

**Series 2000
Policy 2001
Administration**

**POLICY REGARDING HOLDS ON THE
DESTRUCTION OF ELECTRONIC INFORMATION AND PAPER RECORDS**

The Board of Education (the “Board”) complies with all state and federal regulations regarding the retention, storage and destruction of electronic information and paper records. The Superintendent or his/her designee shall be responsible for implementing administrative regulations concerning the placing of a “hold” on electronic information and paper records that may reasonably be anticipated to be subject to discovery in the course of litigation.

All school officials and employees have a duty to preserve all paper records and electronic information, including records and electronic information that might otherwise be deleted or destroyed, that relate to any matter that is currently in litigation or may be anticipated to involve future litigation.

The Superintendent or his/her designee shall be responsible for developing and implementing administrative regulations to preserve records, including e-mails and electronically stored information, that could potentially be related to any matter that is currently in litigation or may be anticipated to result in future litigation. Such regulations shall identify those individuals responsible for identifying those matters for which records must be preserved as well as developing procedures, with the help of technical staff, for the preservation of electronically stored information.

Legal References:

Rules 34 and 45 of the Federal Rules of Civil Procedure
General Letter 2009-2 of the Public Records Administrator Record Retention
Schedules Towns, Municipalities and Boards of Education

ADOPTED: October 3, 2023

**Series 2000
Policy 2001
Administration**

**ADMINISTRATIVE REGULATIONS REGARDING HOLDS ON THE
DESTRUCTION OF ELECTRONIC INFORMATION AND PAPER RECORDS**

I. RECORDS CUSTODIAN

These regulations are designed to assist in implementation of Board Policy 2001 regarding holds on the destruction of electronic information and paper records. The Superintendent of Schools shall designate a Records Custodian who will be responsible for implementation of District policies and regulations for the preservation of paper records and electronically stored information, including e-mails.

**II. HOLDS ON THE DESTRUCTION OF ELECTRONIC INFORMATION
AND PAPER RECORDS**

Upon receipt of notice that the District is involved in litigation as a party to a lawsuit, the District is issued a subpoena by a party to a lawsuit in which it is not a party, or if the District receives information that would lead a reasonable person to anticipate the possibility of litigation, the Records Custodian is to immediately take steps to ensure that any paper records and electronically stored information that could be related to the litigation or potential litigation are preserved from deletion or destruction. Actions to preserve records and electronically stored information shall include, but are not limited to, the postponing or canceling of any automatic deletion of electronically stored information until relevant information and documents can be identified and stored, notification to employees of a “litigation hold” to prevent the deletion and destruction of documents that might be related to the litigation or potential litigation, and the identification of documents and information that are subject to preservation. This litigation hold triggers the duty to preserve documents, such as transitory messages, that otherwise could be deleted under the district’s record retention policy.

The Records Custodian shall issue a “litigation hold” memorandum that specifically describes the types of documents and information that must be preserved and describes how those materials are to be identified, maintained and stored. The memorandum shall specifically state that the duty of preservation is ongoing and that it is the responsibility of employees to continue to identify and preserve relevant documents until notified via a subsequent memorandum that the litigation hold is no longer in effect. All employees who are sent a “litigation hold” memorandum are to acknowledge receipt and understanding of the memorandum in writing, which may be in the form of an e-mail response. A copy of any “litigation hold” memorandum shall be sent to the District IT department.

The Records Custodian shall be responsible for the collection and coordination of the retention of documents that are subject to the litigation hold, including electronically stored information. He/she shall work with the District’s IT personnel to ensure compliance with

the litigation hold. Specifically, the Records Custodian shall determine the types of electronically stored information that exist and where that information is maintained, identify where both identified paper documents and electronically stored information will be stored, and implement procedures to ensure that District employees are complying with the litigation hold. No system wide process for automatic deletion of electronic information will be implemented while a litigation hold is in effect without prior notice to the Records Custodian and verification by the Records Custodian that the deletion process will not destroy documents or information that is subject to a litigation hold. The Records Custodian may need to periodically reissue the “litigation hold” memorandum and will ensure that the “litigation hold” memorandum is provided to new employees who may have access to relevant information. Finally, the Records Custodian shall ensure that all steps taken by the District to identify and preserve relevant information are documented.

