

OYSTER RIVER COOPERATIVE SCHOOL DISTRICT

Policy Committee Meeting

September 12, 2018 3:30 – 5:00

Central Office

Agenda

I. Call to Order

- CA – Administration Goals
- CB – School Superintendent
- CBB – Hiring of Superintendent
- CBG – Superintendent Development Opportunities
- CCB Line of Responsibility
 - CCB – NHSBA Version
- CHD – Administration in Policy Absence
- CM – Annual Reports

Next Meeting: October 10, 2018

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: CA
Date of Adoption: June 15, 1988 Reviewed School Board First Read: November 7, 2012 School Board Second Read/Adoption: Nov. 14, 2012 Policy Committee Review: September 12, 2018	Page 1 of 1 Category: Recommended

ADMINISTRATION GOALS

Proper administration of the schools is most vital to a successful educational program. The general purpose of the administration shall be to coordinate and supervise, under the policies of the School Administrative Unit and each local school board, the creation and operation of an environment in which students learn most effectively. Administrative duties and functions should be appraised in terms of the contribution made to improving instruction and learning. The board shall rely on its chief executive officer, the superintendent, to provide at the district level the professional administrative leadership demanded by such a far-reaching goal. Vision, initiative, resourcefulness, and wise leadership, as well as consideration and concern for staff members, students, parents, and community are essential for effective administration.

The superintendent, each principal, and all other administrators shall have the authority and responsibility necessary for his or her specific administrative assignment. Each shall likewise be accountable for the effectiveness with which the administrative assignment is carried out. The board shall be responsible for specifying requirements and expectations of the superintendent, then holding the superintendent accountable by evaluating how well those requirements and expectations have been met. In turn, the superintendent shall be responsible for clearly specifying requirements and expectations for all other administrators, then for holding each accountable by evaluating how well requirements and expectations have been met.

Major goals of administration shall be:

1. To manage the district's various departments, units, and programs effectively.
2. To provide professional advice and counsel to the School Administrative Unit and each local school board and to advisory groups established by board action. Preferably, where feasible, this will be done through reviewing alternatives, analyzing the advantages and disadvantages of each, and recommending a selection from among the alternatives.
3. To implement the management function so as to assure the best and most effective learning programs, through achieving such sub-goals as (a) providing leadership in keeping abreast of current educational developments; (b) arranging for the staff development necessary to the establishment and operation of learning programs that better meet more learner needs; (c) coordinating cooperative efforts at improvement of learning programs, facilities, equipment, and materials; and (d) providing access to the decision-making process for the improvement of ideas of staff, students, parents, and others (e) be cognizant of and implement all state and federal laws and regulations .

Cross Reference:

- CBB- Hiring of Superintendent
- CBI & CBI-R – Evaluation of the Superintendent/Procedure
- CCB – Line of Responsibility

Legal Reference

- NH Code of Administrative Rules Section Ed 302 – Duties of School Superintendent
- NH Code of Administrative Rules Section ED 303 – Duties of School Boards
- NH Code of Administrative Rules Section ED 304 - Duties of School Principals

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: CB
Date of Adoption: June 15, 1988 Review First Read School Board: November 7, 2012 School Board Second Read/Adoption: Nov. 14, 2012 Policy Committee Review: September 12, 2018	Page 1 of 1 Category: Recommended

SCHOOL SUPERINTENDENT

The duties of the Superintendent are defined in his/her contract of employment, individual board policies, SAU policies, state statutes, and New Hampshire Department of Education Rules.

The Board expects that the Superintendent, as the chief executive officer, is responsible for:

1. The execution of board policies
2. The management of the work of all school departments, the duties of which, apart from those required by law, the Superintendent shall assign
3. The observance of all board policies by all those persons employed by the district
4. The enforcement of all provisions of the law relating to the operation of the schools or other educational, social and recreational agencies, or activities under the charge of the board.

Cross Reference:

CBI & R – Evaluation of the Superintendent

Legal Reference:

N.H. Code of Administrative Rules, Section Ed. 302.02, Substantive Duties of Superintendents

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: CBB
Draft to School Board for First Read: February 1, 2012 School Board Second Read/Adoption: March 7, 2012 Review First Read School Board: November 7, 2012 School Board Second Read/Adoption: November 14, 2012 Policy Committee Review: September 12, 2018	Page 1 of 1 Category: Optional

HIRING OF SUPERINTENDENT

The Superintendent shall be hired by the Oyster River Cooperative School Board.

