

2024 4000

Administration

East Syracuse Minoa Central School District

NUMBER

ADMINISTRATIVE OPERATIONS

1.1	Administrative Personnel, Organization and Operation.....	4110
1.1.1	Organizational Chart.....	4111
1.2	District Committees.....	4112
1.3	Evaluation of the Superintendent and Other Administrative Staff.....	4113

CENTRAL OFFICE AND BUILDING ADMINISTRATION

2.1	Superintendent of Schools.....	4210
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SUBJECT: ADMINISTRATIVE PERSONNEL, ORGANIZATION AND OPERATION**Administrative Personnel**

Administrative and supervisory personnel shall be considered to be those District employees officially designated by Board of Education action as responsible for the administrative and supervisory tasks required to carry out Board of Education 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.

Administrative Organization and Operation

The basic principles of Administrative Organization and Operation are:

- a) All employees will follow the organizational structure and line responsibility established in the Organizational Chart. All employees will be responsible for understanding and following the communication protocols established by the District.
- b) The Board of Education shall formulate and legislate educational policy.
- c) Administrative regulations shall be developed by the Superintendent in cooperation with appropriate individuals.
- d) The Central Office staff shall provide overall leadership and assistance for District staff engaged in planning and operations.
- e) Areas of responsibility for each individual shall be clearly defined.

Line Responsibility

All employees of the District shall be under the general direction of the Superintendent. Teachers shall be immediately responsible to the Principal of the building in which they work. Other employees shall be immediately responsible to the administrative personnel under whom they work directly.

The lines of responsibility/reporting shall be as depicted on the organizational chart.

Administrative Authority

During the Absence of the Superintendent

(Continued)

SUBJECT: ADMINISTRATIVE PERSONNEL, ORGANIZATION AND OPERATION

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

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 School District and shall alert the Superintendent of Schools to the possible need for additional policy development.

Professional Development Opportunities

The Board of Education shall encourage administrators to keep 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 shall be required for any conference attendance or visitations requested by administrators.

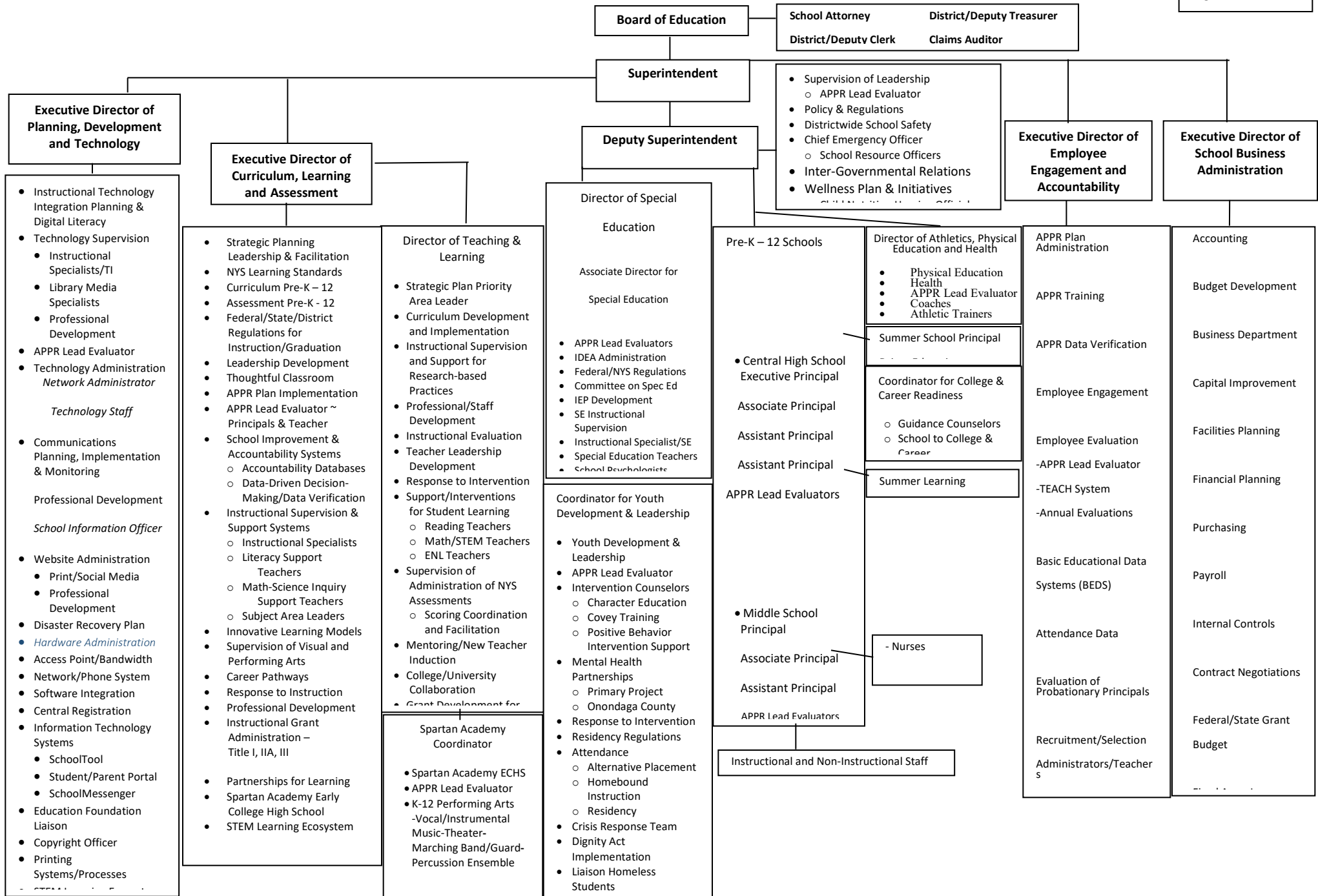
Participation shall be limited by available resources and reimbursement guidelines.

