

## PLAINFIELD PUBLIC SCHOOLS

### **BOARD/SUPERINTENDENT RELATIONSHIP**

The Superintendent shall be the chief executive officer of the Board of Education and shall be responsible for the professional leadership and skill necessary to translate the will of the Board into administrative action.

The Superintendent shall be responsible for all aspects of school operation and for such duties and powers pertaining thereto as the Board may direct or delegate. The Superintendent may delegate responsibility and the authority necessary to discharge it to other officials and so develop such procedures and regulations as he/she considers necessary to ensure efficient operation of the schools.

The Board holds the Superintendent responsible for the administration of its policies, the execution of Board decisions, the operation of the internal machinery designed to serve the school program, and for keeping the Board informed about school operations and problems. While the Board reserves to itself the ultimate decision of all matters concerning general policy or expenditure of funds it will normally proceed in these areas only after receiving recommendations from its executive officer. Further, the Board of Education will:

- 2) act only upon the recommendation of the Superintendent in matters of employment or dismissal of school personnel
- 3) hold all meetings of the Board in the presence of the Superintendent except when the Superintendent's contract and salary are under consideration
- 4) refer all complaints to the Superintendent for appropriate investigation and action

The Superintendent can assume that the Board will respect the Superintendent's professional competence and extend to him/her full responsibility for implementation of Board policy decisions. It is incumbent on the Superintendent to recognize policy implications of administrative problems which arise. In order that the Superintendent may provide effective leadership, the Board will delegate to the Superintendent those powers which it considers advisable to do so. The Superintendent can expect the Board to support the Superintendent's decisions and administration of the school system.

## School Governance Position Statement

**The following delineation of roles and responsibilities should be followed with integrity and commitment to ensure that board members and superintendents fulfill the obligations to provide the best possible education for their school district's students.**

Board of Education's Responsibilities	Superintendent of Schools' Responsibilities
<ul style="list-style-type: none"> <li>To establish and regularly review all policies, ensuring they are lawful and designed to improve the quality of the school district.</li> </ul>	<ul style="list-style-type: none"> <li>To implement policies approved by the board and recommend changes, if appropriate.</li> <li>To develop, implement and inform the Board of administrative procedures necessary to implement board policy.</li> </ul>
<ul style="list-style-type: none"> <li>To hire, support, and conduct an annual formal evaluation of the superintendent of schools.</li> </ul>	<ul style="list-style-type: none"> <li>To serve as the school boards' chief executive officer and educational leader.</li> </ul>
<ul style="list-style-type: none"> <li>To refer administrative communications, including questions, complaints and personnel inquiries to the superintendent, as appropriate, and to follow the board-established chain of command.</li> </ul>	<ul style="list-style-type: none"> <li>To respond to communications, as appropriate and ensure the adherence and appropriate response through the chain of command.</li> <li>to keep board members informed about district issues in a timely manner.</li> </ul>
<ul style="list-style-type: none"> <li>To seek the superintendent's recommendation before taking action.</li> </ul>	<ul style="list-style-type: none"> <li>To provide the board with good information for informed decision-making, as appropriate.</li> </ul>
<ul style="list-style-type: none"> <li>To adopt, advocate for and oversee a school budget, which is responsive to district goals and meets the needs of all students.</li> </ul>	<ul style="list-style-type: none"> <li>To prepare, advocate for and implement an annual budget that addresses district goals and meets the needs of all students; and reports regularly to the board on status of the budget and any concerns or other issues about which the board should be informed.</li> </ul>
<ul style="list-style-type: none"> <li>To delegate to the superintendent responsibility for all administrative functions, except those specifically reserved to the board through board policy</li> </ul>	<ul style="list-style-type: none"> <li>To oversee the organization and management of the district's day-to-day operations.</li> </ul>
<ul style="list-style-type: none"> <li>To conduct an annual self-evaluation of its own leadership, governance and teamwork</li> </ul>	<ul style="list-style-type: none"> <li>To participate, as appropriate, in the annual self-evaluation of the board.</li> </ul>
<ul style="list-style-type: none"> <li>To ensure appropriate resources for the superintendent to carry out his/her responsibilities.</li> </ul>	<ul style="list-style-type: none"> <li>To recommend appropriate resources to ensure he/she can carry out his/her responsibilities.</li> </ul>
<ul style="list-style-type: none"> <li>To have the board chair work with the superintendent to develop meeting agendas.</li> </ul>	<ul style="list-style-type: none"> <li>To work closely with the board chair to develop meeting agendas.</li> </ul>
<ul style="list-style-type: none"> <li>To determine and include in district policy, hiring procedures that clearly define board and superintendent responsibilities. (see best practices addendum)</li> </ul>	<ul style="list-style-type: none"> <li>To, as pursuant to best practice and board policy, hire personnel for the school district and ensure that each employee is properly supervised and evaluated; and to make recommendations for termination of employment.</li> </ul>
<ul style="list-style-type: none"> <li>To communicate and interpret the school district's mission to the public and listen, and incorporate appropriate community perspectives into board action.</li> </ul>	<ul style="list-style-type: none"> <li>To communicate community perspectives, research information, performance results and educational needs to the board and to the school staff.</li> </ul>
<ul style="list-style-type: none"> <li>To ensure there is a supportive, smoothly, operating leadership team, which advocates for both children and the community.</li> </ul>	<ul style="list-style-type: none"> <li>To serve as a key, effective member of the leadership team.</li> </ul>

### **Joint Board/Superintendent Responsibilities**

The following are joint responsibilities of the Board and Superintendent. These are areas in which each Board and Superintendent should determine their respective responsibilities.

- To work together with the community to develop a vision and goals for the school district and to monitor the achievement of those goals.
- To advocate for students and the school district and promote the benefits of public education.
- Provide community leadership on educational issues by creating strong linkages with appropriate organizations, agencies and other groups to provide support for healthy development and high achievement for all children.
- To collectively execute their legal responsibilities.
- To work collaboratively with appropriate agencies and bodies on an ongoing basis.
- To collaborate with other school boards and superintendents to inform legislators of local concerns and issues relative to education.
- To participate in continuing education specifically regarding their roles and responsibilities and on relevant content areas.
- To support board actions and decisions.
- To semiannually set aside time, to discuss school board/superintendent relations.
- To belong to, actively support and participate in their professional organizations, and that each will encourage the other to do so.
- To institute a process for long-range and strategic planning that will position the school district for success.
- To ensure that professional development opportunities, consistent with district goals, are available to all school district employees.
- To serve as liaisons to the community.
- To ensure adherence to federal and state laws and board policies.

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