

Berkley Public Schools

ADMINISTRATIVE POSITIONS

Policy #2000

The following administrative positions have been established in the school district:

1. **Superintendent of Schools:** Responsible to the School Committee; supervises the work of all employees in the school district.
2. **Principal:** Responsible to the Superintendent; administers policy and program and supervises the work of personnel in his or her building.
3. **Assistant Principal:** Responsible to Principal; supervises the work of teachers and designated support staff.
4. **Administrator for Student Services:** Responsible to Superintendent and Principal; supervises special education teachers and paraprofessionals, and oversees special services programs for Berkley students.
5. **Head of Building and Grounds Maintenance:** Responsible to the Superintendent or designee; supervises custodial staff to maintain the facilities, school plant, and grounds in a condition of operating excellence so that their full educational use is available at all times.

The School Committee may add or remove additional administrative positions as required by the needs of the schools.

Adopted – December 9, 1991
Amended – April 13, 1998
Amended - October 16, 2006
Amended - Nov 17, 2010

Berkley Public Schools

FUNCTIONS OF ADMINISTRATION

Policy #2010

Under the policies and direction of the School Committee, the administration of the school district is charged with the following general responsibilities:

2010.01 To define and set forth the purposes of education in the school district.

2010.02 To create a structure or framework for accomplishing these purposes.

2010.03 To recruit and make recommendations for the hiring of the most qualified personnel available to meet the educational goals of the school.

2010.04 To place and orient personnel into the organization in such a way that there is a clear delegation and allocation of authority and responsibility.

2010.05 To secure and allocate local, state, and federal (and, where appropriate, private) resources for the support of education.

2010.06 To direct the everyday operation of the school district.

2010.07 To make provisions for the committees, conferences, and activities necessary for the coordination of effort and the accomplishment of educational purposes.

2010.08 To develop good morale and encourage the continuing professional growth of all personnel.

2010.09 To establish and support evaluation efforts which appraise the performance of students, teachers, administrators, and other personnel in the school district.

2010.10 To develop programs to promote the community's understanding of the needs, problems, and successes of the schools with the view of obtaining continuing moral and financial support from the community.

2010.11 Using the results of evaluation and seeking to accurately assess present and future conditions in order to improve the educational services provided by the school district.¹

Reference:

¹ Adapted from Tead, O. *The Art of Administration*, New York: McGraw Hill, p. 105.

Adopted: May 8, 1973

Amended: Dec. 10, 2001

Reviewed: September 12, 2006

Reviewed: September 28, 2010

Berkley Public Schools

BENEFITS FOR ADMINISTRATORS

Policy #2040

- 2040.1 Administrators are entitled to benefits (as appropriate) which are not set forth in the law of the Commonwealth for certified educational personnel.
- 2040.2 Except when altered by individual contract, administrators are entitled to leave of absence from duty with full payment of salary in accordance with the provisions of sick leave and other leave policy as set forth in the current negotiated agreement between the School Committee and the teachers.
- 2040.3 Except when altered by individual contract, administrators are entitled to health and accident insurance, life insurance, and workmen's compensation in the same manner as these benefits are provided to other school district employees.
- 2040.4 Any benefits that apply just to individual, some, or all administrators will be included in individual contracts.

Adopted: May 8, 1973
Amended: December 9, 1991
Reviewed: September 12, 2006
Reviewed: September 28, 2010

Berkley Public Schools

PROFESSIONAL GROWTH FOR ADMINISTRATORS

Policy #2060

The Superintendent and the Principals bear major responsibilities for educational leadership in the school district. It is essential that each of them continue to grow in the knowledge of current developments in education and in the skills needed to carry out the responsibilities of a particular position. Accordingly, they will develop an individualized annual professional growth plan which will be submitted with annual goals and include the following:

- 2060.1 Specific performance and “growth” objectives to be accomplished.
- 2060.2 Means by which the objectives are to be accomplished: conferences, workshops, conventions, academic courses, and individual reading and study programs, etc.
- 2060.3 Activities above and beyond the ordinary which will support the Superintendent's and Principals' growth as a professional educator: leadership in a professional group, writing for publication, educational travel and visitations, participating in team efforts to introduce educational improvements, and planning and carrying out other research and development activities.
- 2060.4 Provisions for recording and evaluating professional growth activities with the view of giving credit for a person's effort to improve professionally in the evaluation program for administrators.

