

HAMPTON BOARD OF EDUCATION

ADMINISTRATION

2000 SERIES

POLICY

Approved/Reviewed/Reapproved

2000	BASIC CONCEPT	11/02/2005
2100	ADMINISTRATIVE STAFF ORGANIZATION	11/02/2005
2111	EQUAL EMPLOYMENT OPPORTUNITY	11/19/2014
2112	PROFESSIONAL DEVELOPMENT	11/19/2014
2120	ORGANIZATIONAL CHART	11/02/2005
2121	LINES OF RESPONSIBILITY	11/02/2005
2130	JOB DESCRIPTIONS	11/02/2005
2131	SUPERINTENDENT OF SCHOOLS	03/02/2010
2210	ADMINISTRATIVE LEEWAY IN ABSENCE OF BOARD OF EDUCATION POLICY	10/29/1998
2231	POLICY MANUAL	03/02/2010
2240	EDUCATIONAL RESEARCH IN DISTRICT SCHOOLS	11/02/2005
2400	EVALUATION OF ADMINISTRATORS AND ADMINISTRATION	11/02/2005

HAMPTON BOARD OF EDUCATION

2000

ADMINISTRATION

BASIC CONCEPT

The Superintendent of Schools is responsible, within the guidelines established by the Board of Education policy, state and federal laws and regulations, and employee agreements, for directing and coordinating the staff to achieve the goals, and general objectives adopted by the Board of Education consistent with the district's educational philosophy.

The Board of Education expects the Superintendent, and other administrators, to understand and practice effectively and efficiently:

1. Decision-making and communication;
2. Planning, organizing, implementation, and evaluation of programs and personnel;
3. Coordination between the school system and community to work cooperatively on behalf of local education.

The Superintendent of Schools is encouraged to conduct the operations of the school system according to the management team concept.

(cf. – 0000 Philosophy of the Public School)

Tentative Approval: 10/05/2005

Final Approval:11/02/2005

HAMPTON BOARD OF EDUCATION

2100

ADMINISTRATION

ADMINISTRATIVE STAFF ORGANIZATION

The legal authority of the Board of Education shall be transmitted through the Superintendent along specific lines of responsibility from person to person as shown in the Board-approved organizational chart of the school system. The Superintendent shall organize the staff to achieve the school district's goals and objectives consistent with the District's educational philosophy. The administrative staff organization shall foster an environment of excellence wherein teachers can help students learn most effectively.

The Superintendent shall have the necessary freedom to revise the organizational chart subject to Board approval of major changes or the elimination and creation of positions. The Superintendent shall maintain the administrative organization and structure current with clear supervision and accountability requirements throughout the school system.

Professional development activities will be provided for all staff. The Board will work toward achieving excellence in education through varied professional development programs to develop leadership skills, stimulate interest of underrepresented groups in administrative positions, and provide career advancement support and professional development opportunities of new and experienced administrators.

The Superintendent will be responsible for developing a district staffing plan and shall review it with the Board annually prior to beginning budget planning for the subsequent year. Such staffing plans should encourage staff diversity reflecting state demographics and not limited to the local community composition.

A diversity checklist may be used as a guide to measure the district's success in developing a multicultural environment.

Administrative duties and functions will be evaluated against their contributions to better instruction and enhancement of student motivation and achievement.

(cf. – 2130 Job Descriptions)

(cf. – 2131 Superintendent of Schools)

Tentative Approval: 10/05/2005

Final Approval: 11/02/2005

HAMPTON BOARD OF EDUCATION

2111

ADMINISTRATION

EQUAL EMPLOYMENT OPPORTUNITY

Personnel policies and practices of the Board will be in accord with equal employment opportunity practices as determined by state and federal legislation. Equal employment opportunity provides equal employment possibilities to all protected groups and that no individual will be discriminated against because of race, gender, color, religion, national origin, age, sex, sexual orientation, disability, or unrelated abilities to perform the duties of the position. A job description and required qualifications for a position to be filled will be made available to all applicants.

The Board's policy on a balanced staff is designed to ensure that the public schools are continuously moving toward integrated staff at all levels, in all schools, and in other areas throughout the system.

Staff and students benefit greatly by having exposure to a diverse staff. The Board believes in the importance of staff balance and representation, within each employee group, of a cross-section of employees of different gender, racial and ethnic backgrounds, and length of administrative and teaching experience.

Legal References: Title VII of the Civil Rights Act of 1964, 42U.S.C., sub 2000e.

