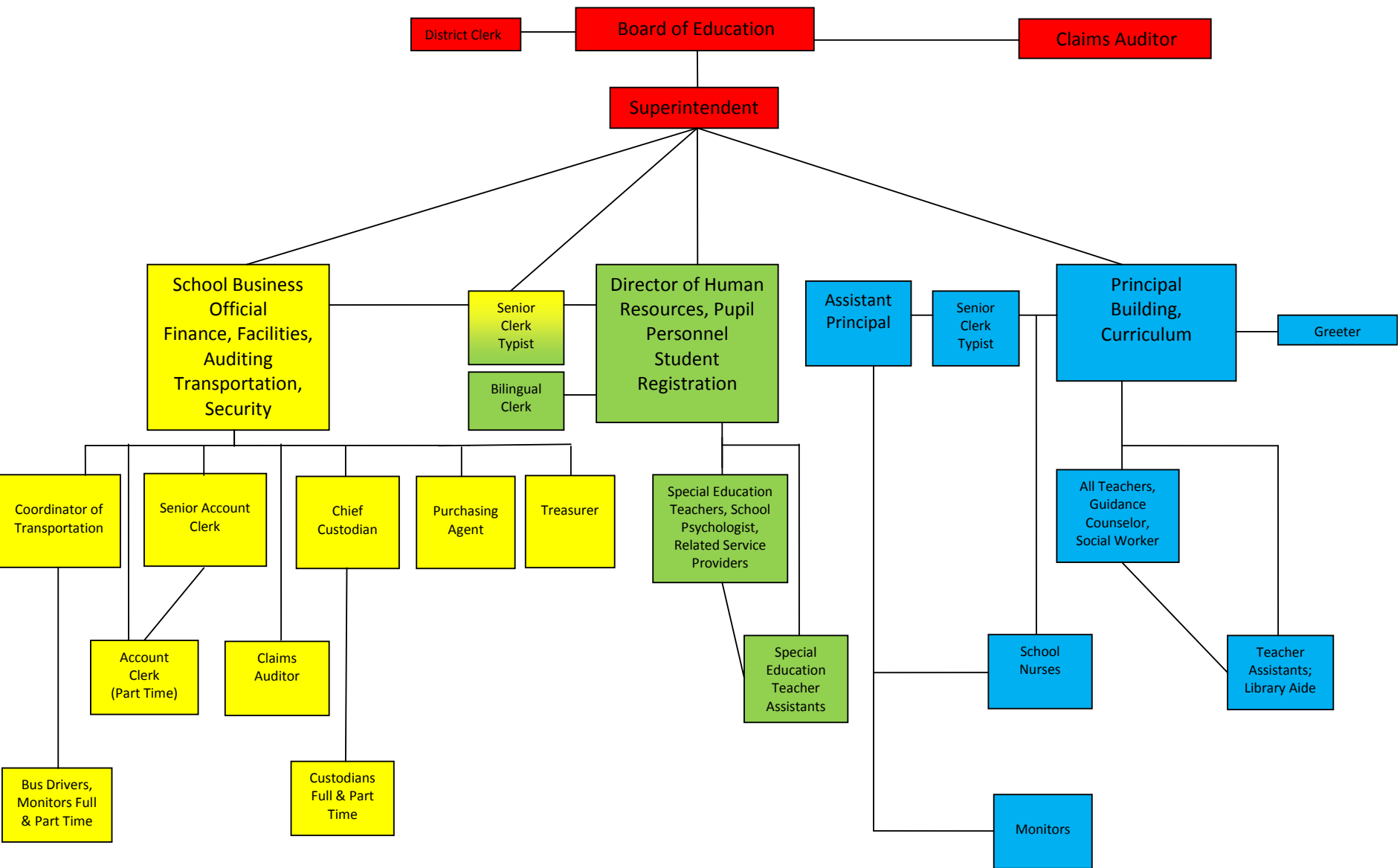




Organizational Structure 2016-2017

Springs Union Free School District Organizational Chart 2016-2017



Superintendent Responsibilities	M	\$
Serve as Chief Executive Officer of the District	X	
Report to the Board of Education, as a Board, for the administration of the Educational System	X	
Advise and make recommendations to the Board of Education with respect to all aspects and functions of the District	X	X
Attend, or have a representative attend, meetings of the Board of Education	X	
Work with the Board of Education to develop appropriate programs and policies upon recommendation or the initiative of the Board of Education	X	
Enforce all provisions of law and all rules and regulations relating to the management of the District	X	
Keep the Board informed of the condition of the District's educational system and financial status	X	
Relay communications by the Board regarding personnel to District employees and receive from school personnel any communications directed to the Board	X	
Prepare the agenda for Board meetings in consultation with the Board President	X	
Submit recommendations to the Board relative to all matters requiring Board action	X	

Superintendent Responsibilities (cont'd.)	M	\$
Make recommendations to the Board for Board goals and objectives for the educational system	X	
Recommend to the Board short and long range plans consistent with population trends, cultural and educational needs and the appropriate use of District facilities	X	
Develop and implement administrative procedures and programs to implement the intent established by Board policies, directives and formal actions	X	
See to the maintenance of adequate records for the school, including, but not limited to, a system of financial accounts, business and property records, personnel records, school population and scholastic records	X	X
Oversee the preparation of media releases and /or other items of public interest emanating from the District which pertain to education matters, policies, procedures and school related incidents or events	X	
See that appropriate in-service training and professional development is conducted		
Make recommendations to the Board of Education for the appointment, discipline or termination of employment of district personnel	X	
Participate in collective bargaining negotiations with District employee groups	X	X
Prepare the annual proposed school budget and submit to the Board of Education	X	X

Superintendent Responsibilities (cont'd.)	M	\$
Hold regular meetings with District administrators		
Direct the operations and activities of District administrators	X	
Supervise and evaluate District administrators	X	
Hold such meetings with teachers and other employees as is necessary for the discussion of matters concerning the improvements and welfare of the schools		
Attend BOCES, State and professional organization meetings as necessary	X	X

Business Official's Responsibilities	M	\$
Budgeting		
Budget Calendar	X	
Enrollment Projections	X	X
Meetings with Administrators - Staffing & Building Expense needs	X	X
Budget Presentations to Board and Community	X	
Projecting district wide expenses including: High School Tuition Salaries & Benefits Transportation cost including new equipment purchase Legal & Insurance (Incl. property, auto, student accident) Facilities (B&G) expenses Technology equipment expense Various Materials & Supplies Bond Principal & Interest Payments	X	X
Projecting revenues: Tax Cap Restrictions State Aid Projections Tax Levy Projections Appropriation of Fund Balance & certain Reserves	X	X
Business Office Supervision		
Daily supervision of the business office staff to ensure smooth functioning of the department.	X	X

Business Official's Responsibilities (cont'd.)	M	\$
Accounts Payable functions		
Accounts Receivable functions		
Payroll & Benefits functions		
Treasurer functions including accounting, treasurer reports for Board, payroll taxes, cash receipt reconciliation, bank reconciliation, journal entries, budget transfers, Nvision accounting system, authorize wire transfers, bank transfers, sign checks, review warrants, year-end accounting process and reconciliation.		
Fixed Assets		
Purchasing		
Review and Approve Purchase Requisitions	X	
Approve Purchase Orders	X	
Communicate with vendors regarding payments		
Ensure that daily purchasing practices are in compliance with State laws		
Prepare Bids, Request For Proposals (RFPs), and solicit price quotes	X	
Review and update purchasing policies for compliance with State laws		

Business Official's Responsibilities (cont'd)	M	\$
Other Business Functions		
Contract Negotiations - all units	X	X
Manage Capital Improvement Projects	X	X
Prepare and submit State reports during and after budget process	X	X
Coordinate functions for year-end closing of books with auditors		
Prepare and submit State reports such as ST-3, SA-100 after external audit is complete	X	X
Submit audited financial statements from auditors to the State and Comptroller's Office	X	
Communicate with the State and Comptroller's Office regarding written response to audit recommendations, new laws regarding State reporting requirements, and any other issues or concerns received from the State.	X	
Attend and participate in meetings regarding Workers' Compensation, State Aid, and other State requirements to remain updated with current practices and procedures.		
Transportation		
<p>Supervise the transportation office functions: Problem solve on route issues, parent complaints, and bus driver complaints. Through the budgeting process, arrange for the acquisition of new buses to meet student transportation needs. Monitor transportation budget expenditures to ensure spending remains within budget.</p>		

Business Official's Responsibilities (cont'd.)	M	\$
Facilities		
Problem solve on building related issues, teacher complaints, and custodial complaints.		
Through the budgeting process, arrange for the repair and upgrade of building equipment.		
Monitor facilities budget expenditures to ensure spending remains within budget.		
Coordinate the completion of the Five Year Facilities Plan with architects for review with the board, and submission to the State.	X	
Continue to review building safety and security functions to ensure maximum safety for all occupants.		

District Treasurer	M	\$
Record cash receipts in book.	X	
Prepare bank reconciliations and Treasurer's Report.	X	
Prepare cash flows for Board report.	X	
Monitor cash flow and transfer money to payroll and checking when necessary.	X	
Review and post payroll.	X	
Print and sign checks for checking accounts and payroll.	X	
Transmit payroll deposits.	X	
Release all wires for Omni, debt service, etc.	X	
Prepare quarterly 941 and NYS-45 tax forms.	X	
Prepare all journal entries and budget transfers	X	
Monitor budget and review for negatives. Make transfers as necessary.	X	
Prepare BOCES analysis and code for input into warrant.	X	
Prepare top expenditures for Board report.		
Close out each month and reconcile and tie out all general ledger, revenue and appropriation balances for all funds. Close monthly schedules.	X	
Review all warrant checks and stamp purchase orders for Purchasing Agent to sign.	X	
Assist in budget preparation and account analysis.		
Assist accountants in year end work paper prep and close books.		

