

**DEPARTMENT OF HUMAN RESOURCES**  
**Wilmette Public Schools**

---

---

**ACTION ITEM**

**Date:**      **August 27, 2018**

**To:**            **Raymond Lechner, Ph.D.**

**From:**        **Heather Glowacki, Ed.D., Assistant Superintendent**

**Subject:**     **First Reading of Board of Education Policy 6:135 Accelerated Placement and 3:40 Superintendent and revised Policies 3:10 Board of Education Policy; 3:50 Administrative Personnel Other Than the Superintendent; and 3:80 Responsibility of the Building Principal and Assistant Principal**

**PROPOSED ACTION BY THE BOARD OF EDUCATION**

Motion to approve as First Reading Board of Education Policies 6:135 Accelerated Placement and 3:40 Superintendent and revised Policies 3:10 Board of Education Policy; 3:50 Administrative Personnel Other Than the Superintendent; and 3:80 Responsibility of the Building Principal and Assistant Principal

**BACKGROUND**

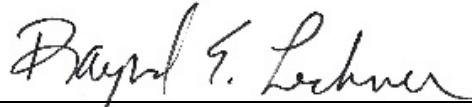
Board of Education Policies sections 3 and 4 will be reviewed this year. Additionally, any newly required policies will be presented to the Board of Education for review.

Policy 6:135 *Accelerated Placement* is a new, required policy presented for Board review. Additionally, Policy 3:40 *Superintendent* is also a new policy defining the role, duties and responsibilities of the superintendent.

Most of the policies in section 3 have been reviewed and revised. It is recommended that Policy 3:10 be named *Goals and Objectives*. Because the superintendent role will be defined in Policy 3:40, it is recommended that Policy 3:50 be named *Administrative Personnel Other Than the Superintendent*. It is recommended that Policy 3:80 *Responsibility of the Building Principal and Assistant Principal* be re-numbered 3:60. Additional revisions to language within the policies have been recommended and are reflected in the attached documents.

**HG/hg**

**Recommended for approval by the Board of Education**



---

**Dr. Raymond Lechner, Superintendent**

## **Instruction**

### **Accelerated Placement**

The District provides an Accelerated Placement process. Accelerated Placement provides curricular options usually reserved for students who are older or in higher grades than the student. Options may include, but are not limited to: (a) accelerating a student in a single subject; (b) other grade-level acceleration; and (c) early entrance to kindergarten or first grade. The accelerated placement process is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted and talented. Eligibility to participate shall not be conditioned upon the protected classifications identified in School Board policy 7:10, *Equal Educational Opportunities*, or any factor other than the student's identification as an accelerated learner.

The Superintendent or designee shall implement an accelerated placement process that includes:

1. Decision-making that is fair, equitable, and involves multiple individuals, e.g. District administrators, teachers, and school support personnel, and a student's parent(s)/guardian(s);
2. Notification to a student's parent(s)/guardian(s) of a decision affecting a student's Accelerated Placement; and
3. Assessment processes that include multiple valid, reliable indicators.

**Adopted:**

## **General School Administration**

### **Superintendent**

#### **Duties and Authority**

The Superintendent is the District's executive officer and is responsible for the administration and management of the District schools in accordance with School Board policies and directives, job description, and state and federal law. District management duties include, without limitation, preparing, submitting, publishing, and posting reports and notifications as required by state and federal law. The Superintendent is authorized to develop administrative procedures and take other action as needed to implement Board policy and otherwise fulfill his or her responsibilities. The Superintendent may delegate to other District staff members the exercise of any powers and the discharge of any duties imposed upon the Superintendent by Board policies or by Board vote. The delegation of power or duty, however, shall not relieve the Superintendent of responsibility for the action that was delegated.

#### **Qualifications**

The Superintendent shall have the experience and the skills necessary to work effectively with the Board, District employees, students, and the community. The Superintendent must have and maintain a Professional Educator License with a superintendent endorsement issued by the Illinois State Educator Preparation and Licensure Board.

#### **Evaluation**

The Board will evaluate, at least annually, the Superintendent's performance and effectiveness, using standards and objectives developed by the Superintendent and Board that are consistent with the Board's policies and the Superintendent's contract. A specific time should be designated for a formal evaluation session with all Board members present. The evaluation should include a discussion of professional strengths as well as performance areas needing improvement.

