

## BOARD-ADMINISTRATOR RELATIONSHIP

*Issued 10/19/04*

Purpose: To establish the basic structure for the board's legislation of policies and the execution of those policies by the administrator and staff.

The board believes that its most important function is formulation and adoption of policy. The Administrator's function is the execution of the policies. The board delegates certain of its executive powers to the administrator to manage the school within the established policies.

The board's delegation of its executive powers to the administrator provides freedom for the administrator to manage the school within the board's policies and frees the board to devote its time to policymaking and appraisal functions.

The board holds the administrator responsible for the administration of its policies, the execution of board decision, the operation of the internal machinery designed to serve the school program, and the provision of information to the board about school operations and problems.

The relationship that exists between a board and its administrator is an intrinsic part of the educational process within a community. A knowledge of what each can reasonably expect of the other can help substantially in promoting sound working relationships.

### **The board will do the following**

Select a competent, established educational leader as and support that person in the discharge of assigned duties

Serve as a policymaking body.

Allow the Administrator to administer the school.

Adopt an annual budget.

Exercise sound judgment in business affairs of the school corporation.

Deal always in an ethical, honest, straight-forward, open-and-above-board manner with the administrator and the community.

### **The Administrator will do the following.**

Administer effectively and provide the professional educational leadership necessary. All individuals employed by the board are responsible directly or indirectly to the administrator.

Recommend sound policy and enforce the policies by establishing rules and regulations.

Make board policy effective through efficient administration.

Prepare and submit an annual budget to the board for consideration.

Keep the board informed on financial matters, do sound long-range planning and keep current expenditures within the approved budget.

Deal always in an ethical, honest, straight-forward, open-and-above-board manner with the board, the staff and the community

## PAGE 2 -BOARD-ADMINISTRATOR RELATIONSHIP

### **The board will do the following**

Approve an organizational pattern for the administration.

Employ or dismiss school personnel upon the recommendation of the administrator

Establish salary schedules and other personnel policies

Require and discuss reports of the administrator concerning the progress of the schools in terms of achievements of pupils, teachers and volunteers.

Function as a board rather than as individuals

Carry on communications with staff members through the administrator.

Remember that schools exist for the benefit of the students and the community.

Act as a court of appeal for school employees and citizens of the community in cases where the decision of the administrator is appealed.

Present the needs of the school before the citizens and community.

Adopt school curriculum, textbooks and annual school calendar.

**Adopted 10/19/04; Revised \_\_\_\_\_**

### **The administrator will do the following.**

Make assignments for each position with the board's authorization.

Recommend all candidates for employment or dismissal for board approval.

Recommend personnel policies for adoption and be responsible for assignment of all personnel.

Formulate and administer means of evaluating staff members and report findings to the board. Duties and responsibilities may be delegated, but the administrator has final responsibility for actions of subordinates.

Deal with the board as a whole rather than as individual members.

See that the staff can have necessary communication through the Administrator with the board.

Remember that schools exist for the benefit of the students and the community.

Make decisions in line with board policy. Appeals from such decisions may be heard and decided by the board.

Plan means of keeping the community informed about school matters. Serve as a representative of the school before the public.

Recommend for board action school curriculum, textbooks and annual school calendar.