

Lincoln Public School District Management and Organizations

Who Are the Players and What Do They Do?

This document describes the management positions, components, and affiliated organizations of the Lincoln Public School District. The district includes grades PreKindergarten through 8 on campuses in Lincoln and on the Hanscom Air Force Base.

This document describes the roles of each position and organization. No attempt is made to enumerate every job task or to provide material about how these tasks are executed.

To find specific positions, components, or organizations, use the guide below:

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School Committee

The School Committee is a local governing body responsible both to the State and to its local constituencies for operating the public schools. The School Committee, by law, has the authority to establish educational goals and policies, hire and terminate the Superintendent, and review and approve school district budgets. Ideally, a School Committee is responsive to its constituencies, sensitive to the diverse needs of all students, and is an advocate for the district and for public education before all citizens.

The Lincoln School Committee, responsible for the Lincoln School District, is comprised of five citizens of Lincoln who are elected to staggered three year terms in the annual Lincoln town election. There are also appointed non-voting representatives: one representative from Boston for the METCO program and usually two representatives from Hanscom Air Force Base. The appointed members represent their constituencies. The School Committee usually meets twice a month in public and conducts its meetings in accordance with the state's open meeting law.

Superintendent

The Superintendent acts as the Chief Executive Officer of the district, with ultimate responsibility for all aspects of district operations. The Superintendent stays current with and applies knowledge of legislative developments and state and federal laws. The Superintendent provides educational leadership in communicating and implementing district goals.

Interaction between School Committee and Superintendent

A close collaborative interaction between the School Committee and the Superintendent helps promote strong schools. The School Committee and Superintendent work together in a number of essential areas including policy, finance, staffing, collective bargaining, performance standards, professional development, curriculum, and communications. Generally, the School Committee is charged with setting the goals, policies, and expectations, while the Superintendent is charged with their implementation.

The attached chart (Attachment A) delineates many of the responsibilities and interactions of the School Committee and Superintendent.

Policy Implementation

At various levels within the District, policies are formulated and implemented. Policies exist at different levels: individual classroom, building, campus, district-wide.

Central Office

Central Office refers to the Superintendent and three other positions: Assistant Superintendent, School Business Administrator, and Administrator for Special Education and Pupil Personnel Services. These individuals support and report to the Superintendent regarding district-wide issues and operations. The administrative assistants who support these positions are also part of Central Office.

Assistant Superintendent

The Assistant Superintendent leads the development and implementation of the curriculum and professional development. There is a particular focus on the design and ongoing evaluation of a system-wide, standards based curriculum, consistent with state and national standards. Together with the building principals, the Assistant Superintendent helps determine staffing requirements and evaluation of staff, including instructional assistants, aides, and substitutes. The Assistant Superintendent also provides support for grant writing and personnel activities. The Assistant Superintendent and principals jointly supervise curriculum specialists.

School Business Administrator

The School Business Administrator is responsible for all administrative and advisory work relative to the business operations of the Lincoln School District. The administrator provides leadership in the areas of budget development, financial planning and reporting, accounting, building maintenance and rentals, transportation, and food services. The administrator oversees and acts as a watchdog for ongoing spending and notifies the Superintendent and School Committee about spending trends and concerns. The administrator works closely with the Town finance and information systems departments.

Administrator for Special Education and Pupil Personnel Services

The Administrator for Special Education and Pupil Personnel Services is responsible for all matters pertaining to special education and related grants. The administrator supervises, mentors, and evaluates the building Special Education Coordinator and special education staff and assists in developing programs that best meet students' needs. In addition, the administrator acts as a resource to parents, teachers, and administrators with respect to special education process and procedures. The administrator oversees the assessment process for students referred for evaluations and ensures compliance with state and federal regulations.

Information Technology Administrative Network Administrator and Assistant Administrative Network Administrator

The Administrative Network Administrator and the Assistant Administrative Network Manager are responsible for the management of district-wide Information Technology. The areas for which they are responsible include infrastructure, operational support, email and web services, connectivity to the outside world, filtering, firewall maintenance, software installation, computer setup and repair, lab management, help desk and troubleshooting. These two positions report to the Superintendent.

Principals

The building Principals are responsible for all aspects of their schools. They help establish a safe, clean, and happy school community in which all children can learn and grow. The principals interview and recommend prospective staff and supervise and evaluate all building personnel. Principals are involved with the development, implementation, and assessment of curriculum. In close collaboration with district administrators, they work to achieve district, state, and federal academic standards. The principals, working with teachers and staff, develop the building budget requests and manage the allocation after budget approval. Principals work to facilitate effective communication among all constituencies: teachers, students, parents, district administration, and community.

METCO Director

The Metropolitan Council for Educational Opportunities (METCO) is a program that brings a limited number of Boston racial and ethnic minority students to suburban schools.

The METCO Director reports to the Superintendent and manages all aspects of the METCO program. The director provides educational, social, and emotional support for Boston students and their parents. The METCO Director is the liaison to METCO, Inc. Boston, and represents the district on the METCO Directors Committee and EMI Board of Directors.

Administrative Council

The Administrative Council is comprised of the Central Office, METCO Director, and Principals. The council meets twice a month to focus on issues related to the district as a whole. The council identifies problems and sets approaches to resolve them, assigns responsibility for action items, and evaluates the effectiveness of actions taken.