The Superintendent shall annually provide evidence of professional growth through attendance at educational conferences, in-service training, or similar continuing education pursuits.

#### **Compensation and Benefits**

The Board and the Superintendent shall enter into an employment agreement that conforms to Board policy and state law. This contract shall govern the employment relationship between the Board and the Superintendent. The terms of the Superintendent's employment agreement, when in conflict with this policy, will control.

Adopted:

## **General School Administration**

### **Board of Education Policy Goals and Objectives**

The following principles shall govern the administrative operation of the school system:

1. Responsibility shall flow simply and clearly from the Board of Education through the Superintendent to principals, teachers, and students. Nothing provided herein is intended to interrupt the free and open flow of ideas and assistance among personnel at every level.
2. The Superintendent is accountable for all activities and personnel in the District. In like manner, the building principal is accountable for all activities and personnel within the building.
3. ~~Each member of the staff shall be told to whom they are responsible for what functions.~~
4. ~~Whenever possible, each member of the staff shall be made responsible to only one immediate superior for any one function.~~
5. ~~Staff officers shall always work through the principal in carrying out defined functions within a school.~~

The Superintendent directs the administration in the management of the School District and to facilitate the implementation of a quality educational program in alignment with School Board policy 1:30, *School District Philosophy*. Specific goals and objectives are to:

1. Provide educational expertise.
2. Plan, organize, implement, and evaluate educational programs that will provide for students' mastery of the Illinois Learning Standards.
3. Meet or exceed student performance and academic improvement goals established by the Board.
4. Develop and maintain channels for communication between the school and community.
5. Manage the District's fiscal and business activities to ensure financial health, cost-effectiveness, and protection of the District's assets.
6. Provide for the proper use, reasonable care, and appropriate maintenance of the District's real and personal property, including buildings, equipment, and supplies.

**Adopted:**      **July 21, 1997**

**Revised:**

## **General District Administration**

### **Responsibility of District Administration**

#### **Administrative Personnel Other Than The Superintendent**

The School Board establishes District administrative and supervisory positions in accordance with the District's needs and ~~S~~state law. The general duties and authority of each administrative or supervisory position are approved by the Board, upon the Superintendent's recommendation, and contained in the respective position's job description. Each District administrator shall perform all duties as described in ~~S~~state law as well as other duties as specified in his/her employment agreement, job description, or as the Superintendent may assign.

The Board and each District administrator shall enter into an employment agreement that conforms to Board policy and State law. The terms of an individual employment contract, when in conflict with this policy, will control.

All administrative personnel shall be appropriately licensed and shall meet all applicable requirements contained in ~~S~~state law and Illinois State Board of Education rule. Each administrator shall complete ~~S~~state law requirements to be a prequalified evaluator before conducting an evaluation of a teacher, principal, or assistant principal.

The Superintendent or designee shall evaluate all administrative personnel and make employment and salary recommendations to the Board, implement an evaluation plan for District administrators.

**Revised: December 13, 2004, January 27, 2014,**

## **General School Administration**

### **Responsibility of the Building Principal and Assistant Principal**

The School Board, upon the recommendation of the Superintendent, employs Building Principals as the chief administrators and instructional leaders of their assigned schools, and may employ Assistant Principals. The primary responsibility of a Building Principal is the improvement of instruction. Each Building Principal and Assistant Principal shall perform all duties as described in ~~S~~state law as well as such other duties as specified in his or her employment agreement job description, or as the Superintendent may assign.

The Board and each Building Principal and Assistant Principal shall enter into an employment agreement that conforms to Board policy and ~~S~~state law. The terms of an individual employment contract, when in conflict with this policy, will control.

All administrative personnel shall be appropriately licensed and shall meet all applicable requirements contained in ~~S~~state law and Illinois State Board of Education rule. Each Building Principal and Assistant Principal shall complete ~~S~~state law requirements to be a prequalified evaluator before conducting an evaluation of a teacher or assistant principal.

The Superintendent or designee shall implement an evaluation plan for Principals and Assistant Principals that complies with Section 24A-15 of the School Code and relevant Illinois State Board of Education rules. Using that plan, the Superintendent or designee shall evaluate each Building Principal and Assistant Principal.

**Adopted: December 13, 2004**

**Revised: January 27, 2014;**