Age Discrimination in Employment Act, 29 U.S.C. Sec 621.

Executive Order 11246.

Connecticut General Statutes

Connecticut Constitution Article I, Section 20; Amendment V Equal Rights Protection Amendment.

[46a-51](#) (8), (17), (18) Discriminatory practices.

[46a-58\(a\)](#) Deprivation of rights.

[46a-60](#) Discriminatory employment practices prohibited.

[46a-79](#) State policy re employment of criminal offenders.

[46a-80](#) Denial of employment based on prior conviction of crime.

[46a-81a](#) Discrimination on the basis of sexual harassment

[10-153](#) Discrimination on account of marital status.

Tentative Approval: 10/05/2005

Final Approval: 11/19/2014

HAMPTON BOARD OF EDUCATION

2112

ADMINISTRATION

PROFESSIONAL DEVELOPMENT

The Board of Education recognizes the importance of professional development opportunities for new and experienced administrators. As educational leaders in the school system, administrators' active participation in professional development provides positive role models for other staff and students in their dual roles of teacher and learner. Formal acknowledgment of the importance of these reciprocal roles and responsibilities leads to sustained professional growth and learning among administrative staff, which will, in turn, benefit the school community.

A philosophy that promotes continued learning for all educators should permeate professional development programs and practices as an investment in the professional growth of future school leaders. The philosophy should specifically support different learning needs based on different experiences:

1. Special efforts should be made to encourage women and minorities to seek administrative positions. Innovative programs should be developed and established for teachers who aspire to administrative positions.
2. For new administrators, a comprehensive orientation program should include orientation in district practices and resources, provision of mentor support from experienced administrators, and development of an individualized professional growth plan that targets priority learning needs.
3. For experienced administrators, flexible professional development opportunities should be entertained, allowing for career advancement support and long-term areas of professional pursuit.

All administrators should be offered professional growth opportunities and educational practices which ways to increase diversity and equity in the school community. Professional development programs should assist and alert participants to issues of racial, ethnic, and gender bias in the classroom, in the schools, and in the broader community.

Tentative Approval: 10/05/2005

Final Approval: 11/19/2014

HAMPTON BOARD OF EDUCATION

2120

ADMINISTRATION

ORGANIZATION CHART

The legal authority of the Board will be transmitted through the Superintendent along specific paths from person to person as shown on the district organization chart.

The district organization chart will be prepared by the Superintendent and approved by the Board. The lines on the chart will represent direction of authority and responsibility. The chart may also indicate certain “staff” (as opposed to “line”) relationships.

The Superintendent will keep the administrative structure up to date with the needs for supervision and accountability in the school system. Therefore, he/she may, from time to time, recommend for Board approval changes in the district organization chart.

Tentative Approval: 10/05/2005

Final Approval: 11/02/2005

HAMPTON BOARD OF EDUCATION

2121

ADMINISTRATION

LINES OF RESPONSIBILITY

District lines of responsibility shall be structured to:

1. Develop educational programs most appropriate for students.
2. Clarify responsibility from students through teachers, administrators, and the Superintendent, to the Board of Education.
3. Inform each member of the staff to whom he/she is responsible and for what functions.
4. Have each member of the staff responsible to only one immediate supervisor for any one function.
5. Specify appeals procedures for staff member disagreements from immediate supervisor through the Board of Education.
6. Provide effective lines of communication to keep each staff member informed of policies, regulations, significant district events, and other important information.

Tentative Approval: 10/05/2005

Final Approval: 11/02/2005

HAMPTON BOARD OF EDUCATION

2130

ADMINISTRATION

JOB DESCRIPTIONS

All employees of the school system are subject to the policies of the Board of Education, applicable laws, and current employee agreements.

The Superintendent of Schools shall develop job descriptions for school district employees which shall include at a minimum:

1. Job title;
2. General statement of duties and listing of specific responsibilities;
3. To whom the employee is directly responsible;
4. Education or training required;

Job descriptions for all employees shall be provided to employees by the Superintendent and copies maintained in a manual of job descriptions.

(cf. – 4112.1/4212.1 Provisions of Negotiated Agreements)

Tentative Approval: 10/05/2005

Final Approval: 11/02/2005

HAMPTON BOARD OF EDUCATION

2131

Administration

SUPERINTENDENT OF SCHOOLS

The Superintendent of Schools is the chief executive officer of the Board of Education.