Legal References:

General Letters 96-2, 2001-1, 2009-2 of the Public Records Administrator
Record Retention Schedules Towns, Municipalities and Boards of Education
Rules 34 and 45 of the Federal Rules of Civil Procedure
Silvestri v. General Motors Corp., 271 F.3d 583 (4th Cir. 2001)

ADOPTED: November 8, 2021

NOTICE REGARDING A LITIGATION HOLD
CONCERNING ELECTRONIC INFORMATION AND PAPER DOCUMENTS

This memorandum places a “litigation hold” on all documents, both paper and electronically stored information, concerning **[identify the matter that is subject to the litigation hold]**. Materials that fall under this litigation hold include, but are not limited to, e-mail, word processing documents, spreadsheets, databases, calendars, voice mail, internet usage files and network access information. All District employees are to immediately suspend any and all document destruction, including any scheduled document destruction or electronic information deletion programs, for any materials that might fall within the parameters of this memorandum. If you have questions as to what materials are subject to the litigation hold, you are to contact the Records Custodian Lee Levan at (860) 653-7207

If you are in possession of materials subject to this litigation hold, you shall take steps to preserve and store these materials. Paper documents are to be copied and segregated in a separate hard copy file. Electronic information is to be stored in computer folders and saved on the network drive and/or saved to a removable disk which is to be clearly marked and stored in a safe and appropriate location. Under no circumstances are you to destroy or delete materials, documents or electronic information that might be subject to this litigation hold without the written permission of the Records Custodian.

You must give prompt attention to the issues addressed in this memorandum, specifically the responsibility to identify and preserve documents and electronic information concerning **[the matter that is subject to the litigation hold]**. Serious consequences may result from the failure of District employees to take immediate and reasonable precautions to properly preserve information. Therefore, you must acknowledge your receipt and understanding of this memorandum in writing or via e-mail.

The restrictions put into place by this memorandum are ongoing until you receive notice in a memorandum from the Records Custodian that the litigation hold is no longer in effect. You are encouraged to direct any questions concerning this memorandum to the Records Custodian.

ADOPTED: November 8, 2021

**Series 2000
Policy 2002
Administration**

**POLICY REGARDING RETENTION OF
ELECTRONIC RECORDS AND INFORMATION**

I. POLICY

The Norfolk Board of Education (the “Board”) complies with all state and federal laws and regulations regarding the retention, storage and destruction of electronic information and records. The Superintendent or designee shall be responsible for developing and implementing administrative regulations concerning the retention, storage, and destruction of electronic information and the dissemination of such administrative regulations to all school officials, employees, and individuals granted access to the computer systems and/or networks of the Norfolk Public Schools (the “District”) and/or who send electronic messages as part of their work for the District. Collectively, all the individuals granted access to the District’s computer systems are referred to as “Users”.

II. USE OF ELECTRONIC MESSAGES COMMUNICATIONS

The Board has installed computers, and a computer network(s), including Internet access and electronic messaging systems, on Board premises and may provide other electronic devices that can access the network(s), and/or have the ability to send and receive messages with an operating system or network communication framework. Devices include but are not limited to, personal computing devices, cellular phones, Smartphones, network access devices, radios, personal cassette players, CD players, tablets, walkie-talkies, personal gaming systems, Bluetooth speakers, personal data assistants, and other electronic signaling devices. Electronic messaging systems include mobile, chat, and instant message; cloud collaboration platforms, including internal chat, peer-to-peer messaging systems, and draft email message transfer; and products that have the ability to create duration-based or subjective removal of content, such as Snapchat, and security focused platforms, such as Signal. The Board’s computers, computer networks, electronic devices, Internet access and electronic messaging systems are referred to collectively as “the computer systems” and are provided in order to enhance both the educational opportunities for our students and the business operations of the District.

