

BURLINGTON-EDISON SCHOOL DISTRICT

Superintendent-Board Responsibilities

Board-Staff Communications

The following communications procedures are established:

Staff Communications to the Board

All communications or reports to the board or individual board members from principals, supervisors, teachers, or other staff members shall be submitted through the superintendent. This shall not deny any staff member's right to appeal to the board regarding administrative decisions, provided that the superintendent shall have been notified of the forthcoming appeal and that it is processed according to the applicable procedures on complaints and grievances.

Board Communications to Staff

All official communications, policies, and directives of staff interest and concern will be communicated to staff members through the superintendent. The superintendent will employ all such media as are appropriate to keep staff fully informed of the board's priorities, concerns and actions.

Visits to Schools

Individual board members interested in visiting schools or classrooms will make arrangements for visitations through the principals of the various schools. Such visits shall be regarded as expressions of interest in school affairs and not as "inspections" or visits for supervisory or administrative purposes. Official visits by board members will be carried on only under board authorization and with the full knowledge of staff, including the superintendent, principals and other supervisors.

Superintendent-Board Relations

The board shall:

Select the superintendent and delegate him/her all necessary administrative powers.

Adopt policies for the operation of the school system and review administrative procedures.

Provide direction for the educational program.

The superintendent shall:

Serve as chief executive officer of the district.

Recommend policies or policy changes to the board and develop procedures, which implement board policy.

Provide leadership in the development, operation, supervision and evaluation of the educational program.

Procedure 1620P
Board of Directors

Review courses of study.

Adopt textbooks and teaching materials.

Review annual report on district programs.

Approve annual budget.

Employ certificated and classified staff upon recommendation of the superintendent.

Authorize the allocation of certificated and classified staff time.

Approve contracts for construction.

Approve payment of vouchers and payroll.

Review monthly fiscal reports.

Approve proposed changes of school plant and facilities.

Approve collective bargaining agreements.

Establish criteria and processes for evaluating staff.

Appoint citizens and staff to serve on special committees.

Serve as final arbitrator for staff, citizens and students.

Approve courses of study.

Recommend textbooks and materials.

Develop annual descriptive guide of district.

Prepare and submit the annual budget.

Recommend candidates for employment as certificated and classified staff.

Recommend staff needs based on student enrollment.

Recommend contracts for major construction.

Recommend payment of vouchers and payroll.

Prepare monthly fiscal reports.

Prepare reports regarding school plant and facilities needs.

Negotiate collective bargaining agreements.

Recommend criteria for evaluating staff.

Recommend formation of ad hoc citizen's committees.

Inform board of appeals and implement any such forthcoming board decisions.