The Superintendent takes the initiative in presenting to the Board policy and planning issues for the Board's attention and advises the Board of policies and plans that the Board takes under consideration. The Superintendent shall prepare and submit to the Board recommendations relative to all matters requiring Board action and shall provide the Board such necessary and helpful information and reports that may assist the Board on making informed decisions.

The Superintendent or his/her designee as approved by the Board of Education shall attend all meetings of the Board of Education and shall participate in all Board deliberations, except when matters relating to the Superintendent's own employment are under consideration. The Superintendent shall receive notice of all Board and Board Committee meetings, and the Superintendent or his/her designee may attend all such meetings.

Relationship Within the School Organization

In harmony with the policies of the Board of Education, State Laws, and State Board of Education Regulations, the Superintendent has executive authority over the school district and responsibility for its supervision and direction.

The Superintendent has the general authority to act at his/her discretion upon all emergency matters and all other matters as to which his/her powers and duties are not expressly limited or are not particularly set forth.

The Superintendent shall be responsible to the Board as a body and not to the individual members of the Board.

The Superintendent will provide leadership, guidance, and direction to all members of the administrative, instructional, and support staffs in setting and achieving high standards of excellence and will serve as a professional example of dedicated service committed to providing meaningful and appropriate educational programs and services for all children in the district.

The Superintendent will oversee and administer the use of all district facilities, property, and funds so as to achieve maximum efficiency and effectiveness in accomplishing the goals of the school district.

HAMPTON BOARD OF EDUCATION

Specific Responsibilities

Personnel and Staffing

The Superintendent will administer all personnel policies and procedures and ensure adherence to all legal and contractual requirements regarding personnel. The Superintendent will select and employ the best qualified and most competent personnel available to serve the district. The Superintendent will direct the employment, assignment, and utilization of all personnel within policy guidelines of the Board of Education. The Superintendent will implement district-wide staff development and evaluation programs consistent with State guidelines and Board goals. The Superintendent will discipline and suspend personnel from duty for serious misconduct and behavior detrimental to the welfare of the schools.

Curriculum and Program

The Superintendent will implement and evaluate a planned, ongoing, and systematic program of instruction consistent with State mandates and local requirements. The Superintendent will ensure the consideration of the latest research and developments in the fields of learning theory and curriculum development. The Superintendent will assist the Board in setting curriculum and program priorities.

Budgeting and Fiscal Operations

The Superintendent will provide a system for the effective implementation, management, control, and analysis of the budget. The Superintendent will establish procedures to maintain the integrity of financial services and achieve fiscal accountability.

The Superintendent will implement budget development systems that will consider all areas of program and service needs, provide for broad staff participation in identifying and evaluating budget needs, and lead to a carefully considered budget proposal.

Facilities and Transportation

The Superintendent will implement procedures and programs for the efficient care of school buildings and equipment. The Superintendent will evaluate buildings and equipment and for their maintenance, improvement, and replacement.

The Superintendent will provide adequate and safe transportation for students within the district as well as for those students for whom the district is responsible who are assigned to programs beyond the district.

HAMPTON BOARD OF EDUCATION

Planning

The Superintendent will anticipate future district needs through collaborative efforts with the school staff and community. The Superintendent will develop long and short range plans to prepare the district to meet such needs in curriculum, pupil services, facilities, and staffing. Planning efforts will consider emerging changes and developments in community demographics, curriculum research, learning theory, and resources and facilities management.

Parents and Community Relations

The Superintendent will maintain a program of public information to keep parents and the general public well-informed regarding educational policy, school curriculum, pupil progress, school needs, school successes, and emerging educational programs and services to effect a cooperative working relationship between the schools and the community. The Superintendent will maintain effective working relationships with all agencies of the municipal government.

Tentative Approval: 01/21/2010

Final Approval: 03/02/2010

HAMPTON BOARD OF EDUCATION

2210

ADMINISTRATION

ADMINISTRATIVE LEEWAY IN ABSENCE OF BOARD OF EDUCATION POLICY

In case where emergency action must be taken within the school system and where the Board of Education has provided no guidelines for administrative action, the superintendent shall have the power to act.

It shall be the duty of the superintendent to inform the Board of Education promptly of such action and of the need for possible additional policies, or revision of existing policies, and the superintendent's decisions shall be subject to review by the Board of Education at its next regular meeting.