Electronic messages sent by Users as part of their work and/or by using the District’s computer systems and/or network(s) are not private communications and are potentially subject to disclosure regardless of whether the messages are sent using personal devices or the District’s computer systems. Users must understand that the Board has reserved the right to conduct monitoring of the District’s computer systems and may do so *despite* the assignment to individual Users of passwords for system security. Any password systems

implemented by the District are designed solely to provide system security from unauthorized users, not to provide privacy to the individual system User.

The system's security aspects, message delete function and personal passwords may be bypassed for monitoring purposes. Therefore, Users must be aware that they should not have any expectation of personal privacy in the use of these computer systems. This provision applies to any and all uses of the District's computer systems, including any incidental personal use permitted in accordance with the Board's policy and regulations regarding computer use by Users.

Any retained messages may be retrieved as part of routine monitoring by the Board, an employee investigation, a search for documents pursuant to a Freedom of Information Act request, or a formal discovery process as part of litigation. Users should bear in mind that e-mail messages may be retained at different locations within the computer network and that these messages are subject to retrieval, regardless of whether the User has deleted such messages from the User's accounts. Consequently, Users should use discretion when using computers or other electronic technology to send, record or retain electronic messages and information.

III. RETENTION OF ELECTRONICALLY STORED INFORMATION

Electronically stored information on District computers or electronic communication systems shall be retained only as long as necessary. The same record retention policy that applies to paper records applies to electronically stored information, including electronic messages. Therefore, like paper records, the content and function of an electronic record, including electronic messages, determines the retention period for that document. The District will comply with all of the minimum standards set forth in the Municipal Records Retention Schedules, as issued by the Office of the Public Records Administrator for the State of Connecticut.

In addition to the retention guidelines established by the Board and used by District officials and employees, all District officials and employees have a duty to preserve all records and electronic information, including records and electronic information that might otherwise be deleted or destroyed, that relate to any matter that is currently in litigation or may be anticipated to involve future litigation.

Legal References:

Conn. Gen. Stat. §§ 1-200(5); 1-211; 1-213(b)(3)

Conn. Gen. Stat. § 7-109

Conn. Gen. Stat. § 11-8 et seq.

General Letters 96-2, and 2009-2 of the Public Records Administrator

Public Records Policy 01, *Digital Imaging*, of the Public Records Administrator (Aug. 2014)

Record Retention Schedules Towns, Municipalities and Boards of Education

Connecticut State Library, Office of the Public Records Administrator,
Authorization for Disposal of Original (Non-Permanent) Paper Records Stored as
Digital Images, Form RC-075.1 (revised 12/2021)

Frequently Asked Questions about E-mail, CT Public Records Administrator,
available at
<https://ctstatelibrary.org/wpcontent/uploads/2015/05/EmailGuidelines.pdf>.

ADOPTED: October 3, 2023

**Series 2000
Policy 2002
Administration**

**ADMINISTRATIVE REGULATIONS REGARDING THE
RETENTION OF ELECTRONIC RECORDS AND INFORMATION**

I. RECORDS CUSTODIAN

These regulations are designed to assist in implementation of Board Policy #2002 regarding the retention of electronic records and information. These regulations supplement and do not replace District policy relating to education records.

The Superintendent of Schools shall designate a Records Custodian who will be responsible for implementation of District policies and regulations for the retention of records, including electronic messages and electronically stored information.

