

**SUBJECT: SUPERINTENDENT - BOARD OF EDUCATION RELATIONS**

The Superintendent observes and conducts the following relationships:

**Board of Education**

- a) As Chief Executive Officer, be accountable to the Board of Education, as a Board, for the administration of the educational system and for the interpretation and fulfillment of the aforesaid functions, primary activities and responsibilities.
- b) Attend or have a representative attend, all meetings of the Board, except such meetings or parts thereof at which the Superintendent's performance or compensation is discussed between the Board Members in executive session.
- c) Represent the District as the Chief Executive Officer in dealings with other school systems, professional organizations, business firms, agencies of government and general public.
- d) Report directly to the Board of Education, as a Board, and as required to all appropriate governmental agencies.
- e) Act as reference agent for problems brought to the Board.
- f) Work with the Board of Education to develop appropriate program and policies, upon either the recommendation of the Superintendent or the initiative of the Board of Education.

**Building Principals and Other Administrators**

- a) Hold regular meetings with the Building Principals, Coordinators/Directors and other Administrators (herein, "Administrative Personnel") to discuss progress and educational problems facing the District.
- b) Direct the operations and activities of Administrative Personnel; see that they effectively guide and coordinate the operations and activities of the educational system; secure their assistance in formulating internal objectives, plans and programs; evaluate their job performance; and stand ready at all times to render them advice and support.
- c) Approve the vacation schedules for Administrative Personnel; and be personally responsible for all evaluations of Administrative Personnel.

**Others**

- a) Work with other Board employees and advisors, including auditors, architects, attorneys, consultants, contractors, and distinguished educators appointed by the Commissioner of Education.

(Continued)

# POLICY

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Administration

## **SUBJECT: SUPERINTENDENT - BOARD OF EDUCATION RELATIONS (Cont'd.)**

- b) Hold such meetings with teachers and other employees as is necessary for the discussion of matter concerning the improvement and welfare of the schools.
- c) Attend, or delegate a representative to attend, all meetings of municipal agencies or governmental bodies at which matters pertaining to the public schools appear on the agenda or are expected to be raised.
- d) Consistent with and pursuant to Education Law Section 211-B (5)(a), the Superintendent shall cooperate fully with any distinguished educators appointed by the Commissioner of Education.
- e) Represent the District before the public, and maintain, through cooperative leadership, both within and without the District, such a program of public relations as may keep the public informed as to the activities, needs and successes of the District.
- f) Receive all complaints, comments, concerns and criticisms regarding the operation of the District from the public, employees of the District, students and Board members.

Education Law Sections 1711, 2503 and 2508

Adopted: 8/2/11