

THE BOARD-SUPERINTENDENT RELATIONSHIP

Board-Staff Communications

1. Staff Communications to the Board

All communication or reports to the board or individual board members from principals, supervisors, teacher, or other staff members shall be submitted through the superintendent. This shall not deny any staff member's right to appeal to the board regarding administrative decisions, provided that the superintendent shall have been notified of the forthcoming appeal and that it is processed according to the applicable procedures on complaints and grievances.

2. Board Communications to Staff

All official communications, policies, and directives of staff interest and concern will be communicated to staff members through the superintendent. The superintendent will employ all such media as are appropriate to keep staff fully informed of the board's priorities, concerns and actions.

3. Visits to Schools

Individual board members interested in visiting schools or classrooms will make arrangements for visitations through the principals of the various schools. Such visits shall be regarded as expressions of interest in school affairs and not as "inspections" or visits for supervisory or administrative purposes. Official visits by board members will be carried on only under board authorization and with the full knowledge of staff, including the superintendent, principals and other supervisors. Board members, for security and identification purposes, will wear district name badges while visiting the schools.

4. Social Interaction

Staff and board members share a keen interest in the schools and in education. When they meet at social affairs and other functions, informal discussion on such matters as educational trends, issues, and innovations and general district problems can be anticipated. Discussions of personnel and staff grievances or matters of this nature are not appropriate.

Board-Superintendent Roles

SCHOOL BOARD	SUPERINTENDENT
Governs: Guides, Directs	Administers: Operates, Manages
Decides what	Decides how
Requests information	Seeks and provides information
Considers issues	Provides recommendations
Creates, reviews and adopts policy	Recommends and carries out policy
Reviews and approves plans	Implements plans
Monitors progress	Reports progress
Contracts with personnel	Supervises hiring process and practices
Approves evaluation criteria and procedures	Supervises and evaluates personnel
Reviews and approves budget	Formulates budget
Represents public interests	Acts in public interest

Board-Superintendent Duties

SCHOOL BOARD	SUPERINTENDENT
1. Select the superintendent and delegate him/her all necessary administrative powers.	1. Serve as chief executive officer of the district.
2. Adopt policies for the operation of the school system and review administrative procedures.	2. Recommend policies or policy changes to the board and develop procedures which implement board policy.
3. Provide direction for the educational program.	3. Provide leadership in the development, operation, supervision and evaluation of the educational program.
4. Review annual report on district programs.	4. Develop annual descriptive guide of district.
5. Approve annual budget.	5. Prepare and submit the annual budget.
6. Employ certificated and classified staff upon recommendation of the superintendent.	6. Recommend certificated and classified candidates for employment.
7. Approve payment of vouchers and payroll.	7. Recommend payment of vouchers and payroll.
8. Review monthly fiscal/enrollment reports.	8. Prepare monthly fiscal/enrollment reports.
9. Approve proposed changes of school plant and facilities.	9. Prepare reports regarding changes of school plant and facilities.
10. Approve collective bargaining agreements.	10. Recommend collective bargaining agreements.