that the delegation of power or

duty does not relieve the Superintendent of final responsibility for the action taken under such delegation.

9. Communicates directly or through delegation all actions of the committee relating to personnel matters to all employees; and receives from employees all communications to be made to the committee.
10. Assists in staff negotiations with professional and nonprofessional personnel.
11. Holds such meetings of teachers and other employees as necessary for the discussion of matters concerning the improvement and welfare of the schools.
12. Files, or causes to be filed, all reports by the Dept. of Education.
13. Recommends the establishment of attendance boundaries for all schools in the interest of good administration of the instructional program, and reviews the special transfer of students from one school within the District to another only when, in the Principal's opinion, conditions in each case warrant such action.
14. Makes recommendations to the committee concerning the transportation of pupils in accordance with the law and the requirements of safety.
15. Makes recommendations with reference to the location and size of new school sites and of additions to existing sites; the location and size of new buildings on school sites; the plans for new school buildings; all appropriations for sites and buildings; and improvements, alterations, and changes in the buildings and equipment of the system.
16. Attends such conventions and conferences as are necessary to keep abreast of latest educational trends.
17. Performs such other tasks as may from time to time be assigned by the committee.

B. Curriculum

1. Reviews and revises, together with the staff, all curriculum guides and courses of study, on a continuing basis.

C. Personnel

1. Appoint Principals for each public school within the district at levels of compensation determined in accordance with policies established by the School Committee.
2. Appoint administrators and other personnel not assigned to particular schools at levels of compensation in accordance with policies established by the School Committee.
3. Assigns and transfers employees as the interest of the system may dictate, and reports such actions to the committee for information and record.

4. Suspends any employee for good cause, consistent with section 42D, chapter 71 M.G.L. and reports such suspension consistent with any existing collective bargaining agreement to the committee at the next meeting.
5. Informs the committee of the promotion, salary changes, demotion or dismissal of any employee.
6. Maintains directly or through delegation such personnel records, pupil accounting records, business records, and other records which are required by law and by committee policy.

D. Financial/Business Operations

1. Directs the preparation of the annual budget for adoption by the committee and oversees the administration of the budget as enacted by the committee.
2. Establishes and maintains efficient procedures and effective controls for all expenditures of school funds in accordance with the adopted budget, subject to direction and approval of the committee.
3. Recommends to the committee sales of all property no longer required by the committee, and supervises the proper execution of such sales.

E. Legal, Policy, Procedural

1. Advises the committee in the need for new or revised policies and sees that all policies of the committee are implemented.
2. Supervises the effective carrying out of all constitutional or statutory laws, state and charter regulations, and committee policies.
3. Submits to the committee a clear and detailed explanation of any proposed procedure which would involve either departure from established policy or the expenditure of substantial sums.

F. Community Relations

1. Represents the system in its dealings with other school systems, institutions, agencies and community organizations.
2. Represents the committee as liaison between the school system and the community.
3. Establishes and maintains a program of public relations to keep the public well informed of the activities and needs of the school system, effecting a wholesome and cooperative working relationship between the schools and the community.

4. Keeps the public informed about modern educational practices, educational trends, and the policies, practices and problems in the system's schools.
5. Confers periodically with professional and lay groups concerning the school program and transmits to the committee suggestions gained from such conferences.

Adopted January 22, 2020

Reviewed December 4, 2019

File: CBCB

REVIEW OF EMPLOYMENT CONTRACTS

The Wilmington School Committee, although recognizing that the Education Reform Act of 1993 has placed the authority and responsibility for personnel matters largely in the hands of the principal and/or the Superintendent of Schools, feels that it can and should perform a valuable role in terms of public oversight. This can be done without intruding on the responsibility and authority of the principal and/or the Superintendent. Therefore, the Wilmington School Committee adopts this policy that it must be provided with a copy, for its review, of the final employment contract between any managerial, administrative or supervisory employee and the Wilmington Public Schools, when such contract is negotiated and agreed upon by the principal and/or the Superintendent. The copy should be provided to the School Committee prior to the date when the contract is to be executed.

Reviewed: December 4, 2019

Revision Adopted: January 22, 2020

File: CBD

SUPERINTENDENT'S CONTRACT

The Committee, upon the appointment of a candidate to be 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. In accordance with said contract or, in the absence of specific contract language, by vote of the members, the Committee may choose to negotiate a successor contract with an incumbent Superintendent.

LEGAL REFS: M.G.L. [71:41](#); [71:42](#)

Reviewed December 4, 2019

Adopted January 22, 2020

EVALUATION OF THE SUPERINTENDENT

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

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 his/her responsibilities.
3. Provide excellence in administrative leadership of the school district.
4. Develop and respectful and productive working relationship between the School Committee and the 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 CMR [35.00](#)

Adopted January 22, 2020

Reviewed December 4, 2019

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 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 school system.

SOURCE: MASC

Reviewed: December 4, 2019

Revision Adopted: January 22, 2020

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 his/her 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 system, but only within budgetary allotments and when approved in advance by the Superintendent.

Source: MASC

Reviewed: December 4, 2019

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DEVELOPMENT OF PROCEDURES

The Superintendent will be responsible for specifying required actions and designing the detailed arrangements under which the school district will be operated in accordance with School Committee policy. These detailed arrangements will be designed to implement policies, goals, and objectives of the Committee and will be one of the means by which the school district will be governed.

In the development of procedures, the Superintendent may involve at the planning stage those who would be affected by the procedures, including staff members, parents/guardians, and the public. They must weigh with care the counsel given by representatives of staff, student and community organizations. They will inform the Committee of such counsel in presenting pertinent reports of procedures and in presenting procedures for Committee approval.

As long as the Superintendent operates within the guidelines of policy adopted by the Committee, they may issue procedures without prior Committee approval unless Committee action is required by law, or the Committee has specifically asked that certain types of procedures be given Committee approval, or the Superintendent recommends Committee approval in light of strong community attitudes or probable staff reactions.

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PROCEDURES DISSEMINATION

It will be the responsibility of the Superintendent to see that the procedures developed to implement Committee policies and administer the school system are appropriately coded and included as procedures in the School Committee's policy manual.

A procedure concerning a particular group or groups in the schools will be distributed to the group(s) prior to the effective date of the procedure.

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APPROVAL OF HANDBOOKS AND DIRECTIVES

The law directs that in each school building containing the grades nine to twelve, 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 district or one of its schools be of a quality that reflects credit on the school department. Therefore, the Committee expects handbooks requiring approval to be approved by the Committee and the Superintendent prior to publication.

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

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

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APPROVAL OF HANDBOOKS AND DIRECTIVES

Notwithstanding any general or special law to the contrary all student handbooks shall contain the following provisions:

1. Any student who is found on school premises or at school-sponsored or school related events, including athletic games, in possession of a dangerous weapon or a controlled substance, may be subject to expulsion from school by the Principal.
2. Any student who assaults any employee of the School District may be subject to expulsion from school by the Principal.
3. Any student who is charged with a violation of either (1) or (2) above shall be notified in writing of their opportunity for a hearing provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the Principal. After said hearing the Principal may decide to suspend rather than expel a student.
4. Any student who has been expelled shall have the right to appeal to the Superintendent.
5. When a student is expelled under the provisions listed above and applies for admission to another school for acceptance, the Superintendent of the sending school shall notify the Superintendent of the receiving school of the reasons for the pupil's expulsion.

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

ADMINISTRATION IN POLICY ABSENCE

When action must be taken within the school system where the Committee has provided no guides for administrative action, the Superintendent will have the power to act. The Superintendent's decisions, however, will be subject to review by the Committee.