

2018 4000

Administration

**Lafayette Central School District** **NUMBER**

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## Administration

**SUBJECT: ADMINISTRATIVE PERSONNEL**

Administrative and supervisory personnel will 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 must meet all certification and/or Civil Service requirements as outlined in New York State Civil Service Law, and the Commissioner's regulations. Administrative and supervisory staff must be eligible to meet these requirements at the time of employment.

**Abolishing an Administrative Position**

Existing administrative positions will not be abolished by the Board without previous written notification of the impending abolition. This written notification must 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.

Education Law §§ 1709, 2503(5), and 3013

Adoption Date: 3/1/2018

## Administration

**SUBJECT: ADMINISTRATIVE ORGANIZATION AND OPERATION**

The basic principles of administrative organization and operation are:

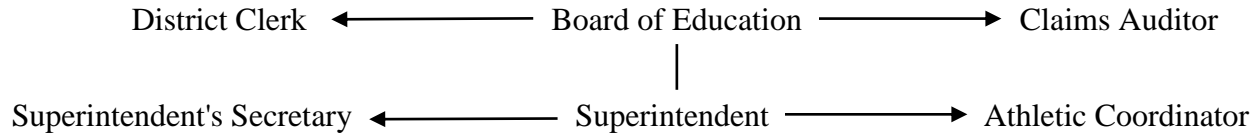
- a) The working relationships will involve two types of officers: line and staff. Line organization involves a direct flow of authority upward and downward from Superintendent to building principal. A line officer has power and authority over subordinates. Staff officers do not stand in the direct line of authority; they serve as coordinators or consultants.
- b) The Board will formulate and legislate educational policy.
- c) Administrative regulations will be developed by the Superintendent in cooperation with affected or interested staff members or lay persons.
- d) The Central Office staff will provide overall leadership and assistance in planning and research.
- e) A reasonable limit will be placed upon the number of persons with whom an administrator will be expected to work effectively.
- f) Areas of responsibility for each individual will be clearly defined.
- g) There will be full opportunity for complete freedom of communication between all levels in the school staff.

**Line Responsibility**

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

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

**LAFAYETTE CENTRAL SCHOOL  
ORGANIZATIONAL CHART 2017-2018**



<b>Jr./Sr. High School Principal</b>	<b>Big Picture Principal</b>	<b>Grimshaw Elementary Principal</b>	<b>Onondaga Nation Principal</b>	<b>Director of CSE</b>	<b>Assistant Superintendent for Business</b>
Teachers	Teachers	Teachers	Teachers	Psychologists	Treasurer
Teacher Assistants	Teacher Assistants	Teacher Assistants	Teacher Assistants	Psychologist Intern	Account Payable
Nurse	Clerical	Network Admin.	Nurse	Spec. Ed. Teachers	Payroll Clerk
Clerical	Counselors	Computer Techs	Clerical	Teacher Assistants	School Tax Collector
Counselors	Substitutes	Nurse	Counselors	Clerical	
NA Liaison		Clerical	Home School Liaison		
Café Aides		Counselors	Café Aides		
Substitutes		Café Aides	Substitutes		
		Related School Personnel			
		Substitutes			

<b>Transportation Supervisor</b>	<b>School Lunch Manager</b>	<b>Director of Facilities</b>
Head Mechanic/Driver	Cook/Manager	Maintenance Workers
Mechanic/Driver	Cook	Custodians
Drivers	Food Service Helper I	Custodial Worker I & II
Aides	Food Service Helper II	Grounds Person
Substitutes	Food Service Director	Summer Help
Messenger	Substitutes	Substitutes

**SUBJECT: ADMINISTRATIVE AUTHORITY**

**During the Absence of the Superintendent**

The Superintendent will delegate to another administrator the authority and responsibility for making decisions and taking 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 will act in a manner consistent with the existing policies of the District and will alert the Superintendent to the possible need for additional policy development.

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. 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 will report. The composition of each committee will reflect its purpose and each committee will have a clear assignment.

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

**Superintendent**

The Board will 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 will be made available for review by any individual, no later than September 10 of each year.

The formal performance procedures will include written criteria, a description of the review procedures, provisions for post-conferencing, and methods used to record results of the evaluation. The Superintendent will be granted the opportunity to respond to the evaluation in writing.

**Evaluation of Administrative Staff**

The Board will 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.

8 NYCRR § 100.2(o)(2)(v)

Adoption Date: 3/1/2018

**SUBJECT: SUPERINTENDENT OF SCHOOLS**

The Superintendent is the chief executive officer of the District. He or 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 or she is responsible to the Board in his or her stewardship of the entire school system.

The Superintendent will have the specific powers and duties discussed below and will be directly responsible to the Board for their proper exercise. As chief executive officer of the District, his or her will:

- a) Attend all regular, special, and work meetings of the Board except that the Superintendent may be excluded when his or 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 the local school situation 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 of all instructional and support personnel;
- f) Prepare and recommend to the Board the annual 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 will 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 make plans for plant expansion and renovation;
- j) Recommend for hire, evaluate, promote, and dismiss 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;

(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 goal the improvement of instruction, and, at the same time, will assure that only the teachers found to have a high degree of competence will be recommended for tenure;
- n) 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) Transfer personnel when necessary and/or desirable to promote optimal effectiveness. Any personnel transfers will be made pursuant to appropriate guidelines established by state laws, District policies, and negotiated contracts; and
- p) Submit data from the School Report Card or other reports of student or District performance as prescribed by and in accordance with requirements of the Commissioner of Education.

Education Law §§ 1711, 2508 and 3003  
8 NYCRR § 100.2(m)

Adoption Date: 3/1/2018

## Administration

**SUBJECT: SUPERINTENDENT-BOARD RELATIONS**

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 district. The Board delegates the necessary authority to the Superintendent who, acting as chief executive officer of the District, 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 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 §§ 1711, 2503 and 2508

Adoption Date: 3/1/2018