

BOARD- SUPERINTENDENT RELATIONS

The Superintendent will keep the Board currently informed in all areas pertaining to the operation of the schools. She/he will prepare or cause to be prepared reports to the Board to facilitate their decisions. She/he will prepare the agenda for each Board meeting and will attend all meetings and participate in all deliberations except when her/ his contract is being considered.

She/he will administer the schools in conformity with the adopted policies of the Board, the State Board of Education, and state law making such administrative rules and regulations as may be necessary. She/he will be ultimately responsible for all areas reporting directly to her/ him which include instruction, business management, personnel, pupil personnel, technical, vocational and continuing education, employee relations, information and community services, and federal and special programs. She/he will coordinate these functions to obtain the efficient operation of schools for the benefit of the total community.

The responsibilities of the Superintendent in a climate with the Board are identified as:

<u>Board</u>	<u>Superintendent</u>
1. To select a competent, established educational leader as Superintendent.	To administer effectively and provide the professional, educational leadership necessary.
2. To serve as a policy making body.	To recommend sound policy and implement adopted policies by formulating and enforcing rules and regulations.
3. To allow the Superintendent to administer the schools	To make Board policy effective through efficient administration.
4. To exercise sound judgment in business affairs of the school operation.	To keep the Board informed on financial matters, do sound long-range planning, and keep current expenditures within the approved budget.
5. To deal always in an ethical, honest, straightforward, open-and-above board manner with the Superintendent and community.	To deal always in an honest, professional, straight-forward, open-and-above board manner with the Board, the staff, and the community.
6. To provide necessary personnel within budget limitations.	To present personnel needs to the Board.
7. To approve an organizational pattern for the administration.	To make assignments for each position with the Board's authorization.
8. To take legal action required by law	To recommend to the Board all action required by law.

Board

9. To examine and approve an annual budget.
10. To function as a Board rather than as individuals.
11. To carry on communications with staff members through the Superintendent.
12. To hold the Superintendent accountable of results.
13. To remember that schools exist for the benefit of the students and the community.
14. To fulfill such other duties required by regulations of the State Board of Education and state law.

Superintendent

- To recommend an annual budget with necessary supporting data.
- To deal with the Board as a whole rather than with individual members.
- To see that the staff can have necessary communication through the Superintendent with the Board.
- To accept responsibility for results.
- To remember that schools exist for the benefit of the students and the community.
- To fulfill such other duties required by regulations of the State Board of Education and state law.

Revised;

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