

ARTICLE 2 ADMINISTRATION

1. Administrative Staff Organization

C. Job Descriptions

1. Board of Education

Confusion and misunderstanding between Board members, the Superintendent, staff and community most often result from a lack of clearly set forth policies regarding the Role and Function of the Board and Superintendent.

The following are selected duties of the Board of Education.

- a. To elect a Superintendent who shall be the Chief Executive and Secretary to the Board.
- b. To delegate operational responsibility to the education staff through the Superintendent.
- c. To employ all personnel upon the consideration of the recommendation of the Superintendent.
- d. To make continuous effort to acquaint themselves with matter pertaining to education and to the duties and responsibilities of their office.
- e. To reserve judgment on all matters until hearing the recommendation of the Superintendent and discussing the matter with other members of the Board in a duly authorized meeting.
- f. To function and operate as a committee of the whole on all matters. There shall be no standing committees of the Board. All special problems shall be referred to the Superintendent for investigation and report to the total Board.
- g. No member of the Board has any legal authority to deal with the Superintendent on an individual basis.
- h. Each member of the Board is obligated to abide by and uphold the adopted policies of the Board whether that individual voted for the adoption or not.
- i. During Board meetings and out of meetings, Board members will not make statements that would be interpreted as having Board approval when, in fact, they do not.
- j. Board members are encouraged to visit schools and attend school functions but must not speak or act in an official capacity.
- k. Only legal items will be discussed in closed sessions and all discussion will be confidential.

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- l. The Board will avoid surprises to the Superintendent at Board meetings.
- m. Board members will respect the opinion of other Board members, the staff and community members.
- n. Board members will treat other Board members, the staff and community members with dignity and respect.
- o. Questions about agenda items will be directed to the appropriate staff member prior to a Board meeting.
- p. Any irritation with the Superintendent or a staff member will be discussed with the Superintendent as soon as possible.
- q. Any request by Board members for reports of study will be directed to the Superintendent.
- r. Any complaint made to a Board member will be referred to the Superintendent.
- s. Board members will exchange ideas freely and clearly and avoid internal conflicts that block progress.
- t. Board members understand and support the lines of authority and the assignment of all responsibilities.
- u. Board members will support the Superintendent and staff from unjust criticism.
- v. The Board will receive and welcome constructive criticism.
- w. The Board will receive and evaluate reports of the operation of the District.
- x. The Board will require that all employees of the District follow all policies of the District.
- y. The Board will consider all decisions in terms of what is best for the students.