II. DEFINITIONS

- A. Electronic messages include e-mail, fax, instant messaging, text messaging, and Web-based messaging services. Electronic messages may be transmitted by a variety of mediums, including computers and mobile computing devices. In addition to the body of the message, electronic messages also contain metadata, such as transactional information (*e.g.*, date and time sent, sender/receiver) and may contain attachments such as calendars, directories, distribution lists, sound recordings, photographs, images, word-processing documents, spreadsheets, and other electronic documents
- B. Electronically stored information is information that is fixed in a tangible form and is stored in a medium from which it can be retrieved and examined. It can consist of writings, drawings, graphs, charts, photographs, sound recordings, images, and other data or data compilations stored in any medium from which information can be obtained into useable form.
- C. Public records are any recorded data or information relating to the conduct of the public's business prepared, owned, used, or received by a public agency, whether such data or information is handwritten, typed, tape-recorded, videotaped, printed, photostated, photographed or recorded by any method.
- D. Digital imaging is the process of converting original records on paper or film into electronic images. The process typically requires a document scanner or digital camera, a computer and software to capture the image, and indexing of the digitized images.

- E. Transitory correspondence consists of communication that does not relate to an individual's job responsibilities or has a short-term administrative value.
- F. Routine correspondence consists of any communication that is part of or relates to commonplace tasks or duties within an office and is done at regular or specified intervals.

III. CLASSIFICATION OF ELECTRONIC MESSAGES

The same record retention policy that applies to paper records applies to electronically stored information, including electronic messages. Therefore, like paper records, the content and function of an electronic record, including electronic messages determine the retention period for that document. The District will comply with all of the minimum standards set forth in the Municipal Records Retention Schedules, as issued by the Office of the Public Records Administrator for the State of Connecticut.

Users shall use the following steps in determining whether to maintain electronic messages and, if so, for how long:

Step 1: Determine whether the message is a public record or a non-record.

Step 2: If the message is a non-record, destroy at will (e.g., spam and unsolicited advertisements).

Step 3: If the message is a record, determine which records series the message belongs to, for example:

1. If the message is Transitory Correspondence, delete at will.
2. If the message is Routine Correspondence, retain for 2 years.
3. If the message is All Other Correspondence, retain for the equivalent records series.

Step 4: Maintain the messages for the required retention period under the equivalent records series.

IV. DIGITAL IMAGING OF PAPER/HARD COPY RECORDS

Paper records may be digitized and maintained as electronic records; however, in doing so, the District must ensure the authenticity, reliability, integrity and usability of the

reformatted records. If the District uses a vendor for digital imaging services, the District remains responsible for ensuring compliance with this policy.

In its use of digital imaging, the District shall:

1. Establish and maintain a quality assurance process to ensure the creation of accurate and authentic digital images and accurate indexes and production metadata.
2. Create and maintain accurate and authentic digital images in accordance with accepted standards and best practices.
3. Create and maintain accurate indexes and production metadata to properly identify and retrieve digital images.
4. Store and protect digital images against file corruption, alteration, or deletion throughout the designated retention period.
5. Perform periodic backups of all digital images, associated indices, and production metadata and maintain a geographically remote offsite backup copy to enable recovery and access in the event of a wide-spread disaster or emergency.
6. Perform and certify annual tests of backup media to ensure all files have been backed up and are readable.
7. Migrate digital images, associated indexes, and production metadata to a newer media platform or file format as needed to ensure the content remains accessible.
8. Define and document the normal operations and use of the imaging technology and electronic content management system to ensure system trustworthiness.

If paper public records have been converted to digital images, the District shall retain and/or dispose of the original paper records pursuant to the following guidelines.

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|---------------------|---|
| Permanent | If records are required to be retained permanently or have been designated as archival, they may be digitally scanned and retained in an electronic format, but security copies of the records must be retained in a “human-readable” format, such as paper or microfilm. The Records Custodian must first verify with the Office of the Public Records Administrator for approval of the security copy storage format. |
| Less than Permanent | These records may be transferred to a digital imaging format with disposal of the original, paper records. To dispose of the original records following their digital imaging, the Records Custodian must first obtain prior authorization from the Public Records Administrator and State |

Archivist (using Form RC-075.1, available from the Office of the Public Records Administrator). Following destruction of the original records, the Records Custodian must document that the paper records were destroyed lawfully.

