

BOARD-ADMINISTRATOR RELATIONS

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.

Members of the Board cannot act for the Board on any matter unless officially delegated by the Board with the authority to do so. Members shall refrain from involving themselves in day-to-day administrative matters. Board members shall refer all non-action matters and concerns to the Superintendent.

Cooperation is the key to good school administration. This applies to policy development, district organization and operation, bond issues, building plans and procedures, site selection, insurance, salaries, transportation, food services, instructional programs, and developmental plans for new programs. The team should recognize the need for continuous evaluation of all the functions and services of the school system. Agreements must be reached for the program of public relations.

All members of the team should be present when the business of the school district is being conducted. All should feel secure in the performance of their respective duties.

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.

LEGAL REF: State statutes 118.24
 120.12(1)
 120.12(2m)

APPROVED: March 1998