

## **BOARD COMMUNICATIONS WITH EMPLOYEES**

A clear understanding of responsibilities and relationships between and among the Board and school personnel is essential for a smoothly running and efficient school system. It should be remembered that the Board, school and district administrators, teachers and all others responsible for any phase of the work of the school system have a common and basic responsibility—the welfare of the children in the schools. This responsibility must guide all of the Board’s considerations and decisions.

**Note:** Some Board members may also be parents with children in District schools. When acting as a parent, a Board member’s relationship with teachers and principals may be different from what is described below. This policy discusses their roles as Board members only.

### **Board and Superintendent**

The relationship of the Board and the Superintendent can best be described as one of teamwork. They must function cooperatively as some of their functions are not readily separable. However, the primary functions are separable and should be clearly understood by each. The Board is the legislative body of the school unit. It exercises its mandated management of the schools through the formation of policies.

The Superintendent is the executive officer of the Board and the chief administrative officer. The Board recognizes this and wishes to make this clear to all staff members and to all citizens.

All communications or reports to the Board, or to any committee of the Board, from Principals, supervisors, teachers, or other employees shall be submitted through the Superintendent.

### **Board and Administrators**

An administrator has no direct administrative relations with the Board. His/her relations to the Board are through the Superintendent, for the Board recognizes that the Superintendent is the person to whom it must look for professional leadership within the District. A spirit of cooperation and mutual helpfulness must prevail between the Superintendent and the administrator if the best results are to be realized. For instance, the administrator and the Superintendent must cooperate in the selection of staff because the administrator is in the best position to know the kind of person needed for a particular type of service. However, the administrator must make recommendations to the Superintendent and not to the Board. At all times the administrator must remember that all matters which require Board action must be presented to the Board by the Superintendent.

**Board and Other Employees**

The relationship of a staff member to the Board is indirect. The staff member is directly responsible to the supervisor and through him/her to the Superintendent, and then to the Board. However, this does not mean that the staff does not have access to the Superintendent or to the Board. Conditions may arise when direct access may be obtained through channels established for grievances.

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