

LEWISTON-PORTER CENTRAL SCHOOL DISTRICT

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(Section 4000)

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LEWISTON-PORTER CENTRAL SCHOOL DISTRICT

2017

4110

Administration

SUBJECT: ADMINISTRATIVE PERSONNEL

The Board shall provide an administrative staff sufficient to meet the needs of the District for instructional and supportive functions.

Administrative and supervisory personnel shall be considered to be those District employees officially designated by Board action as responsible for coordination of the administrative and supervisory tasks required to carry out Board policy, programs, decisions, and actions.

These employees shall meet all certification and/or Civil Service requirements as outlined in New York State Civil Service Law, and the Rules and Regulations promulgated by the Commissioner of Education of New York State. The administrative and supervisory staff shall be eligible to meet these requirements at the time of employment.

The obligations, duties and responsibilities of all administrative and supervisory personnel shall be set forth in job descriptions issued by the Superintendent.

8 New York Code of Rules and Regulations

(NYCRR) Section 80.4

Education Law Section 1709, 2503(5) and 3013

Adoption Date: 03/21/2017
10/25/2016

LEWISTON-PORTER CENTRAL SCHOOL DISTRICT

2017

4210

Administration

SUBJECT: ADMINISTRATIVE ORGANIZATION AND OPERATION

The District administration will be organized in a manner assuring that the schools will be able to effectively carry out programs and respond to any new programs demanded by system need and/or opportunities.

The basic principles of Administrative Organization and Operation are:

- a) The legal authority of the Board will be transmitted through the Superintendent to other positions through the approved organizational structure.
- b) The working relationships shall involve two types of officers: line and staff. Line organization involves a direct flow of authority upward and downward from chief school officer 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 coordinative or consultant people.
- c) The Board shall formulate and legislate educational policy.
- d) Administrative regulations shall be developed by the Superintendent in cooperation with administrative staff and school personnel.
- e) The central office staff shall provide overall leadership and assistance in planning and research.
- f) Areas of responsibility for each individual shall be clearly defined.
- g) There shall be full opportunity for complete freedom of communication between all levels within the school staff.
- h) As goals, curriculum, instructional arrangements and school services change, the School Board will investigate and consider recommendations of the Superintendent regarding possible revisions in the organizational structure.

