

CONCEPTS AND ROLES IN ADMINISTRATION

The Holmdel Township Board of Education believes that the legislation of policies is one of the most important functions of a school board, and that the execution of the policies is the function of the Superintendent.

Delegation by the Board of its executive powers to the Superintendent provides freedom for the Superintendent to manage the schools within the Board's policies, and frees the Board to devote its time to policy making and appraisal functions.

The Board holds the Superintendent responsible for carrying out its policies within established guidelines and for keeping the Board informed about school operations.

In his/her efforts to keep the Board informed, the Superintendent shall notify the Board President as promptly as possible of any happenings of an emergency nature which occur in the schools.

Between Board meetings, the Superintendent is in charge of the schools, but shall report all significant developments and actions to the Board on a regular basis.

The Board shall strive to procure, when a vacancy exists, the best professional leader available for the chief school administrative post. Then the Board as a whole, and individual members, shall:

- A. Give the Superintendent full administrative authority for properly discharging his/her professional duties, holding him/her responsible for acceptable results;
- B. Act only upon the recommendation of the Superintendent in matters of employment or dismissal of school personnel;
- C. Hold all Board meetings in the presence of the Superintendent except when his/her contract and salary are under consideration;
- D. Strive to provide adequate safeguards around the Superintendent and other staff members to the end that they can discharge their educational functions on a thoroughly professional basis; and
- E. Present personal criticisms of any employee directly to the Superintendent.

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The Board of Education expects the administration to strive to attain the goals and objectives adopted by the Board and, within the guidelines of Board policy, negotiated agreements and New Jersey law, to:

- A. Plan, organize, implement and evaluate the educational programs established by board policy, in order to provide optimum educational opportunities to the pupils of the district;
- B. Provide these optimum educational opportunities at the lowest possible cost;
- C. Use efficient administrative and management procedures, pursuant to law and regulations, and developed after consultation with and among the Board, administrators and appropriate staff members; and
- D. Coordinate the resources of the community with those of the district.

Source: Regular Board Meeting

Date: August 20, 1986

Revised: July 19, 1995

Revised:

Legal References:	<u>N.J.S.A.</u>	18A:7A-1 <u>et al.</u>	Public School Education Act of 1975
	<u>N.J.S.A.</u>	18A:7F-1 <u>et al.</u>	Comprehensive Education Improvement and Financing Act of 1996
	<u>N.J.S.A.</u>	18A:11-1	General mandatory powers and duties
	<u>N.J.S.A.</u>	18A:12-21 <u>et seq.</u>	School Ethics Act
	<u>N.J.S.A.</u>	18A:54-20	Powers of board (county vocational schools)
	<u>N.J.A.C.</u>	6:3-9.1 <u>et seq.</u>	School Ethics Commission
	<u>N.J.A.C.</u>	6:8-1.1 <u>et seq.</u>	Thorough and efficient system of free public schools

Possible

Cross References:	*2131	Chief school administrator
	*2210	Administrative leeway in absence of board policy
	3293.1	Signatures/facsimiles
	*4111	Recruitment, selection and hiring
	*4211	Recruitment, selection and hiring
	*9000	Role of the board
	*9313	Formulation, adoption, amendment of administrative regulations

*Indicates policy is included in the Critical Policy Reference Manual.



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