

## Board and Administrator Roles

The following chart states who is responsible for the various activities and decisions that typically take place at Lincoln Academy.

Area	Board	Administrator
Long-term goals (more than 1 yr.)	Approves	Recommends and provides input
Short-term goals (less than 1 yr.)	Monitors	Establishes and carries out
Day-to-day operations	No role	Makes all management decisions
<u>Budget</u>	<u>Approves</u>	<u>Develops and recommends</u>
<u>Capital purchases</u>	<u>Approves</u>	<u>Prepares requests</u>
Decisions on building, renovations, leasing expansion	Makes decisions, assumes responsibility	Recommends (could also sign contracts if given authority)
Supply purchases	Establishes policy	Spends according to policy and maintains audit trail
Major repairs	Approves if over \$5,000.00	Obtains estimates and prepares recommendation
Minor repairs	see above	Authorizes repairs up to prearranged amount
Emergency repairs	Works with administrator	Notifies Board President if necessary
<u>Cleaning and maint.</u>	<u>No role (oversight only)</u>	<u>Sets up schedule</u>
<u>Fees</u>	<u>Approves</u>	<u>Develops fee schedules</u>
Billing, credit and collections	Approves	Proposes and implements
Hiring of staff	Approves hiring	Interviews and recommends for hire
Staff deployment and assignment	No role	Establishes schedules
Termination of staff	Board approves	Makes all decisions
Staff grievances	Hear grievances involving principal only	Hears all staff grievances
Personnel policies	Adopts	Recommends, administers staff
Salaries	Approves compensation Packages	Develops and recommends salaries to board
Staff evaluation	Evaluates administrator	Evaluates staff