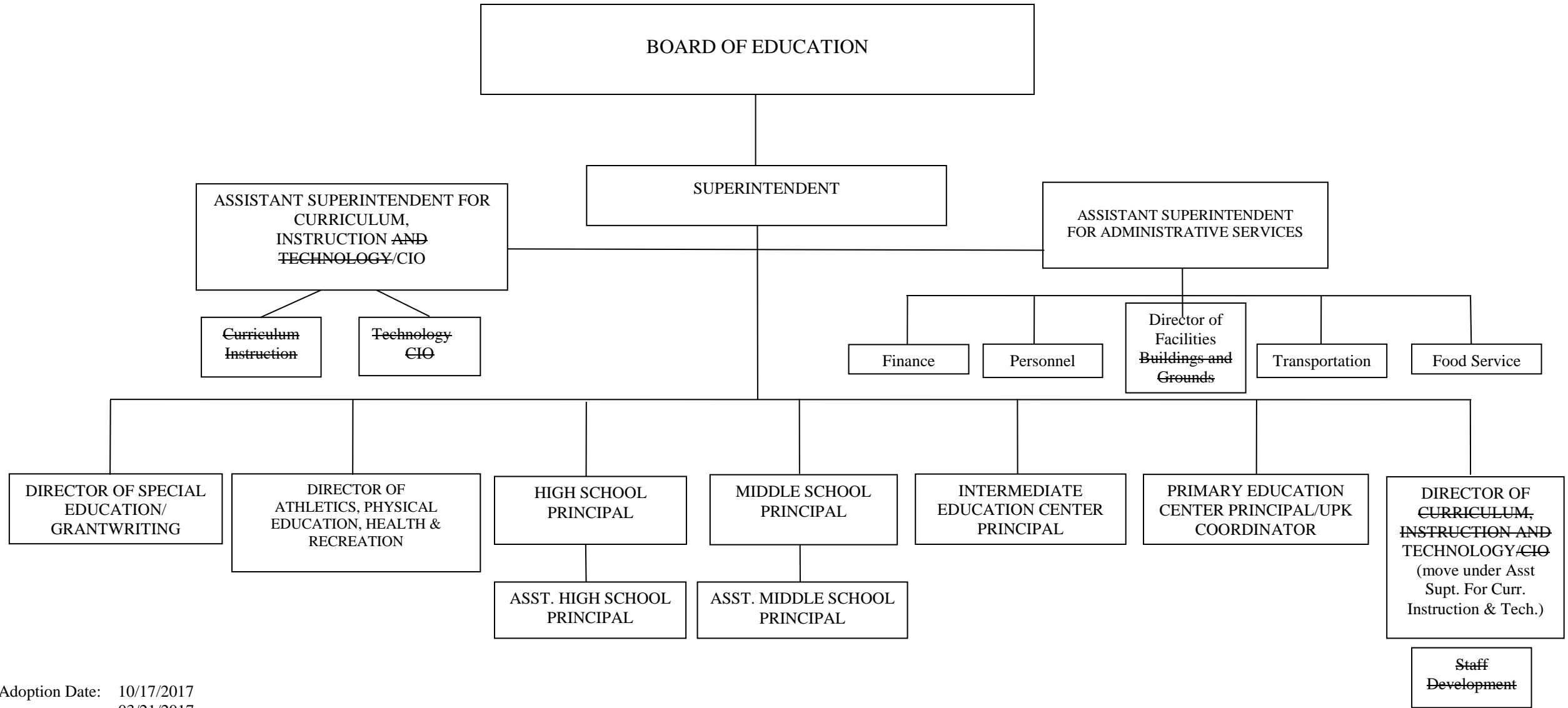
Line Responsibility

All employees of the District shall be under the general direction of the Superintendent. Teachers shall be immediately responsible to the principal of the building in which they work. Other employees shall be immediately responsible to the administrative personnel under whom they work directly.

The lines of responsibility/reporting shall be as depicted on the organizational chart.

Adoption Date: 03/21/2017
10/25/2016

LEWISTON-PORTER DISTRICT LEADERSHIP TEAM ORGANIZATIONAL CHART Policy 4210



Adoption Date: 10/17/2017
 03/21/2017
 10/25/ 2016
 11/ 24/2015
 11/20/2012

LEWISTON-PORTER CENTRAL SCHOOL DISTRICT

2017

4220

Administration

SUBJECT: ADMINISTRATIVE AUTHORITY

During the Absence of the Superintendent

The Superintendent shall delegate to another administrator the authority and responsibility for making decisions and taking such actions as may be required during the absence of the Superintendent.

In the Absence of Board Policy

From time to time problems and new questions arise for which no specific policy has been prepared. Members of the administrative staff shall act in a manner consistent with the existing policies of the District and shall alert the Superintendent to the possible need for additional policy development.

Adoption Date: 03/21/2017

LEWISTON-PORTER CENTRAL SCHOOL DISTRICT

2017

4230

Administration

SUBJECT: DISTRICT COMMITTEES

Standing and/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 which the committee shall report. The composition of each committee shall reflect its purpose and each committee shall have a clear assignment.

Adoption Date: 03/21/2017

LEWISTON-PORTER CENTRAL SCHOOL DISTRICT

2017

4240

Administration

SUBJECT: EVALUATION OF THE SUPERINTENDENT AND OTHER ADMINISTRATIVE STAFF

Superintendent

The Board shall annually conduct a formal performance evaluation of the Superintendent. The formal procedures used to complete the evaluation are to be filed in the District Office, and to be made available for review by any individual, no later than August first of each year.

The formal performance procedures shall include written criteria, a description of the review procedures, provisions for post-conferencing, and methods used to record results of the evaluation. The Superintendent shall be granted the opportunity to respond to the evaluation in writing.

Evaluation of Administrative Staff

The Board shall direct the Superintendent to conduct an annual 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 New York Code of Rules and Regulations
(NYCRR) Section 100.2(o)

Adoption Date: 03/21/2017
05/26/2015

LEWISTON-PORTER CENTRAL SCHOOL DISTRICT

2017

4310

Administration

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SUBJECT: SUPERINTENDENT OF SCHOOLS

The Superintendent shall be the chief executive officer and chief administrative officer of the District. He/she shall be responsible for the administration and operation of all of the buildings, personnel, property supervision, teaching, curriculum and for all other activities carried on within the school buildings or on the school properties. All aspects of this office shall be administered in accordance with the New York State Education Law, the Regulations of the Commissioner of Education and the Policies, Bylaws and Regulations of the Board of Education. As chief executive officer of the District, he/she shall;

- a) Attend all regular, special, and work meetings of the Board except that the Superintendent may be excluded when his/her employment contract or performance is discussed in executive session.
- b) Administer all policies and enforce all rules and regulations of the Board.
- c) Constantly review the local school situation and recommend to the Board areas in which new policies seem to be needed.
- d) Be responsible for organizing, administering, evaluating, and supervising 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) Be responsible for the preparation and recommendation to the Board of the annual District budget in accordance with the format and development plan specified by the Board.
- g) Acquaint the public with the activities and needs of the schools through his/her written and spoken statements, and shall be responsible for all news releases emanating from the local schools.
- h) Be responsible for the construction of all salary scales and for the administration of 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) Be responsible for evaluating, promoting, and dismissing 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.

