

Editor's Note: This is an outline that can be used in dialogue between the superintendent and board to clarify roles and responsibilities, working towards better understanding and a harmonious relationship.

Template for Clarifying Roles of the Board of Education and the Superintendent of Schools

Standards of Governance

Board of Education

Superintendent

Makes Policy

Implements Board Policy (develop regulations that reflect Board policy)

Plans and Sets Organizational Goals and Board Goals

Plans and Sets Superintendent's Goals

Self Assessment - Assesses Board performance regularly. Seeks opportunities for Board growth and development.

Adopts standards for the conduct of school board meetings and business, including use of agendas, board committees and community participation.

Administration and Personnel

Board of Education

Superintendent

Hires the Superintendent

Delegates personnel matters to the Superintendent

Appoints school staff and grants tenure

Recommends teachers for appointment and for tenure

Evaluates the Superintendent

Ensures the evaluation of staff

Ratify Collective Bargaining Agreements

Superintendent or designee meets and negotiates with recognized employee units based on the parameters set by the Board of Education.

Administers unit contracts

Fiscal Management

Board of Education

Superintendent

Adopts the budget

Recommends budgetary priorities based on discussion with the Board of Education

Approves construction projects including site acquisition

Makes recommendation as to construction, renovation and education specifications for school buildings

Oversees school facilities

Prepares quality assurances in facility management by ensuring proper delegation of responsibilities for maintenance and purchase of supplies and equipment

Educational Program

Board of Education

Superintendent

Adopts changes in the educational program

Recommends addition or changes in the educational program

Evaluates educational program including the testing program.

Organizes a planned program of curriculum evaluation and improvement for presentation to the Board of Education for approval. Keeps the board

Adopts textbooks

informed of status, progress and development in these areas.

Recommends textbook adoptions

School Community Relations

Board of Education

Superintendent

Develop a communication program

Recommends a communication program

Has a written policy that includes:

1. Community Relations goals
2. Community and staff involvement
3. Handling public complaints
4. Public use of facilities
5. Relations with other agencies
6. Parental involvement

Is there an administrator responsible for coordinating the program?

Does the District have an organized program of internal communication with its staff?

Does the District have an organized program of external communication with the community?

Are you using individual building sites in your communication program?

Informal contacts

Be a good listener, don't try to solve the problem immediately

Maintain confidentiality of personnel and other Executive Session discussion

Working with the media

- Know who is the spokesperson during a crisis.
- If you don't know the answer - it's okay.
- Briefly explain why an answer can't be given at that time.
- Refrain from stating "no comment."
- No such thing as off the record.