

SUBJECT: SUPERINTENDENT - BOARD OF EDUCATION RELATIONS

The establishment of policies for the governing of the Depew Union Free School District by the Board of Education, and the administration of those policies by its Chief Executive Officer, the Superintendent of Schools, call for a high order of devotion to the public good and the District, and integrity. It is of the utmost importance for the good of those whom the schools serve that the Board of Education and the Superintendent of Schools work in an atmosphere of mutual respect, trust, and good will. The legislation of policies is the most important function of the Board of Education. The execution of the policies is the function of the Superintendent of Schools. The Board of Education recognizes the executive responsibility of the Superintendent of Schools to manage the schools within established policies. The Superintendent of Schools shall then be held responsible by the Board of Education for results.

Board Responsibilities

- a) Reflect the wishes of the community and respect the needs of the schools before the patrons of the District and legislature.
- b) Carry out all duties and responsibilities as set forth in Education Law for the State of New York.
- c) Select the Superintendent of Schools and support him/her in the discharge of his/her duties.
- d) Adopt policies governing the operation of the schools.
- e) Adopt annual budget.
- f) Appoint all teachers, Principals, and other employees only upon the recommendation of the Superintendent of Schools.
- g) Adopt salary schedules, other personnel policies, and approve for funding all personnel contracts.
- h) Receive and discuss reports of Superintendent of Schools concerning the progress of the schools in terms of achievement of students, and performance of teachers and supervisors.
- i) Receive and consider reports of business pending and the financial status of the School System.
- j) Counsel with the Superintendent of Schools affording a group judgment of recommendations for extensions or adjustments of the scope of educational activities.
- k) Consider recommendations for plant improvement and expansion, adopt plans for plant modification, and determine the means for financing them.

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- l) Act as a court of final appeal for school employees and patrons in cases which may be appealed from the decision of the Superintendent of Schools.
- m) Approves lawsuit strategies, studies information and acts on recommendations.
- n) Provides guidelines and ratifies contracts.

Superintendent Responsibilities

- a) Facilitate communication between the community and the Board regarding the schools, and plan means of keeping the community informed about school matters.
- b) Assist the Board in meeting its responsibilities set forth in Education Law.
- c) Serve as the Chief Executive Officer of the Board of Education. All individuals employed by the District are responsible directly or indirectly to the Superintendent of Schools.
- d) Recommend policies to the Board of Education. Carry out all policies adopted by the Board of Education.
- e) Prepare and submit to the Board of Education for consideration the annual budget.
- f) Recommend for Board of Education approval all candidates for employment.
- g) Formulate and recommend personnel policies. Be responsible for assignment of all personnel. Be responsible for negotiating terms and conditions of employment with all employee groups as outlined in the Taylor Law.
- h) Formulate and administer means of evaluating staff members and report findings to the Board of Education. Formulate and administer a program of supervision for the schools. Duties and responsibilities may be delegated, but the Superintendent of Schools has final responsibility for actions of subordinates.
- i) Prepare reports upon status of the budget. Prepare annual report on the operation of the School System and such other reports requested by the Board of Education.
- j) Provide professional leadership for the educational program of the schools. Keep the Board of Education continuously informed on the progress and status of the educational program.
- k) Develop plans for maintenance, improvements or expansion of buildings and site facilities needed to provide properly for an adequate educational program.

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- l) Make decisions in line with Board of Education policy. Appeals from such decisions may be heard and decided upon by the Board of Education.
- m) Works with legal counsel, alerts Board to legal problems and makes recommendations to Board.
- n) Monitors negotiation process within guidelines established by the Board.

Education Law Sections 1711, 2503 and 2508

Adopted: 7/12/11