

**BOARD-SUPERINTENDENT RELATIONSHIP/FUNCTIONS**

<u>Board Functions</u>	<u>Superintendent Functions</u>
Decide the nature and extent of the instructional program. <ol style="list-style-type: none">1. Requirements for graduation.2. Extracurricular activities.3. Special education.	Directs the instructional program. <ol style="list-style-type: none">1. Puts curriculum into effect.2. Supervises teachers.3. Classifies pupils.4. Sets up pupil records.
Employs personnel policy.	Nominates and assigns all personnel.
Establishes personnel policy. <ol style="list-style-type: none">1. Sets qualifications.2. Defines sick leave.3. Defines leave of absence.	Administers personnel policy. <ol style="list-style-type: none">1. Administers sick leave.2. Arrange for substitutes.3. Keeps personnel records
Adopts the budget, with or without modification.	Prepares the budget.
Adopts salary schedules, with or without modification.	Prepares and recommends salary schedules.
Reviews monthly receipts and expenditures.	Supervises proper accounting procedures and reports.
Adopts the school calendar.	Prepares the school calendar.
Approves purchases of equipment, supplies, and textbooks.	Recommends purchases of equipment, supplies, and textbooks.
Purchases sites and adopts building plans.	Prepares building plans with assistance of an architect.
Adopts public relations policy.	Directs the public relations program.
Evaluates the school program.	Helps board evaluate by submitting studies, reports, or surveys.