

ADMINISTRATION GOALS

It is the intent of the Somerville School Committee that the District employs qualified personnel in accordance with the established guidelines 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 Somerville School Committee.

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

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

Adopted: January 1996

Reviewed: December 2008

APPOINTMENT OF THE SUPERINTENDENT OF SCHOOLS

The Superintendent of Schools shall be elected in accordance with MGL 71, Section 41, of the General Laws of Massachusetts. He/she shall also prepare such reports as may be required by the State Department of Education and shall submit materials to the School Committee, as directed.

Adopted: August 31, 2009

SUPERINTENDENT'S POWERS AND RESPONSIBILITIES

The Superintendent shall be the advisory and executive officer of the Somerville School Committee and under its direction and control shall have the care and supervision of all the public schools. He/she shall direct and supervise the same in conformity with the courses of study and the rules and regulations of the Somerville School Committee, and shall see that all regulations and orders of the Somerville School Committee are carried into effect.

Delegation and Responsibility

The Superintendent shall assign to the Assistant Superintendents such duties as he/she may deem best and may delegate to them any part of his/her authority. Such delegated authority shall be exercised under the direction of the Superintendent and he/she shall be responsible therefore.

Chain of Responsibility

When the Superintendent is absent from the city or incapacitated, the Assistant Superintendent shall act as Secretary of the Somerville School Committee, sign all payrolls and bill rolls and such other papers as require the signature of the Superintendent, and perform all other duties of the office of the Superintendent.

Visitation

The Superintendent shall visit each school as often as is practical and carefully examine its condition. He/she shall advise with teachers as to the best methods of instruction and discipline, and for this purpose may hold meetings of teachers at such times as he/she may deem advisable.

Classification of Pupils

The Superintendent shall pay particular attention to the classification of pupils. In consultation with the Principal, he/she shall have the direction of transfers of children from one school to another. In making transfers, he/she shall duly consider the numbers in the schools and the residence of children.

Course of Study

The Superintendent shall prepare and submit to the Committee on Educational Programs and Instruction the courses of study to be pursued.

He/she shall keep a list of textbooks and reference books which shall be known as the "Authorized List of Textbooks."

Supplies

He/she shall supply the schools with needed textbooks, blanks, registers, record books, maps, charts, stationery, diplomas, report cards and such other articles and furnishing as are granted by the Somerville School Committee for their use.

Statistical Reports

He/she shall receive and record all statistical reports, and ascertain that they are properly made by principals.

Attendance at Meetings

The Superintendent shall attend all regular and special meetings of the Somerville School Committee. When called upon through the Chairperson, he/she shall express his/her opinion on any topic under consideration. The Superintendent and/or one of more of the Assistant Superintendents shall attend the meeting of the committees of the Somerville School Committee at the pleasure of the chairpersons of the committees.

Report of the Superintendent and Somerville School Committee

When requested to do so by the Somerville School Committee, the Superintendent shall report on the condition of the schools and buildings, and make suggestions relating to their efficiency and usefulness as he/she may consider desirable.

Inspection of Buildings

The Superintendent shall from time to time inspect the grounds, buildings, furniture, and apparatus belonging to the schools, and report to the Somerville School Committee any defects in same which may impair the health of pupils and teachers or interfere with the efficiency of the schools.

Records of Applicants for Teaching Positions

The Superintendent shall keep lists, by subject, of applicants for the position of teacher, and shall have filed in his/her office for each candidate: (a) documentary evidence of educational qualifications with official transcripts of college credits received; (b) documentary evidence of teaching experience; (c) Massachusetts State Teachers Certificate.

Employment Certificates

The Superintendent shall issue certificates for employment to those required to hold them by the laws of the Commonwealth and shall cooperate with the proper authorities in securing the observance of the law concerning the employment of children.

Bulletins

The Superintendent shall promptly forward to each member of the Somerville School Committee copies of all bulletins and general letters issued to teachers.

Census

Under the direction of the Superintendent, the school census shall be taken as provided by the General Laws.

Closing Schools

The Superintendent shall have the authority to close any school or schools whenever conditions are such as to endanger the health or safety of pupils and staff.

Notice of Votes of the Somerville School Committee

All votes and directions of the Somerville School Committee affecting pupils, parents, or teachers shall be communicated through the Superintendent.

Other Duties and Discretionary Authority

In all matters where his/her duties are not definitely prescribed, the Superintendent shall exercise his/her discretion and report his/her action to the Somerville School Committee. He/she shall, when requested, render any advice or aid and perform such other duties as the Somerville School Committee may from time to time direct.

