



LINCOLN PUBLIC SCHOOLS  
Lincoln, Massachusetts

---

**SCHOOL COMMITTEE - SUPERINTENDENT RELATIONS**

The Superintendent will keep the Committee currently informed in all areas pertaining to the operation of the schools. He will prepare or cause to be prepared reports to the Committee to facilitate its decisions. He will prepare the agenda for each Committee meeting and will attend all meetings and participate in all deliberations except when his contract is being considered.

He will administer the schools in conformity with the adopted policies and state law making such administrative rules and regulations as may be necessary. He will be ultimately responsible for all areas reporting directly to him which include instruction, business management, personnel, pupil personnel, employee relations, information and community services, and federal and special programs. He will coordinate these functions to obtain the efficient operation of schools for the benefit of the total community.

The responsibilities of the Superintendent, in a cooperative climate with the Committee, are identified as:

<u>School Committee</u>	<u>Superintendent</u>
1. To select a competent, established educational leader as Superintendent.	To administer effectively and provide the professional, educational leadership necessary.
2. To serve as a policymaking body.	To recommend sound policy and implement policies by formulating and enforcing rules and regulations.
3. To allow the Superintendent to administer the schools.	To make Committee policy effective through efficient administration.
4. To exercise sound judgment in business affairs of the school corporation.	To keep the Committee informed on financial matters, do sound long-range planning, and keep current expenditures within the approved budget.
5. To deal always in ethical, honest, straight-forward, open-and-above-board manner with the Superintendent and communities.	To deal always in an honest, professional, straight-forward, open-and-above-board manner with the Committee, the staff, and the communities.
6. To provide within budget limitations necessary personnel.	To present personnel needs to the Committee.

School Committee

Superintendent

- |   |   |
|---|---|
| 7. To approve an organizational pattern for the administration.                       | To make assignments for each position with the Committee's authorization.                             |
| 8. To take legal action required by law.  | To recommend to the Committee all action required by law.   |
| 9. To examine and approve an annual budget.   | To recommend an annual budget with necessary supporting data.   |
| 10. To function as a Committee rather than as individuals.                            | To deal with the Committee as a whole rather than individual members.                                 |
| 11. To carry on communications with staff members through the Superintendent.         | To see that the staff can have necessary communication through the Superintendent with the Committee. |
| 12. To hold the Superintendent accountable for results.                               | To accept responsibility for results.   |
| 13. To remember that schools exist for the benefit of the students and the community. | To remember that schools exist for the benefit of the students and the community.                     |

Adopted at School Committee Meeting of February 5, 1990

Eliminated at School Committee Meeting of