Adopted: May 8, 1973
Amended: January 13, 1992
Amended: Dec. 18, 2006
Amended: Nov. 17, 2010

Berkley Public Schools

PROFESSIONAL ASSOCIATION & SERVICE CLUB EXPENSES **Policy #2070**

- 2070.1 A number of professional associations for administrators provide services, information, and publications which are of direct benefit to the operation of the school district. Occasionally, "institutional membership" is available for the school district, with a specific administrator named as the official representative of the district in the affairs of the association.
- 2070.11 The School Committee will consider and act on specific proposals from administrators for the payment of dues for membership in professional associations and the payment of subscription fees for professional journals and publications.
- 2070.12 The administrator making a request for payment of dues and subscription fees should be prepared to show how the services and publications of the association benefit the school district directly. In addition, he or she must provide the School Committee with a plan for sharing the services and information from the publications with other educators in the school district and with School Committee members.
- 2070.2 Participation by the Superintendent and other administrators in community service club activities helps promote the understanding and support of schools. Upon the request of an administrator, the School Committee will give consideration to paying the annual membership fee, but not the cost of weekly meals, for a community service club.

Adopted: May 8, 1973
Reviewed: September 28, 2010

Berkley Public Schools

QUALIFICATIONS FOR ADMINISTRATORS

Policy #2100

- 2100.1 No person shall be appointed an educational administrator, supervisor, or director unless he or she meets the certification requirements of the Commonwealth of Massachusetts (as appropriate). To secure a certificate for these positions, a person must provide required evidence to the MA Department of Elementary & Secondary Education (DESE).
- 2100.2 The School Committee is at liberty to add qualifications above and beyond those required by the state for certification. These added qualifications might include items such as the following: level of degree - master's degree, master's plus thirty, or doctorate; certain emphasis in undergraduate or graduate education; specific qualifications with reference to past experience; membership in professional groups such as the National Elementary Principal's Association (or the National Secondary School Principals). The most practical time to discuss and make decisions about "above and beyond" qualifications is on the occasion of seeking applicants for an administrative position.

Reference:

MA General Laws, Chapter 71, Section 38G
MA DESE Admin. Licensure Guidelines (2003)

Adopted: May 8, 1973

Amended: January 13, 1992

Amended: February 11, 2002

Amended: Jan. 10, 2011

Berkley Public Schools

Recruitment and Selection of Administrators

Policy #2120

- 2120.1 The position description, including any desired qualifications of any administrative vacancy, will be posted on the district bulletin board and advertised in appropriate regional newspapers and professional publications (i.e. Boston Globe, Providence Journal, Education Weekly) in order to reach the largest possible applicant pool. Copies of the notice will be made available according to the provisions of the negotiated agreement with teachers.
- 2120.2 Procedures for application, including the final date by which applications will be received and the date on which a decision will be announced, will be included with notices of administrative vacancies.
- 2120.3 State guidelines with reference to certification requirements for specifically-titled administrative and supervisory positions will be followed.
- 2120.4 Because of the compact structure of a school district, every administrator works very closely with the Superintendent. Indeed, much of the success (or failure) of a Superintendent is due to the professional quality of those on his/her “administrative team.”

Adopted: May 8, 1973
Amended: – December 9, 1991
Amended: March 15, 1999
Amended: Dec. 10, 2001
Reviewed: Sept. 28, 2010

Berkley Public Schools

SUPERINTENDENT OF SCHOOLS

Policy #2200

Two sections of the 2000 series contain policies directly concerned with the Superintendent of Schools: the 2200 section contains policies related to such items as powers, professional growth, and evaluation; the 2300 section contains policies related to recruitment and selection, tenure, demotion, and termination.

