

TABLE OF CONTENTS

ADMINISTRATION GOALS.....	1
THE CONCEPT OF ADMINISTRATION.....	2
REGIONAL SCHOOL SUPERINTENDENT	3
SUPERINTENDENT'S CONTRACT	4
EVALUATION OF THE SUPERINTENDENT.....	5
LINE AND STAFF RELATIONS.....	6
ADMINISTRATIVE COUNCILS, CABINETS, AND COMMITTEES	7
ADMINISTRATIVE COUNCIL.....	8
EMPLOYMENT OF PRINCIPALS AND HEADMASTERS	9
POLICY IMPLEMENTATION	10
DEVELOPMENT OF REGULATIONS.....	11
SCHOOL COMMITTEE REVIEW OF REGULATIONS	12
REGULATIONS DISSEMINATION	13
APPROVAL OF HANDBOOKS AND DIRECTIVES	14
ADMINISTRATIVE RESPONSIBILITY IN ABSENCE OF COMMITTEE POLICY.....	15
CONSULTANTS.....	16
REGIONAL SCHOOL DISTRICT ANNUAL REPORT	17

ADMINISTRATION GOALS

It is the intent of the School Committees that the Schools employ qualified personnel to administer the school system efficiently and to require the Superintendent to organize the administration in a manner that will make clear the functions of each position and the relationships among them.

The Superintendent will establish clear lines of communication, both vertically and horizontally, and will form any staff councils or committees needed to provide for efficient conduct of school business. In order to engage in this process in an orderly and effective fashion, each individual and group will be given particular, clear-cut responsibilities. Channels will be established so that the recommendations and decisions of each group can be heard and reviewed by the chief administrative officer concerned and, where appropriate, by the Superintendent and appropriate School Committee.

The organization and administration of the Schools will balance responsibility with commensurate authority, subject to the reserved legal powers of the School Committees. This means that a staff member, when assigned a responsibility or a position, will be given authority to make the decisions necessary to perform the assigned tasks.

For the Schools to operate effectively, each administrative officer will be responsible and accountable for making a plan of development for all staff assigned to his/her area of operation.

FIRST READING: September 22, 2009

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn Regional Committee

THE CONCEPT OF ADMINISTRATION

The purpose of the school administration is to help create and to foster an environment in which pupils can learn most effectively. All administrative duties and functions should be appraised in terms of the contribution that is made to more effective learning, which will result in the development of worthwhile citizens who have the ability to think and who are capable of using that ability wisely. One of the most important single responsibilities that rest upon the Administration is to select good teachers who will discover and develop the abilities of each student. In connection with the above, written job descriptions for each administrative position should be developed and reviewed periodically by the Superintendent of Schools.

LEGAL REF.: M.G.L. 71:37; Duties of School Committee

FIRST READING: September 22, 2009

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn Regional Committee

REGIONAL SCHOOL SUPERINTENDENT

The Union #50 Superintendency Committee and the Dover-Sherborn Regional School Committee shall employ a Superintendent of Schools and fix his/her compensation. The Superintendent shall act in accordance with General Laws, Chapter 71, Section 59, and shall perform such other duties consistent with this section as the Committees may determine. He/she shall also prepare such reports as may be required by the U.S. Department of Education, Massachusetts Board of Education, and the Commonwealth's Department of Elementary and Secondary Education, and shall submit materials for the Committees' annual reports to the selectmen of the member towns in sufficient time for printing in the annual reports of the member municipalities.

The Superintendent, in his/her discretion, may delegate to other school personnel the exercise of any powers and the discharge of any duties imposed upon the Superintendent by these policies or by vote of the Committees. The delegation of power or duty, however, shall not relieve the Superintendent of responsibility for the action taken under such delegation.

LEGAL REFS: M.G.L. 71:59, 72:3

FIRST READING: September 22, 2009

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: MASC

SUPERINTENDENT'S CONTRACT

The Union #50 Superintendency Committee and the Dover-Sherborn Regional School Committee, upon the appointment of a candidate or upon reappointment of the incumbent Superintendent, will enter into a written contract with the Superintendent, which will meet the requirements of law and will protect the rights of both the Committees and the Superintendent.

LEGAL REFS.: M.G.L. 71:41; 71:42

FIRST READING: September 22, 2009

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn Regional Committee

EVALUATION OF THE SUPERINTENDENT

To be further defined by Superintendent Evaluation Subcommittee

Through evaluation of the Superintendent, the Committees will strive to accomplish the following:

1. Clarify for the Superintendent his/her role in the Schools as seen by the School Committees.
2. Clarify for all Committee members the role of the Superintendent in light of his/her job description and the immediate priorities among his/her responsibilities as agreed upon by the Committees and the Superintendent.
3. Develop harmonious working relationships between the School Committees and Superintendent.
4. Provide administrative leadership of excellence for the Schools.

