Functions and Responsibilities of the School Board

School Board Powers and Duties - Appendix

1. School Board Powers and DutiesAppoint a Recording Secretary of the Board.
2. Adopt by-laws to guide the Board's procedure in meetings.
3. Adopt a procedural form for meetings.
4. Set dates for Regular Board meetings.
5. Deliberate and act on proposals made by the Superintendent or some member of the Board.
6. Accept petitions, hold hearings, and act on these in accordance with the expressed judgment of the members.
7. Determine matters of administrative and operative policy.
8. Adopt rules and regulations for the government of the school system.
9. Approve the annual statistical and financial school report to the State Department of Education as prepared by (or under the direction of) the Superintendent of Schools.
10. Appoint a School District Treasurer.

Relating to the Superintendent of Schools:

1. Select and appoint a Superintendent of Schools.
2. Invest the Superintendent of Schools with the power to act for the Board and designate them as the Board's Chief Executive Officer.
3. Delegate administrative duties to the Superintendent and grant the authority to act commensurate with their responsibility for the delegated duties.
4. Require the Superintendent to furnish special reports with regard to matters on which the Board desires information.
5. Confer with the Superintendent on policies and actions contemplated by the Board and counsel with them on matters dealing with the administration of the schools.
6. Approve, disapprove, or modify and adopt recommendations made by the Superintendent.
7. Establish a chain of command in which school employees subordinate in authority and responsibility to the Superintendent.
8. Refer complaints about school matters to the Superintendent as the channel to the Board, except in case of appeal from their decision, and require the Superintendent to report the resolution of those complaints to the Board.
9. Hold the Superintendent responsible for the efficient administration of the schools.

Relating to the Curriculum and Instruction:

1. Fix the number of days in the school year at or above the minimum requirements of law, the times of opening and closing schools, and the hours of daily sessions.
2. Determine subjects of instruction within the requirements of law.
3. Provide all appropriate materials of instruction.
4. Award diplomas of graduation.

Relating to Evaluation, Appraisal, and Judicial Functions:

1. Appraise the effectiveness of administration, supervision, and instruction.
2. Hold hearings of appeal as required by law or Master Agreement provision.
3. Hold public or private hearings and make decisions relating to the dismissal of employees.

Relating to Policies Concerning Attendance of Pupils:

1. Determine the age of admission of pupils to school.
2. Provide for a continuing school census.
3. Require the enrollment and regular school attendance.
4. Expel pupils from the public school for specified causes.
5. Provide for the transportation of pupils to school.

Relating to Pupil Service Activities:

1. Authorize the purchase of foodstuffs, the sale of school lunches and the operations of lunchrooms in school buildings.
2. Determine policies relating to the furnishing of buses and drivers for pupil transportation and the establishment of routes.
3. Establish the position of school physician.
4. Provide guidance and counseling for pupils.
5. Determine athletic and other forms of extra-curricular activities.

Relating to the School Physical Plant:

1. Provide an adequate physical plant, according to the Board's standards of adequacy, for operation of the school district's public schools.
2. Acquire and sell real estate and personal property for and in the name of the school district corporation.
3. Contract for school building construction, improvement or repair.
4. Authorize the purchase and installation of educational equipment.
5. Insure school property.
6. Control the normal use of school property.
7. Provide for the operation and care of the physical plant of the school district.
8. Recover for damages to school property.
9. Determine the conditions under which outside agencies will be permitted to use school buildings.

Relating to Business Policies and Practices:

1. Authorize the preparation of the school budget and adopt it in its final form.
2. Determine the amount of money required from tax sources for school support after estimating probable income from other sources.
3. Provide an adequate set of financial and auxiliary records.
4. Approve the expenditure of monies.
5. Award contracts for goods and services.
6. Approve claims for purchases made after proper audit of invoices and bills by the business staff.
7. Provide for the custody of documents.

8. Provide for efficient purchase and storage of goods.
9. Issue and sell bonds for school building construction or improvement in accordance with the provisions of law.

Relating to Public Relations:

1. Keep the public informed of the work and accomplishments of the school.
2. Keep the local community apprised of the needs of the schools.
3. Have the annual report of the schools printed and distributed to the interested residents of the school district.
4. Evaluate and report on the work of the schools in terms of federal, state, and local objectives.

See Policy BBA

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