Business Office Responsibilities	M	\$
Payroll		
Set up employee payroll accounts including salary, attendance, substitute days, extra hours and billheads and time sheets earnings	X	X
Pay Schedule	X	
Benefits/ Deductions (processing/ reconciliation and reporting). Including, but not limited to, Health /Dental, 403b, 457, Flex, Union Dues, Garnishments, Retirement system reporting, Affordable Care Act (ACA) reporting	X	
Create and print T&A Checks	X	
Direct Deposit	X	
Tax Information	X	X
W-2 File processing at end of calendar year	X	
Retiree Payouts/submissions	X	X
Accounts Payable		
Complete warrant package (Invoice, Purchase order, Requisition, Proof of delivery)	X	
Enter Voucher package	X	
Print/Post Checks, attach check to warrant and run schedules	X	
Claims Audit	X	

Business Office Responsibilities (cont'd.)	M	\$
Reimbursements (Medicare)	X	
Process payment(s) to EH Library (from tax installments)	X	
File completed warrant	X	
Provide tax exempt certificate	X	
Accounts Receivable/Cash Receipts:		
Invoice : Project Most transportation, cobra, medical contributions for retirees, sending district's tuition and related aid or assistant costs	X	X
Process Wires/Credits: State Aid, Foundation Aid, Milk Aid, EHT Tax Installments NYS DOH, Title Grants, Interest	X	X
Process checks received: Grants, Student Activities/Field Trips, Donations	X	X
Student Accident Reporting	X	
Employee Injury/Workers Compensation reporting & quarterly submissions	X	
Purchasing:		
Vendor Establishment	X	
Account/Budget Code	X	
Enter Requisition into NVision	X	

Business Office Responsibilities (cont'd.)	M	\$
Approval Process	X	
Print/Post Purchase Orders	X	
Print/Post Purchase Orders	X	
Fax/email purchase order to vendor	X	
Follow up (discontinued/unavailable items)		
Assets:		
Process all assets as pertaining to District policy	X	

Claims Auditor	M	\$
Reviews and signs off each week on claims warrants (individual checks) processed by the business office	X	
Signs warrants schedule reports for the month (total of all checks processed) and provide report to the Board of Education	X	
Report to the Board on any exceptions to the claims warrants - e.g. missing POs, confirming POs, proof of delivery etc.	X	
Communicate and ask questions of the business office staff on any exceptions found on the claims report	X	

District Clerk	M	\$
District (BOE) Meetings		
Create Board of Education meeting agendas in conjunction with admin and BOE president	X	
Gather back up information and copy		
Assemble binders for BOE and Admin		
Deliver binders to BOE members' homes		
Prepare Board table for public session		
Record meeting		
Type minutes from the meeting	X	
Send meeting minutes to BOE for approval (at next meeting)	X	
Once approved, post minutes to District website		
Foil Requests : From receipt to satisfaction of request	X	
Annual Budget Votes		
EH Town Library Budget Vote (Saturday in September)	X	
School Budget Vote	X	

District Clerk (cont'd.)	M	\$
Create Board nomination packets and distribute to requestors	X	
Post proposed budget /legal notices in newspapers	X	
Setup for annual budget vote; coordinate workers for budget vote day	X	
Create absentee ballot and mail to eligible voters	X	
Submit ballot to Board of Elections	X	
Coordinate with Board of Elections – voting machines	X	
Serve as chairman of budget vote, coordinate all phases from opening to closing	X	
Count ballots and submit reporting results	X	
District Records: Records Management	X	
Legal		
Notices of Claim, submit to NYSIR and attorneys for the District	X	
Contracts with vendors: provide school attorney with pertinent information for review and creation, provide contract to BOE for approval and president signature, process fully executed contracts	X	
Maintain and update the BOE District policy book, insert revised policies, remove deleted policies, inform BOE of policy updates by NYSSBA and other legal sources	X	

Pupil and Personnel Services Director's Responsibilities	M	\$
Facilitate evaluation process and chair CSE, CPSE and 504 meetings	X	
Gather information, monitor and complete forms for State STAC reporting	X	X
Monitor and input student information for State reporting	X	X
Collaborate with faculty to maintain validity in developing and implementing IEPs	X	
Tuition Special Education students from neighboring districts to Springs programs		X
Verify provider billing/invoices	X	X
Apply and monitor 611/619 Grants	X	X
Organize and facilitate summer school	X	X
Attend State mandated trainings	X	X
Create Special Education budget	X	X
Prepare, approve and submit the Special Education department requests by staff and monitor the expenditure of funds	X	X
Monitor student NYSAA	X	
Create fiscally responsible budget	X	X
Project Special Education enrollment	X	X

