

BOARD GOVERNANCE

The Board believes that policy-making is one of its most important functions, and that the implementation of policy is a function of the Superintendent. In order to perform such functions effectively, the Board and Superintendent must understand what each function is.

- a. Policy-Making – The Board is responsible for developing policies to govern the schools. These policies should provide guidance for present or future school district decisions. Specifically, the policies should tell the administration what can be done, why it should be done, and to what extent it can be done. Policies should provide clear guidance but should allow some flexibility for implementation.
- b. Policy Implementation – The Superintendent is responsible for implementing the Board's policies on a day-to-day basis. In order to do this, the Superintendent should develop rules which provide the most effective method for putting the policy into practice. The rules should tell who does what, when, and how.

The Board shall hold the Superintendent responsible for carrying out its policies within established guidelines and for keeping the Board informed about school operations.

The Superintendent may delegate responsibility and the authority necessary for the operation of the schools to other designated officials who are serving in an administrative capacity.

The formulation and adoption of these written policies shall constitute the basic method by which the Board of Education shall exercise its leadership in the operation of the school system. The study and evaluation of reports concerning the execution of its written policies shall constitute the basic method by which the Board of Education shall exercise its control over the operation of the school system.

Policies may be adopted, added to, amended, or suspended by a majority vote of the membership present at two regular meetings of the Board. Policies adopted shall be recorded in the minutes and included as part of the district policy manual.

The Board directs the Superintendent to recall all policy and procedural manuals periodically for purposes of administrative updating and Board review.

The Superintendent shall make reasonable efforts to disseminate policies adopted by the Board to employees of the District, students, and the community. All policy manuals distributed are the property of the Board and shall be considered as "on loan." They are subject to recall at any time deemed necessary by the Superintendent for purposes of updating. It shall be the responsibility of each Board member to maintain and update the policy manual in his or her possession.

LEGAL REF: State statutes 118.24
120.12
120.13

APPROVED: March 1998

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May 2013