The School Committees will periodically develop with the Superintendent a set of performance objectives based on the needs of the Schools. The Superintendent's performance will be reviewed in accordance with these specified goals. Additional objectives will be established at intervals agreed upon with the Superintendent.

FIRST READING: September 22, 2009

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: MASC

LINE AND STAFF RELATIONS

The School Committees expect the Superintendent to establish clear understandings on the part of all personnel of the working relationships in the Schools.

Personnel will be expected to refer matters requiring administrative action to the administrator to whom they are responsible. The administrator will refer such matters to the next higher administrative authority when necessary.

It is expected that the established lines of authority will serve most purposes, but all personnel will have the right to appeal any decision made by an administrative officer through established grievance procedures.

Additionally, lines of authority do not restrict in any way the cooperative, sensible working together of all staff members at all levels in order to develop the best possible school programs and services. The established lines of authority represent direction of authority and responsibility; when the staff is working together, the lines represent avenues for a two-way flow of ideas to improve the program and operations of the Schools.

FIRST READING: September 22, 2009

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn Regional Committee

ADMINISTRATIVE COUNCILS, CABINETS, AND COMMITTEES

The Superintendent may establish such permanent or temporary councils, cabinets, and committees as he/she deems necessary for assuring staff participation in decision making, for implementing policies and regulations and for the improvement of the educational program.

Functioning in an advisory capacity, all councils, cabinets, and committees created by the Superintendent may make recommendations for submission to a Committee through the Superintendent. Such groups will exercise no inherent authority. Authority for establishing policy remains with each Committee and authority for implementing policy remains with the Superintendent.

The membership, composition, and responsibilities of administrative councils, cabinets, and committees will be defined by the Superintendent and may be changed at his/her discretion. However, the School Committees wish to be kept informed of the establishment and dissolution of these groups as well as their membership and their purpose.

Expenses incurred by such groups for consultative services, materials, and any investigative travel will be paid by the Schools, but only within budgetary allotments and when approved in advance by the Superintendent.

FIRST READING: September 22, 2009

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn Regional Committee

ADMINISTRATIVE COUNCIL

This administrative council is responsible for advising the Superintendent regarding matters of administrative, supervisory and management practices, as well as matters pertaining to the development and improvement of curriculum and instruction.

Membership on this council shall be as follows:

- (a) All Principals/Headmasters
- (b) Assistant Superintendent
- (c) Business Administrator

The Superintendent shall chair the group.

FIRST READING: September 22, 2009

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn Regional Committee

**EMPLOYMENT OF PRINCIPALS AND HEADMASTERS
DOVER, SHERBORN, DOVER-SHERBORN REGIONAL**

Principals/headmasters shall be employed by the Dover, Sherborn, or Dover-Sherborn Regional Public Schools under individual contracts of employment. Said contracts shall be submitted to each respective School Committee for its approval of all terms concerning compensation/benefits, prior to the presentation of a contract of employment to the principal/headmasters. The compensation/benefit levels, above referenced, may be exceeded only with School Committee approval.

Contracts issued to principals/headmasters will be up to three years in length, and may be reissued by the Superintendent at levels of compensation/benefits determined by a School Committee, provided that the Superintendent may employ a principal under the terms and conditions of the previous contract of employment.

As a condition of employment, each principal/headmaster must maintain current certification, adhere to the policies and goals of his/her School Committee and the directives of the Superintendent, and annually before June 1 submit, with the school council, the educational goals and school improvement plan for the school building(s) under his/her direction.

FIRST READING: September 22, 2009

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn Regional Committee

POLICY IMPLEMENTATION

The Superintendent has responsibility for carrying out, through regulations, the policies established by each School Committee.

The policies developed by Committees and the regulations developed to implement policy are designed to increase the effectiveness and efficiency of the Schools. Consequently, it is expected that all School employees and students will carry them out.

Administrators and supervisors are responsible for informing staff members in their schools, departments, or divisions of existing policies and regulations and for seeing that they are implemented in the spirit intended.

FIRST READING: September 22, 2009

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn Regional Committee

DEVELOPMENT OF REGULATIONS

The Superintendent will be responsible for specifying required actions and designing the detailed arrangements under which the Schools will operate in accordance with School Committees' policy. These detailed arrangements will be designed to implement policies, goals, and objectives of the Committees and will be one of the means by which the Schools are governed.

In the development of regulations, the Superintendent may involve at the planning stage those who would be affected by the regulations, including staff members, students, parents, and the public. He/she must weigh with care the counsel given by representatives of staff, student, and community organizations. He/she will inform Committees of such counsel in presenting pertinent reports of regulations and in presenting regulations for Committee approval.

