

SECTION C GENERAL SCHOOL ADMINISTRATION

3. Administrative Organization: Central Office and Senior Cabinet: (Voted 2/28/84, #84-69)

Superintendent of Schools: As Executive Officer of the School Committee and administrative head of the school system, the Superintendent of Schools shall actively manage and be responsible for carrying out the policies, votes, and directives of the School Committee, for the development and implementation of education programs in conformance with School Committee policy and the law, for the supervision of all administrative personnel under the superintendent's direction, and for the recommendation and retention of all professional personnel, in order to ensure that each student in the Public Schools of Brookline is provided with a complete, valuable and meaningful education.

Deputy Superintendent of Administration and Finance: The Deputy Superintendent of Administration and Finance is responsible for the development, implementation and supervision of the budget process, delivery of materials, all grants, building operations and construction, transportation, food service, and data processing in conformance with policies established by the School Committee and with the ultimate purpose of providing administrative and financial operational support to all Public Schools of Brookline programming.

Deputy Superintendent of Teaching and Learning: The Deputy Superintendent for Teaching and Learning is responsible for directing the system-wide development of curriculum and the curriculum activities of the support staff to ensure curriculum continuity from PreK through Grade 12 and the equality of curriculum opportunities of the highest caliber for all children town-wide. Additionally, the Deputy Superintendent of Teaching and Learning is responsible for providing direct leadership to the program of classroom instruction and to the educational aspects of building management in order to assure the highest quality of instruction for all students in the Public Schools of Brookline.

Deputy Superintendent for Student Services: The Deputy Superintendent for Student Services shall manage all counseling, psychological and special education services to individual students, making use of mainstreaming and general education facilities so that all students are provided with optimal academic and personal benefits from their school experiences.

Senior Director of Equity: The Senior Director of Equity is responsible for leading and maintaining the district mission to provide equitable access, process, treatment, and outcomes for students and staff, and provide ongoing professional development experiences for staff that address unconscious bias and systematic racism. The Senior Director of Equity collaborates with other district leaders in an effort to identify, address, and reduce equity gaps in the Public Schools of Brookline.

Senior Director of Data and Strategy: The Senior Director of Data and Strategy manages the Office of Strategy and Performance, while also serving as Chief of Staff to the superintendent. The Senior Director of Data and Strategy manages the district's strategic planning, student information systems, student data, and family and community outreach.

Director of Human Resources: The Director of Human Resources is responsible for the recruitment, hiring, and evaluation of all staff, employee contract management, and the placement of substitute teachers. Additional responsibilities include record-keeping, processing of job applications, benefits, personnel counseling, negotiations, and grievances in such a way as to enhance the morale of staff and promote the overall efficiency of the school system.

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7. Administrative Reports to the School Committee: (Voted 6/14/76, #76-237; 11/16/81, #81-509)

The administration shall render the following reports to the School Committee:

Annually:

1. Central Office and Unit B Position Changes

A list of central office and Unit B staff positions during the preceding year which have been identified for elimination or revision.

2. Goals

The Superintendent's goals and objectives for the following academic year.

3. Enrollment Data.

a. Non-Resident Students

The number of Non-Resident Students in the Public Schools of Brookline, as of October 1, and their subcategories (e.g. material fee students).

b. Out-of-District PSB Placements as of October 1.

c. The number of K-12 Brookline children not attending the Public Schools of Brookline by grade level.

4. Equity Initiatives.

An update on equity work in the district that includes data metrics to measure progress.

5. School Grounds and Facilities.

A cataloguing of school building and playground changes, along with identified needs.

6. Problem Resolution System (PRS) Complaints.

Data on Problem Resolution System (PRS) filings by number, category, and finding.

7. Complaints of Violations pursuant to the Code of Conduct.

a. Complaints of Violations by category.

b. Suspension and Expulsion data.

c. Criminal Prosecution data.

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8. Complaints of Violations pursuant to the PSB Policy Against Discrimination, Harassment, Sexual Harassment and Retaliation.

a. Complaints of Violations by category.

9. Physical Restraint and Time Outs Data, pursuant to the PSB Physical Restraint Policy.

Quarterly

1. A report on the budget status for a given fiscal year.
2. Budget expenditures and the remaining balance for the given fiscal year.

In addition, the administration shall provide such other reports as are required by law or requested by the School Committee.

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- Budget expenditures and the remaining balance for the given fiscal year. ¶
- Monthly report that lists all funds transferred between or among accounts. ¶

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