

**ELLSWORTH SCHOOL DEPARTMENT****SCHOOL BOARD COMMUNICATIONS WITH STAFF**

A clear understanding of responsibilities and relationships between and among the School Board and school personnel is essential for a smoothly running and efficient school system. It should be remembered that the Board, school administrators, teachers, and all others responsible for any phase of the work of the school system have a common and basic responsibility—the welfare of the children in the schools. This responsibility must guide all of the Board’s considerations and decisions.

**School Board and Superintendent**

The relationship of the School Board and the Superintendent can best be described as one of teamwork. They must function cooperatively as some of their functions are not readily separable. However, the primary functions are separable and should be clearly understood by each. The School Board is the legislative body of the school unit. It exercises its mandated management of the schools through the formation of policies.

The Superintendent is the executive officer of the Board and the chief administrative officer. The Board recognizes this and wishes to make this clear to all staff members and to all citizens.

All communications or reports to the Board or to any subcommittee of the Board, from Principals, supervisors, teachers, or other employees shall be submitted through the Superintendent.

**School Board and Principal**

The School Principal has no direct administrative relations with the School Board. His/her relations to the Board are through the Superintendent, as the Board recognizes that the Superintendent is the person to whom it must look for professional leadership within the schools. A spirit of cooperation and mutual helpfulness must prevail between the Superintendent and the Principal if the best results are to be realized. For instance, the Principal and the Superintendent must cooperate in the selection of school staff because the Principal is in the best position to know the kind of person needed for a particular type of service in the school. However, the Principal must make recommendations to the Superintendent and not to the Board. At all times the Principal must remember that all matters which require School Board action must be presented to the Board by the Superintendent.

**School Board and Teachers**

The relationship of the teacher to the School Board is indirect. The teacher is directly responsible to the Principal and through him/her to the Superintendent. Nevertheless, this does not mean that the teacher does not have access to the Superintendent or to the Board. Conditions may arise when direct access may be obtained through channels established for grievances.

**Adopted: April 8, 2014**

**Reviewed: November 14, 2017**