Tentative Approval: 06/04/98

Final Approval: 10/29/98

HAMPTON BOARD OF EDUCATION

2231

ADMINISTRATION

POLICY MANUAL

The Superintendent shall establish and maintain an orderly plan for preserving and making accessible policies and bylaws adopted by the board, and the regulations of the administration. Board policies, Board bylaws, and administrative regulations shall be published in a manual, maintained in current condition, and made available to all persons concerned.

Policies

Policies are statements of intent adopted by the Board of Education. They serve as guides to the administration in the development and implementation of regulations for operating the district.

The Superintendent is an integral part of this policy-making process recommending to the Board areas requiring policy adoption or change.

Regulations

Consistent with policy, the Superintendent shall specify required staff actions, and design the administrative arrangements under which the schools are to be operated. Those regulations and procedures which apply throughout the district shall be designated as "regulations," and placed in the district policy manual. Regulations shall be presented to the Board but the Board will not adopt regulations unless requested to do so by the Superintendent or unless required by federal or state law. The Superintendent is responsible for development and implementation of district regulations. He/she shall develop a system involving staff members in development and implementation of regulations. Regulations should be complete, consistent with adopted Board policy, and capable of reasonable implementation.

Bylaws

Bylaws are the rules governing internal operations of the Board of Education. When need for a new bylaw, or modification of an existing bylaw is recognized, the Board will consider an effective new or modified bylaw for adoption. The same procedure used for development of policies shall be used for development of bylaws.

Tentative Approval: 01/21/2010

Final Approval: 03/02/2010

HAMPTON BOARD OF EDUCATION

2240

ADMINISTRATION

EDUCATIONAL RESEARCH IN DISTRICT SCHOOLS

All requests to conduct research within the school must be directed to the Superintendent of Schools. The following criteria will be utilized by the Superintendent to make a determination regarding approval of such requests:

1. The study results in direct benefits or provides direct services to the children within the school district;
2. The study provides in-service opportunities for the growth and development of faculty and/or staff;
3. There be no expenditures of district funds or use of staff/faculty time unless there are benefits as described in 1 or 2 above;
4. Students participating in studies, authorized by school administration, must have the approval of their parents.

Tentative Approval: 10/05/2005

Final Approval: 11/02/2005

HAMPTON BOARD OF EDUCATION

2400

ADMINISTRATION

EVALUATION OF ADMINISTRATORS AND ADMINISTRATION

In order to advance the instructional program of the school district, the Superintendent of Schools will establish and implement an evaluation program for all administrators and teachers. Such a program will be aimed at improving administrator/teacher performance and at promoting professional growth within the framework of the goals of the school districts of Chaplin, Hampton, Scotland and Regional District #11. Such an evaluative process will include a formal procedure for the evaluation of the Superintendent of Schools by the Boards of Education.

Evaluations of certified staff below the rank of Superintendent shall be conducted in accordance with the guidelines of the State Board of Education and such other guidelines as are mutually agreed upon by the Board and the “teachers representative” under the Teacher Negotiations Act. Further, claims of failure to follow such guidelines shall be subject to the grievance procedure in collective bargaining agreements negotiated subsequent to July 1, 2004.

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

1. Clarification for the Superintendent of his/her role in the school system as understood by the Board.
2. Clarification for all Board members the role of the Superintendent in light of his/her responsibilities, his/her authority, and his/her organizational expectations.
3. Development of a unity in purpose in order to achieve high priority goals and objectives.
4. Development of an opportunity for goal achievement through regular appraisal and feedback.
5. Enhancement of organizational health resulting from involved, committed, and strengthened individuals.

The Superintendent’s evaluation and the evaluation of district administrators should be viewed as part of an overall district management plan of establishing goals and objective, appropriate programs, and methods of evaluation. Instructional leadership efforts can only be productive if teaching and learning are emphasized and if objectives, measurement, and feedback are part of that effort. Teachers, administrators, central office personnel, and the Board of Education should be partners in the improvement process, and it is expected that this policy provide direction in achieving that partnership.

HAMPTON BOARD OF EDUCATION

Legal Reference: Connecticut General Statutes

10-151a Access of a teacher to supervisory records and reports in personnel file

10-151b Evaluation by superintendents of certain educational personnel (amended by PA 04-137, An Act Concerning

Teacher's Evaluations)

10-151c Records of teacher performance and evaluation not public records

10-220a(b) Inservice training. Professional development. Institutes for educators. Cooperating and beginning teacher programs, regulations.

Tentative Approval: 10/05/2005

Final Approval: 11/02/2005