

SCHOOL COMMITTEE/SUPERINTENDENT RELATIONS

The Superintendent will keep the School Committee currently informed in all areas pertaining to the operation of the schools. He will prepare or cause to be prepared reports to the School Committee to facilitate their 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 the adopted policies of the School Committee, 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 total community.

The responsibilities of the Superintendent in a cooperative climate with the School Committee are identified as:

School Committee	Superintendent
1. To select a competent, established educational leader as Superintendent.	To administer effectively and provide the professional leadership necessary.
2. To serve as a policymaking 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 School Committee policy effective through efficient administration.
4. To exercise sound judgment in business affairs of the school corporation.	To keep the School Committee 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 manner with the Superintendent and community.	To deal always in an honest, professional, straight-forward, open-and-above board manner with the School Committee, the staff, and the community.
6. To provide within budget limitations necessary personnel.	To present personnel needs to the School Committee.
7. To approve an organizational pattern for the administration.	To make assignments for each position within the School Committee's authorization.
8. To take legal action required by law.	To recommend to the School Committee all action required by law.
9. To examine and approve an annual budget.	To recommend an annual budget with

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| 10. To function as a School Committee rather than as individuals. | necessary supporting data.
To deal with the School Committee as a whole rather than with individual members. |
| 11. 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. |
| 12. To hold the Superintendent accountable for results. | To accept responsibility for results. |
| 13. 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. |
| 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. |