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LEWISTON-PORTER CENTRAL SCHOOL DISTRICT

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Administration 2 of 2

SUBJECT: SUPERINTENDENT OF SCHOOLS

- l) 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 which will have as its goal the improvement of instruction, and, at the same time, will assure that only the teachers found to be of a high degree of competence will be recommended for tenure.
- n) Continually strive to 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) When necessary and/or desirable, transfer such personnel as he/she anticipates will function more effectively in other positions. These transfers shall be made within the guidelines of state laws, District policies and negotiated contracts.
- p) Submit data from the School Report Card and/or other such reports of student/District performance as prescribed by and in accordance with requirements of the Commissioner of Education.
- q) Be authorized to implement terms and conditions of employment incorporated into working agreements which have been negotiated, signed by the Superintendent of Schools and have been ratified by the Board.
- r) Prepare recommendations on items needing approval and present them to the Board of Education at a scheduled Board meeting.

Education Law Sections 1711-5 and 2508

Adoption Date: 03/21/2017
10/25/2016

LEWISTON-PORTER CENTRAL SCHOOL DISTRICT

2017

4320

Administration

SUBJECT: SUPERINTENDENT - BOARD OF EDUCATION RELATIONS

The Board is accountable for all pursuits, achievements and duties of the 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.

- a) With respect to District goals and objectives, the Board will establish broad guidelines which must 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 which limit the Superintendent's authority.
- d) Should the Superintendent or his/her 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.

Adoption Date: 03/21/2017

LEWISTON-PORTER CENTRAL SCHOOL DISTRICT

2017

4410

Administration

SUBJECT: PROFESSIONAL DEVELOPMENT OPPORTUNITIES

The Board shall encourage administrators to keep themselves informed of current educational theory and practice by study, by visiting other school systems, by attendance at educational conferences, and by such other means as are appropriate.

The approval of the Superintendent shall be required for any conference attendance or visitations requested by administrators.

Participation shall be limited by available resources and reimbursement guidelines.

General Municipal Law Section 77-b

Adoption Date: 03/21/2017

LEWISTON-PORTER CENTRAL SCHOOL DISTRICT

2017

4420

Administration

SUBJECT: COMPENSATION AND RELATED BENEFITS

The salaries and related benefits of administrators shall be set annually by the Board upon the recommendation of the Superintendent and/or shall be in accordance with the terms and conditions of the applicable collective bargaining agreement/contract currently in effect.

Adoption Date: 03/21/2017

SUBJECT: CONCUSSION MANAGEMENT

The Board recognizes that concussions and head injuries are the most commonly reported injuries in children and adolescents who participate in sports and recreational activities. The physical and mental well-being of our students is a primary concern. Therefore, the District adopts the following Policy to support the proper evaluation and management of concussion injuries.

A concussion is a mild traumatic brain injury (MTBI). A concussion occurs when normal brain functioning is disrupted by a blow or jolt to the head or body that causes the head and brain to move rapidly back and forth. Recovery from concussion and its symptoms will vary. Avoiding re-injury and over-exertion until fully recovered are the cornerstones of proper concussion management. Concussions can impact a student's academics as well as their athletic pursuits.

Concussion Management Team (CMT)

In accordance with the Concussion Management and Awareness Act, the District is authorized, at its discretion, to establish a Concussion Management Team (CMT) which may be composed of the certified athletic director, a school nurse, the school physician, a coach of an interscholastic team, a certified athletic trainer or such other appropriate personnel as designated by the School District. The Concussion Management Team shall oversee and implement the District's concussion policy, including the requirement that all school coaches, physical education teachers, nurses and certified athletic trainers who work with and/or provide instruction to pupils engaged in school-sponsored athletic activities complete training relating to mild traumatic brain injuries. Furthermore, every concussion management team may establish and implement a program which provides information on mild traumatic brain injuries to parents and persons in parental relation throughout each school year.

Staff Training/Course of Instruction

Each school coach, physical education teacher, school nurse and certified athletic trainer who works with and/or provides instruction to students in school-sponsored athletic activities (including physical education class and recess) shall complete a course of instruction every two (2) years relating to recognizing the symptoms of concussions or MTBIs and monitoring and seeking proper medical treatment for students who suffer from a concussion or MTBI.

Components of the training will include:

- a) The definition of MTBI;
- b) Signs and symptoms of MTBI;
- c) How MTBIs may occur;

Continued

SUBJECT: CONCUSSION MANAGEMENT

- d) Practices regarding prevention; and
- e) Guidelines for the return to school and school activities for a student who has suffered an MTBI, even if the injury occurred outside of school.

