

# Section C – Administration

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# CC - Administrative Organization

## **CC - Administrative Organization**

The legal authority of the Board of Directors shall be transmitted through the Superintendent along specific lines from position to position as shown in the Board-approved organizational chart of the school system.

The lines of authority on the chart shall represent the direction of authority and responsibility.

The Superintendent shall have the freedom and responsibility to reorganize lines of authority and to revise the organizational chart subject to Board approval of major changes and/or the elimination and creation of positions. The Board expects the Superintendent to keep the administrative structure up to date with the needs for supervision and accountability throughout the school system.

Policy Adopted: April 15, 2009

# CGD - Federal Funds

## **CGD - Federal Funds**

The Board requires the appropriate use of federal funds. All applications for federal funds must be approved by the Board of Directors. All materials purchased with federal funds will be marked and inventoried in names that enable the identification of the funds used for purchase.

Policy Adopted: March 5, 1975

Policy Revised: October 3, 1976, December 3, 1986, August 14, 1996, October 2, 1996 and December 17, 2003

# CHD - Administration in the Absence of Policy

## **CHD - ADMINISTRATION IN THE ABSENCE OF POLICY**

In the event that administrative action must be taken but the Board has provided no guidance through policy, the Superintendent shall have the power to act.

The Superintendent shall inform the Board of actions taken and make recommendations for policy to provide future guidance.

Cross Reference:

CB - School Superintendent

*Policy Adopted: April 15, 2009*

*Policy Revised: April 10, 2024*

# CHB - Policy Review

## **CHB - Policy Review**

The Board and Superintendent will work together to keep Board policies and the Board's policy manual up to date.

The Superintendent is given the continuing commission of calling to the Board's attention any policy that is inadequate, not working, out of date, or appears to need revision for other reasons.

Various actions of the Board and changes in state and federal laws may require minor revisions or editorial changes in certain policies and regulations of the Board. The Superintendent is authorized to make these changes and present them to the Policy Committee for review, and potentially to the Board, as a new business item. Acceptance will constitute positive Board action.

After a period of six years from the date of Board approval, each policy will be reviewed and revised if necessary because of changing conditions, statutes, or court decisions. All policies will remain in effect until Board action is taken.

*Policy Adopted: June 21, 2023*

# CHA - Development of Administrative Procedures

## **CHA - DEVELOPMENT OF ADMINISTRATIVE PROCEDURES**

The Board delegates to the Superintendent the responsibility for developing and disseminating such administrative procedures as may be necessary to carry out the policies adopted by the Board.

“Administrative procedures” include procedures, directives, specification of actions, guidelines, rules/regulations, protocols, and other detailed arrangements for the operation of the school unit and the schools.

The Superintendent may issue such administrative procedures without prior Board approval unless Board action is required by state or federal law or regulations, or the Board has asked that certain individual procedures or types of procedures be presented for its approval.

The Superintendent may recommend a proposed administrative procedure for Board approval if they believe Board consideration is necessary or desirable.

### Cross Reference:

CB - School Superintendent

CB-R - Superintendent Job Description

CHD - Administration in the Absence of Policy

*Policy Adopted: April 10, 2024*

# CB - School Superintendent

## **CB - SCHOOL SUPERINTENDENT**

A primary function of the Board of Education is to select a Superintendent of Schools. To select a Superintendent, a majority vote of all members of the Board shall be required. They may be appointed to a contract of up to five years in accordance with the laws of the state of Maine.

The Superintendent shall be executive officer of the Board. In addition, under Maine law, they shall serve as secretary ex officio to the Board. They shall attend all meetings and have the right to speak on all subjects, but shall have no vote.

The Superintendent shall administer and supervise the public educational system of the town. They shall have discretionary authority, subject to later approval by the Board, to act upon all emergency matters and those as to which the power and duties are not specifically set forth or limited.

The Superintendent shall devote his/her entire working time to the duties of the position. They may, without violation of the provisions of this section, perform educational functions outside the town with the approval of the Commissioner of Education and the Board.

### Legal Reference:

20-A MRSA §§ 1001, 1053

### Cross Reference:

CBI - Evaluation of the Superintendent

*Policy Adopted: April 10, 2024*

# CHCAA - Student Handbooks

## **CHCAA - STUDENT HANDBOOKS**

In order to inform students, parents and staff members of pertinent Board policies, regulations, and school rules and procedures, the administration shall publish and annually revise student handbooks containing information about the school unit as a whole and the individual schools. The contents of student handbooks must conform to School Board policies, administrative procedures, and state and federal laws and regulations.

MSAD #35 Administrators shall conduct an annual review of the student handbooks. All handbooks will be periodically reviewed by the Board and any substantive revisions presented to the Board annually.

All student handbooks will be available on each school's website. Students may request a physical copy.

*Policy Adopted: June 5, 2024*