



Holland Patent Central School District

Board of Education Superintendent Roles and Responsibilities

As we aim to maintain a high degree of transparency and trust between the Board, the administrative staff, the teaching staff, and the community, the clarity of roles and responsibilities will assist students become civic minded, resilient critical thinkers and problem solvers who are prepared for the rigorous demands of college and careers in an ever-changing world.

BOARD MEMBER ROLES/AUTHORITY

1. The Board is a policy-setting body that hires and evaluates the Superintendent of Schools. In addition, the Board provides oversight and represents the interests of the school community.
2. The Board annually reviews and approves goals for the district, taking into account administrative recommendations and the expectations of the school community. The District goals will become the basis of the goals for the Superintendent and the administrative team.
3. New York State grants the Board of Education the legal and regulatory authority to establish policy for the school district and to provide oversight for the education of our children. Board members have authority only when acting as members of the Board at a duly convened open meeting. In most cases, a majority vote of the Board is required for action. A Board member does not have the power to individually authorize action.
4. The Board strives to reach decisions through the consensus process rather than simply by majority vote, whenever possible.
5. Board decisions are binding on all Board members, even when there is disagreement, and members will support, not undermine, all decisions reached by the Board.
6. The Board is responsible for the evaluation of the performance of the Superintendent at least annually.
7. The Board annually evaluates itself, reviews its protocols, and holds itself to standards of best practice.
8. Board members should direct parents and staff who call with complaints or concerns to work up through the chain of command – talking to the teacher, the principal and the Superintendent, before further involving Board members.

9. In general, contact with faculty, including visits to the schools, occurs through the Superintendent when Board members are wearing their “Board hat.” When contacting staff as a parent, Board members should make it clear that, “I am calling as a parent.”
10. District Goals: The District engages in the Blueprint for Excellence Strategic Planning model. Long term goals have been set and the Board and Superintendent will review and discuss District goals annually. Building goals in support of District goals will also be developed by building administrators. The Superintendent will provide a report on progress towards the goals periodically.
11. Board Goals: The Board will develop its own goals, separate from District goals, annually. Matters related to the internal workings of the Board and how to improve governance would be discussed at Board development workshops.

SUPERINTENDENT’S ROLE/AUTHORITY

1. The Superintendent serves as the chief executive officer, is charged with implementing the policies of the Board, and is responsible for administration of the School District.
2. The Superintendent shall suggest policies deemed necessary for the effective functioning of the School District and implement regulations, rules and procedures to support established policies.
3. The Superintendent shall have the authority to organize, reorganize and arrange the administrative and supervisory staff, including, without limitation, instruction and business affairs, which, in their judgment, best serve the School District.
4. The responsibility for the placement and transfer of personnel shall be vested in the Superintendent of Schools; hiring, termination and tenure shall be subject to the approval of the Board of Education.
5. As the Superintendent is a visible presence in the schools, and is expected to provide visionary and aspirational leadership that enables the District to continually improve the educational experiences of students and achieve the goals which have been established.
6. The Superintendent provides the Board with the information analysis, and sound professional recommendations it needs to formulate policy.
7. The Superintendent strives to build and sustain a positive school climate.

ROLE OF THE BOARD PRESIDENT

The Board President:

1. Has no greater authority than any other Board member.

2. Serves as a liaison between the Board and the Superintendent.
3. Is responsible for sharing information pertaining to Board work with all Board members on a timely basis and is the primary conduit of information flow from the Board to the Superintendent.
4. Works with the Superintendent to set meeting agendas.
5. Runs meetings in an orderly fashion, using parliamentary procedure. They encourage open discussion and deliberation, and guides the Board to reach decisions.
6. Is the primary spokesperson for the Board with the media.

ROLE OF THE BOARD VICE-PRESIDENT

The Vice-President:

1. Is available to stand in for the president whenever they are not available.
2. Acts as mentor to incoming board members.
3. Is available as a sounding board for the Board president.

BOARD MEETINGS

1. Responsibility for setting the agenda is shared by the Superintendent and the Board President. Board members, through the President, can recommend items for the agenda/discussion.
2. When able, Board members will let the Superintendent and Board President know in advance about items not in the draft which they intend to raise at the Board meeting, and the Superintendent will do the same, thus ensuring that all participants will be prepared for the applicable discussions.
3. Rules for confidentiality and conducting Board business are those consistent with Section 805-a of the General Municipal Law, Commissioner's Decisions and the Open Meetings Law.
4. Items for executive session must be consistent with the Open Meetings Law and the public must be informed of the reason for the executive session.
5. Discussions in executive session must remain completely confidential.

PUBLIC PARTICIPATION IN BOARD MEETINGS

1. The Board urges members of the public to address concerns at the level of origin and then use the normal chain of command to answer questions or resolve concerns.
2. There will be an opportunity for public participation at business and special meetings.
3. Each speaker should state their name and address at the podium and is allowed one comment with a total speaking time of 3 minutes with a maximum of ten individuals. All comments should be directed to the whole Board, and not individual Board members.
4. Interruption of Board discussion is not permitted.
5. Civility and mutual respect is expected. Speakers who indulge in rude and disrespectful behavior, such as cursing, making deprecating or disparaging remarks, libelous statements or threats of violence, will have their time at the microphone immediately terminated.
6. The Board may justifiably restrict public commentary on matters involving privacy issues otherwise protected by law; for example, when a member of the public wants to engage in discussion that potentially may disclose information about a particular student.
7. Board members will not engage in direct back and forth conversation with the public. If a member of the public has a specific question, they may also submit the question to the District Clerk for the Board or the Superintendent.

MEDIA CONTACT

1. All official statements of Board positions, as well as responses to media inquiries, come from the Board President and/or the Superintendent (or their designees).

ONGOING EDUCATION/PROFESSIONAL DEVELOPMENT OF BOARD MEMBERS

1. Board members are committed to staying current on educational issues, including legislative issues affecting the public schools, via various New York State School Boards Association (NYSSBA) services and information provided by the Superintendent and their staff, and by our legal counsel.
2. Board members are encouraged to participate in Oneida-Madison-Herkimer School Boards Institute meetings and sessions offered by NYSSBA, including the annual convention.

OTHER

Relevant website resources.

- New York State School Boards Association: www.nyssba.org
- New York State Education Department: www.nysed.gov
- Oneida-Madison-Herkimer Counties School Boards Institute <https://www.herkimer-boces.org/page/o-m-h-school-boards-institute>