As long as the Superintendent operates within the guidelines of policy adopted by the Committees, he/she may issue regulations without prior Committee approval unless Committee action is required by law, or a Committee has specifically asked that certain types of regulations be given Committee approval, or the Superintendent recommends Committee approval in light of strong community attitudes or probable staff reactions.

FIRST READING: September 22, 2009

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn Regional Committee

SCHOOL COMMITTEE REVIEW OF REGULATIONS

It is expected that the Superintendent and administrative staff will need to issue regulations implementing policies of the School Committees. Many of these will be routine from year to year; others will arise in special circumstances; some will be drawn up under specific directions from a Committee.

Committees may review the regulations developed by the Superintendent for the Schools whenever they appear inconsistent with policy, goals, or objectives of the Schools, but will revise or veto such regulations only when, in a Committee's judgment, they are inconsistent with policies adopted by a Committee.

Committees will not officially approve regulations except as required by state law, or in cases when strong community attitudes or possible student or staff reaction make it necessary or advisable for a regulation to have a Committee's advance approval.

Rules Pertaining to Staff and Student Conduct

Under Massachusetts law, the Superintendent is required to publish "rules and regulations pertaining to the conduct of teachers and students which have been adopted." (Codes of discipline, as well as procedures used to develop such codes shall be filed with the Department of Elementary and Secondary Education for information purposes only.) Standards of conduct will be included in staff and student handbooks. These handbooks will be reviewed and approved annually by School Committees.

LEGAL REFS.: M.G.L. 71:37H

CROSS REF.: BGD

FIRST READING: September 22, 2009

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: MASC

REGULATIONS DISSEMINATION

It will be the responsibility of the Superintendent to see that the regulations developed to implement Committees' policies and administer the Schools are appropriately coded and included as regulations in School Committees' policy manuals.

A regulation concerning a particular group or groups in the Schools will be distributed to the group(s) prior to the effective date of the regulation when feasible.

FIRST READING: September 22, 2009

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn Regional Committee

APPROVAL OF HANDBOOKS AND DIRECTIVES

The principal/headmaster, in consultation with the school council, shall prepare and distribute to each student a handbook setting forth the rules pertaining to conduct of students. The school council shall review the handbook each spring to consider changes to recommend to the School Committee. The Committee shall approve all changes made to the handbook.

Committee approval will be necessary for any handbooks that pertain to required standards of conduct for employees or students so that their contents may be accorded the status of Committee-approved policy. The Superintendent will use his/her judgment as to whether other specific handbooks need Committee approval; however, all handbooks published will be made available to the Committee for informational purposes.

LEGAL REFS.: M.G.L. 71:37H

FIRST READING: September 22, 2009

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn Regional Committee

ADMINISTRATIVE RESPONSIBILITY IN ABSENCE OF COMMITTEE POLICY

The Superintendent shall have the authority to implement action within the Schools if an emergency situation should develop for which a School Committee has provided no administrative guidelines. However, the Superintendent's decision shall be subject to review by a Committee at its next regular meeting. In each instance the Superintendent shall notify the appropriate School Committee Chair as soon as possible.

FIRST READING: September 22, 2009
SECOND READING: May 22, 2012
ADOPTED: May 22, 2012
SOURCE: Dover-Sherborn Regional Committee

CONSULTANTS

The School Committees are pleased to have members of their staff serve as consultants or workers for outside individuals and organizations, provided that their responsibilities to paid positions in the Dover-Sherborn Public Schools are adequately met. Each staff member is expected to restrict his/her outside work to his/her non-Dover-Sherborn paid hours. In each case the appropriate School Committee shall be notified by the Superintendent.

A supervisor who observes that an employee's outside work activities are adversely affecting his/her/her job performance should help the employee to resolve the situation. If it cannot be resolved to mutual satisfaction, then the supervisor should make a report to the Superintendent.

The Superintendent will oversee the carrying out of the policy, advise the School Committees of any policy abuse, request any policy exceptions, and notify the Committees of any need for policy change.

FIRST READING:	September 22, 2009
SECOND READING:	May 22, 2012
ADOPTED:	May 22, 2012
SOURCE:	Dover-Sherborn Regional Committee

REGIONAL SCHOOL DISTRICT ANNUAL REPORT

Annual reports covering the diverse activities of the Schools will be prepared by the Superintendent, each headmasters/principals, and school committees and communicated to each town for inclusion in the annual Town Report.

LEGAL REFS.: M.G.L. 72:4
 M.G.L. 71:16(k)

FIRST READING: September 22, 2009

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: