

BOARD-SUPERINTENDENT RELATIONSHIP

Code **BDD** Issued **8/04**

Purpose: To establish the basic structure for the board's legislation of policies and the execution of those policies by the superintendent and staff.

The board believes that its most important function is formulation and adoption of policy. The superintendent's function is the execution of the policies. The board delegates certain of its executive powers to the superintendent to manage the schools within the established policies.

The board holds the superintendent responsible for the administration of its policies, the execution of board decisions, the operation of the internal machinery designed to serve the school program, and the provision of information to the board about school operations and problems.

The relationship that exists between a board and its superintendent is an intrinsic part of the educational process within a community. The knowledge of what each can reasonably expect of the other can help substantially in promoting sound working relationships.

The board will do the following.

Select a competent, established educational leader as superintendent and support that person in the discharge of assigned duties.

Serve as a policymaking body.

Allow the superintendent to administer the schools.

Adopt an annual budget.

Exercise sound judgement in business affairs of the school corporation.

Deal always in an ethical, honest, straight-forward, open-and-above-board manner with the superintendent and the community.

Approve an organizational pattern for the administration.

Establish salary schedules and other personnel policies.

Require and discuss reports of the superintendent concerning the progress of the schools in terms of

The superintendent will do the following.

Administer effectively and provide the professional educational leadership necessary. All individuals employed by the board are responsible directly or indirectly to the superintendent.

Recommend sound policy and enforce the policies by establishing rules and regulations.

Implement board policy effectively through efficient administration.

Prepare and submit an annual budget to the board for consideration.

Keep the board informed on financial matters, use sound long-range planning and keep current expenditures within the approved budget.

Deal always in an ethical, honest, straight-forward, open-and-above-board manner with the board, the staff and the community.

Make assignments for each position with the board's authorization.

Recommend personnel policies for adoption and be responsible for assignment of all personnel.

Formulate and administer means of evaluating staff members and report findings to the board. Duties

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| The board will do the following. | The superintendent will do the following. |
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| achievement of pupils, teachers and administrators. | and responsibilities may be delegated, but the superintendent has final responsibility for actions of subordinates. |
| Function as a board rather than as individuals. | Deal with the board as a whole rather than as individual members. |
| Communicate with staff members through the superintendent. | Ensure necessary staff communication through the superintendent with the board. |
| Remember that schools exist for the benefit of the students and the community. | Remember that schools exist for the benefit of the students and the community. |
| Act as a court of appeal for school employees and citizens of the community in cases where the decision of the superintendent is appealed. | Make decisions in line with board policy. Appeals from such decisions may be heard and decided by the board. |
| Present the needs of the schools before the citizens of the community. | Plan means of keeping the community informed about school matters. Serve as a representative of the schools before the public. |
| Adopt school curriculum, textbooks and annual school calendar. | Recommend for board action school curriculum, textbooks and annual school calendar. |

Adopted 6/10/75; Revised 2/12/91, 6/25/91, 8/10/04