Duties as Secretary of the Somerville School Committee

Notice of Meetings and Membership Committees The Secretary shall give to every member of the Somerville School Committee at least forty-eight hours' notice in written form of each meeting, which notice shall outline the business that is to come before the meeting. A copy of the agenda shall be in the hands of the Somerville School Committee members forty-eight hours before meeting time, as well as a copy of the bill roll all meetings at which bills are to be voted upon for approval. He/she shall promptly notify each member of a Standing or Special Committee, in writing, of his/her appointment, and furnish him/her the names of the other members of the Committee. He/she shall furnish the chairman of each Somerville School Committee whatever orders, documents, or information may be needed for the prosecution of the business of the Somerville School Committee. He/she shall send to each member of the Somerville School Committee a printed report of the proceedings at each meeting, as soon as possible thereafter.

Records He/she shall attend all meetings of the Somerville School Committee and its committees, and record all the votes, orders, and proceedings of the same in permanent record books. He/she shall keep on file in his/her office all reports, communications, papers, and documents relating to the business of the Somerville School Committee, or belonging to it. All records, papers, etc., connected with the business of the Somerville School Committee or any of its committees shall be open at all time to inspection of any member of the Somerville School Committee. He/she shall be authorized to destroy, after careful examination, all papers ten years old or older in the School Committee files containing information which is either quoted or recorded in the printed minutes of the Somerville School Committee, or which appears to be unimportant.

Notice of Election He/she shall promptly notify teachers and other employees of the Somerville School Committee of their election.

Approval of Bills He/she shall examine all bills presented to the Somerville School Committee for approval and approve the same if found correct. He/she shall make out, attest, and submit to the Finance Committee for approval the payrolls and bill rolls, which may be subject to the inspection of the Chairman of the Somerville School Committee. He/she shall keep a full and accurate account of all expenditures of the Somerville School Committee, which shall always be open to the inspection of its members.

Annual Returns He/she shall prepare the annual returns and certificates to be transmitted to the Secretary of the Board of Education as required by law. He/she shall perform such other duties as may be required of him/her by the Somerville School Committee or any of its committees.

Adopted: August 31, 2009

SUPERINTENDENT'S CONTRACT

The Somerville School Committee, upon the election of a candidate or upon reelection 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 Somerville School Committee and the Superintendent. In accordance with said contract or, in the absence of specific contract language, by vote of the members, the Committee may choose to negotiate a successor contract with an incumbent Superintendent

Adopted:

Revised: June 17, 1996

Reviewed: December 2008

Amended: February 2018

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

NOTE: Under the laws of the Commonwealth, the School Committee may award a contract to a Superintendent of Schools for a period not to exceed six years.

EVALUATION OF THE SUPERINTENDENT

Evaluation can serve the purpose of helping educators and educational leaders continually improve their practice.

Through evaluation of the Superintendent, the Somerville School Committee will strive to accomplish the following:

1. Ensure the efforts of the Superintendent are focused on district goals and the standards of professional practice established by state regulation are met by the Superintendent. -
2. Ensure all Committee members and the Superintendent are in agreement and clear on the role of the Superintendent and the immediate priorities among his/her responsibilities.
3. Provide excellence in administrative leadership of the school district.
4. Develop a respectful and productive working relationship between the School Committee and Superintendent.

The Somerville School Committee and Superintendent will periodically - develop a set of performance objectives based on the needs of the school district and in keeping with state regulations for evaluation of the Superintendent. The Superintendent's performance will be reviewed and -in accordance with these specified goals and standards. Additional objectives will be established -according to the evaluation cycle agreed upon with the Superintendent.

Adopted:

Revised: June 17, 1996

Revised: August 31, 2009

Amended: February 2018

LINE AND STAFF RELATIONS

The Somerville School Committee expects the Superintendent to establish clear understandings on the part of all personnel of the working relationships in the school system.

Personnel will 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 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 school system.

Adopted: January 1996

Reviewed: December 2008

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 the Somerville School Committee through the Superintendent. Such groups will exercise no inherent authority. Authority for establishing policy remains with the Somerville School 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 Somerville School Committee wishes to be kept informed of the establishment and dissolution of these groups as well as their membership and their purpose.

Adopted: January 1996

Reviewed: December 2008

POLICY IMPLEMENTATION

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

The policies developed by the Somerville School Committee and the regulations developed to implement policy are designed to increase the effectiveness and efficiency of the school system. Consequently, it is expected that all school District 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.

Adopted: January 1996

Reviewed: December 2008

DEVELOPMENT OF PROCEDURES

The Superintendent will be responsible for specifying required actions and designing the detailed arrangements under which the school system will be operated in accordance with Somerville School Committee policy. These detailed arrangements will be designed to implement policies, goals, and objectives of the Somerville School Committee and will be one of the means by which the school system will be governed.

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

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

Adopted: January 1996

Reviewed: December 2008

Amended: February 2018

SCHOOL COMMITTEE REVIEW OF REGULATIONS

It is expected that the Superintendent and administrative staff will need to issue regulations implementing policies of the Somerville School Committee. 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 the School Committee.

The Somerville School Committee will review the regulations developed by the Superintendent for the school system prior to their issuance, but it will revise or veto such regulations only when, in the committee's judgment, they are inconsistent with policies adopted by the Somerville School Committee.

The Committee 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 the Somerville School Committee's advance approval.

Before issuance, regulations will be properly titled and coded as appropriate to subject and in conformance with the codification system selected by the Somerville School Committee. Those officially approved by the Somerville School Committee will be so marked; all others appearing in the manual will be considered approved provided they are in accordance with the accompanying Somerville School Committee policy.

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 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 the Somerville School Committee.

Adopted: January 1996

Reviewed: December 2008

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

REGULATIONS DISSEMINATION

It will be the responsibility of the Superintendent to see that the regulations developed to implement the Somerville School Committee policies and administer the school system are appropriately coded and included as regulations in the Somerville School Committee's policy manual.

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.

Adopted: January 1996

Reviewed: December 2008

APPROVAL OF HANDBOOKS AND DIRECTIVES

The law directs that in each school building containing the grades nine to twelve, inclusive, the principal, 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 in the disciplinary policy to take effect in September.

It is essential that the contents of all handbooks conform to Somerville School Committee policies. It is also important that all handbooks bearing the name of the school system or one of its schools be of a quality that reflects credit on the school department. Therefore, the Somerville School Committee expects all handbooks to be approved prior to publication by the Somerville School Committee and the Superintendent.

Somerville School 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 or regulation. The Superintendent will use his/her judgment as to whether other specific handbooks need Somerville School Committee approval; however, all handbooks published will be made available to the Somerville School Committee for informational purposes.

Adopted: January 1996

Reviewed: December 2008

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

PROVISIONS IN HANDBOOKS AND DIRECTIVES

Notwithstanding any general or special law to the contrary all student handbooks shall contain the following provisions:

- a) Any student who is found on school premises or at school-sponsored or school related events, including athletic games, in possession of a dangerous weapon, may be subject to expulsion from school by the principal and/or prosecution.
- b) Any student who is found on school premises or at school-sponsored or at school related events, including athletic games, to be using, in possession, or selling alcohol or drugs may be subject to expulsion from school and/or prosecution.
- c) Any student who assaults any employee of the school District may be subject to expulsion from school by the principal.
- d) Any student who is charged with a violation of either (a), (b) or (c) above shall be notified in writing of their opportunity for a hearing, provided, however that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing the principal may decide to suspend rather than expel a student.
- e) Any student who has been expelled shall have the right to appeal to the Superintendent.
- f) When a student is expelled under the provisions listed above and applies for admission to another school for acceptance, the Superintendent of the sending school shall notify the Superintendent of the receiving school of the reasons for the pupil's expulsion.

Adopted: January 1996

Revised: August 31, 2009

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

ADMINISTRATION IN POLICY ABSENCE

When action must be taken within the school system where the Somerville School Committee has provided no guides for administrative action, the Superintendent will have the power to act. The Superintendent's decisions, however, will be subject to review by the Somerville School Committee.

Adopted: January 1996

Reviewed: December 2008

ADMINISTRATIVE REPORTS

The Somerville School Committee will require reports from the Superintendent concerning conditions of efficiency and needs of the schools.

School building administrators will be required to keep such records and make reports as the Superintendent may direct or require.

Upon receipt of the Superintendent's reports, the Somerville School Committee will take steps to appraise the effectiveness with which the schools are achieving the educational purposes of the school system.

Because statistical information often has a time value, each administrator will give careful consideration to all procedures related to reports, accounting, and general business matters that are required for the administration of the school program and will make accurate and prompt return on scheduled dates of all statistical and other information.

Adopted: January 1996

Reviewed: December 2008