

## SECTION C: GENERAL SCHOOL ADMINISTRATION

Section C of the policy classification system provides a repository for statements about the school district management, the administrative structure, school building and department administration. It also is the location for personnel policies that pertain to one individual – the SUPERINTENDENT.

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Section approved 7.21.09.

## CA ADMINISTRATION GOALS

It is the intent of the School Committee that the district employs qualified personnel to administer the Minuteman Regional Vocational Technical School efficiently and to require the Superintendent to organize the administration in a manner that will make clear the functions of each position and the relationships among them.

The Superintendent will establish clear lines of communication, both vertically and horizontally, and will form any staff councils or committees needed to provide for efficient conduct of school business. In order to engage in this process in an orderly and effective fashion, each individual and group will be given particular, clear-cut responsibilities. Channels will be established so that the recommendations and decisions of each group can be heard and reviewed by the chief administrative officer concerned, and, where appropriate, by the Superintendent and School Committee.

The organization and administration of the school will balance responsibility with commensurate authority, subject to the reserved legal powers of the School Committee. This means that a staff member, when assigned a responsibility or a position, will be given the authority to make the decisions necessary to perform the assigned tasks.

**LEGAL REF:** M.G.L. c 71:16, 71:16A, 71:59

**ORIGINAL ADOPTION:** 1/6/09

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**FIRST READING:** 12/16/08

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**REVIEW:**

**MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT**

**CB**  
**SCHOOL SUPERINTENDENT**

The Committee shall employ a Superintendent/Director and fix his/her compensation. The Superintendent/Director shall act in accordance with General Laws, Chapter 71, Section 59, and shall perform such other duties consistent with this section as the Committee may determine. He/She shall also prepare such reports as may be required by authorities having jurisdiction over the school district, such as the State and Federal Departments of Education, and shall submit materials for the Committee's annual report to the Selection of member towns in sufficient time for printing in the annual report of the member municipalities.

**SOURCE:** MASC

**LEGAL REFS:** M.G.L. 71:59, 72:3

Note: Under the laws of the Commonwealth, the School Committee may award a contract to a Superintendent/Director for a period not to exceed six years.

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**REVISION:**

**FIRST READING:** 4/24/07; 12/16/08

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**REVIEW:**

**MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT**

## CBB RECRUITMENT AND APPOINTMENT OF THE SUPERINTENDENT

In the event of a vacancy in the office of the Superintendent, the following procedures will be followed:

1. The Minuteman Regional Vocational Technical School Committee will review its policies with reference to desired qualifications and position description as well as level of salary and benefits.
2. The School Committee will take special care to assess the needs of the school district with reference to change and stability. Change, movement, and progress may be in order for the immediate future. On the other hand the school district may have need for a period of stability with a slower pace of change. In large measure, a Superintendent sets the tone and pace of educational improvement for the school district.
3. The School Committee may proceed in one of three ways: Appoint a sub-committee to act as a search committee; use the whole Committee as a search committee; or secure expert assistance to conduct the search process and submit the names of a limited number of applicants for interview.
4. Applicants have the responsibility for submitting evidence to the Department of Elementary and Secondary Education (DESE) that they fulfill the certification requirements for the position of Superintendent. They will also cooperate with any testing or interview requirements of the DESE. Information provided to the Committee by the DESE will be an important consideration in weighing the relative merits of appropriately credentialed applicants.
5. Those responsible for carrying out the search for a new Superintendent are reminded of the steps involved in the process: preparing a presentable and attractive notice of vacancy; publishing the notice of vacancy within and outside the school district; securing applications and credentials of applicants; screening applicants down to a manageable number for interviews and visitations; negotiation of terms; and selection.

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**REVIEW:**

**MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT**

6. No interview shall be granted except at the invitation of the School Committee or the Superintendent search committee. All interviews will comply with the provisions of the Open Meeting Law.

If at all possible, selection of a new Superintendent should be by unanimous vote of the School Committee. Should this not be possible, selection may be made by a two-thirds vote of the sworn School Committee.

**LEGAL REFS:** M.G.L. 71:16; 71:52; 71:59

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**REVIEW:**

**MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT**

## CBC SUPERINTENDENT'S AUTHORITY AND RESPONSIBILITIES

The Superintendent of the Minuteman Regional Vocational Technical School District shall perform in good faith and in a full time capacity, the duties and obligations of the Superintendent as provided under Massachusetts law, and other duties from time to time assigned to him/her by majority vote of a quorum of the Committee, and he/she shall use his/her best efforts to achieve the performance goals and objectives established by the Committee, and he/she shall comply with all applicable laws and regulations.

The Superintendent shall serve as the Executive Officer of the Committee as provided in M.G.L. c. 71, §59. The Superintendent shall report any financial irregularities to the Committee, including but not limited to any potential deficits.

Criticisms, complaints, and suggestions called to the attention of the Committee shall be promptly referred to the Superintendent for study, disposition, or recommendation as appropriate to facilitate the orderly administration of the District, and to ensure responsiveness to the public and fairness to the Superintendent.

Likewise, the Superintendent shall refer such criticisms, complaints, or suggestions to the Committee in order to afford the Committee an opportunity to review and address the criticisms, complaints, or suggestions.

**CROSS REF:** Superintendent's Contract

**LEGAL REF:** M.G. L. c71, section 59

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**MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT**

**CBD  
SUPERINTENDENT'S CONTRACT**

The Committee, upon the election of a candidate or upon reelection of the incumbent 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.

**SOURCE:** MASC

**LEGAL REFS:** M.G.L. 71:41; 71:42

Note: Under the laws of the Commonwealth, the School Committee may award a contract to a Superintendent of schools for a period not to exceed six years.

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**REVIEW:**

**MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT**

## CE ADMINISTRATIVE COUNCILS AND COMMITTEES

The Superintendent may establish such permanent or temporary councils and committees as deemed necessary for assuring staff participation in decision making, for implementing policies and regulations and for the improvement of the educational program.

Functioning in an advisory capacity all councils 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 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 Minuteman Regional Vocational Technical School, but only within budgetary allotments and when approved in advance by the Superintendent.

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**REVIEW:**

**MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT**



## CEA SCHOOL COUNCIL

The School Committee believes that the school is the key unit for educational improvement and change and that successful school improvement is best accomplished through a school-based decision-making process.

As enacted by the state legislature in the Education Reform Act of 1993, a School Council shall be established in each school to advise the Principal in specific areas of school operation. The Principal, except as specifically defined in the law, shall have the responsibility for defining the composition of, and forming the group, pursuant to a representative process approved by the Superintendent and School Committee.

The law outlines four major areas of responsibility for councils. School councils are to assist principals in:

1. Adopting educational goals for the school that are consistent with local educational policies and statewide student performance standards
2. Identifying the educational needs of students attending the school
3. Reviewing the annual school building budget
4. Formulating a school improvement plan

For any school that contains grades nine to twelve, inclusive, the council shall review the student handbook each spring to consider changes in disciplinary policy to take effect for the following school year.

In addition, the law states that "nothing contained in this section shall prevent the school committee from granting a school council additional authority in the area of educational policy; provided, however, that school council shall have no authority over matters which are subject to chapter one hundred and fifty E of the General Laws."

The composition of the School Council will conform to MGL and DESE Regulations.

**LEGAL REFS:** M.G.L. 71:38Q, 71:59C, DESE Regulations

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**REVIEW:**

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## CEA-R1 CONDUCT OF SCHOOL COUNCIL BUSINESS

The Principal shall, by law, serve as co-Chairperson of the School Council. Keeping within the guidelines of the law, he/she has the responsibility for defining the composition and overseeing the formation of the council pursuant to a representative process approved by the superintendent and school committee. As co-chair of the council, the principal is also responsible for convening the first meeting of the council. At this meeting, the other co-chair is to be selected.

The co-Chairperson will be elected annually by the council members at its first meeting of the school year subsequent to the election of new council members. The co-Chairperson will be responsible for the preparation of the agenda for the council meetings.

