



2100

## Superintendent: Roles and Responsibilities

*Policy 2100*

Original Adoption: 04/25/1967

Effective Date: 06/09/2010

Revision Dates: 11/30/1971, 10/23/1973, 02/11/1975, 04/12/1988, 06/08/2010

Review Dates:

### **I. PURPOSE**

The Superintendent is the Chief Executive Officer of the Minneapolis Public Schools. The purpose of this policy is to recognize the importance of the role of the Superintendent and the overall responsibility of that position within the school district.

### **II. THE SUPERINTENDENT AND THE BOARD OF DIRECTORS**

- A. The powers and duties of the Superintendent of Schools shall be both to execute directives of the board and to initiate and implement matters within the position's purview. The Superintendent shall inform the Board of initiatory acts that materially affect the business of the district.
- B. The Superintendent is directly accountable to the Board of Education. The Superintendent is responsible for implementing Board policies and executing the Board's stated goals and mission and establishing such regulations and rules as are needed to make the policies of the Board effective.
- C. The Superintendent's contract shall be used to formalize the employment relationship with the Board and specifically identify and clarify all conditions of employment with the Superintendent.
- D. The Superintendent shall decide administrative matters not specifically covered by policies and carry out all administrative duties in management of the schools not required by law to be exercised directly by the Board.
- E. The Superintendent shall act both as a professional advisor to the Board in formation of policies for the governance of the schools and as the executive officer of the Board.
  1. The Superintendent or Superintendent's designee shall prepare and present data and information to support the establishment of policies by the Board.
  2. The Superintendent shall provide data and supporting materials that enable the Board to consider and approve plans and programs for the district that are the purview of the Board.
- F. As an ex officio member of the Board the Superintendent:
  1. must be notified of all Board meetings;
  2. shall attend or provide a deputy to attend the meetings of the Board except when the Superintendent's performance, position, salary or tenure are under consideration.

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3. shall have the right to speak at Board meetings on all matters before the Board.
- G. All powers and duties delegated to the Superintendent are to be executed in accordance with the policies adopted by the Board.
  - H. The Superintendent shall prepare and submit to the Board an annual budget.
  - I. The Superintendent shall sign documents on behalf of the Board when specifically authorized or directed to do so.
  - J. The Superintendent may delegate to other administrative or supervisory officers the performance of the powers and duties which the Board has entrusted to him or her, but in every instance he or she shall continue to be responsible to the Board for the proper execution of those powers and duties.

### **III. THE SUPERINTENDENT AND THE GENERAL ADMINISTRATION OF THE DISTRICT**

- A. The Superintendent shall be in charge of the administration, coordination and supervision of the entire school system including both academic and business administration.
- B. The Superintendent shall provide leadership and guidance for the establishment, maintenance and continuous improvement of a program of education best suited to meet the needs of the students enrolled in the schools and District goals.
- C. The Superintendent shall annually evaluate each school principal or site administrator assigned responsibility for supervising a school building or program within the district consistent with the requirements of law.
- D. The Superintendent shall visit and supervise the schools in the district, and report and make recommendations about their condition when the Superintendent deems advisable or when requested by the Board. The Superintendent shall ensure that schools comply with safety requirements under Federal and State laws.
- E. The Superintendent shall approve and direct expenditures in accordance with the approved budget, and recommend transfers in budget accounts when appropriate.
- F. The Superintendent shall make, or cause to be made, all reports required by Federal or State law.

### **IV. THE SUPERINTENDENT AND DISTRICT EMPLOYEES**

- A. The Superintendent shall recommend to the Board matters relating to employees or prospective employees, including but not limited to:
  1. appointments,

2. dismissals.

B. The Superintendent shall serve as the medium through which employees responsible to the Superintendent may officially communicate with the Board of Education on school business.

**V. THE SUPERINTENDENT AND STUDENTS**

A. The Superintendent shall make determinations of student residency.

B. The Superintendent shall monitor and recommend school grading practices and examinations for promotions and assessment.

C. The Superintendent shall make recommendations to the Board for expulsions or exemptions from compulsory instruction.

D. The Superintendent shall determine whether unaccredited nonpublic schools, home schools or other institutions where students are receiving instruction are in compliance with compulsory instruction laws.

***Legal References:***

Minn. Stat. §120A.22 (Compulsory Instruction)

Minn. Stat. §120A.24 (Reporting)

Minn. Stat. §120A.26 (Enforcement and Prosecution)

Minn. Stat. §121A.31 (Safety Requirement Guidelines)

Minn. Stat. §123B.143 (Superintendent)

Minn. Stat. §123B.147 subd. 3 (Principals: Duties; evaluation)

***Cross References:***

MPS Policy 1150 (Media Relations)

MPS Policy 1540 (Complaints Concerning School Personnel)

MPS Policy 2200 (Organizational Structure and Lines of Authority)

MPS Policy 3005 (Budget)

MPS Policy 3172 (Annual Capital Budget)

MPS Policy 5181 (Exemption from Compulsory Instruction)

MPS Policy 6411 (Learning Materials and Resources)

MPS Policy 8115 (Membership and Quorum)

MPS Policy 8220 (Agenda)