

NEW CANAAN PUBLIC SCHOOLS

ADMINISTRATION

SERIES 2000

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Administration

Concept and Roles in Administration

Within the guidelines established by board of education policy, law and employee agreements, the superintendent shall direct and coordinate the administrative staff in achieving the goals and general objectives of the board of education.

Policy adopted:

November 19, 2018

NEW CANAAN PUBLIC SCHOOLS
New Canaan, Connecticut

Administration

Equal Employment Opportunity

All personnel policies and practices of the board of education will be in accord with equal employment opportunity practices as determined by state and federal legislation. Equal employment opportunity means that equal employment possibilities are available to all protected groups.

Legal References: Title VII of the Civil Rights Act of 1964, 42 U.S.C., sub 2000e.
Age Discrimination in Employment Act, 29 U.S.C. Sec 621.
Executive Order 11246.
Connecticut General Statutes
Connecticut Constitution Article I, Section 20; Amendment V Equal Rights Protection Amendment.
46a-51 (8), (17), (18) Discriminatory practices.
46a-58(a) Deprivation of rights.
46a-60 Discriminatory employment practices prohibited.
46a-79 State policy re employment of criminal offenders.
46a-80 Denial of employment based on prior conviction of crime.
46a-81 Sexual orientation discrimination, defined
10-153 Discrimination on account of marital status.

Policy adopted: November 19, 2018

NEW CANAAN PUBLIC SCHOOLS
New Canaan, Connecticut

Administration

Job Descriptions For Administrative Personnel

The board of education shall provide and maintain a job description for the superintendent of schools.

The superintendent of schools shall provide and maintain job descriptions for all administrative personnel.

Policy adopted: July 19, 1993
Policy revised: November 19, 2018

NEW CANAAN PUBLIC SCHOOLS
New Canaan, Connecticut

Administration

Office of the Superintendent

The New Canaan Board of Education will, in accordance with Section 10-157 of the General Statutes, appoint a Superintendent of Schools, and will consider, on the recommendation of the Superintendent, the establishment of such additional administrative positions as are necessary to meet the requirements of the office of the Superintendent as listed herein.

Responsibilities of the Superintendent:

1. An executive officer of the Board, the superintendent is responsible to the Board of Education for all activities of the school system.
2. It shall be the responsibility of the superintendent to carry out all policies enacted by the Board of Education and to see that Principals, teachers, and other employees carry out both the intent and spirit of these policies.
3. The superintendent shall secure, organize and present to the Board of Education information on the educational and financial status of the school system. The Superintendent shall keep the Board informed of school practices and problems.
4. The superintendent shall initiate consideration of basic policies affecting the school system, submitting to the Board pertinent data bearing on his/her recommendations. In general, the Superintendent shall be the educational advisor to the Board of Education.
5. The superintendent shall supervise the work, instructional and otherwise, carried on as part of the school program by members of the school staff.
6. The superintendent shall be responsible for a continuous appraisal of the curriculum of the schools, seeking the assistance of all members of the staff in making this appraisal.
7. The superintendent shall foster a program of in-service education for members of the school staff. The superintendent shall be responsible for Principals' and teachers' meetings, for conferences with Principals and teachers, and for other procedures leading to the professional improvement of the school staff.
8. The superintendent shall construct a proposed annual budget for submission to the Board of Education as provided for in the "Annual Budgeting Process" (see New Canaan Board of Education policy.)

Administration

Office of the Superintendent

Responsibilities of the Superintendent: (continued)

9. The superintendent shall be responsible for the conduct of the business affairs of the school system, seeing that all monies are spent as budgeted by the Board of Education and that sound purchasing and accounting procedures are followed established by the Board of Education.
10. The superintendent shall be responsible for the maintenance and the upkeep of school grounds, school buildings and equipment.
11. Community use of school facilities shall be administered by the superintendent under policies established by the Board of Education.
12. The need for possible future increase adjustments to school facilities shall be surveyed periodically by the superintendent.
13. The superintendent shall formulate and make available to the Board of Education rules and regulations needed for the effective government of the school system.
14. The superintendent shall prepare and issue communications as needed in the conduct of school affairs to Principals, teachers and staff members.
15. The superintendent shall make available to the public information concerning the educational program of the schools and shall seek through his public relations activities increased support for the public schools. The superintendent shall encourage and seek conferences with parents.
16. The superintendent shall be empowered to delegate the functions enumerated herein to other members of the school staff in order to administer the work of the schools effectively, but this in no way relieves the superintendent of the responsibility for seeing that these functions are successfully carried out.
17. The superintendent shall be invested with authority in any other areas of school administration not specifically mentioned in this article when that authority is needed to carry out successfully the work of the schools, it being stipulated that none of the acts shall be out of harmony with the policies of the Board or shall contravene existing state statutes.

Administration

Office of the Superintendent (continued)

The Superintendent's office shall include the following cabinet level assistants (subject to change with notification to the Board):

1. Assistant Superintendent for Curriculum and Instruction
2. Assistant Superintendent for Pupil and Family Services
3. Director of Finance and Operations
4. Director Human Resources

Authorized Building/Program Administrative Positions (subject to change with notification to the Board):

1. Building Principals
2. Building Assistant Principals
3. District Administrators
4. Program Administrators

These administrative positions may be changed by the superintendent from time to time with knowledge of the Board of Education to best meet the needs of the district.

