ADD TO WAYNE COMMUNITY SCHOOLS POLICIES

**Policy 2003**

**ADMINISTRATION**

**Line of Responsibility**

While education is a state function, local schools are administered by local elected officials who are vested with certain mandatory directory and permissive powers by virtue of the stat statutes. Responsibility for determining the general policies of the school system within the framework of the statutes is entrusted to the elected governing board termed the Board of Education.

Consistent with the basic principles of good management, the Board, as the legislative body, places the responsibility for executing the District’s policies upon the Superintendent, and through him/her to all other employees.

The proper implementation of this working relationship must be based upon the following practice:

1. The Board shall prepare a set of policies to serve as a basis for the operation of the District as a guide to the Superintendent and other employees in conducting the respective duties.
2. The Board shall be responsible for the selection of the Superintendent. Subject to the approval of the Board, the Superintendent shall be responsible for the selection and assignment of District employees, the management of the school plant and equipment, the administration and supervision of the educational program, the conduct of the program of public relations, and such other duties as the Board may determine.
3. Board policies shall be such as to attract and retain the services of well-qualified and competent employees. The status of staff members may be changed by recommendation of the Superintendent and approval by official action at a legal meeting of the Board. In the event that the Board receives a recommendation for dismissal from the Superintendent, and therefore contemplates the dismissal of an employee, procedures will be enacted pursuant to Nebraska law.
4. In matters of policy, the Superintendent shall have the right and responsibility to recommend development, extension, or revision of policy. As chief executive officer, the Superintendent shall have sole responsibility for operational matters, personnel, curriculum and instruction, business functions, and such other duties as the Board may determine, all subject to the approval of the Board.
5. The Board shall transact official business with professional staff and all other school employees only through the Superintendent.
6. All official transactions within the province of the Board shall be transacted in official meetings of the Board with the Superintendent (or his/her designated representative) present, except at times when consideration may be being given to the Superintendent’s own appointment/re-appointment or salary.