School Administrative Team

There are two School Administrative Teams, one for the Lincoln campus and one for the Hanscom campus. Each School Administrative Team is comprised of its Principal(s), Special Education Coordinator and the Central Office. The METCO Director is included in the Lincoln campus meetings. The School Administrative Team meets monthly regarding matters that are campus specific.

Hanscom and Lincoln Teachers

Each teacher is primarily responsible for helping students learn. They maintain the classroom environment, implement curriculum, manage day to day operations, evaluate individual student performance, communicate with parents, and pursue professional development.

Lincoln Teachers Association (LTA)

The Lincoln Teachers Association (LTA) is the labor union that represents the teachers in the district.

American Federation of State, County, and Municipal Employees (AFSCME)

The American Federation of State, County, and Municipal Employees union (AFSCME) is the labor union which represents the custodians in the district.

School Council

The School Council, established under Massachusetts law, brings together in each school parents, teachers, and community members to advise the Principal. The Council offers recommendations in areas including: identification of educational needs, review of annual school budget, formulation of the School Improvement Plan, and assistance in setting priorities. The School Committee may grant the Council additional authority regarding educational policy.

Teachers select the teacher members, parents elect the parent members, and Principals select the community representatives. The Council meets monthly during the school year and operates according to open meeting laws.

Parent Advisory Council (PAC)

The special education Parent Advisory Council (PAC), established under Massachusetts law, is a district-wide organization of parents whose children receive special education services. The PAC advises the district regarding education and safety of students with disabilities, assists parents in advocating for their children, and provides a network for parents to share information and improve educational opportunities. This organization promotes communication and programs to encourage understanding, respect, acceptance, and inclusion of children with disabilities within the school and larger community. The PAC receives operating funds and assistance from the district.

Lincoln Parent Teacher Association (PTA); Hanscom Parent Teacher Organization (PTO)

The mission of the Lincoln PTA, affiliated with the national and state organizations, and Hanscom PTO is to provide programs that enhance educational opportunities for children, teachers, and the community. The PTA/PTO operates in several major areas. They work collaboratively with principals and teachers to both support and supplement the educational experience; provide a venue for informal discussion among parents, teachers, school administrators, and the community; fund enrichment programs and arrange volunteers for classroom activities and special events; and link parent and teacher communities through lectures, workshops, and social activities. PTA/PTO monthly meetings are open to parents, school staff, and community members.

Lincoln School Foundation (LSF)

The Lincoln School Foundation (LSF) is a private, non-profit organization that raises money which is awarded directly to teachers, administrators, and students in the form of grants that support curriculum enrichment, professional development, and school/community collaboration.

Board of Selectmen/Finance Committee

The Board of Selectmen works with the School Committee on an as needed basis. There is an informal relationship between the two boards.

The Finance Committee establishes goals and guidelines to assist departments and boards with the development of their annual budget proposals. The Finance Committee does not set the annual budget for departments but does make recommendations to the annual Town Meeting which is the approving authority for all town budgets.

The Finance Committee and Board of Selectmen appoint liaisons who attend School Committee meetings as needed. The School Committee attends Finance Committee budget hearings to explain the school budget.

Massachusetts Association of School Committees (MASC)*

The Massachusetts Association of School Committees (MASC) is an organization whose mission is to “support Massachusetts school leaders in their increasingly complex governance role.” The association accomplishes its mission by presenting training programs, institutes, and workshops; assisting with policy development; offering administrator search services; providing legal and advocacy support; and serving as an information clearinghouse.

All people elected to school committees in Massachusetts are required to undergo eight hours of training. This training can be obtained through MASC.

Massachusetts Association of School Superintendents (MASS)*

Massachusetts Association of School Superintendents (MASS) is a statewide organization dedicated to the professional and advocacy concerns of school superintendents and assistants. The association holds general membership meetings, regional roundtables, a summer Executive Institute, and a variety of professional development programs. MASS influences state legislation, policies, and funding with the goal of improving public education for all children.

Concord Area Special Education Collaborative (CASE)*

Concord Area Special Education Collaborative (CASE) is an educational collaborative comprised of fourteen school districts. Its mission is to provide special education programming for students with low incident disabilities in preschool through age 23. Additionally, the collaborative provides special education transportation for several of its member districts. Member districts share the cost of services. This allows school districts access to specialized programming economically. The collaborative also provides professional development services for faculty of member districts.

Education Collaborative for Greater Boston, Inc. (EDCO)*

The Education Collaborative for Greater Boston, Inc (EDCO) is a voluntary collaborative of 21 urban and suburban school districts serving the Greater Boston Metropolitan Area. EDCO's mission is to improve education through inter-district and interagency collaboration, provide high quality education and related services to students-at-risk, and enhance equity, intercultural understanding, and equal opportunity in education

All EDCO programs and services, including direct services to students and professional development programs for teachers and administrators, are developed and implemented through consultation with staff in member school districts and other sponsoring agencies.

EDCO is governed by a 40-member board of directors comprised of school superintendents and school committee members representing each of its member school districts.

Empowering Multicultural Initiatives (EMI)*

Empowering Multicultural Initiatives (EMI) is a collaborative of ten school districts that specializes in anti-racist education. It provides graduate level courses for teachers and administrators. In addition, EMI provides consulting services and is part of the EDCO Collaborative.

* Lincoln is a member of these organizations.