

**BOARD-SUPERINTENDENT RELATIONSHIP**

Board Functions

Decides the nature and extent of the instructional program  
--requirements for graduation  
--extracurricular activities  
--special education

Employs personnel policy

Establishes personnel policy  
--sets qualifications  
--defines sick leave  
--defines leave of absence

Adopts the budget with or without modification

Adopts salary schedules with or without modification

Reviews the monthly receipts and expenditures

Adopts the school calendar

Approves purchases of equipment, supplies and textbooks

Purchases sites and adopts building plans

Adopts public relations policy

Evaluates the school program

Superintendent Functions

Directs the instructional program  
--puts curriculum into effect  
--supervises teachers  
--classifies pupils  
--sets up pupil records

Nominates and assigns all personnel, teaching and nonteaching

Administers personnel policy  
--administers sick leave  
--arranges for substitutes  
--keeps personnel records

Prepares the budget

Prepares and recommends salary schedules

Supervises proper accounting procedures and reports

Prepares the school calendar

Recommends purchases of equipment, supplies and textbooks

Prepares building plans with assistance of an architect

Directs the public relations program

Helps board evaluate by submitting studies, reports or surveys

**SOURCE:** Associated School Boards of South Dakota