Adopted: May 8, 1973
Reviewed: Sept. 28, 2010

AASA's Statement of Ethics for Educational Leaders:

An educational leader's professional conduct must conform to an ethical code of behavior, and the code must set high standards for all educational leaders. The educational leader provides professional leadership across the district and also across the community. This responsibility requires the leader to maintain standards of exemplary professional conduct while recognizing that his or her actions will be viewed and appraised by the community, professional associates and students.

The educational leader acknowledges that he or she serves the schools and community by providing equal educational opportunities to each and every child. The work of the leader must emphasize accountability and results, increased student achievement, and high expectations for each and every student.

To these ends, the educational leader subscribes to the following statements of standards.

The educational leader:

1. Makes the education and well-being of students the fundamental value of all decision making.
2. Fulfills all professional duties with honesty and integrity and always acts in a trustworthy and responsible manner.
3. Supports the principle of due process and protects the civil and human rights of all individuals.
4. Implements local, state and national laws.
5. Advises the school board and implements the board's policies and administrative rules and regulations.
6. Pursues appropriate measures to correct those laws, policies, and regulations that are not consistent with sound educational goals or that are not in the best interest of children.
7. Avoids using his/her position for personal gain through political, social, religious, economic or other influences.
8. Accepts academic degrees or professional certification only from accredited institutions.
9. Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.
10. Honors all contracts until fulfillment, release or dissolution mutually agreed upon by all parties.
11. Accepts responsibility and accountability for one's own actions and behaviors.
12. Commits to serving others above self.

Adopted: May 8, 1973,
Amended: March 14, 2011

13.

Berkley Public Schools

EVALUATION OF THE SUPERINTENDENT

Policy #2290

The School Committee and the Superintendent should annually and cooperatively develop a plan whereby the School Committee evaluates the work of the Superintendent.

- 2290.1 The intent of evaluation is to provide information that encourages continuous improvement of the Superintendent's performance. The evaluation serves to inform the Superintendent of the School Committee's expectations. It also allows the Committee and the Superintendent to review the status of the school system and the roles and responsibilities of the School Committee and the Superintendent. It is intended as a dialogue, which assesses performance and identifies areas that might need improvement. The evaluation process should improve Superintendent / School Committee communication and improve planning for the school district. The evaluation form referenced in Policy #2295 should be the instrument used for the evaluation of the Superintendent.
- 2290.2 The establishment of, or the agreement on, a definite set of criteria for evaluation—apart from any specific immediate situations or problems—will help ensure that the Committee evaluates the total effort and effectiveness of the Superintendent.
- 2290.3 The plan for evaluation may include provision for the participation of, or securing data from, others in the school district.
- 2290.4 The annual evaluation plan for the Superintendent is not meant to prevent the School Committee from communicating their suggestions, criticisms, and/or recommendations about the Superintendent's work during the year.
- 2290.5 Any School Committee discussion of the evaluation will take place with the Superintendent present.
- 2290.6 Annually, the School Committee will furnish the Superintendent with a written evaluation.
- 2290.7 A Superintendent newly hired to the position in the district will receive a written evaluation by the School Committee within the first three to six months of employment.

Adopted: May 8, 1973

Reviewed: December 9, 1991

Amended: April 13, 1998

Amended: Oct. 17, 2005

Amended: Jan. 10, 2011

Berkley Public Schools

FORMS & PROCEDURES FOR THE EVALUATION OF THE SUPERINTENDENT
Policy #2295

The attached pages are consistent with Policy #2290, Evaluation of the Superintendent. The district will use the Principals of Effective Administrative Leadership as adopted by the Board of Education. The attached Superintendent Evaluation form is to be used by the Berkley School Committee to evaluate the Superintendent of Schools.