Legal Reference:

RSA 194-C:4, SAU: Superintendent Services

RSA 194-C:5, SAU: Organization and Duties

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: CBG
Date of Adoption: June 15, 1988 Code Revision; November 18, 2009 – previously CBE Policy Review – No Change – October 24, 2013 Policy Committee Review: September 12, 2018	Page 1 of 1

SUPERINTENDENT'S DEVELOPMENT OPPORTUNITIES

The Oyster River Cooperative School Board encourages the superintendent to make every effort to stay abreast of educational trends and to seize opportunities for exploring new ideas and programs that may be used to advantage in the school district.

For the benefit of the entire school system, the Board encourages the superintendent to set aside time each year to attend certain seminars and conferences and visit other school systems in which promising ideas are emerging.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: CCB Category: Recommended
Date of Adoption: June 15, 1988 Review First Read School Board: November 7, 2012 School Board Second Read/Adoption: Nov. 14, 2012 Policy Committee Review: September 12, 2018	Page 1 of 1

LINE OF RESPONSIBILITY

Each employee in the Oyster River Cooperative School District shall be responsible to the Board through the superintendent or appropriate administrator.

NHSBA VERSION

CCB - LINE AND STAFF RELATIONS

(Download policy)

Category R

General Operations

The following principles shall govern the administrative operation of the District.

- 1) Each school shall be encouraged to develop appropriate educational programs for the students attending that School, consistent with school Board policy, state law, and State Board regulations.
- 2) The Superintendent shall have specific responsibility for overseeing the pattern and sequence of educational experiences provided for children from kindergarten through grade 12.
- 3) Responsibility shall flow simply and clearly from the teachers, principals and the Superintendent to the School Board.
- 4) Each member of the staff shall be informed to whom s/he is responsible.
- 5) Whenever feasible, each member of the staff shall be made responsible to only one immediate superior for any one function.
- 6) Each staff member shall be told to whom s/he can go for help in working out his/her own functions in the District.

Line of Responsibility

Each employee in the District shall be responsible to the Board through the Superintendent and School Principal.

All personnel shall refer matters requiring administrative action to the administrator immediately in charge of the area in which the problem arises.

Administrators shall refer such matters to the next higher authority when necessary.

Reviewed: March, 2004

Revised: November, 1999

Revised: July, 1998

DISCLAIMER: This sample policy manual is copyrighted to the New Hampshire School Boards Association and is intended for the sole and exclusive use of NHSBA Policy Service Subscribers. No portion of this manual may be reproduced, copied, transmitted, distributed, in any form, except as needed for the development of policy by a subscribing district. The materials contained in the manual are provided for general information only and as a resource to assist subscribing districts with policy development. School districts and boards of education should consult with legal counsel and revise all sample policies and regulations to address local facts and circumstances prior to adoption. NHSBA continually makes revisions based on school districts' needs and local, state and federal laws, regulations and court decisions, and other relevant education activity.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: CHD
Date of Adoption: June 15, 1988 Date of Revision: May 5, 1999 Review First Read School Board: November 7, 2012 School Board Second Read/Adoption: November 14, 2012 Policy Committee Review: September 12, 2018	Page 1 of 1 Category: Recommended

ADMINISTRATION IN POLICY ABSENCE

In the absence of established Oyster River Cooperative Board policy or Board direction, the Superintendent shall assume responsibility making necessary decisions. In such instances, Principals or other administrative or instructional personnel shall gain the approval of the Superintendent before taking any action.

In the situations which arise within the Schools where the Board has provided no guides for administrative action, the Superintendent shall have power to act but his/her decisions shall be subject to review and ratification by action of the Board at a regular meeting. It shall be the duty of the Superintendent to inform the Board promptly of such action and of the need for policy.

Cross Reference:

Policy DJ & R- Purchasing and Bidding Requirements

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: CM
Date of Adoption: June 15, 1988 Date of Revision: May 5, 1999 School Board First Read: August 14, 2013 School Board Second Read Adoption: November 6, 2013 Policy Committee Review: September 12, 2018	Page 1 of 1

ANNUAL REPORT

The Oyster River Cooperative School District Annual report covering the diversified activities of the school system and the administration's recommendations for their improvement shall be prepared by the superintendent and presented to the board annually on a timely basis. Between the deliberative session and the ballot vote, the report shall be made available to the public and used as one means for informing parents and citizens, the state education agency, and other school districts in the area of the programs and conditions of the schools.