To dispose of digital images once the minimum retention period has expired, the Records Custodian shall obtain prior authorization from the Public Records Administrator and State Archivist. The District must document that the digital images were destroyed lawfully under the appropriate disposition authority. The District shall follow a destruction process by which content is systematically deleted with an audit trail that is legally admissible in court. Destruction should be documented by recording the date of destruction on the form "Records Disposition Authorization" and attaching any supporting documentation, or by following the District's process for documenting document destruction. After disposing of the records in accordance with these procedures, the Records Custodian will follow all other steps required by the Office of the Public Records Administrator.

V. RETENTION OF ELECTRONIC RECORDS

Electronic messages and electronically stored information will be archived by the District for their required retention period using method(s) approved by the Records Custodian, which may include the following:

1. Print message or record and store in appropriate hard copy file.
2. Place in computer folders and save on hard drive.
3. Save to a removable disk which is then stored in an appropriate location.
4. Transfer to an automated records management software application.
5. Manage at the server by an automated classification system.

The Records Custodian will be responsible for working with the District Systems Administrator to implement a schedule and system for reviewing electronically stored information. This review shall occur at least annually. No system wide process for automatic deletion of electronic information will be implemented without notice to any individual who may have such information and each such individual will verify that they have reviewed and archived information that must be retained. Following this review, all electronic messages and/or electronically stored information that have not been archived according to District policies and procedures shall be designated for deletion or archiving, and the affected District Users will be notified about the procedures to be followed to implement this process. The Records Custodian or his/her designee shall follow up with notified Users to ensure compliance.

Additionally, the Records Custodian, working with the District Systems Administrator, shall ensure that any process for automatic deletion of electronic information from the

system will not delete information stored in folders and/or system locations that have been designated as appropriate for archiving electronically stored information.

Legal References:

Conn. Gen. Stat. §§ 1-200(5); 1-211; 1-213(b)(3)

Conn. Gen. Stat. § 7-109

Conn. Gen. Stat. § 11-8 et seq.

General Letters 96-2, and 2009-2 of the Public Records Administrator

Public Records Policy 02, *Digital Imaging*, of the Public Records Administrator
(Aug. 2014)

Record Retention Schedules Towns, Municipalities and Boards of Education

Connecticut State Library, Office of the Public Records Administrator,
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Frequently Asked Questions about E-mail, CT Public Records Administrator,
available at

<https://ctstatelibrary.org/wpcontent/uploads/2015/05/EmailGuidelines.pdf>.

ADOPTED: October 3, 2023

Administrative Staff Organization

The legal authority of the Board shall be transmitted through the Superintendent along specific lines of responsibility from person to person. The Superintendent shall organize the staff to achieve the district's goals and objectives. The administrative staff shall foster an environment of excellence wherein teachers and staff can help students learn most effectively.

The Superintendent will be responsible for developing a school staffing plan and shall review it with the Board annually prior to beginning the budget planning for the subsequent year.

Board Adopted: November 13, 2013

Professional Development

The Board recognizes the importance of professional development opportunities for new and experienced administrators. As educational leaders in the school system, administrators' active participation in professional development provides positive role models for other staff and students. Formal acknowledgement of the importance of these responsibilities leads to sustained professional growth and learning among administrative staff, which will, in turn, benefit the school community.

A philosophy that promotes continued learning for all educators should permeate professional development programs and practices. The philosophy should address specific needs relative to the role of the administrator.

1. Special efforts should be made to encourage women and minorities to seek administrative positions.
2. For new administrators, a comprehensive orientation program should include the provision of mentor support from experienced administrators, and development of an individualized professional growth plan that targets priority learning needs.
3. For experienced administrators, flexible professional development opportunities should be entertained, allowing for career advancement support and long-term areas of professional pursuit.

All administrators should be offered professional growth opportunities and educational practices that serve to increase diversity and equality in the school community.

Board Adopted: November 13, 2013

Employees Job Descriptions

All employees of the school system are subject to the policies of the Board, applicable laws, and current employee agreements.