Approved: Oct. 19, 1998
Amended: Oct. 17, 2005
Reviewed: Dec. 1, 2010

Berkley Public Schools Superintendent Evaluation

Evaluator's Name:

Date of Evaluation:

	Exceeds Expectations	Meets Expectations	Needs Improvement
I. Relationships with the School Committee			
<ul style="list-style-type: none"> • Keeps the committee informed on issues, needs, and operations of the school system. • Offers professional advice to the committee on items requiring committee action with appropriate recommendations based on thorough study and analysis. • Interprets and executes the intent of committee policy. • Seeks and accepts constructive criticism of his work. • Supports committee policy and actions to the public and staff. • Has a professional working relationship with the committee. 			
Comments			

	Exceeds Expectations	Meets Expectations	Needs Improvement
II. Instructional Leadership			
<ul style="list-style-type: none"> • Demonstrates an understanding of the importance of mission and vision, based on a well-developed philosophy and promotes a collaborative vision that provides direction for the school. • Promotes student learning as the focus of all school programs and activities. • Encourages teachers to view learning and assessment as linked. • Assures that the school's curriculum and its implementation reflect the principles of the State's Common Core of Learning and Curriculum Frameworks. • Uses a broad and current knowledge of instructional trends to involve staff in curriculum planning and program improvement based on the vision, goals, and needs of school, district, and community. • Regularly uses the results of student testing to identify problems and develop management objectives. • Encourages the allocation of fiscal and human resources for incorporating technology in the instructional process. • Holds teachers accountable for having high standards and positive expectations that all students can perform at high levels. • Using performance standards, works with teachers and other staff to supervise and evaluate their performance and to identify areas for growth. • Maintains a discipline code that promotes student learning. 			
Comments			

Superintendent Evaluation, Page 2

	Exceeds Expectations	Meets Expectations	Needs Improvement
III. Organizational Leadership			
<ul style="list-style-type: none"> Identifies opportunities to improve the organization's performance. Develops and implements long and short term plans for educational improvement, professional development, resource allocation, enrollment, and facilities consistent with the school and district mission. Makes use of reliable sources of data, information and analysis to expand and deepen perspective on goals objectives and planning needs. Demonstrates communication skills that are clear, direct and responsive. Provides an environment and culture where creativity, exchange of ideas, responsible risk-taking, and experimentation are shared, valued and practiced. Facilitates constructive change. Creates a school climate that gives a sense of well-being and safety. 			
Comments			

	Exceeds Expectations	Meets Expectations	Needs Improvement
IV. Administration and Management			
<ul style="list-style-type: none"> Develops and implements procedures for evaluating personnel consistent with Massachusetts' performance standards, effective supervision and evaluation practices, and due process procedures. Establishes and maintains rules and procedures for student and staff safety in accordance with school policy. Understands and implements federal, state, and municipal laws, regulations, policies, and procedures. Employs sound fiscal management procedures, methods, and techniques to prepare, revise, and monitor the school budget. Keeps committee informed on needs of the school program - plant, facilities, equipment and supplies. Maintains accurate inventory of materials and equipment. With the assistance of the Director of Buildings and Grounds, oversees the maintenance of buildings and grounds, community use of facilities, and provides for the safety and security of personnel and property. 			
Comments			

Superintendent Evaluation, Page 3

	Exceeds Expectations	Meets Expectations	Needs Improvement
V. Staff and Personnel Relationships			
<ul style="list-style-type: none"> • Develops and executes sound personnel procedures and practices. • Develops good staff morale. • Delegates authority to staff members appropriate to the position each holds. • Recruits and nominates for employment the best qualified and most competent teachers and administrative personnel. • Encourages participation of appropriate staff members and groups in planning, procedures, and policy interpretation. 			
Comments			

	Exceeds Expectations	Meets Expectations	Needs Improvement
VI. Relationships with the community			
<ul style="list-style-type: none"> • Involves parents and community members in developing the vision, goals, improvement plans programs for the school. • Communicates and interacts with parents, community groups, businesses and related service agencies in appropriate ways and involves them in the education of students. • Deals with the media effectively to communicate to the public. 			
Comments			

