

## **School Board**

### **Board/Superintendent Relationship**

Although complete and final authority for matters involving the District rest with the Board of Education, the Board and Superintendent will work together as the management team for the District. While the legislation of policies is a function of the Board, the execution of those policies is the function of the Superintendent. The Board-Superintendent relationship is based on mutual respect for their complementary roles.

The Board hires, evaluates, and seeks the recommendations of the Superintendent as the District's chief executive officer. The Board adopts policies necessary to provide general direction for the District and to encourage achievement of District goals. The Superintendent develops plans, programs, and procedures needed to implement those policies and directs the District's day-to-day operations.

The Superintendent will administer the schools in conformity with adopted Board policies and state law and develop/implement any administrative rules and regulations that may be necessary. He or she will be ultimately responsible for all areas of District 204 operations including instruction, business management, personnel, pupil personnel, technical, vocational and continuing education, employee relations, information and community services, and federal and special programs. The Superintendent will coordinate these functions to attain the efficient operation of District 204 schools for the benefit of the total community.

The Superintendent also will assist the Board in reaching sound decisions and in establishing policies. He or she will present to the Board, as needed, helpful facts and information or reports concerning the welfare and progress of the schools. The Superintendent will prepare the agenda for each Board meeting and will attend all meetings and participate in all deliberations except when his or her contract is being considered.

The Superintendent may ask the Board for guidance when considering operational matters. Further, when it is necessary to make exceptions to an established policy, the Superintendent will submit such matters to the Board for its consideration.

The Superintendent will keep the Board informed about all aspects of school operations. Board members, individually and collectively, will promptly refer to the Superintendent for study and recommendation, all criticisms, complaints, or suggestions that come to their attention.

The Superintendent is the principal contact between the Board and the staff. Therefore, he or she will act as spokesperson for the staff insofar as school operations are concerned.

The Board and Superintendent have a moral obligation to provide the leadership and services that will give dignity to the teaching profession and the learning process, and will engender trust and confidence on the part of all District citizens.

The responsibilities of the Board and the Superintendent are identified as follows:

<b><u>Board</u></b>	<b><u>Superintendent</u></b>
1. To select a competent, established educational leader as Superintendent.	To administer effectively and provide the professional, educational leadership necessary.
2. To serve as a policy-making body.	To recommend sound policy and implement policies by formulating and enforcing rules and regulations.
3. To allow the Superintendent to administer the schools.	To make Board policy effective through efficient administration.
4. To exercise sound judgement in overseeing the business affairs of the school corporation.	To keep the Board informed on financial matters, do long-range planning, and keep current expenditures within the approved budget.
5. To deal with the Superintendent and community in an ethical, honest, professional, straightforward and open manner.	To deal with the Board, staff and the community in an ethical, honest, professional, straightforward, and open manner.
6. To provide necessary personnel within budget limitations.	To present personnel needs to the Board.
7. To approve an organizational pattern for the schools.	To make assignments for each position with the Board's authorization.
8. To take legal action when appropriate.	To recommend to the Board all action required by law.
9. To examine and approve an annual budget.	To recommend an annual budget with necessary supporting data.
10. To function as a Board rather than as individuals.	To deal with the Board as a whole rather than with individual members.

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| 11. | To carry on communications with staff members through the Superintendent.         | To see that the staff can have necessary communication through the Superintendent with the Board. |
| 12. | To hold the Superintendent accountable.   | To accept responsibility for results.   |
| 13. | To remember that schools exist for the benefit of the students and the community. | To remember that schools exist for the benefit of the students and the community.                 |

LEGAL REF.: Illinois School Code, Sec. 10-21.4 (105 ILCS 5/10-21.4).

CROSS REF.: 315

Adopted: 12/13/00