



MRH SCHOOL DISTRICT
ROLES AND RESPONSIBILITIES
OF BOARD DIRECTORS AND SUPERINTENDENT

Role/Responsibility	School Board	Superintendent
General	Governs the District	Advises the Board; manages the District
Policy	Sets vision and adopts	Suggests and implements
Meetings	Administers, oversee	Serves as resource
Budget/finance/audits	Adopts and monitors	Prepares, administers, monitors, details
Instruction/curriculum	Establishes criteria, approves and monitors	Recommends, oversees staff efforts
Personnel	Establishes criteria, approves or rejects (Superintendent is only direct employee)	Assembles interview committees, accepts hiring recommendations, evaluates, promotes, trains administrative staff (oversees all District personnel)
Community relations	Creates a positive image for the District, leads as united team with superintendent each from their respective roles with strong collaboration and mutual trust	Creates a positive image for the District, directs communications; leads in collaboration with Board with mutual trust
Labor relations	Reviews and approves/rejects Compensation Benefits Task Force recommendations	Monitors process within guidelines
Student services	Adopts policies for care and control	Recommends, implements, directs
Facilities/food service/transportation	Develops policy on use of services	Implements policy, writes procedures, makes recommendations



The following are generally accepted as the roles and responsibilities of school board members and superintendents in **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.



The following are generally accepted as the roles and responsibilities of school board members and superintendents in **POLICY**:

SCHOOL BOARD

1. Clarifies for the superintendent the intent of the Board and 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.



The following are generally accepted as the roles and responsibilities of school board members and superintendents in **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 Meetings 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.



The following are generally accepted as the roles and responsibilities of school board members and superintendents in **BUDGET AND FINANCE**:

SCHOOL BOARD

1. Establishes priorities for the financial management of the district.
2. Approves the decision to ask 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.



The following are generally accepted as the roles and responsibilities of school board members and superintendents in **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.



The following are generally accepted as the roles and responsibilities of school board members and superintendents in **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, implemented by all staff with supervisory responsibility, 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.



The following are generally accepted as the roles and responsibilities of school board members and superintendents in **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.



The following are generally accepted as the roles and responsibilities of school board members and superintendents in **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 Compensation Benefits 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 by the CBTF.



The following are generally accepted as the roles and responsibilities of school board members and superintendents in **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.



The following are generally accepted as the roles and responsibilities of school board members and superintendents in **FACILITIES, TRANSPORTATION, 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.