

Pittsfield School District

BOARD – SUPERINTENDENT RELATIONSHIP

The superintendent will keep the Board current in all areas pertaining to the operation of the schools. He/she will prepare or cause to be prepared reports to the Board to facilitate its decisions. He/she will prepare the agenda for each Board 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 the adopted policies of the Board, the State Board of Education, and state law, making such administrative rules and regulations as may be necessary. He/she will be ultimately 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 community.

The responsibilities of the superintendent in cooperative climate with the Board are identified as:

<u>Board</u>	<u>Superintendent</u>
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 adopted 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 judgment in business affairs of the school corporation.	To keep the Board informed on financial matters, do sound long-range planning, and keep current expenditures within the approved budget.
5. To deal always in an ethical, honest, straight-forward, open-and-above-board	To deal always in an honest, professional, straight-forward, open-

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| manner with the superintendent and the community. | and-above-board manner with the staff and community. |
| 6. To provide necessary personnel within budget limitations. | To present personnel needs to the Board. |
| 7. To approve an organizational pattern for the administration. | To make assignments for each position within the Board's authorization. |
| 8. To take legal action required by law. | 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. |
| 11. To carry on communications with 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 for results. | To accept responsibility for results. |
| 13. To remember that schools exist for the students and community. | To remember that schools exist for the students and community. |
| 14. To fulfill such other duties required by regulations of the State Board of Education and state law. | To fulfill such other duties required by regulations of the State Board of Education and state law. |

Adopted: July 11, 2019

Reviewed: July 7, 2022