

Harrisburg School District	NEPN Code: BCD-E
Policy Manual	

SCHOOL BOARD & SUPERINTENDENT RELATIONSHIP FUNCTIONS

<u>BOARD FUNCTIONS</u>	<u>SUPERINTENDENT FUNCTIONS</u>
Decides the nature and extent of the instructional program 1. requirements for graduation 2. extracurricular activities 3. special education	Directs the instructional program 1. puts curriculum into effect 2. supervises Administrators 3. classifies pupils 4. sets up pupil records
Employs personnel policy	Nominates and assigns all personnel
Establishes personnel policy 1. sets qualifications 2. defines sick leave 3. defines leave of absence	Administers personnel policy 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 the 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

Legal References:

Cross References: BCD: School Board & Superintendent Relationship

Adopted: April 28, 2014

Revised: