

**ORGANIZATION OF INSTRUCTION REGULATION**

A. Calendar

The Superintendent of Schools shall annually prepare, by March 1st, a proposed school calendar for the succeeding school year. The school calendar for the succeeding academic year shall be recommended by the Superintendent for Board of Education action at the regular meeting in March.

B. Staffing

1. Authorization

The Building Principals shall, as soon as annual enrollment projections are updated, begin work with their respective staffs and project course enrollments for the following year and establish staff needs. A detailed report describing and justifying proposed additional staff needs shall be prepared for the Superintendent's review by December 1st. The Superintendent shall make recommendations for additional staff needs for the succeeding school year to the Board as part of the proposed budget.

2. Advertising and Recruiting

Upon Board authorization of additional staff needs, the Superintendent shall advertise authorized positions and vacancies in the media and to a sufficient number of colleges and universities so as to insure the recruitment of a high quality staff in keeping with Board staffing objectives.

3. Screening

The Superintendent shall organize procedures for the efficient screening of qualified candidates applying for positions in the North Colonie Central Schools. After initial screening committees forward recommended finalists, interviews with candidates involving the Assistant Superintendent and Superintendent shall be arranged in the district.

4. Appointment

After the recommendations of the Principal and department supervisors are reviewed, the Superintendent shall prepare a recommendation for Board action. Prior to the final screening of any candidate for Board action, a personal contact with at least one of the candidate's significant references (preferably the previous school employer) shall be made.

Candidates selected for recommendation to the Board shall be checked by the Superintendent for eligibility for New York state certification, and the Superintendent shall determine the proper salary schedule placement for such candidates. The candidate will sign the standard district contract form and a resume of his/her qualifications and experience shall be prepared for the Board agenda.

Upon formal action by the Board, the contract with the teacher shall be executed by the Superintendent (or in case of his/her absence, the designated Assistant Superintendent) and the Clerk of the Board of Education.

5. Reappointment

- a. Attainment of Tenure - Before November 1st each year, the Superintendent's office will submit to each Principal the list of teachers for his/her building who are eligible for tenure appointment. Each Principal will review his/her list and by December 1st recommend to the Superintendent the teachers in his/her building to be appointed to tenure status. At the regular Board meeting in January, the Superintendent shall present for Board approval the list of teachers to be appointed to tenure status.
- b. Probationary Teachers - Before December 1st each year, the Superintendent's office will submit to each Principal the list of probationary teachers not eligible for tenure for his/her building. Each Principal will review his/her list and by the last Monday in March recommend to the Superintendent any probationary teachers in his/her building who should be terminated. At the regular Board meeting in May, the Superintendent shall present for Board action the list of probationary teachers to be terminated.

**Cross-ref:** 9210, Staff Positions  
9240, Recruiting and Hiring

**Note:** Prior regulation, School Calendars and Staffing, 2112.4

October 9, 1973  
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