

Administration
Superintendent of Schools

The Board of Education will by majority vote, elect and fix the term of office (not to exceed three years) and the salary of the Superintendent of Schools who shall serve as executive officer of the Board of Education and who shall have authority and responsibility for the supervision of the school system.

The Commissioner of Education shall inform the Board of Education, in writing, of the certification status of the candidate, within fourteen days after receiving the name of the candidate from the Board of Education.

The Board of Education will not allow a Superintendent to assume the duties and responsibilities of the position until the Commissioner of Education provides written confirmation to the Board that the person to be employed is properly certified.

The Board of Education must submit the name and address of the candidate who accepts the election as a new Superintendent of Schools to the Commissioner of Education within seven days of the decision.

At the request of the Superintendent at the time of employment or reemployment, the Board of Education shall provide a written contract of employment which shall include, but not be limited to, salary, employment benefits, and term of office of such Superintendent.

As required by law, at least three weeks before the annual District meeting, the Superintendent shall submit to the Board of Education an annual report of the proceedings of the Board and of the condition of the schools, with plans and suggestions for their improvement.

The Board of Education may employ an Acting Superintendent, properly certified or not, for a specified period not to exceed ninety days with the approval of the Commissioner of Education. Such time may be extended by the Commissioner for good cause shown.

Duties

The Board of Education believes that the legislation of policies is the most important function of a Board of Education, and that the execution of the policies should be the function of the Superintendent.

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Duties (continued)

The Board of Education holds the Superintendent responsible for carrying out its policies within established guidelines and for keeping it informed about school operations.

The Superintendent will notify Board of Education members as promptly as possible of any happenings of an emergency nature which occur in schools.

Evaluation of Superintendent

Each year the Board of Education will evaluate the Superintendent in accord with guidelines and criteria mutually determined and agreed upon by both the Board of Education and the Superintendent.

Legal Reference: Connecticut General Statutes

10-157 Superintendents. Relationship to local or regional board of education; written contract of employment; evaluation of superintendent by board of education

10-226 Reports to state board of education

Administration
Appointment of Designee for Superintendent of Schools

In order to provide for unforeseen circumstances, the Superintendent shall appoint a designee. This designee shall function only when the Superintendent is out of the District. The designee shall function only in emergency situations.

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1. The Superintendent shall appoint annually a designee to serve from July 1 to June 30.
2. The Superintendent shall report his appointment to the Board of Education at a regular meeting of the Board during the month of June.
3. The person appointed shall be a full-time administrator in the Suffield School district.

Duties

1. The designee shall function only when the Superintendent is out of the district.
2. The designee shall function only in an emergency situation.
3. The designee shall report/consult immediately with the Chairman of the Board of Education on any action taken.
4. The designee shall report to the Superintendent of Schools on any action taken upon the Superintendent's return to the district.