Buffalo City School District

ADMINISTRATION

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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 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.

Responsibility of Principals

The building principals are the educational executives of their respective schools and are responsible for leadership, operations, supervision, evaluation and improvement of instruction, adaptation of the curriculum to the needs of their student body, and for development of constructive community-school relationships. They have general supervisory responsibility for all aspects of their school plants.

In the absence of the building principal, the "Acting Principal" designated by the Board, or the Assistant Principal, will have the responsibility for building operations.

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
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)  Areas of responsibility for each individual will be clearly defined.

f)  There will be 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.

Adoption Date
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

Periodically, 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.
SUBJECT: DISTRICT COMMITTEES

Standing 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.

Adoption Date
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 August 31 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)(1)(v), (vi)
Education Law § 3012-d
SUBJECT: SUPERINTENDENT OF SCHOOLS

The Superintendent is the chief executive officer of the District. He or she is responsible for carrying out Board policy 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 District.

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, he or she 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 or 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.)

1) 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)
SUBJECT: SUPERINTENDENT-BOARD RELATIONS

General Statement of Relations

The Board of Education is accountable for all pursuits, achievements and duties of the School District. The Board's specific role is to deliberate and to establish policies for the organization. The Board delegates the necessary authority to the Superintendent who, acting as chief executive officer, is held accountable to the Board for compliance with its policies and for keeping the Board informed about District operations and problems.

a) With respect to School 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 and/or his 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.

e) When law or other authority calls for Board approval of decisions that the Board has delegated to the Superintendent, Board approval will be routinely given if those decisions have been made within the limits of Board policies.

Specific Delegations of Authority Relating to Contracts and Claims

The Board of Education determines that it is in the best interest of the District, the students and other citizens of Buffalo, and of the Board of Education to delegate to the Superintendent express authority to:

1. Bind the District to contracts (subject to bidding other statutory requirements of the General Municipal Law) within parameters selected by the Board;

2. Directly authorize claims settlements within parameters set by the Board;

(Continued)
SUBJECT: SUPERINTENDENT-BOARD RELATIONS (Cont'd.)

3. Have the settlement authority required by federal and State court rules at judicial settlement conferences; and

4. Reject or deny claims, upon the recommendation of the District's Legal Counsel.

Accordingly, the following matters are expressly delegated to the Superintendent of Schools:

a) Award and Execution of Certain Contracts. Subject to compliance with bidding or other requirements set forth in the General Municipal Law, Board Purchasing Policies, and within the amounts appropriated by the Board of Education for specific lines of the District budget, the Superintendent of Schools be and hereby is authorized to award and execute contracts, the form of which shall have been approved by the District's Legal Counsel not to exceed $20,000 to eligible contractors; and the District's claims auditor is authorized to approve, and the Administration to process payments under such contracts in accordance with standard District financial regulations and procedures; provided, however, that in the event that multiple contracts are awarded to any person or entity in the same fiscal year, the $20,000 limit shall be deemed to apply to all such contracts in the aggregate. Consistent with the exercise of the fiduciary duties of the Board of Education, the Superintendent, or his/her delegate(s), shall provide to the Board an annual report to the Board, at the earliest reasonable time following the end of the fiscal year providing the name and address of each vendor who received a contract under this Resolution; the length of contract; the date on which the contract was signed; the face amount of the contract; a brief description of the service; and verification that the contract was reviewed as to form by the Office of Legal Counsel and executed by the Superintendent.

b) Settlement of Certain Claims. The Superintendent, upon the advice and recommendation of the District's Legal Counsel is authorized to settle claims made pursuant to a Notice of Claim complying with the requirements of the Education Law and General Municipal Law, or presented in a New York State or federal court or administrative agency of competent jurisdiction, or asserted under the terms of a collective bargaining agreement against the District and its officers, employees or representatives entitled to defense and indemnification not to exceed Twenty Thousand Dollars ($20,000); and the District's claims auditor is authorized to approve, and the Administration to process payments under such contracts in accordance with standard District financial regulations and procedures; provided, however that all such settlements, when aggregated with other settlements expressly approved by the Board shall not exceed the amount appropriated by the Board of Education to the judgment and settlement line of the District Budget. In order to meet the requirements of 28 USC § 473(b)(5) requiring that "representatives of the parties with authority to bind them in settlement discussions be present or available by telephone during any settlement conference" or similar requirements of the New York State law or the rules of practice in any court, the Superintendent shall have the discretion to authorize the District's attorney or agent attending such conference to agree to settlements up to $10,000 without further process, and

(Continued)
SUBJECT: SUPERINTENDENT-BOARD RELATIONS (Cont'd.)

the further discretion to authorize the District's attorney or agent to provisionally agree to such greater amounts as may appear warranted under the circumstances of specific cases, subject to ratification by the Board of Education at a regularly scheduled business meeting.

c) Disallowance of Claims. The Superintendent may, upon the recommendation of District counsel, disclaim or deny any claim which fails to state an actionable claim, or is time-barred or is otherwise procedurally or substantively deficient. The Superintendent is authorized to delegate this authority to the District's Legal Counsel, or to another member of the Superintendent's cabinet.

d) Superintendent's Regulations. As provided by Board of Education Policy 1420, the Superintendent of Schools is expressly authorized to issue such administrative regulations as he/she may deem necessary to give effect to the intent of this Section.

Education Law §§ 2554, 2565 and 2566