Abolishing an Administrative Position

Existing administrative positions shall not be abolished by the Board of Education 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 reasonably possible by the Superintendent of Schools

EAST SYRACUSE MINOA CENTRAL SCHOOL DISTRICT ORGANIZATIONAL CHART

2024 4111



Administration

SUBJECT: DISTRICT 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, or as required by law. These committees may be appointed by the Board of Education, 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. Such committees shall be advisory in nature. The composition of each committee shall reflect its purpose and each committee shall have a clear assignment.

**SUBJECT: EVALUATION OF THE SUPERINTENDENT AND OTHER
ADMINISTRATIVE STAFF**

Superintendent

The Board of Education 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 made available for review in accordance with applicable law and regulation.

The formal performance procedures shall include written criteria, a description of the review procedures, provisions for post-conferencing, 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 Board shall direct the Superintendent to 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.

Evaluations of Principals shall be in accordance with applicable law and regulation and all applicable effective dates contained therein.

8 NYCRR Section 100.2(o)(2)(v)
Education Law Section 3012-C
Commissioner's Regulations Part 30-3

Adopted: 5/6/24

Administration

SUBJECT: SUPERINTENDENT OF SCHOOLS

The Superintendent of Schools is the chief executive officer of the School District. He/She is responsible for carrying out the policy of the Board and for keeping it informed of matters which should be weighed by the Board in reaching decisions. He/She is responsible to the Board in his/her stewardship of the entire school system.

The Superintendent's authorities and duties shall include, but not be limited to, the specific powers and duties discussed below and the Superintendent will be directly responsible to the Board for their proper exercise. As chief executive officer of the School District, he/she 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) Review concerns at the building and department level and recommend to the Board areas in which new policies seem to be needed;
- d) Organize, administer, evaluate, and supervise the programs and personnel of all school departments, instructional and non-instructional;
- e) Recommend to the Board the appointment and dismissal of all instructional and non-instructional and support personnel;
- f) Prepare and recommend to the Board the annual School District budget in accordance with the format and development plan specified by the Board;
- g) Advise the public about 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) Create all salary scales and administer 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 facilitate planning for facilities expansion and renovation;
- k) Prepare or supervise the preparation of District-wide staff materials;

(Continued)

SUBJECT: SUPERINTENDENT OF SCHOOLS (Cont'd.)

- l) Plan and coordinate the recruitment of teachers and other staff to assure the District of the best available personnel;
- m) Plan and conduct a program of supervision of teaching staff that will have as its goals the improvement of instruction, and development of teachers in order to retain and recommend for tenure those teachers who will have demonstrated a high degree of competence;
- n) Effectively communicate the distinction between the areas of policy decisions appropriate to the Board and management decisions appropriate to the District's administrative personnel;
- o) Transfer personnel when necessary and/or desirable to promote optimal effectiveness. Any such personnel transfers shall be made pursuant to appropriate guidelines established by state laws, District policies and negotiated contracts; and
- p) Submit 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, 2508 and 3003
8 NYCRR Section 100.2(m)

Adopted: 5/6/24