MAPLEWOOD RICHMOND HEIGHTS SCHOOL DISTRICT

ROLES AND RESPONSIBILITIES
OF BOARD DIRECTORS AND SUPERINTENDENT

Roles/Responsibilities	**School Board**	**Superintendent**
1. General	Governs the District	Advises the Board; manages the District
2. Policy	Sets Vision and Adopts	Suggests and Implements
3. Board Meetings	In charge of	Serves as resource
4.Budget/Finance/Audits	Adopts and monitors	Prepares, administers, monitors, details
5. Instruction/Curriculum	Establishes criteria, approves, and monitors	Recommends, oversees staff efforts

6. Personnel	Establishes criteria, approves, or rejects *Superintendent only direct employee	Interviews, recommends, hires, evaluates, promotes, trains *All district personnel
7. Community Relations	Creates a positive image for district, leads as a united team with the superintendent, each from their respective roles, with strong collaboration and mutual trust	Creates a positive image for district, directs communications, leads in collaboration with board with mutual trust
8. Labor Relations	Reviews and approves Compensation Benefits Task Force recommendations	Monitors process within guidelines
9. Student Services	Adopts policies for care and control	Recommends, implements, directs
10. Facilities/Food Service /Transportation	Develops policy on use of	Implements policy, writes procedures, makes recommendations

ROLES AND RESPONSIBILITIES

The following Roles and Responsibilities are generally accepted as the roles and responsibilities of SCHOOL BOARD MEMBERS and SUPERINTENDENTS in:

1 - GENERAL AREAS

SCHOOL BOARD

1. Establishes rules and policies for the governance of the school district.

2. Approves a planning process to include stakeholders in developing a comprehensive plan for student achievement.
3. Commissions the superintendent with those powers and duties in accordance with board policy and state and federal laws.
4. Requires professional leadership from the superintendent.
5. Participates in educational conferences, workshops, training, and professional organizations.

SUPERINTENDENT

1. As the chief executive officer of the Board, the superintendent is responsible for implementing board policies and directives.
2. Recommends a comprehensive planning process for student achievement.
3. Coordinates the operation of the schools, supervision of the instructional programs, and management of district personnel.
4. Provides educational leadership to the Board, staff, students, and community.
5. Identifies needs of the district and reports them to the Board.
6. Keeps the Board aware of statewide and national educational developments and changes.
7. Continually upgrades his/her professional knowledge and qualifications through membership and participation in professional associations, conferences, and workshops.

ROLES AND RESPONSIBILITIES

The following Roles and Responsibilities are generally accepted to be the roles and responsibilities of SCHOOL BOARD MEMBERS and SUPERINTENDENTS in:

2 - POLICY

SCHOOL BOARD

1. Clarifies for the superintendent the intent of the Board and the actions necessary for implementation of Board policy.
2. Reviews and evaluates Board policies on an ongoing basis.

SUPERINTENDENT

1. Acts as advisor to the Board on areas needing policy development or revision.

2. Drafts written policy and provides the Board with necessary data and information for policy adoption.
3. Maintains a current, up-to-date manual (MSBA) of adopted policies.
4. Develops procedures necessary to implement the Board's policies.
5. Identifies policy areas that the Board should revise, rewrite, or repeal as needs of the district or laws and rules change.

ROLES AND RESPONSIBILITIES

The following Roles and Responsibilities are generally accepted to be the roles and responsibilities of SCHOOL BOARD MEMBERS and SUPERINTENDENTS in:

3 - MEETINGS

SCHOOL BOARD

1. All duties imposed upon the Board are performed at a public board meeting.

2. The Board refrains from misuse of the executive session provisions as defined in the Public Meeting Law.
3. The Board establishes, through policy, the operational guidelines or practices for meetings.
4. The Board chair, in consultation with the superintendent, develops the meeting agenda.
5. The Board identifies, for the superintendent, the information needed for decision making.
6. Board members receive their agenda materials in adequate time for study before scheduled Board meetings.

SUPERINTENDENT

1. Serves as an advisor to the Board during regularly scheduled meetings.

2. Assures compliance with all legal requirements relative to the posting of notices and maintenance of meeting records.
3. Identifies areas of business which the Board should address at meetings.
4. Prior to meetings, provides Board members with sufficient information for decision making.
5. Implements Board decisions and instructions developed at meetings.
6. Assures that Board meetings, including executive sessions, meet the requirements of the law.



ROLES AND RESPONSIBILITIES

The following Roles and Responsibilities are generally accepted to be the roles and responsibilities of SCHOOL BOARD MEMBERS and SUPERINTENDENTS in:

4 - BUDGET/FINANCE

SCHOOL BOARD

1. Establishes priorities for the financial management of the district.
2. Approves the decision to ask the voters to pass a levy.
3. Provides the superintendent with the Board's priorities in the development of the budget.
4. Explores with the district auditor the internal controls of the district.
5. Reviews the budget on a monthly basis and makes adjustments as needed.
6. Reviews and approves the monthly bills.

SUPERINTENDENT

1. Prepares a detailed budget based on the Board's priorities and parameters.

2. Presents a budget to the board and/or budget committee for consideration and approval.
3. Makes a Recommendation to the Board about the need for and the amount of a levy.
4. Administers the budget assuring that the expenditures of district funds are within the legal requirements of the budget.
5. Acts as a resource to the board within the framework of the district audits.

