



# NEW TRIER TOWNSHIP HIGH SCHOOL DISTRICT 203

Board of Education Policy 2-130

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## BOARD OF EDUCATION

### BOARD-SUPERINTENDENT RELATIONSHIPS

It is the policy of the Board of Education to differentiate as much as possible between the Board as the body which establishes the policy and the Superintendent as one who recommends, advises and executes, recognizing that the ultimate responsibility for the School District is in the Board.

The objective of this policy is to clarify the roles and outline mutual responsibilities of both the Board and the Superintendent in order that an understanding and acceptance of respective functions may be reached.

<b>Board Responsibilities</b>	<b>Superintendent Responsibilities</b>
1. Select the Superintendent and advise and support him or her in the discharge of his or her duties as chief school administrator of the District.	1. Act as the chief school administrator and chief professional advisor of the Board, and be directly responsible to the Board for the effective, efficient operation of the School District's programs and facilities.
2. Delegate to the Superintendent responsibility for all executive functions, refrain from handling directly any administrative detail and give the Superintendent authority commensurate with his or her responsibilities.	2. Be responsible for the development of School District procedures, plans and programs and by presentation of facts and explanations assist the Board in its duties. Provide the Board his or her professional recommendations on all problems and issues under Board consideration; be empowered to use discretionary judgment in situations not covered by Board policy or law but report any such significant decisions to the Board as soon as practical.
3. At least once every ten years, direct the Superintendent to develop a Strategic Plan in partnership with the community and approve the implementation of that plan.	3. Coordinate development and implementation of a Strategic Plan.

<b>Board Responsibilities</b>	<b>Superintendent Responsibilities</b>
<p>4. Appoint all District personnel upon the recommendation of the Superintendent and issue all orders affecting personnel through the Superintendent. The Board will provide sufficient personnel to properly conduct and administer the school educational program. <i>New Trier Township High School District 203 is an equal opportunity employer and does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, ancestry, age, marital status, physical or mental disability, unfavorable discharge from military service or any other characteristic protected by applicable law.</i></p>	<p>4. Recommend personnel appointments, promotions, transfers, terminations. Delegate authority as necessary and appropriate, with the recognition that the Superintendent shall be responsible for the actions of all subordinates.</p>
<p>5. Approve salary schedules and personnel policies.</p>	<p>5. Advise on, and recommend personnel policies to the Board and assume responsibility for assignment of employees.</p>
<p>6. Adopt policies for operation of the District's programs and facilities and assume responsibility for keeping such policies up-to-date by reviewing all policies at least once every five years.</p>	<p>6. Carry out all policies established by the Board except those having to do with the Board itself and advise the Board in regard to adoption or modification of policy.</p>
<p>7. Adopt an annual budget as required by law. Estimate the need for and levy taxes. Receive and review financial reports. Participate in long-range financial planning.</p>	<p>7. Prepare an annual budget for Board consideration and approval. Prepare and submit to the Board monthly and financial reports annual financial reports on the operation of the District's programs and facilities. Organize and execute long-range financial planning.</p>
<p>8. Consider and approve expenditures as required by law.</p>	<p>8. Approve and direct all District expenditures within limits of law and Board policy.</p>

<b>Board Responsibilities</b>	<b>Superintendent Responsibilities</b>
9. Require from and discuss with the Superintendent regular reports concerning progress of the District, including reports on the achievement of pupils and staff.	9. Make continuous studies of the progress and needs of the District and keep the Board fully and accurately informed on the District's programs and facilities.
10. Consult with the Superintendent and provide a group judgment on all recommendations for extension or readjustment of the scope of educational activities and programs. Approve textbooks as required by law.	10. Provide leadership for the educational program of the District and in-service training of professional employees. Recommend textbooks for Board approval. Keep the Board informed on developments in the educational field.
11. Consider recommendations for additional capital outlays, adopt plans for capital improvements and determine means of financing them.	11. Develop plans for maintenance, improvements in or expansion of building and site facilities needed to provide for the District's educational program.
12. Assume as a major responsibility representing the entire community with regard to the operation of the District's programs and facilities.	12. Take the lead in establishing and maintaining good public and press relations for the District and for maintaining contact with state legislators.
13. Require the Superintendent's presence at meetings of the Board except when the Superintendent's employment is under consideration or when the Board has authorized his or her absence.	13. Prepare agendas for Board meetings and attend all such meetings except when the Superintendent's employment is under consideration or when his or her absence has been authorized by the Board.
14. Approve all courses of instruction.	14. Recommend courses of instruction to the Board and implement such courses upon approval of the Board.

**Legal References: 105 ILCS 5/10-21.4**  
**23 Il.Admn.Cd. § 1.210**  
**Adopted: 6/23/94**  
**Revised: 8/24/98**  
**Revised: 11/20/2006**