The School Council shall meet at least four times during the school year. Meetings will be held outside of school hours. At its first meeting of the school year, the council will set its calendar of regular meetings for the year. Where circumstances warrant, the council may choose to call additional meetings.

Consensus shall be used by School Council as the primary method to resolve issues and to formulate recommendations. Votes by majority may be taken at the discretion of the Principal and Robert's Rules of Order shall prevail if there are questions of procedure.

All meetings of the School Council shall conform to the Open Meeting Law, Sections 23 A, B, and C, which stipulates that all meetings be open to the public, that meetings be posted at least 48 hours in advance, and that minutes of the meeting shall be maintained as required. The scope of the School Council does not require, and therefore does not qualify for, executive session.

The Superintendent shall receive agendas and minutes of all School Council meetings.

**LEGAL REF:** M.G.L. 39:23A-C

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**REVIEW:**

**MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT**

**CG**  
**POST-GRADUATE AND CONTINUING STUDIES ADMINISTRATION**

The Minuteman Regional Vocational Technical School District will offer post-secondary courses that provide skills and knowledge in both technical and academic disciplines reflective of the employment demands of the District. Courses offered will provide training opportunities in industrial, medical and technical occupations.

Further, the District will provide adult and continuing education offerings designed to address content specific and leisure learning programs for the members of the Minuteman Regional Vocational Technical School District.

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**REVIEW:**

**MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT**

## CH POLICY IMPLEMENTATION

Adopting and changing policies is solely the responsibility of the School Committee.

The Superintendent shall be responsible for reviewing the proposed policy request and drafting a statement for School Committee consideration in accordance with School Committee policy.

The Superintendent has responsibility for carrying out, through regulations, the policies established by the School Committee.

The policies developed by the Committee, and the regulations developed to implement policy, are designed to increase the effectiveness and efficiency of the Minuteman Regional Vocational Technical School District. Consequently, it is expected that all school district employees and students will carry them out.

Administrators and supervisors are responsible for informing staff members in the school and departments of existing policies and regulations and for seeing that they are implemented in the spirit intended.

The Superintendent shall request the participation of affected staff members in the development of rules and procedures for the operation of the Minuteman Regional Vocational Technical School District.

**CROSS REF:**                      BG

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**REVIEW:**

**MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT**

## CHA DEVELOPMENT OF REGULATIONS

The Superintendent will be responsible for specifying required actions and designing the detailed arrangements under which the Minuteman Regional Vocational Technical 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 system will be governed.

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

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

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**MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT**

## CHB POLICY REVISION AND REVIEW

In an effort to keep its written policies up to date so that they can be used consistently as a basis for School Committee action and administrative decision, the Committee will review its policies on a regular basis.

The Committee will evaluate how the policies have been executed by the school staff and will weigh the results. It will rely on the school staff, students, and the community for providing evidence of the effect of the policies it has adopted.

All policies will be placed on the School Committee agenda for reconsideration five years following the date the policy was adopted, unless the Superintendent or member of the School Committee recommends an earlier date for reconsideration.

The Superintendent is given the continuing commission of calling to the Committee's attention all policies that are out of date or for other reasons appear to need revision.

The School Committee directs the Superintendent to periodically recall all policy and regulations manuals for administrative updating and Committee review.

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**MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT**

## CHC REGULATIONS DISSEMINATION

It will be the responsibility of the Superintendent or his/her designee to see that the regulations developed to implement Committee policies and administer the Minuteman Regional Vocational Technical School District are appropriately coded and included as regulations in the School Committee's policy manual.

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

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**REVIEW:**

**MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT**

## CHCA APPROVAL OF HANDBOOKS AND DIRECTIVES

It is the intention of the School Committee to collaborate with the School Council and the Principal in developing a schedule for the approval of the school handbook. Massachusetts General Laws, Chapter 71, Section 37H 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 Student Handbook shall be available for School Committee review by March 31 to consider changes in the disciplinary policy to take effect in the following 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 Minuteman Regional Vocational Technical School be of a quality that reflects credit on the school department. The Superintendent will recommend to the School Committee handbooks requiring approval prior to publication.

The Superintendent will use his/her judgment as to whether other specific handbooks need Committee approval; however, all handbooks published will be made available to the Committee for informational purposes.

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**REVIEW:**

**MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT**



CHD  
ADMINISTRATION IN THE ABSENCE OF POLICY

Emergency Powers of the Superintendent

From time to time, emergency situations arise which would call for immediate and decisive action by the Superintendent that, under more normal situations, would clearly be beyond the scope of his/her duty and authority. It shall be the policy of the Minuteman Regional Vocational Technical School Committee that the Superintendent shall act in emergency situations to preserve and protect lives and property.

1. In those situations that arise within the schools where the School Committee has provided no guides for administrative action, the Superintendent shall have power to act, but his/her decisions shall be subject to review by action of the Committee at its next regular meeting. It shall be the duty of the Superintendent to inform the Committee promptly of such action and the possible need for a policy.
2. In certain circumstances of weather, power failure, lack of water or heat, work stoppage, epidemic, or other civil or natural emergencies it be impossible or unsafe to open (or keep open) the school. If the Superintendent closes the school under the above granted authority, as soon as the situation allows he/she will notify, members of the School Committee.

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MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

## CI TEMPORARY ADMINISTRATIVE ARRANGEMENTS

In the event the Superintendent is on temporary absence from duty, the Superintendent will designate another administrator to serve as Acting Superintendent.

A temporary absence is defined as a vacation period, attendance at off-site meetings, and/or any other periods when the Superintendent would be out of immediate contact or presence in the district for over twenty-four hours.

When so appointed, the Acting Superintendent will assume all duties that are the responsibility of the Superintendent, with particular emphasis on emergency and day-to-day decision-making. The Acting Superintendent will not be expected to deal with matters requiring long-term planning or preparation unless specifically so assigned by the Superintendent.

The Acting Superintendent will take special care to keep the School Committee chairperson informed as to any departure from normal routine.

To ensure continuous administrative control within a school, the Principal will name an administrator to be in charge in the event of his/her absence and to have the authority to act in disciplinary matters regarding M.G.L. Chapter 71, s 34D, 34E, 34F, 37H, 37H 1/2.

**LEGAL REF:** M.G.L. Chapter 71, s 34D, 34E, 34F, 37H, 37H 1/2.

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CL  
RESEARCH/ADMINISTRATIVE REPORTS

The School Committee may from time to time require reports from the Superintendent concerning general or specific conditions, issues or other matters affecting or occurring within the school.

The Superintendent shall at such time as he/she deems appropriate prepare reports covering the activities, affairs, programs, or other matters or issues affecting or relating to the school and the administrator's recommendations with regard thereto and present same to the School Committee.

Upon receiving reports from outside agents such as the Department of Elementary and Secondary Education, the auditor, fire department, health department and others, the Superintendent shall inform the School Committee of the receipt of the report by the time of the School Committee's next meeting. The Superintendent will notify the School Committee of his/her timetable for release of the report and of action he/she has taken pursuant to recommendations made in the report.

Upon Committee approval, reports will be made available to the public and used as one means to inform parents and citizens, the Commissioner of Education and others of the programs, activities and affairs of the Minuteman Regional Vocational Technical School District.

LEGAL REF:                    M.G.L.

ORIGINAL ADOPTION:

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MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

## CM ANNUAL REPORT

The Committee shall submit on or before January 31 of each fiscal year, an annual report to each of the member municipalities containing a detailed financial statement for the prior year and the budget for the then current year including in each case a statement showing the method by which the annual charges assessed against each municipality were computed, together with such additional information relating to the operation and maintenance of the Minuteman Regional School District as may be deemed necessary or appropriate by the Committee. The Committee shall also furnish, upon request, any additional financial information as may reasonably be deemed necessary by the selectmen, finance committee, or other elected officials of any member municipality.

**LEGAL REF:** M.G.L. c 71:59

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