

## SCHOOL COMMITTEE – SUPERINTENDENT RELATIONSHIP

The Superintendent will keep the School Committee currently informed about all areas of school operations. He/she will prepare, or cause to be prepared, reports to the School Committee to facilitate its decisions. He/she will prepare the agenda for each School Committee meeting and will attend all meetings and participate in all deliberations except when his/her contract is being considered.

He/she will administer the schools in conformity with adopted School Committee policies and state law making such administrative rules and regulations as may be necessary. He/she will be held 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 relationship with the School Committee are identified as:

### BOARD

- A. To select a competent, established educational leader as Superintendent
- B. To serve as a policy-making body
- C. To allow the Superintendent to administer the schools
- D. To exercise sound judgment in business affairs of the School Department
- E. To deal always in an ethical, honest, straight-forward, open-and-above-board manner with the Superintendent and community
- F. To provide within budget limitations necessary personnel
- G. To approve an organizational pattern for the administration

### SUPERINTENDENT

- To administer effectively and provide the professional, educational leadership necessary
- To recommend sound policy and implement these policies by formulating and enforcing rules and regulations
- To make School Committee policy effective through efficient administration
- To keep the School Committee informed on financial matters, do sound long-range planning, and keep current expenditures within the approved budget
- To deal always in an honest, professional, straight-forward, open-and-above-board manner with the School Committee, the staff, and the community
- To present personnel needs to the School Committee
- To make assignments for each position with the School Committee's authorization

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| H. To take legal action required by law   | To recommend to the School Committee all action required by law   |
| I. To examine and approve an annual budget  | To recommend an annual budget with necessary supporting data  |
| J. To function as a School Committee rather than as individuals                     | To deal with the School Committee as a whole rather than with individual members                            |
| K. To carry on communications with staff members through the Superintendent         | To see that the staff can have necessary communication through the Superintendent with the School Committee |
| L. To hold the Superintendent accountable for results                               | To accept responsibility for results  |
| M. 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.                           |

Adopted: 1988