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**BOARD ADOPTED
PROCEDURE**

The Board of Directors shall:

Select the Superintendent and delegate to him or her all necessary administrative powers: evaluate the Superintendent's performance annually.

Formulate and adopt policies for the government of the school system.

Provide direction for the educational program.

Elect principals and teachers upon recommendation of the Superintendent.

Approve collective bargaining agreements.

Prescribe a course of study.

Adopt textbooks and software and specify process for adoption of other instructional materials.

The Superintendent of Schools shall:

Be the Chief Executive Officer of the school district

Carry out all policies of the Board of Directors through administrative procedures and regulations. Recommend adoption of new, and revision or elimination of outdated policies.

Give leadership in the continuing development, operation, supervision, and evaluation of the educational program.

Recommend candidates for election as principals or teachers.

Negotiate collective bargaining agreements.

Prepare and submit to Board courses of study.

Recommend textbooks and software and carry out process for adoption of other instructional materials.



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Require and consider periodic reports on educational program.

Prepare and present reports on the educational program as required.

Approve the annual budget.

Prepare and submit the annual budget.

Approve the capital outlay.

Direct all capital expenditures.

Approve bills previously authorized.

Direct all purchases for the District.

Require and approve effective plans for maintenance and operation of school properties.

Administer programs of maintenance and operation of school properties.

Approve necessary changes of school plant and facilities.

Prepare and present plans for continuing facilities use and improvements.

Approve architect's plans for new construction and major remodeling.

Provide for and submit necessary plans.

Require annual report on school district programs.

Provide annual report on District programs.

Represent schools and their needs to the community, the state legislature, and the federal government.

Plan and prepare measures to keep the community and the legislature informed.

Require adequate reports on school property and equipment.

Maintain an accurate inventory of District equipment.

Act as final appeal for school personnel, citizens, and students.

Inform Board of appeals and carry out rulings.