

Administration

Superintendent of Schools

Appointment

The appointment of a Superintendent of Schools is a Lyme/Old Lyme Board of Education responsibility. The Board may seek the advice and counsel of interested individuals, or of an advisory committee, and it may choose to hire consultants to assist in selection. Final selection of a Superintendent, however, shall rest with the Board of Education after thorough consideration of all qualified applicants.

When the Lyme/Old Lyme Board of Education elects a Superintendent, a majority vote of the entire membership of the Board is necessary for election. The election shall be held by paper ballot and the results recorded by the Secretary of the Board in accordance with other election procedures. The Superintendent may be appointed (or reappointed) for a term not to exceed three (3) years.

The Superintendent of Schools must be properly certified by the State of Connecticut; however, the Board may require qualifications in addition to those prescribed by the State Board of Education.

Contract

The salary of the Superintendent, additional benefits, vacation entitlement and other leave shall be determined at the time of appointment (or reappointment) and shall be part of the written contract.

Additional benefits, such as health and other forms of insurance, annual vacation, holidays, and temporary or extended leaves or absences shall be at least equal to those granted to other professional staff members.

Duties and Responsibilities

The Superintendent of Schools shall be the chief executive officer of the Lyme/Old Lyme Board of Education and shall be responsible for the management of Regional School District 18, Lyme/Old Lyme Public Schools, within Federal and State laws and regulations and Board of Education policies. He/she shall be responsible to the Board of Education as a body, and not to individuals on the Board.

The Superintendent shall be responsible for the execution of all decisions and directions concerning school system operations, and for the administration of Lyme/Old Lyme Board of Education policies. The Superintendent shall have the power to act in matters not covered by Board policy, subject to such actions being reviewed by the Board at a regular meeting.

1. Relationships. The Superintendent shall:

- a. serve as an ex-officio member of all Board committees, except those dealing with evaluation, reappointment or employment status of the Superintendent.
- b. act as a professional and executive agent of the Board.
- c. attend Board meetings with the right to speak on all issues before the Board.
- d. participate in professional organizations and ongoing professional development.
- e. develop and direct an active and effective program of community relations.
- f. maintain a cooperative working relationship with the communities and their agencies.

2. Personnel. The Superintendent shall:

- a. Develop effective professional relationships with and among administrators, teachers and other staff members.

- b. Organize, arrange, and direct the administration and staff.
- c. Establish and administer a system of staff evaluation for each employee of the school district.
- d. Oversee all staff in-service programs and activities.
- e. Recommend new positions or reductions in staffing to the Board as needed.
- f. Assign and transfer employees, and classify employees for salary purposes.
- g. Employ staff as authorized by the Board of Education and report such actions to the Board; recommend employment of all other personnel to the Board; suspend, terminate, accept resignations and approve leaves of absence for classified staff; recommend suspensions, terminations, accept resignations and recommend leaves of absence for certified staff to the Board (in accordance with current collective bargaining agreements).

3. Educational Program. The Superintendent shall:

- a. Provide educational leadership with vision to the school district.
- b. Direct the development of the instructional program of the school system.
- c. Oversee the development of curricula for all subjects and programs.
- d. Establish a program of standardized testing and reporting.
- e. Develop standards of student achievement and for student promotion/placement.
- f. Manage the system of reporting to parents on student progress and achievement.
- g. Organize and operate appropriate programs of special education and related services in conjunction with professional staff.
- h. Recommend changes in district educational goals and objectives to the Board.
- i. Recommend changes in grade level configuration, use of time scheduling and changes in textbooks to the Board as they impact the educational program.

4. Business and Fiscal Operations. The Superintendent shall:

- a. Prepare an annual school budget for review and action by the Board of Education.
- b. Implement and manage the school system budget within appropriated funds.
- c. Establish and administer a system for requisitioning, purchasing, contracting and bidding district goods and/or services with budget limits.
- d. Establish and administer a system for payroll, payment of bills and financial record-keeping.
- e. Supervise the district's food service program.
- f. Operate the schools as efficiently as possible, with an ever-present concern for the impact to students, educational programs and taxpayers.

5. School Buildings. The Superintendent shall:

- a. Manage and direct all school building operations and maintenance schedules in conjunction with staff.
- b. Identify building needs and recommend plans of actions to the Board of Education.
- c. Ensure the cleanliness, safety and code compliance of the district's physical plant.
- d. Prepare educational specifications for new schools or additions.

6. Pupil Transportation. The Superintendent shall:

- a. Recommend a student transportation company to the Board as necessary.
- b. Manage the pupil transportation system including the development of bus routes and schedules.
- c. Establish bus safety and emergency procedures and direct a program to ensure staff and student understanding of such procedures.

7. Records and Reports. The Superintendent shall:

- a. Develop and maintain the necessary and required records for students, personnel and for the operation of the school system, including financial records.
- b. Prepare and submit regular status reports on the budget to the Board of Education.
- c. Prepare and submit reports on educational programs and activities and on school operations to the Board of Education, as requested by the Board or as the Superintendent deems necessary.
- d. Prepare and submit all required Federal, State and local reports.
- e. Prepare and submit an annual report to the Board on the condition of local education with recommendation for change as appropriate.

8. General. The Superintendent shall:

- a. Execute the decisions of the Board of Education in a timely manner.
- b. Prepare the agenda for meetings of the Board of Education and deliver the agenda and associated materials to Board members well in advance of the meeting.
- c. Recommend policy changes to the Board of Education and maintain official policy manuals.
- d. Develop and approve all administrative regulations.

Legal Reference:

Connecticut General Statutes.

[10-157](#) Superintendents: Relationship to local or regional board of education; verification of certification status; written contract for employment; evaluation of superintendent by board of education.

Policy Adopted: November 2000.