

 <p>SEATTLE PUBLIC SCHOOLS</p>	<p>SCHOOL BOARD – SUPERINTENDENT RELATIONS</p>	<p>C01.01 Revised August 1995</p>
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BOARD ADOPTED PROCEDURE

The Board is charged with the responsibility of setting policy for the Seattle School District. In order to carry out that responsibility, the Board employs a Superintendent of Schools as its Chief Executive Officer and as the Chief Administrative Officer of the District. In carrying out these responsibilities, the Superintendent is accountable to the Board. This accountability requires that the Superintendent be kept advised of problems and that the Superintendent have the authority to control the utilization of the staff of the District. It is, therefore, the procedure of the Board that:

- A. The Board and its members communicate with the administration of the school district through the Superintendent or the Superintendent's designated representative and not through subordinate administrators.
- B. Board members shall not request from the Superintendent the preparation of a report or compilation of material not readily available and involving significant staff time unless the Board by motion duly made and adopted shall have approved the preparation of the report or the compilation of material.
- C. Members of the Board refer all personal appeals, applications, complaints, and other communications concerning the administration of the school district to the Superintendent for investigation and report to the Board member. Ordinarily, such matters are referred to the Board for decision only upon statutory appeals from decisions of the Superintendent.