The Superintendent shall develop job descriptions for school district employees which shall include at a minimum:

1. Job title;
2. General statement of duties and listing of specific responsibilities;
3. To whom the employee is directly responsible;
4. Education or training required;

Job descriptions for all employees shall be provided to employees by the Superintendent and copies maintained in manual of job descriptions.

The Board may review the job descriptions and direct revisions if they are inconsistent with Board policies.

(cf. 4112.1/4212.1 Provisions of Negotiated Agreements)

Board Adopted: November 13, 2013

Superintendent Job Description**Page 1**

The Superintendent is the chief executive officer of the Board.

The Superintendent takes the initiative in presenting to the Board policy and planning issues for the Board's attention and advises the Board of policies and plans that the Board takes under consideration. The Superintendent shall prepare and submit to the Board recommendations relative to all matters requiring Board action and shall provide the Board such necessary and helpful information and reports that may assist the Board on making informed decisions.

The Superintendent or his/her designee as approved by the Board shall attend all meetings of the Board and shall participate in all Board deliberations, except when matters relating to the Superintendent's own employment are under consideration. The Superintendent shall receive notice of all Board and Board Committee meetings, and the Superintendent or his/her designee may attend all such meetings.

Relationship Within the School Organization

In harmony with the policies of the Board, State Laws, and State Board of Education Regulations, the Superintendent has executive authority over the school district and responsibility for its supervision and direction.

The Superintendent has the general authority to act at his/her discretion upon all emergency matters and all other matters as to which his/her powers and duties are not expressly limited or are not particularly set forth.

The Superintendent shall be responsible to the Board as a body and not to the individual members of the Board.

The Superintendent will provide leadership, guidance, and direction to all members of the administrative, instructional, and support staffs in setting and achieving high standards of excellence and will serve as a professional example of dedicated service committed to providing meaningful and appropriate educational programs and services for all children in the district.

The Superintendent will oversee and administer the use of all district facilities, property, and funds so as to achieve maximum efficiency and effectiveness in accomplishing the goals of the school district.

Specific Responsibilities**Personnel and Staffing**

The Superintendent will administer all personnel policies and procedures and ensure adherence to all legal and contractual requirements regarding personnel. The Superintendent will select and employ the best qualified and most competent personnel available to serve the district. The Superintendent will direct the employment, assignment, and utilization of all personnel within policy guidelines of the Board of Education. The Superintendent will implement district-wide staff development and evaluation programs consistent with State guidelines and Board goals. The Superintendent will discipline and suspend personnel from duty for serious misconduct and behavior detrimental to the welfare of the schools.

Superintendent Job Description**Page 2****Curriculum and Program**

The Superintendent will implement and evaluate a planned, ongoing, and systematic program of instruction consistent with State mandates and local requirements. The Superintendent will ensure the consideration of the latest research and developments in the fields of learning theory and curriculum development. The Superintendent will assist the Board in setting curriculum and program priorities.

Budgeting and Fiscal Operations

The Superintendent will provide a system for the effective implementation, management, control, and analysis of the budget. The Superintendent will establish procedures to maintain the integrity of financial services and achieve fiscal accountability.

The Superintendent will implement budget development systems that will consider all areas of program and service needs, provide for broad staff participation in identifying and evaluating budget needs, and lead to a carefully considered budget proposal.

Facilities and Transportation

The Superintendent will implement procedures and programs for the efficient care of school buildings and equipment. The Superintendent will evaluate buildings and equipment and for their maintenance, improvement, and replacement.

The Superintendent will provide adequate and safe transportation for students within the district as well as for those students for whom the district is responsible who are assigned to programs beyond the district.

Planning

The Superintendent will anticipate future district needs through collaborative efforts with the school staff and community. The Superintendent will develop long and short range plans to prepare the district to meet such needs in curriculum, pupil services, facilities, and staffing. Planning efforts will consider emerging changes and developments in community demographics, curriculum research, learning theory, and resources and facilities management.

