Board-Superintendent Relations

The Superintendent will keep the Board currently informed in all areas pertaining to the operation of the schools. He/she will prepare or cause to be prepared reports to the Board to facilitate its decisions. He/she will prepare the agenda for each Board meeting and will attend all meetings and participate in all deliberations except when his contract is being considered.

He/she will administer the schools in conformity with the adopted policies of the Board, the State Board of Education, and state law, making such administrative rules and regulations as may be necessary. He/she will be ultimately responsible for all areas reporting directly to him/her which include instruction, business management, personnel, pupil personnel, technical, vocational and continuing education, employee relations, information and community services, and federal and special programs. He/she will coordinate these functions to obtain the efficient operation of schools for the benefit of the total community.

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

Board	Superintendent
To select a competent, established, educational leader as Superintendent.	To recommend sound policy and implement adopted policies by formulating and enforcing rules and regulations.
To serve as a policy-making body.	To make Board policy effective through efficient Administration.
To allow the Superintendent to administer the schools.	To keep the Board informed on financial matters, do sound long range planning, and keep current expenditures within the approved budget.
To exercise sound judgment in business affairs of the school corporation.	To administer effectively and provide the professional and educational leadership necessary.
To deal always in an ethical, honest, straight-forward, open-and-above-board manner with the Superintendent and the community.	To deal always in an honest, professional, straight-forward, open-and-above-board manner with the staff and community.
To provide necessary personnel within budget limitations.	To present personnel needs to the Board.
To approve an organizational pattern for the Administration.	To make assignments for each position with the Board's authorization.
To take legal action required by law.	To recommend to the Board all action required by law.
To examine and approve an annual budget.	To recommend an annual budget with necessary supporting data.

To function as a Board rather than as individuals.	To deal with the Board as a whole rather than with individual members.
To carry on communications with members through the Superintendent.	To see that the staff can have necessary communication through the Superintendent with the Board.
To hold the Superintendent accountable for results.	To accept responsibility for the results.
To remember that schools exist for the benefit of the students and community.	To remember that schools exist for the students and community.
To fulfill such other duties required by regulations of the State Board of Education.	To fulfill such other duties required by regulations of the State Board of Education and state law.

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