

SALEM SCHOOL DISTRICT
Salem, Connecticut

ADMINISTRATION

BOARD-SUPERINTENDENT RELATIONSHIP

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 children.

| Board of Education's Responsibilities | Superintendent of Schools' Responsibilities |
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| <ul style="list-style-type: none"> • To establish and regularly review all policies, ensuring they are lawful and designed to improve the quality of the School District. | <ul style="list-style-type: none"> • To implement policies approved by the Board and recommend changes, if appropriate. • To develop, implement and inform the Board of administrative procedures necessary to implement Board policy. |
| <ul style="list-style-type: none"> • To hire, support and conduct an annual formal evaluation of the Superintendent. | <ul style="list-style-type: none"> • To serve as the Board's Chief Executive Officer and educational leader. |
| <ul style="list-style-type: none"> • To refer administrative communications, including questions, complaints and personnel inquiries to the Superintendent, as appropriate, and to follow the Board-established chain of command. | <ul style="list-style-type: none"> • To respond to communications, as appropriate, and ensure the adherence and appropriate response through the chain of command. • To keep Board members informed about District issues in a timely manner. |
| <ul style="list-style-type: none"> • To seek the Superintendent's recommendation before taking action. | <ul style="list-style-type: none"> • To provide the Board with good information for informed decision-making, as appropriate. |
| <ul style="list-style-type: none"> • To adopt, advocate for and oversee a school budget, which is responsive to District goals and meets the needs of all students. | <ul style="list-style-type: none"> • 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. |

| Board of Education's Responsibilities | Superintendent of Schools' Responsibilities |
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| <ul style="list-style-type: none"> To delegate to the Superintendent responsibility for all administrative functions, except those specifically reserved to the Board through Board policy. | <ul style="list-style-type: none"> To oversee the organization and management of the District's day-to-day operations. |
| <ul style="list-style-type: none"> To conduct an annual self-evaluation of its own leadership, governance and teamwork | <ul style="list-style-type: none"> To participate, as appropriate, in the annual self-evaluation of the Board. |
| <ul style="list-style-type: none"> To ensure appropriate resources for the Superintendent to carry out his/her responsibilities. | <ul style="list-style-type: none"> To recommend appropriate resources to ensure he/she can carry out his/her responsibilities. |
| <ul style="list-style-type: none"> To have the Board Chair work with the Superintendent to develop meeting agendas. | <ul style="list-style-type: none"> To work closely with the Board Chair to develop meeting agendas. |
| <ul style="list-style-type: none"> To determine and include in District policy, hiring procedures that clearly define Board and Superintendent responsibilities. | <ul style="list-style-type: none"> To hire personnel for the School District and ensure that each employee is properly supervised and evaluated; and to make recommendations for termination of employment. |
| <ul style="list-style-type: none"> To communicate and interpret the School District's mission to the public and listen, and incorporate appropriate community perspectives into Board action. | <ul style="list-style-type: none"> To communicate community perspectives, research information, performance results and educational needs to the Board and to the school staff. |
| <ul style="list-style-type: none"> To ensure there is a supportive, smoothly, operating leadership team, which advocates for both children and the community. | <ul style="list-style-type: none"> To serve as a key, effective member of the leadership team. |

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

Joint Board/Superintendent 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 on-going 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.

The Relationship Between the Board Chair and the Superintendent

By the nature of the position, the Board Chair plays a key role in ensuring the effective functioning of the governance team. The Chair serves as the liaison between the Board and the Superintendent. The Board Chair will often have a very different relationship with the Superintendent of Schools than others on the Board. Because of this relationship, it is crucial that Board Chairs be chosen carefully and that ability to serve as representative of the Board and, as appropriate, partner with the Superintendent, should be critical considerations in selecting the Board Chair.

Usually the Chair and the Superintendent collaborate on developing the meeting agenda and other operational issues facing the Board. The Superintendent will depend on the Chair for guidance, and the Chair should look to the Superintendent for the same, not only in setting the agenda, but also in carrying out their joint Board/Superintendent responsibilities.

The Superintendent is a non-voting member of the District leadership team, and should be accorded the proper respect. Likewise, the Superintendent is an employee of the Board, and the Board has a responsibility to insulate the Superintendent from outside pressures, in particular, political pressure. The Chair has a responsibility to ensure that the Superintendent can do his/her job without undue interference. The Chair must also ensure that individual Board members understand their roles and responsibilities, not only in terms of the Board/Superintendent relationship, but also as the Board relates to the students, community, staff, government agencies, and others affected by the Board. Understanding that Board members are individuals, with different opinions and agendas, the Board Chair still has the responsibility, to the extent possible, for keeping everyone “on the same page”. In particular, the Chair must make every effort to ensure that once District policy has been properly established, the Board speaks “in one

voice” as the Superintendent implements that policy. This will, in the long run, pay dividends in terms of credibility of the Board and will lead to more efficient and effective Board action.

Procedures 1st Reading: April 5, 2010
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jlk