ROLES AND RESPONSIBILITIES

The following Roles and Responsibilities are generally accepted to be the roles and responsibilities of SCHOOL BOARD MEMBERS and SUPERINTENDENTS in:

5 - INSTRUCTION

SCHOOL BOARD

1. Establishes educational philosophy, goals, and objectives for the instructional program of the district.
2. Adopts and/or changes standards and instructional programs as necessary or as recommended by the superintendent.
3. Regularly reviews student achievement data.
4. Reports to the community the status of education in the district.
5. Identifies and adopts graduation requirements.
6. Periodically requests reports from administration relative to assessments and instructional programs.

SUPERINTENDENT

1. Provides leadership to the Board and staff in the continuous development, implementation, and evaluation of the instructional program.
2. Recommends appropriate graduation standards and methods to measure their attainment.
3. Assigns staff to instructional areas and informs the Board.
4. Regularly schedules presentations and reports by staff on various segments of assessments and instructional programs as requested by the Board.
5. Recommends and implements policy on selection of instructional materials and equipment.

ROLES AND RESPONSIBILITIES

The following Roles and Responsibilities are generally accepted to be the roles and responsibilities of SCHOOL BOARD MEMBERS and SUPERINTENDENTS in:

6 - PERSONNEL

SCHOOL BOARD

1. Employs the superintendent.
2. Promotes good working relations with staff through the district's chain of command.
3. Adopts policy on evaluation of personnel.
4. Receives and acts on personnel recommendations from the superintendent.
5. Conducts an annual evaluation of the superintendent.

SUPERINTENDENT

1. Recommends to the Board the employment or dismissal of all certificated and classified staff.
2. Responsible for the supervision of all employees of the district.
3. Establishes job descriptions for all positions.
4. Serves as the Board's liaison with staff.
5. Fosters good working relationships with staff members.
6. Develops a systematic plan for evaluating the performance of all district personnel.
7. Delegates authority to staff members, as appropriate.
8. Conducts evaluations of administrators under his/her supervision.

ROLES AND RESPONSIBILITIES

The following Roles and Responsibilities are generally accepted to be the roles and responsibilities of SCHOOL BOARD MEMBERS and SUPERINTENDENTS in:

7 - COMMUNITY RELATIONS

SCHOOL BOARD

1. Represents public education serving as a liaison between the school district and the community.
2. Maintains an awareness of community values, concerns, and interests.
3. Actively participates in programs that build good community relations.
4. Creates committees when necessary and outlines their responsibilities.
5. Designates the district's spokesperson(s) to address news media.
6. Channels complaints or grievances to the superintendent.

SUPERINTENDENT

1. Informs and interprets school programs and activities to the community.

2. Serves as the Board's liaison or appoints a designee to create committees.

3. Establishes a working relationship with the news media.
4. Makes recommendations to the Board for resolution of complaints that cannot be resolved at the administrative level.

ROLES AND RESPONSIBILITIES

The following Roles and Responsibilities are generally accepted to be the roles and responsibilities of SCHOOL BOARD MEMBERS and SUPERINTENDENTS in:

8 - LABOR RELATIONS

SCHOOL BOARD

1. Establishes guidelines and criteria for the salary and benefit discussions process for certified personnel.
2. Reviews and approves offers submitted by the CompensationBenefits Task Force (CBTF).

SUPERINTENDENT

1. Provides factual data to the Board about the implications of salary and benefit increases and staffing considerations.
2. Assists with reconciliation by collaborating with members of CBTF.
3. Provide the Board with recommendations being presented byCBTF.

ROLES AND RESPONSIBILITIES

The following Roles and Responsibilities are generally accepted to be the roles and responsibilities of SCHOOL BOARD MEMBERS and SUPERINTENDENTS in:

9 - STUDENT SERVICES

SCHOOL BOARD

1. Adopts policies for provision of student services including admission, attendance, activities, rights and responsibilities, discipline, and welfare.
2. Adopts policies necessary to assure the safety and social-emotional health of students.

SUPERINTENDENT

1. Recommends and implements policies and rules to maintain adequate services and control of students.
2. Develops and implements procedures to address the health and safety emergencies.
3. Provides for the direction and supervision of student activities.

ROLES AND RESPONSIBILITIES

The following Roles and Responsibilities are generally accepted to be the roles and responsibilities of SCHOOL BOARD MEMBERS and SUPERINTENDENTS in:

10 - FACILITIES, TRANSPORTATION, and FOOD SERVICES

SCHOOL BOARD

1. Adopts policies governing use of public buildings, grounds, and equipment.

2. Prioritizes construction and/or building renovation needs of the district.

3. Approves the decision to ask the votes for a Bond and/or Levy for facility needs.
4. Adopts policies to provide for student transportation needs.
5. Adopts policies to provide for food services.

SUPERINTENDENT

1. Provides for the upkeep of facilities and maintenance of equipment.

2. Prioritizes long-range plans for preventive maintenance of buildings, grounds, and equipment.
3. Makes a recommendation to the Board about the need for, and the amount of a Bond and/or Levy for facility needs.
4. Recommends and supervises the public use of buildings, facilities, and equipment.
5. Supervises the transportation of the district, assigning staff as appropriate.
6. Supervises the food services program, assigning staff as appropriate.


MRH