	Exceeds Expectations	Meets Expectations	Needs Improvement
VII. Promotion of equity and appreciation of diversity.			
<ul style="list-style-type: none"> • Addresses the needs of diverse educational personnel and student populations by applying and adapting constitutional and statutory laws, state regulations, and Board of Education policies and guidelines. • Develops and implements educational, political, and organizational strategies that are effective in meeting the needs of a diverse student body. 			
Comments			

	Exceeds Expectations	Meets Expectations	Needs Improvement
VIII. Fulfillment of Professional Responsibilities			
<ul style="list-style-type: none"> • Keeps abreast of current educational research and exemplary practices in areas of expertise. • Develops and implements a professional development plan based on internal and external evaluation. 			
Comments			

7/05, 12/10

Berkley Public Schools

RECRUITMENT AND SELECTION OF SUPERINTENDENT

Policy #2300

In event of a vacancy in the position of the Superintendent of Schools, the following procedures will be followed:

- 2300.1 The School Committee will review its policies with reference to desired qualifications and position description, as well as the level of salary and benefits.
- 2300.2 The Superintendent sets the tone and pace of educational improvement for the school system. The School Committee will take special care to assess the needs of the school system.
- 2300.3 The School Committee may proceed in one of three ways: appoint a Subcommittee to act as a Search Committee; use the whole Committee as a Search Committee, or secure expert assistance to conduct the search process and submit the names of a limited number of applicants for interview.
- 2300.4 Those responsible for carrying out the search for a new Superintendent are reminded of the steps involved in the process: preparing a presentable and attractive Notice of Vacancy; publishing the Notice of Vacancy within and outside the school system; securing applications and credentials of applicants down to a manageable number for interviews and visitations; negotiation of terms; and selection.
- 2300.5 If at all possible, selection of a new Superintendent should be by a unanimous vote of the School Committee. Should this not be possible, selection may be made by a majority vote of the whole School Committee.

Adopted: May 8, 1973

Amended: Jan. 10, 2011

Berkley Public Schools

SCHOOL COUNCIL

Policy #2600

- 2600.1 A call for parent nominations/volunteers will be made in the September Principal's Newsletter. Interested persons will notify the Principal that they wish to have their names placed on the ballot. If necessary, a ballot listing the interested persons will be published in the October Principal's Newsletter.
- 2600.2 If ballots are necessary, completed ballots will be returned to the Principal's Office not later than one week after the "send home" date on the newsletter. Ballots will be counted by a member of the PTO. If necessary, letters will be sent to those on the ballot notifying them of their status; and in the case of the elected representatives, detailing the first meeting date.
- 2600.3 If more than two teachers are interested, teacher representatives will be elected in May of the preceding school year. Nominations/volunteers will be accepted, a ballot listing teachers by Team will be drawn, and voting by all members of the professional staff will be concluded by the last week in May.
- 2600.4 Members of the council may consist of the following:
- 1 principal
 - 2 parent representatives
 - 2 teachers
 - 1 representative from "other school staff"
 - 1 representative from the business community
 - 1 representative from the clergy
 - 1 citizen-at-large
 - 1 appointed representative from the PTO
 - 1 appointed representative from the SPED PAC/Early Childhood Council
- Members in this category will be recruited by the Principal directly or selected by the organization that are invited to send representatives to the council. All members of the school council will serve a two-year term.
- 2600.5 The major areas of responsibility for the School Council are to assist the Principal in the following:
- 2600.51 Adopting educational goals for the school that are consistent with local educational policies and statewide student performance standards.
 - 2600.52 Identifying the educational needs of the students attending the school.

2600.53 Reviewing the annual school building budget.

2600.54 Formulating a school improvement plan.

2600.6 The Principal will submit these recommendations to the Superintendent. The Superintendent and Principal will submit finalized plans/recommendations to the School Committee.

Adopted: Oct. 4, 1993

Amended: March 19, 2001

Amended: Jan. 8, 2007

Amended: Jan. 10, 2011

Amended: March 14, 2011

Ref: MA State Law Chapter 71, Section 59C