

Adopted from MSBA/MASA Model Policy 302, Orig. 1995, Rev. 2022
Approved: 6/9/22 by Board of Directors
Revised:

**BLUFFVIEW MONTESSORI SCHOOL
POLICY 302
HEAD OF SCHOOL**

I. PURPOSE

The purpose of this policy is to recognize the importance of the role of the Head of School and the overall responsibility of that position within Bluffview Montessori School.

II. GENERAL STATEMENT OF POLICY

The school board shall employ a Head of School who shall serve as an ex officio, non voting member of the school board and as chief executive officer of the school system.

III. GENERAL RESPONSIBILITIES

- A. The Head of School is responsible for the management of the school, the administration of all Bluffview Montessori School policies, and is directly accountable to the school board.
- B. The Head of School must be evaluated annually by the BMS School Board. A Head of School without an administration license must be evaluated in the areas outlined in State Statute.
- C. The Head of School may delegate responsibilities to other Bluffview Montessori School personnel, but shall continue to be accountable for actions taken under such delegation.
- D. Where responsibilities are not specifically prescribed, nor school board policy applicable, the Head of School shall use personal and professional judgment, subject to review by the school board.

Legal References: Minn. Stat. § 123B.143 (Superintendent)

Cross References: MSBA/MASA Model Policy 202 (School Board Officers)
MSBA/MASA Model Policy 208 (Development, Adoption, and Implementation of Policies)
MSBA/MASA Model Policy 214 (Out-of-State Travel by School Board Members)
MSBA/MASA Model Policy 301 (School District Administration)
MSBA/MASA Model Policy 303 (Superintendent Selection)
MSBA/MASA Model Policy 304 (Superintendent Contract, Duties, and Evaluation)

MSBA/MASA Model Policy 305 (Policy Implementation)
MSBA/MASA Model Policy 306 (Administrator Code of Ethics)
MSBA/MASA Model Policy 412 (Expense Reimbursement)
MSBA/MASA Model Policy 510 (School Activities)
MSBA/MASA Model Policy 511 (Student Fundraising)
MSBA/MASA Model Policy 513 (Student Promotion, Retention, and Program Design)
MSBA/MASA Model Policy 602 (Organization of School Calendar and School Day)
MSBA/MASA Model Policy 605 (Alternative Programs)
MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)
MSBA/MASA Model Policy 704 (Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System)
MSBA/MASA Model Policy 802 (Disposition of Obsolete Equipment and Material)
MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)
MSBA/MASA Model Policy 905 (Advertising)
MSBA/MASA Model Policy 906 (Community Notification of Predatory Offenders)
MSBA/MASA Model Policy 907 (Rewards)