Parents and Community Relations

The Superintendent will maintain a program of public information to keep parents and the general public well-informed regarding educational policy, school curriculum, pupil progress, school needs, school successes, and emerging educational programs and services to effect a cooperative working relationship between the schools and the community. The Superintendent will maintain effective working relationships with all agencies of the municipal government.

Board Adopted: November 13, 2013

ADMINISTRATION

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Principal

The Principal is directly responsible to the Superintendent and shall work within state and federal statutes, Board policies and regulations and directives of the Superintendent to direct, supervise, and administer the school.

Board Adopted: November 13, 2013

Superintendent of Schools

Appointment. The appointment of a Superintendent is a decision made by the Superintendent Committee of the Board. The Board may seek the advice and counsel of interested individuals, or of an advisory committee, and it may choose consultants to assist their selection. However, final selection shall rest with the Board after thorough consideration of qualified applicants.

When the Board elects a Superintendent, a majority vote of the entire membership of the Board is necessary for election. The Superintendent may be appointed for a term not to exceed three years.

The Superintendent must properly certified by the State. In addition, 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 and shall be part of a written contract. Additional benefits, such as health and other forms of insurance, annual vacation, holidays, temporary and extended leaves and absences shall be at least equal to those granted other professional staff members.

Duties and Responsibilities. The Superintendent shall be the chief executive officer of the Board and shall be responsible for the management of the public schools in the district in accordance with federal and state laws and regulations and Board policies. The Superintendent shall be responsible to the Board as a body and not to individuals on the Board, and shall be responsible for the execution of all decisions made by the Board along with the administration of Board policies and directions concerning school system operations. 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.

Superintendent Evaluation. Annually, the Board will evaluate the Superintendent in accordance with guidelines and criteria mutually determined by both the Board and the Superintendent as outlined in the Superintendent's contract.

Legal Reference: Connecticut General Statutes
Superintendents. Relationship to local or regional board of education; verification of certification status; written contract for employment; evaluation of superintendent by board of education.

Board Adopted: November 13, 2013

Administrative Leeway in Absence of Board Policy

When actions must be taken in the absence of an existing Board policy, the Superintendent shall have the power to act. The Superintendent's decisions and actions shall be reported to the Board at the next regular Board meeting along with administrative recommendations for revisions to existing policies or creation of additional policies.

Board Adopted: November 13, 2013

Policy Manual

The Superintendent shall establish and maintain an orderly plan for preserving and making accessible policies and bylaws adopted by the Board, and the regulations of the administration. Board policies, Board bylaws, and administrative regulations shall be published in a manual, maintained in current condition, and made available to all persons concerned.

Policies

Policies are statements of intent adopted by the Board. They serve as guides to the administration in the development and implementation of regulations for operating the district.

The Superintendent is an integral part of this policy-making process recommending to the Board areas requiring policy adoption or change. The Superintendent shall develop a regulation specifying how policies will be developed and presented to the Board.

Regulations

Consistent with policy, the Superintendent shall specify required staff actions, and design the administrative arrangements under which the schools are to be operated. Those regulations and procedures which apply throughout the district shall be designated as “regulations,” and placed in the district policy manual. Regulations shall be presented to the Board but the Board will not adopt regulations unless requested to do so by the Superintendent or unless required by federal or state law. The Superintendent is responsible for development and implementation of district regulations. He/she shall develop a system involving staff members in development and implementation of regulations. Regulations should be complete, consistent with adopted Board policy, and capable of reasonable implementation.

Bylaws

Bylaws are the rules governing internal operations of the Board. When need for a new bylaw, or modification of an existing bylaw is recognized, the Board will consider an effective new or modified bylaw for adoption. The same procedure used for development of policies shall be used for development of bylaws.

Board Adopted: November 13, 2013

Statement of Ethics for Administrators

An educational administrator's professional behavior must conform to an ethical code. The code must be idealistic and at the same time practical, so that it can apply reasonably to all educational administrators. The administrator acknowledges that the schools belong to the public they serve for the purpose of providing educational opportunities to all. However, the administrator assumes responsibility for providing professional leadership in the school and community. This responsibility requires the administrator to maintain standards of exemplary professional conduct. It must be recognized that the administrator's actions will be viewed and appraised by the community, professional associates, and students. To these ends, the administrator subscribes to the following statements of standards.

