

**BOARD - SUPERINTENDENT RELATIONSHIP**

**Background**

The Mt. Lebanon School Board believes that the most effective way of fulfilling its responsibilities is through close cooperation and teamwork between the School Board and the Superintendent. The roles of the Board-Superintendent management team are essential to the success of the entire system. In order to permit each to complement and ensure the success of the other, there must be agreement on principles of working together to achieve our common goal: the best education possible for each and every student.

**Objective**

The purpose of this policy is to clarify the roles and outline responsibilities of both the Board and Superintendent in order that an understanding and acceptance of respective functions can be reached.

**Policy**

As the legally designated governing body, the Board retains final authority within the District, yet the Superintendent is the Board's professional advisor to whom the Board delegates executive responsibility. It is essential that each recognizes, respects and supports the other's area of responsibility to ensure effective and efficient operation of the District, and at all times, communicate in an open, honest and rational manner. To this end, the Board designates the Superintendent as the Chief Executive Officer of the District. The following table, though not exhaustive, outlines the responsibilities of the Board, Board members, and the Superintendent in several key areas:

<b>Board Responsibilities</b>	<b>Superintendent Responsibilities</b>
1. Select the Superintendent of Schools and advise and support him/her in the discharge of duties as Chief Executive Officer of the District.	1. Act as Chief Executive Officer and chief advisor to the Board. Be directly responsible to the Board for the effective and efficient operation of the school system.
2. Hold the Superintendent accountable for all operations of the District. Objectively evaluate the Superintendent's performance no less than annually. The evaluation shall encompass the Superintendent's performance as it relates to his/her job description, employment contract, role expectations and attainment of District and personal goals.	2. Provide the Board with all relevant materials concerning goals and performance, including results of any feedback surveys.

<b>Board Responsibilities</b>	<b>Superintendent Responsibilities</b>
3. Delegate to the Superintendent responsibility for all executive functions, refrain from handling directly any administrative details, and give the Superintendent authority commensurate with responsibilities.	3. Be responsible for the day to day operation of the District by developing procedures, plans, programs, and processes to meet the District's needs and goals.
4. Develop and adopt policies for the efficient and effective operation of the District within all legal parameters. Review and update policies as necessary.	4. Carry out all policies established by the Board, except those having to do with the Board itself. Advise the Board in regard to adoption or modification of policy. Keep the Board informed as to the effectiveness of policies. Ensure staff/District compliance with all policies and laws.
5. Establish the District's mission and strategic plan through a comprehensive process involving representatives of all stakeholders.	5. Assist the Board in the development of the mission and strategic plan. Assist the Board in developing annual District goals and priorities, establishing the means for achieving these goals, leading the District toward fulfillment of its mission, and establishing a process for monitoring progress.
6. Appoint all regular District personnel after consideration of the recommendation of the Superintendent and issue all orders affecting employees through the Superintendent. The Board shall provide sufficient personnel to conduct properly the District educational program and its administration.	6. Recommend personnel appointments, promotions, transfers, and terminations. While the Superintendent may delegate authority, the Superintendent shall be held responsible for the actions of all subordinates. Oversee a program for the performance appraisal and improvement of all personnel.
7. Determine salary schedules and other personnel policies.	7. Advise on and recommend personnel policies to the Board and assume responsibility for assignment of employees.
8. Adopt an annual budget as required by law.	8. Prepare an annual budget for Board consideration and approval. Prepare and submit to the Board monthly and annual financial reports on the operations of the District.
9. Consider and approve expenditures as required by law.	9. Approve and direct all District expenditures within the appropriations adopted by the Board and within limits of law, school policy and District contracts.

<b>Board Responsibilities</b>	<b>Superintendent Responsibilities</b>
10. Consider recommendations for capital outlays, adopt plans for capital improvements, and determine means of financing them.	10. Develop plans for maintenance, improvements in, or expansion of buildings and site facilities needed to provide properly the educational program.
11. Require from, and discuss with the Superintendent, regular reports concerning progress of the District and schools in meeting goals of the District, especially those established through the strategic plan.	11. Establish a process for monitoring and evaluating the progress and needs of the District and schools, and keep the Board fully and accurately informed on District operations.
12. Consult with the Superintendent, and afford a group judgment on all recommendations for extension or readjustment of the scope of educational programs. Approve textbooks and curriculum as required by law.	12. Provide leadership for the educational programs of the District using research-based criteria, best practices, and benchmarking. Provide for in-service training of staff, recommend textbooks for Board approval, and keep the Board informed on developments in the education field.
13. Require the Superintendent's presence at all meetings of the Board except when absence has been authorized by the Board.	13. Coordinate with Board President and Vice President on setting agendas for meetings. Attend all Board meetings except when Superintendent's employment is under consideration or when absence has been authorized by the Board.
14. Consider appeals of employees and/or students pursuant to applicable law.	14. Decisions of the Superintendent concerning employees or students shall be considered final except that appeals from such decisions may be considered by the Board where provided by applicable law.
15. Convey to the Superintendent significant comments and inquiries received from the public by Board members, and indicate to whom the individual making the inquiry was directed. Direct all concerns, issues, and questions related to the management of the District directly to the Superintendent.	15. Respond to all comments received from the public in a timely fashion. Keep the Board informed on significant issues that are brought forth in a timely manner.

<b>Board Responsibilities</b>	<b>Superintendent Responsibilities</b>
16. Direct all communications with the staff through the Superintendent, unless a process has been mutually agreed upon for communicating with personnel, or unless the communication relates to non-Board member matters such as parent-teacher or PTA issues.	16. Direct Board members to the appropriate staff member for coordination of efforts when appropriate. Provide Board communications to staff in a timely manner.
17. Represent the schools to the entire community and the community to the schools.	17. Take the lead in establishing and maintaining good public and press relations for the District and for maintaining contact with state legislators in the District. Represent the Board and District at meetings of educational institutions and agencies, and at conferences, conventions and functions in which the District has an official or educational interest. Serve as the Board's liaison with recognized organizations within the District and with governmental agencies and service organizations.

**Communication**

This Policy shall be communicated to:

1. District Staff
2. The Mt. Lebanon Community

Adopted September 23, 1968  
Revised September 16, 1977  
Revised November 21, 1994  
Revised January 16, 2006