

## BOARD-DIRECTOR RELATIONSHIP

Code **BDD** Issued **11/02**

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Purpose: To establish the basic structure for the board's legislation of policies and the execution of those policies by the director and staff.

The board believes that its most important function is formulation and adoption of policy. The director's function is the execution of the policies. The board delegates certain of its executive powers to the director to manage the center within the established policies.

The board holds the director responsible for the administration of its policies, the execution of board decision, the operation of the internal machinery designed to serve the center program and the provision of information to the board about center operations and problems.

The relationship that exists between a board and its director is an intrinsic part of the educational process within a community. A knowledge of what each can reasonably expect of the other can help substantially in promoting sound working relationships.

### **The board will do the following.**

Select a competent, established educational leader as director by ballot and support that person in the discharge of assigned duties

Serve as a policymaking body.

Allow the director to administer the schools.

Adopt an annual budget.

Exercise sound judgement in business affairs of the school corporation.

Deal always in an ethical, honest, straight-forward, open-and-above-board manner with the director and the community.

Approve an organizational pattern for the administration.

Employ or dismiss school personnel upon the recommendation of the director.

Establish salary schedules and other personnel policies.

### **The director will do the following.**

Administer effectively and provide the professional educational leadership necessary. All individuals employed by the board are responsible directly or indirectly to the director

Recommend sound policy and enforce the policies by establishing rules and regulations.

Implement board policy effectively through efficient administration.

Prepare and submit an annual budget to the board for consideration.

Keep the board informed on financial matters, use sound long-range planning and keep current expenditures within the approved budget.

Deal always in an ethical, honest, straight-forward, open-and-above-board manner with the board, the staff and the community.

Make assignments for each position with the board's authorization.

Recommend all candidates for employment or dismissal for board approval.

Recommend personnel policies for adoption and be responsible for assignment of all personnel.

## PAGE 2 - BDD - BOARD-DIRECTOR RELATIONSHIP

### The board will do the following.

Require and discuss reports of the director concerning the progress of the Center in terms of achievements of pupils, teachers and administrators.

Function as a board rather than as individuals.

Communicate with staff members through the director.

Remember that the center exists for the benefit of the students and the community.

Act as a court of appeal for center employees and citizens of the community in cases where the decision of the director is appealed.

Present the needs of the center before the citizens of the community.

Adopt center curriculum, textbooks and annual center calendar.

### The director will do the following.

Formulate and administer means of evaluating staff members and report findings to the board. Duties and responsibilities may be delegated, but the director has final responsibility for actions of subordinates.

Deal with the board as a whole rather than as individual members.

Ensure necessary staff communication through the director with the board.

Remember that the center exists for the benefit of the students and the community.

Make decisions in line with board policy. Appeals from such decisions may be heard and decided by the board.

Plan means of keeping the community informed about center matters. Serve as a representative of the center before the public.

Recommend for board action center curriculum, textbooks and annual center calendar.

Adopted 3/18/85; Revised 11/25/02