Pupil and Personnel Service Director's Responsibilities (cont'd.)	M	\$
Collaborate with surrounding districts for Special Education placement	X	X
Coordinate transportation for students with special needs	X	X
Confirm and validate IEPS on Frontline IEP for reporting	X	X
Send out invitation, forms and complete IEPs to parents	X	
Verify out of district billing	X	X
Confirm transferred student recommended services.	X	X

<p align="center">Pupil and Personnel Services and Human Resource Director's Responsibilities</p>	<p align="center">M</p>	<p align="center">\$</p>
Attend special school events and functions		
Conduct all unannounced observations and post conferences for teachers	X	
Develop and present Professional Development	X	
Monitor delivery of instructional programs		
Daily supervision of the registration, PPS and Human Resources departments and staff to ensure smooth functioning of the department.		
Administrative meetings		
Oversee all student registration	X	
Validate student residency and registration for ages 3-21	X	X
Receive and disseminate new student records and information to building level	X	
Evaluate records for special circumstances/needs	X	X
Member of the BOE executive sessions and meetings		
Monitor and update demographic information	X	
Collaborate with District Clerk to ensure BOE agendas are accurate and supporting documentation is valid		

Human Resource Director's Responsibilities	M	\$
Verify teachers' credits for salary advancement	X	X
Mediate and resolve concerns/complaints among staff	X	
Contract negotiations - All units	X	
Manage employment posting on web based program OLAS	X	
Review applications and resumes of all candidates to be interviewed	X	
Organize and conduct interviews for employment candidates	X	
Verify and maintain personnel files	X	X
State reporting on teacher status	X	
Upload credits to TEACH	X	
Monitor staff certifications	X	
Monitor staff attendance	X	
Report and upload beginning and end of the year attendance balances for all staff	X	
Meet with staff and confirm documentation for extended leaves	X	X
Work with business office to ensure accuracy of personnel payroll and benefits	X	X

Building Level Responsibilities	M	\$
Negotiating of the old 3012-C and new 3012-D Annual Professional Performance Plans (APPR)	X	X
Monitors delivery of instructional programs	X	
Plan, organize and supervise all curricular and extracurricular activities		
Supervise and evaluate the performance of all instructional and support level school building employees	X	
Conduct all announced observations including pre and post conferences for teachers and support staff	X	
Conduct staff meetings and grade level conferences		
Overseeing day to day absences for instructional staff including monitoring of AESOP	X	
Approve the master teaching schedule for K-8 and classroom assignments		
Scheduling of all courses for teachers, staff and all students to ensure Commissioner regulations are met in student management system	X	
Work with registration department on student placement;		
Plan, schedule and supervise fire, lockdown and other emergency drills as required by law and board policy	X	
Supervise and implements all professional development for staff including new CTLE requirements	X	

Building Level Responsibilities (cont'd.)	M	\$
Provide professional development to staff	X	
Creation of school building budget		X
Prepare, approve and submit the school's budget requests by staff and monitors the expenditure of funds		X
Student- related conduct issues including EHHS transportation issues including in school and out of school suspensions	X	
Report incidents of violence, vandalism and substance abuse through NYS VADIR System	X	
Work with law enforcement in maintaining a safe and drug-free school environment including DARE program scheduling	X	
Chief Information Officer (CIO) for state education data reporting and collection including BEDS data	X	X
Supervise NYSED testing program for grades 3-8 ELA, math, science, and Regents exams	X	
Prepare or supervise the preparation of all reports, grants, records and other paperwork required or appropriate to the school's administration for NYSED submittal	X	X
Liaison for district for UPK Program at MHT including staff absences		
Liaison for district for Project MOST		
Work with business office to ensures proper collection, safekeeping, and accounting of school activity funds		

Building Level Responsibilities (cont'd.)	M	\$
Attend special school events and functions (i.e. PTA events)		
Plan and supervise regularly scheduled parent/teacher conferences; and make arrangements for special conferences as necessary		
Building administration liaison between the school, home and community; interpret policies, programs and activities; and encourage broad community participation in the affairs of the school		
Attend Board of Education meetings and serve on Board and District committees		
Communicate information to parents and the community that is required by law or administrative code	X	
Develop and maintain a master schedule for the academic and extracurricular programs and work cooperatively with the chief custodian to schedule community use of the school building and grounds		
Articulation with superintendent (weekly updates and daily meetings)		
Interviewing, hiring and monitoring of staff including substitute teachers	X	
Create Superintendent's Conference Day agendas with staff committee input	X	
Coordination of Blackboard Connect Communication system		

End