

Board of Education/Superintendent's Classification of Duties

Board Responsibilities That May Be Delegated In Whole or In Part to the Superintendent	BOE	SUPT.	SUPT Rx; BOE APPROVE
<i>Statutory Responsibilities of the Board of Education</i>			
Implement educational interests of the state that: (1) each child receives prescribed duration of school services; (2) school district is financed at a reasonable level; (3) districts provide programs to reduce racial, ethnic and economic isolation; and (4) statutory mandates are carried out	X		
Study the need for school facilities and develop a long-term school building program			X
Report to the Commissioner on condition of buildings and action taken to implement long-term building program			X
Make recommendations to the town based on need for school facilities and school building program			X
Care for, maintain and operate buildings, lands and apparatus and other property used for school purposes		X	
Insure all buildings and capital equipment against loss		X	
Determine the number, age and qualifications of pupils to attend each school			X
Provide adequate instructional supplies and materials, distribute resources equally among schools; provide a safe school setting		X	
Provide all students with as nearly equal advantages as possible		X	
Hire certified staff – teachers		X	
Hire certified staff – above the level of teachers (i.e., Supervisors Principals)			X
Designate the schools to be attended by children			X
Provide that each school age child is able to attend some school		X	
Provide for transportation of students		X	
Provide for attendance of students in adjacent districts where convenient		X	
May provide for alternative programs for students over 19 years who cannot graduate by age 21		X	
Cause each child between 5 and 18 years of age to attend school.		X	
Prepare and submit a statement of educational goals for the district			X
Develop student objectives that relate to educational goals of the district		X	
Submit a strategic school profile report for each school in the district		X	
Provide for in-service for certified staff		X	

Board of Education/Superintendent's Classification of Duties, continued

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Develop and submit a comprehensive professional development plan for certified staff each five years			X
Proscribe rules for management, studies, classification and discipline in the schools			X
Attest to the commissioner that program of instruction includes state mandated subjects and is planned, ongoing and systematic			X
Proscribe rules for the textbooks to be used and for school library media centers		X	
Select books and educational media for school library media centers		X	
Approve plans for public school buildings			X
Develop, adopt and implement policies concerning homework, attendance, promotion and retention			X
May prescribe rules to sanction students who damage textbooks, library materials and other materials		X	
Develop and implement policies for use, sale or possession of alcohol and drugs			X
Adopt a policy and procedure for dealing with youth suicide			X
Ensure that students do not receive diplomas unless they have completed graduation requirements		X	
Require employment applicants to state whether they have been convicted of a crime and whether criminal charges are pending and to submit to criminal history records check		X	
May develop intra-district student assignment programs		X	
May specify school uniform			X
Prepare an itemized estimate of the cost of maintaining the schools for the ensuing year and submit to the city			X
May transfer unencumbered funds between itemized accounts of the budget			X
Establish a written policy for the protection of students from abuse			X
Establish a written uniform policy for the treatment of recruiters			X
Report to Commissioner regarding identity of certified staff, including appointment of new superintendent	X		
Report to the Commissioner regarding the number of pupils of racial minorities		X	
May provide for intergroup relations training for teachers and may select a coordinator for such training		X	
Cause superintendent to report receipts; expenditures and statistics to Commissioner		X	
Purchase books and supplies as it deems necessary		X	

Board of Education/Superintendent's Classification of Duties, continued

Board Responsibilities That May Be Delegated In Whole or In Part to the Superintendent	BOE	SUPT.	SUPT Rx; BOE APPROVE
May loan textbooks to non-public school students			X
Provide a US Flag for each school room and cause flag to be displayed each school day		X	
Provide for a fire drill in each school at least monthly		X	
Authorize teachers to remove pupils from classrooms due to deliberate serious disruption		X	
Authorize school administration to suspend student from school and transportation services		X	
Inform students and their parents and guardians of policies regarding student conduct and school discipline at least annually		X	
Authorize school administration to impose in-school suspension		X	
Reassign student to regular classrooms in different schools		X	
Enumerate the number of school age children residing in the district annually		X	
Provide a silent meditation opportunity for students and staff each morning		X	
Ascertain the dominant language of students		X	
Provide a bilingual program for students of limited English proficiency		X	
May establish a bilingual and bicultural program of studies			X
Indemnify staff assaulted in the line of duty		X	
May establish and maintain school activity accounts		X	
Provide for the use of school facilities for non-school purposes		X	
May establish a demonstration board and staff to administer demonstration project			X
May participate in the National Assessment of Educational programs			X
Publicly disclose NEASC accreditation report results at a public meeting and make report available for public inspection		X	
Establish and maintain summer school			X
Appoint and prescribe the functions of dental hygienists		X	
May establish and operate a school feeding program		X	
May provide specified pupil services to private nonprofit schools			X
May operate student savings programs with banks		X	
May include vocational guidance as part of curriculum		X	
May permit academic credit for community service			X
May establish high school graduation date			X
May provide transportation to out of district charter school		X	
Conduct collective bargaining negotiations			X

Board of Education/Superintendent’s Classification of Duties, continued

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<i>Other Executive Responsibilities**</i>			
Enter into collective bargaining agreements that are not subject to Board approval			X
Settle claims and disputes with employees and collective bargaining units		X	
Hire non-certified staff		X	
Terminate non-certified staff		X	
Suspend certified and non-certified staff		X	
Discipline certified and non-certified staff		X	
Approve staff leaves of absence – short term		X	
Approve staff leaves of absence – long term			X
Transfer and assign certified and non-certified staff		X	
Execute Grant and other funding applications that do not require a monetary match		X	
Execute Grant and other funding applications that require a monetary match			X
Accept Grant and other funds			X
Accept donations of money, goods and services			X
Execute contracts (consultants, programs, internship exchanges, etc.) ON HOLD FOR LEGAL OPINION			
Initiate lawsuits or other legal proceedings			X
Dispose of district property			X
Select textbooks		X	
Develop program of studies/curricula		X	
Other executive acts necessary to carry out policies and directives of the Board		X	

This chart assumes that all policy making is the sole responsibility of the Board, and that the above listed responsibilities include only those involved in executing established policies or other responsibilities of the system duties (approved 6/13/00; revised and approved on 01/19/10)

****Normally, these responsibilities are exclusively within the superintendent’s authority to act as “chief executive officer”, unless expressly limited by Board policy or directive. C.G.S. § 10-157.**

Policy adopted by the Waterbury Board of Education on October 4, 2012
and revised on April 2, 2015