Support Service Leadership Positions

On recommendation of the superintendent, and in accordance with employee contracts, where applicable, the Board of Education will consider the establishment of non-certified leadership positions where such positions are deemed to be essential to the efficient operation of the school system. Individuals assigned to these positions will be directly responsible to the Director of Finance and Operations.

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, (as amended by P.A. 12-116, An Act Concerning Educational Reform)

10-222 Reports to state board of education.

Policy adopted: March 4, 1992
Policy revised: November 19, 2018

NEW CANAAN PUBLIC SCHOOLS
New Canaan, Connecticut

Administration

Employment of Administrative Personnel

Contractual arrangements between the Board of Education and the superintendent are determined at the time of employment and will be reviewed on an annual basis.

On behalf of the Board, the superintendent will individually contract with the Assistant Superintendent for Curriculum and Instruction, the Assistant Superintendent of Pupil and Family Services, the Director of Human Resources, and the Director of Finance and Operations at the time of employment. The superintendent will initiate a review of the employment on an annual basis.

Legal Reference: Connecticut General Statutes

10-151(b) Employment of teachers. Definitions. Tenure, etc. (as amended by PA 12-116, An Act Concerning Education Reform).

Policy adopted: March 4, 1992
Policy revised: November 19, 2018

NEW CANAAN PUBLIC SCHOOLS
New Canaan, Connecticut

Administration

Administrative Decisions in The Absence of Established Board Policy

In cases where emergency action must be taken if there is not sufficient time to contact the Board of Education and where the board has not provided guidelines for administrative action, the Superintendent shall have the power to act.

It shall be the duty of the superintendent to inform the board of education promptly of such action and of the need for possible additional policies or revision of existing policies. The superintendent's decisions may be subject to review by the board of education at its next regular meeting.

Policy adopted: July 19, 1993
Policy revised: November 19, 2018

NEW CANAAN PUBLIC SCHOOLS
New Canaan, Connecticut

Administration

Representative and Deliberative Groups

The Superintendent and the administrative staff shall, in consultation with the board of education, create and maintain appropriate groups such as committees and councils to:

1. Foster effective communications with the staff, students, and the public.
2. Allow staff, students, and the public a voice in decisions affecting them.
3. Establish effective channels of communication for the public, the students and the staff.

Legal Reference: Connecticut General Statutes

10-157 Superintendents.

Policy adopted: July 19, 1993
Policy revised: November 19, 2018

NEW CANAAN PUBLIC SCHOOLS
New Canaan, Connecticut

Administration

Policy and Regulation Systems

Policy Manual

The superintendent shall establish and maintain an orderly plan for preserving and making accessible policies and bylaws adopted by the board, and the regulations of the administration. Board policies, Board bylaws, and administrative regulations shall be published in a manual, maintained in current condition, and made available to all persons concerned.

Policies

Policies are statements of intent adopted by the board of education. They serve as guides to the administration in the development and implementation of regulations for operating the district.

The superintendent is an integral part of this policy-making process recommending to the Board areas requiring policy adoption or change. The superintendent shall develop a regulation specifying how policies will be developed and presented to the board.

Regulations

Consistent with policy, the superintendent shall specify required staff actions, and design the administrative arrangements under which the schools are to be operated. Those regulations and procedures which apply throughout the district shall be designated as “regulations,” and placed in the district policy manual. Regulations shall be made available to the board but the board will not adopt regulations unless requested to do so by the superintendent or unless required by federal or state law. The superintendent is responsible for development and implementation of district regulations. The superintendent shall develop a system involving staff members in development and implementation of regulations. Regulations should be complete, consistent with adopted board policy, and capable of reasonable implementation.

Bylaws

Bylaws are the rules governing internal operations of the board of education. When need for a new bylaw, or modification of an existing bylaw is recognized, the board will consider an effective new or modified bylaw for adoption. The same procedure used for development of policies shall be used for development of bylaws.

Policy adopted: November 19, 2018

NEW CANAAN PUBLIC SCHOOLS
New Canaan, Connecticut

Administration

Administrative Reports/School District Annual Report/Announcements

The board shall require reports from the superintendent of schools concerning the state of the school system.

The board shall file an annual financial report with the State in accordance with the law.

Legal Reference: Connecticut General Statutes

10-157 Superintendent of Schools

10-222 Appropriations and budget

10-224 Duties of the Secretary

10-227 Returns of receipts, expenditures and statistics to state board.

Policy adopted: November 19, 2018

NEW CANAAN PUBLIC SCHOOLS
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Administration

Educational Research in District Schools

All requests to conduct research within the school must be directed to the superintendent of schools. The following criteria will be utilized to make a determination regarding approval of such requests:

1. The study results in direct benefits or provides direct services to the children within the school district;
2. The study provides in-service opportunities for the growth and development of faculty and/or staff;
3. There be no expenditures of district funds or use of staff/faculty time unless there are benefits as described in #1 and #2 above.

Students participating in studies, authorized by school administration, must have the approval of their parents.

Policy adopted: November 19, 2018

NEW CANAAN PUBLIC SCHOOLS
New Canaan, Connecticut

Administration

Code of Professional Responsibilities

Authorized Assistants to the Superintendent

The Board of Education endorses the “Connecticut Code of Professional Responsibility for School Administrators.” This “Code” represents the principles and standards that the board expects to guide the decisions and actions of all District administrators.

Legal Reference: Connecticut Code of Professional Responsibility for School Administrators
Regulation of Connecticut State Agencies
Section 10-145d-400a
Section 10-145d-400b

Policy adopted: November 19, 2018

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