

*Adopted: 11/14/1996 nm*

*Revised: reviewed 10-26-2011 & 1-8-2015*

## **302 SUPERINTENDENT**

### **I. PURPOSE**

The purpose of this policy is to recognize the importance of the role of the superintendent and the overall responsibility of that position within the school district.

### **II. GENERAL STATEMENT OF POLICY**

The school board shall employ a superintendent who shall serve as an ex officio, non-voting member of the school board and as chief executive officer of the school system.

### **III. GENERAL RESPONSIBILITIES**

- A. The superintendent is responsible for the management of the schools, the administration of all school district policies, and is directly accountable to the school board.
- B. The superintendent shall annually evaluate each principal assigned responsibility for supervising a school building in the district.
- C. The superintendent may delegate responsibilities to other school district personnel, but shall continue to be accountable for actions taken under such delegation.
- D. Where responsibilities are not specifically prescribed, nor school board policy applicable, the superintendent shall use personal and professional judgment, subject to review by the school board.

*Legal References:* Minn. Stat. § 123B.143 (Superintendent)

*Cross References:* Chisago Lakes Policy 202 (School Board Officers)  
Chisago Lakes Policy 208 (Development, Adoption and Implementation of Policies)  
Chisago Lakes Policy 214 (Out-of-State Travel by School Board Members)  
Chisago Lakes Policy 301 (School District Administration)  
Chisago Lakes Policy 303 (Superintendent Selection)  
Chisago Lakes Policy 304 (Superintendent Contract, Duties and Evaluation)  
Chisago Lakes Policy 305 (Policy Implementation)  
Chisago Lakes Policy 306 (Administrator Code of Ethics)  
Chisago Lakes Policy 412 (Expense Reimbursement)  
Chisago Lakes Policy 510 (School Activities)  
Chisago Lakes Policy 511 (Student Fundraising)  
MSBA Model Policy 513 (Student Promotion, Retention, and Program Design)  
Chisago Lakes Policy 602 (Organization of School Calendar and School Day)  
Chisago Lakes Policy 605 (Alternative Programs)  
Chisago Lakes Policy 701 (Establishment and Adoption of School District Budget)  
Chisago Lakes Policy 704 (Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System)  
Chisago Lakes Policy 802 (Disposition of Obsolete Equipment and Material)  
Chisago Lakes Policy 903 (Visitors to School District Buildings and Sites)  
MSBA Model Policy 905 (Advertising)  
Chisago Lakes Policy 906 (Community Notification of Predatory Offenders)  
MSBA Model Policy 907 (Rewards)  
MSBA Service Manual, Chapter 3, Superintendent of Schools