The course can be completed by means of instruction approved by SED which include, but are not limited to, courses provided online and by teleconference.

Information to Parents

The District shall include the following information on concussion in any permission or consent form or similar document that may be required from a parent/person in parental relation for a student's participation in interscholastic sports. Information will include:

- a) The definition of MTBI;
- b) Signs and symptoms of MTBI;
- c) How MTBIs may occur; and
- d) Guidelines for the return to school and school activities for a student who has suffered an MTBI, even if the injury occurred outside of school.

The District will provide a link on its website, if one exists, to the above list of information on the State Education Department's and Department of Health's websites.

Identification of Concussion and Removal from Athletic Activities

The District shall require the immediate removal from all athletic activities of any student who has sustained, or is believed to have sustained, a MTBI or concussion. Any student demonstrating signs, symptoms or behaviors consistent with a concussion while participating in a class, extracurricular activity, or interscholastic athletic activity shall be removed from the class, game or activity and must be evaluated as soon as possible by an appropriate health care professional. The student should be observed until an evaluation is completed by a medical professional or turned over to the care of his/her parent or person in parental relation. Such removal must occur based on display of symptoms regardless of whether such injury occurred inside or outside of school. If there is any doubt as to whether the student has sustained a concussion, it shall be presumed that the student has been injured until proven otherwise. Athletic activity shall include recess, physical education class, sports practices, intramurals, extramurals and interscholastic sports. The District shall notify the student's parents or guardians and recommend appropriate evaluation and monitoring.

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SUBJECT: CONCUSSION MANAGEMENT

The following procedure will be followed in the event that a student sustains or is believed to have sustained a concussion during any school-sponsored activity:

- 1) The student will not be allowed to return to play in the current game, practice or event.
- 2) The student will not be left alone, and should be monitored regularly to check for deteriorating symptoms.
- 3) Parents or guardians will be contacted following the injury. Information regarding concussions is available and will be provided to the parents or guardians at their request.
- 4) The student will be picked up by a parent or guardian over the age of 18. The student will not be released on his/her own or to a friend or fellow student.
- 5) If the injury is severe, an ambulance will be called to transport the student to the emergency room. If parents/guardians are not present, they will be contacted and advised as to where the student is being transported.
- 6) The incident will be reported to the school nurse and an accident report will be filled out.
- 7) The District utilizes neurocognitive testing as a concussion tool to obtain baseline and post-concussion performance data; the District will administer such tool to the student to gather post-concussion performance data and evaluate readiness for return to activity.

The District may choose to allow credentialed District staff to use validated Neurocognitive computerized testing as a concussion assessment tool to obtain baseline and post-concussion performance data. The tests measure verbal and visual memory, processing speed and reaction time. The District also allows trained staff to use sideline assessment tools such as SCAT-25 (Sport Concussion Assessment Tool 2), ~~SAC (Standardized Assessment of Concussion)~~, **IMPACT (Immediate Post-Concussion Assessment and Cognitive Testing)** or BESS (Balance Error Scoring System). Neurocognitive testing is not a replacement for a medical evaluation to diagnose and treat a concussion.

Return to School Activities and Athletics

The student shall not return to physical activity (including athletics, physical education class and recess) until he/she has been symptom-free for not less than twenty-four (24) hours, and has been evaluated and received written authorization from a licensed physician. If the District has concerns or questions about the private medical provider's orders, the School Physician, with parental permission, should contact that provider to discuss and clarify. In accordance with Commissioner's Regulations, the School Physician has the final authority to clear students to participate in or return to extra-class athletic activities. All such authorizations shall be kept on file in the student's permanent health record. The standards for return to athletic activity will also apply to injuries that occur outside of school. School staff should be aware that students may exhibit concussion symptoms caused by injuries from outside activities and that these visible symptoms also indicate a removal from play.

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Students

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SUBJECT: CONCUSSION MANAGEMENT

The District shall follow any directives issued by the student's treating physician with regard to limitations and restrictions on school and athletic activities for the student. Orders from the student's physician will be sent to the school nurse. The School Physician may also formulate a standard protocol for treatment of students with concussions during the school day.

In accordance with NYSED guidelines, this Policy shall be reviewed periodically and updated as necessary in accordance with New York State Education Department guidelines. The Superintendent, in consultation with the School Physician and other appropriate staff, may develop additional protocols or strategies related to the prevention and identification of concussions and the procedures for removal from and return to activities or academics.

Education Law Sections 207; 305(42), and 2854
8 NYCRR 135.4 and 136.5
*Guidelines for Concussion Management in the School
Setting,*
SED Guidance Document, June 2012

Adoption Date: 08/01/2017
10/16/2012