

ADMINISTRATION

6100P

Board/Superintendent Relations

The successful operation of schools requires a close, effective working relationship between the Board and the Superintendent. The relationship must be one of trust, good will, and candor.

As the legally designated governing body, the Board retains authority within the District. The Superintendent is the Board's professional advisor to whom the Board delegates executive responsibility. The Superintendent is responsible for making recommendations relative to all matters requiring Board action and placing before the Board such necessary facts, information, and reports as are needed to ensure the making of an informed decision. This shall include completing any reports required by the Federal government, the State Department of Education, or the Board of Trustees.

The Board shall:

Select the Superintendent and delegate to him or her all necessary administrative powers

Adopt policies for the operations of the school system and review administrative procedures.

Create a continuous improvement plan.

Formulate a statement of goals reflecting the philosophy of the District.

Adopt annual objectives for improvement of the District.

Approve courses of study.

The Superintendent shall:

Serve as chief executive officer of the District.

Recommend policies or policy changes to the Board and develop procedures that implement Board policy. Enforce the policies, rules, regulations, and decisions of the Board and be responsible for their dissemination to school employees and the general public.

Manage and implement change through long-range planning efforts such as continuous improvement planning and technology planning.

Provide leadership in the development, operation, supervision, and evaluation of the educational program. Set priorities, develop plans, implement and evaluate decisions, and accept responsibility for administrative actions.

Recommend annual objectives for improvement of the District.

Recommend courses of study.

The Board shall:

Approve textbooks and other instructional materials.

Approve the annual budget.

Employ certificated and classified staff, in its discretion, upon recommendation of the Superintendent.

Authorize the allocation of certificated and classified staff.

Approve the appointment, assignment, transfer, promotion, demotion, discharge, and/or suspension of all employees as provided by law and the policies of the Board.

Approve contracts for construction, remodeling, or major maintenance.

Approve payment of vouchers and payroll.

The Superintendent shall:

Recommend textbooks and other instructional materials.

Prepare and submit the annual budget. Oversee the financial planning of the District and implementation of the Board-approved budget.

Recommend candidates for employment as certificated and classified staff.

Recommend staff needs based on student enrollment; supervise all District employees directly or indirectly; direct and assign teachers and other employees of the schools under his or her supervision; organize, reorganize, and arrange the administrative and supervisory staff, including instruction and business affairs, as best serves the District, subject to the approval of the Board. Act as a liaison between the Board and the school employees and transmit communications between the two.

Recommend the appointment, assignment, transfer, promotion, demotion, discharge, and/or suspension of all employees of the Board as provided by law and the policies of the Board.

Recommend contracts for major construction, remodeling, or maintenance. Make recommendations regarding the location and size of new school sites and of additions to existing sites; the location and size of new buildings on school sites; the plans for new school buildings; all appropriations for sites and buildings; and improvements, alterations, and changes in the buildings and equipment of the District.

Recommend payment of vouchers and payroll.

The Board shall:

Approve proposed major changes of school plants and facilities.

Approve collective bargaining agreements.

Assure that appropriate criteria and processes for evaluating staff are in place.

Appoint citizens and staff to serve on special Board committees, if necessary.

Conduct regular and special meetings.

Serve as final arbitrator for staff, citizens, and students.

Promptly refer all criticisms, complaints, and suggestions called to its attention to the Superintendent.

Authorize the ongoing professional enrichment of its administrative leader as feasible.

Approve appropriate District expenditures recommended by the Superintendent for the purpose of ongoing District operations.

Approve emergency action taken by the Superintendent.

The Superintendent shall:

Prepare reports regarding school plant and facility needs. Engage in capital facilities planning.

Supervise negotiation of collective bargaining agreements.

Supervise staff negotiations with certified personnel and be responsible for the evaluation of all certificated and non-certificated employees. Establish criteria and processes for evaluating staff.

Recommend formation of ad hoc citizens' committees.

As necessary attend all Board meetings and all Board and citizen committee meetings, serve as an ex-officio member of all Board committees and provide administrative recommendations on each item of business considered by each of these groups.

Inform the Board of appeals and implement any such forthcoming Board decisions.

Respond and take action on all criticism, complaints, and suggestions as appropriate.

Undertake consultative work, speaking engagements, writing, lecturing, or other professional duties and obligations.

Diligently investigate and make purchases that benefit the most efficient and functional operation of the District. Oversee the use of all District facilities, property, and funds with a maximum of efficiency.

Exercise discretion in matters requiring immediate attention which are not covered by Board policies, and inform the Chair of any emergency action taken.

*** A copy of the Superintendent's evaluation may be included.**

Procedure History:

Promulgated on: 5/2/16

Revised on: