

Administration

Council-Executive Director Relationship

The Executive Director shall be the chief executive officer of the Council and shall be responsible for the professional leadership and skill necessary to translate the will of the Council into administrative action.

The Executive Director shall be responsible for all aspects of operation and for such duties and powers pertaining thereto as the Council may direct or delegate. The Executive Director may delegate responsibility and the authority necessary to discharge it to other officials and so develop such procedures and regulations as he/she considers necessary to ensure efficient operation of the schools.

The Council assumes that the Executive Director is professionally able and possesses outstanding qualities of leadership, vision, and administrative skill, and that the Executive Director will implement all policies of the Council in good faith.

The Executive Director can assume that the Council will respect the Executive Director's professional competence and extend to him/her full responsibility for implementation of Council policy decisions. It is incumbent on the Executive Director to recognize policy implications of administrative problems which arise. In order that the Executive Director may provide effective leadership, the Council will delegate to the Executive Director those powers which it considers advisable to do so. The Executive Director can expect the Council to support the Executive Director's decisions and administration of the school system.

Policy adopted: May 18, 2005

CAPITOL REGION EDUCATION COUNCIL
Hartford, Connecticut

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Council - Executive Director Relations

The legislation of policies is the most important function of the School Council, and the direction of the execution of the policies should then be the function of the Executive Director. The Executive Director should then be held responsible by the Council for results.

| Council Responsibilities | | Executive Director Responsibilities | |
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| 1. | Select the Executive Director and support him/her in the discharge of his duties. | 1. | The Executive Director shall be considered the chief executive instrumentality of the Council. All individuals employed by the district are responsible directly or indirectly to the Executive Director. |
| 2. | Adopt policies for the operation of the schools. | 2. | Make plans to carry out all policies and establish rules and regulations as appropriate. |
| 3. | Adopt annual budget. | 3. | Prepare and submit to the Council for consideration a proposed annual budget. |
| 4. | Receive financial reports and authorize expenditures contracted after the adoption of the annual budget. | 4. | The Executive Director shall have power within the levels of the major appropriations approved by the Council to approve and direct all purchases and expenditures not set forth in the proposed annual budget. |
| 5. | Delegate to the Executive Director the responsibility for the development of procedures to recruit and hire. | 5. | Report to the Council at the regular monthly meeting all appointments, resignations, and transfers as appropriate. |
| 6. | Adopt Bargaining Unit Contract. | 6. | Formulate and recommend personnel policies. Be responsible for assignment of all personnel. |
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| Council Responsibilities | | Executive Director Responsibilities | |
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| 8. | Require and consider reports from the Chief Financial Officer or the Executive Director of business transacted or pending of the financial status of CREC. | 8. | Prepare monthly reports upon status of the budget. Prepare annual report on the operation of CREC and such other reports requested by the Council. |
| 9. | Consider recommendations for additional capital outlays and adopt plans for such improvements and determine the means for financing them. | 9. | Develop plans for maintenance, improvements, or expansion of buildings and site facilities needed to provide properly for an adequate educational program. |
| 10. | Present the needs of CREC and communicate to their local Boards and legislature information pertinent to their partnership with CREC. | 10. | Plan means of keeping the total community informed about CREC matters. Serve as a representative of CREC before the public. |
| 11. | Exercise the functions stated for it in the CREC grievance procedure. | 11. | Make decisions in line with Council policy. Appeals from such decisions may be heard and decided by the Council. |

Regulation approved: May 18, 2005

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