

# Addison Central School District

**Policy:** Key Responsibilities of Board Members  
**File Code:** A2  
**Warned:** September 4, 2018  
**Adopted:** September 17, 2018  
**Review:** March 28, 2022  
**Amended:** May 9, 2022

## Policy

As an elected Board that serves a seven-town school district, the Board has a number of responsibilities. All members shall focus on the vision and carry out the mission within budgetary and resource limitations.

- The Board shall follow all legal and ethical requirements of school governance.
- The Board shall execute fiduciary responsibility.
- The Board shall hire a superintendent.
- The Board shall be knowledgeable of its role and responsibilities.
- The Board shall supervise and evaluate the superintendent.

The Board's responsibility is to ensure leadership success without micromanaging. School board member interactions with school personnel shall respect appropriate reporting relationships. It is the responsibility of the Superintendent, not members of the Board, to direct the administration and coordination of educational programs in the district. When presented with citizen concerns, board members [shall] refer them to appropriate levels of authority in accordance with our policies and procedures for complaints. In order to prepare new board members to the roles and responsibilities of the board, the board chair and superintendent will develop a Board Orientation Procedure along with meeting with new members to orient them to the district policies, operating procedures and personnel structures. In addition, new board members are encouraged to review resources from the Vermont State School Board Association [www.vtvsba.org](http://www.vtvsba.org): New School Board Member Tool Kit and numerous Instructional Webinars supporting the essential work of Vermont School Board.

Board members serve on committees as appropriate and as required. The Executive Committee will nominate and/or assign members to current standing committees:

- Executive--Chair, Vice Chair, and Secretary execute unexpected issues as well as the superintendent's annual review.

- Finance--Three board members to work with the superintendent and the business office to develop monthly, quarterly, and annual financial reports.
- Communication and Engagement--At least three board members and no more than five to work with the superintendent or designee to oversee the mission of the ACSD and to involve the community.
- Policy and Governance--Three board members to maintain, review and develop policies as required by State Law or to serve the District.
- Negotiations--Three board members to negotiate contracts as required.

Ad hoc committees are established as required and ratified by the Board of Directors.

The board will determine a process for reviewing and monitoring these roles and responsibilities.