

Policy-making is a primary function of the School Board and execution of those policies is the primary function of the Superintendent.

Delegation by the Board of its executive powers to the Superintendent allows the Superintendent to manage the schools in accordance with the Board's policies. The Superintendent shall keep the Board informed in all areas pertaining to the operation of the schools. The Superintendent or designee shall prepare reports to the Board to facilitate its decisions. The Superintendent or designee, in consultation with the Board Chair, will prepare the agenda for each Board meeting and will attend all meetings and participate in all deliberations except when his or her contract is being considered.

The Superintendent will administer the schools in conformity with the adopted policies of the Board, Department of Education, and with federal and state laws and regulations. The Superintendent shall make such administrative rules and regulations as may be necessary.

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

| <u>Board</u> | <u>Superintendent</u> |
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| 1. To select a competent, established, educational leader as Superintendent. | To administer the district effectively and provide professional, educational leadership. |
| 2. To serve as a policy-making body. | To recommend policy and policy revisions. |
| 3. To allow the Superintendent to administer the schools. | To administer the district efficiently by implementing adopted policies and by formulating and enforcing rules and regulations. |
| 4. To exercise sound judgment in educational and business affairs of the school district | To keep the Board informed on educational and financial matters, conduct sound, long-range planning, and keep current expenditures within the approved budget. |
| 5. To deal in an ethical, honest, professional, and transparent manner with the Superintendent and the community | To deal in an ethical, honest, professional, and transparent manner with the Board, staff, and community. |

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| 6. To provide for essential personnel within budget limitations. | To present personnel needs to the Board. |
| 7. To approve an organizational structure for the administration of the district. | To make assignments for each position within the organizational structure of the district. |
| 8. To take legal action required by law. | To recommend to the Board all action required by law. |
| 9. To consider actions recommended by the Superintendent. | To make recommendations to the Board regarding specific actions it should consider. |
| 10. To examine and approve an annual budget. | To recommend an annual budget with necessary supporting data. |
| 11. To function as a Board rather than as individuals. | To deal with the Board as a whole rather than with individual members. |
| 12. To communicate with district staff members through the Superintendent. | To establish procedures for district staff to communicate with Board members. |

Law Reference: State Board Ed 302.01

Appendix Reference:

Date Adopted: September 5, 2006

Last Review /Revision Date: November 13, 2012