
Pittsford Schools

Policy Manual

Section 4000

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Administration

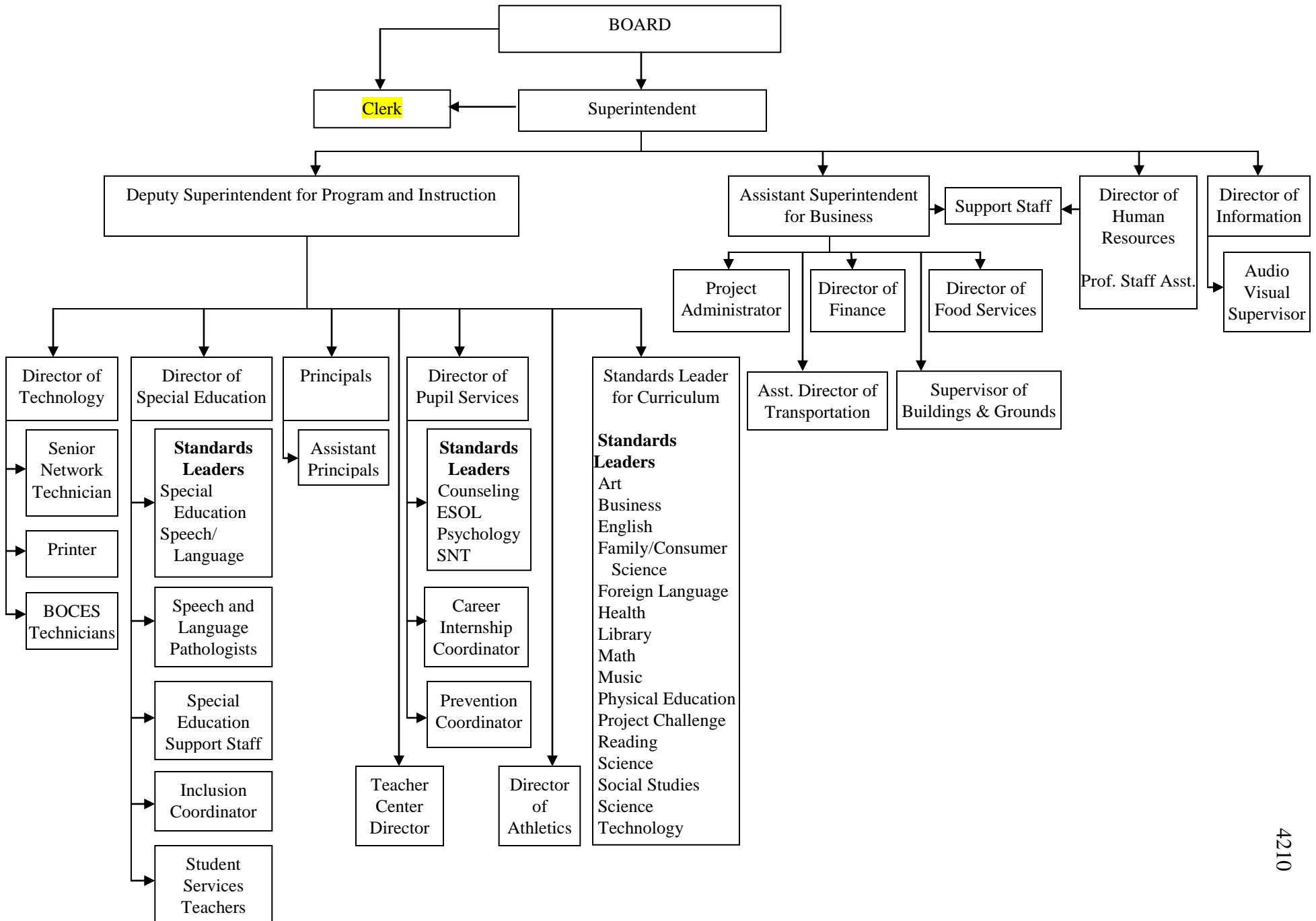
4110 - ADMINISTRATIVE PERSONNEL

Administrative and supervisory personnel shall be considered to be those District employees officially designated by Board action as responsible for the administrative and supervisory tasks required to carry out Board 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 Section 1709 and 2503(5)

4210 - ORGANIZATIONAL CHART



Pittsford Central School District Adopted: 12/6/04

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4220

Administration

4220 - CREATING AND ABOLISHING ADMINISTRATIVE POSITIONS

Existing administrative positions shall not be abolished by the Board 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.

The Superintendent will recommend the creation of new administrative positions to the Board for approval.

Education Law Section 3013

Administration

4230 - ADMINISTRATIVE AUTHORITY DURING ABSENCE OF THE SUPERINTENDENT

The Superintendent shall delegate to one of the Assistant Superintendents or another administrator the authority and responsibility for making decisions and taking such actions as may be required during the absence of the Superintendent.

Administration

4240 - 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 District and shall alert the Superintendent to the possible need for additional policy development.

Administration

4250 - 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, the Superintendent or other administrators, with the knowledge of the Superintendent, and in accordance with the range of responsibilities of the appointing body or administrator to whom the committee shall report. The composition of each committee shall reflect its purpose and each committee shall follow the Board approved charter for that committee.

Administration

4260 - EVALUATION OF THE SUPERINTENDENT AND OTHER ADMINISTRATIVE STAFF**Superintendent**

The Board 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 August 1 of each year.

The formal performance procedures shall include written criteria, a description of the review procedures, provisions for discussion between the Superintendent and Board Officers, 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 Superintendent shall 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.
- f) To establish annual goals articulated with Values and Vision, and Strategic Initiatives.

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

Administration

4310 - SUPERINTENDENT

As chief executive officer of the Board, the Superintendent shall:

- a) 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) Administer all policies and enforce all rules and regulations of the Board.
- c) Constantly review the local school situation and recommend to the Board areas in which new policies seem to be needed.
- d) Be responsible for organizing, administering, evaluating, and supervising the programs and personnel of all school departments, instructional and non-instructional.
- e) Recommend to the Board the appointment of all instructional and support personnel.
- f) Be responsible for the preparation and recommendation to the Board of the annual District budget in accordance with the format and development plan specified by the Board.
- g) 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.
- h) Be responsible for the construction 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.
- i) Determine the need and make plans for plant expansion and renovation.
- j) Be responsible for recommending for hire, evaluating, promoting, and dismissing all professional and non-professional staff personnel.
- k) Prepare or supervise the preparation of the teacher's handbook, staff bulletins, and all other District-wide staff materials.
- l) Plan and coordinate the recruitment of teachers and other staff to assure the District of the best available personnel.

(Continued)

Administration

4310 - SUPERINTENDENT (Cont'd.)

- m) Ensure a strong program of supervision of certificated and classified employees.
- n) 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.
- o) 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.
- p) 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 and 3003
8 New York Code of Rules and Regulations
(NYCRR) Section 100.2(m)

Administration

4320 - SUPERINTENDENT - BOARD RELATIONS

The Board believes that an effective relationship between the Superintendent and the Board is one of mutual trust and respect. This relationship is paramount to the well-being and success of the District. The Board's role is that of policy-making and the Superintendent's that of administering those policies; however, both offices shall recognize that frequently no definitive demarcation between the two functions is possible. Therefore, in areas of mutual concern, the most appropriate division of authority and responsibility shall be discussed.

The Board is accountable for all pursuits, achievements and duties of the 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 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 Section 1711

Administration

4410 - PROFESSIONAL DEVELOPMENT OPPORTUNITIES

The Board shall encourage administrators to keep themselves 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 or designee 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

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Administration

4420 - COMPENSATION AND RELATED BENEFITS

The salaries and related benefits of administrators shall be set annually by contract with the Pittsford District Administrators' Association (PDAA).