The educational administrator:

1. Makes the well-being of students the fundamental value of all decision making and actions.
2. Fulfills professional responsibilities with honesty and integrity.
3. Supports the principle of due process and protects the civil and human rights of all individuals.
4. Obeys local, state, and national laws and does not knowingly join or support organizations that advocate, directly or indirectly, the overthrow of the government.
5. Implements the governing Board's policies and administrative rules and regulations.
6. Pursues appropriate measures to correct those laws, policies, and regulations that are not consistent with sound educational goals.
7. Avoids using positions for personal gain through political, social, religious, economic, or other influence.
8. Accepts academic degrees or professional certification only from duly accredited institutions.
9. Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.
10. Honors all contracts until fulfillment or release.

Board Adopted: November 13, 2013

Evaluation of Administrators and Administration

In order to advance the instructional program of the school district, the Superintendent will establish and will implement an evaluation program for all administrators and teachers. Such a program will be aimed at improving administrator/teacher performance and at promoting professional growth within the framework of the goals and objectives of the school district. Such an evaluative process will include a formal procedure for the evaluation of the Superintendent by the Board.

Evaluations of certified staff below the rank of Superintendent shall be conducted in accordance with the guidelines of the State Board of Education and such other guidelines as are mutually agreed upon by the Board and the “teachers’ representative” under the Teacher Negotiations Act. Further, claims of failure to follow such guidelines shall be subject to the grievance procedure in collective bargaining agreements negotiated subsequent to July 1, 2004.

Through the evaluation of the Superintendent, the Board will strive to accomplish the following:

1. Clarification for the Superintendent of his/her role in the school system as understood by the Board.
2. Clarification for all Board members of the role of the Superintendent in light of his/her responsibilities, his/her authority, and his/her organizational expectations.
3. Development of a unity of purpose in order to achieve high priority goals and objectives.
4. Development of an opportunity for goal achievement through regular appraisal and feedback.
5. Enhancement of organizational health resulting from involved, committed, and strengthened individuals.

The Superintendent's evaluation and the evaluation of district administrators and teachers should be viewed as part of an overall district management plan of establishing goals and objective, appropriate programs, and methods of evaluation. Instructional leadership efforts can only be productive if teaching and learning are emphasized and if objectives, measurement, and feedback are part of that effort. Teachers, administrators, central office personnel, and the Board should be partners in the improvement process, and it is expected that this policy provide direction in achieving that partnership.

Legal Reference: Connecticut General Statutes
10-151a Access of teacher to supervisory records and reports in personnel file
10-151b Evaluation by superintendents of certain education personnel. (amended by PA 04-137, An Act Concerning Teachers’ Evaluations)
10-151c Records of teacher performance and evaluation not public records
10-220a(b) Inservice training. Professional development. Institutes for educators. Cooperating and beginning teacher programs, regulations.

Board Adopted: November 13, 2013

Administrative Reports

The Superintendent shall present at regular Board meetings administrative reports concerning the administration, operation and maintenance of the school system including the list of bills paid, financial reports and statements, staff committee reports and other appropriate reports. As necessary, the Superintendent shall request a report from the Principal on school operations and educational programs together with any suggestions and/or comments they may have.

School District Annual Report. The Superintendent shall submit an annual report to the Board of Selectmen of the Town of Norfolk, Connecticut and will file the annual report with the Connecticut State Board of Education. A copy of the annual report shall be given to the Board.

(cf. - 3000 Concept and Roles in Business and Non-Instructional Operations)

Legal Reference: Connecticut General Statutes
10-157 Superintendents: Relationship to local or regional Board of Education; written contract for employment; evaluation of Superintendent by Board of Education.
10-222 Appropriations and budget. Financial information system.
10-226 Reports to state Commissioner of Education.

Board Adopted: November 13, 2013