

### DUTIES OF THE BOARD OF EDUCATION AND ITS OFFICERS

The Board of Education is a policy forming body and acts in an inspectional and judicial capacity.

They shall formulate and adopt a general course of procedure and place the execution of these policies and procedures in the hands of the Superintendent of Schools.

The schools exist for the promotion of the educational program and welfare of the pupils of the community, and all else is secondary in the importance of these needs.

The judgment of the whole Board takes precedence over that of any individual member.

The Board shall hold regular meetings as stated times and keep accurate minutes of these procedures.

It shall follow the laws adopted for the regulation of the business affairs of the school district.

It shall elect school employees only on the recommendation of the Superintendent of Schools.

It shall authorize the preparation and presentation of the annual budget, which it shall study, publish, and modify if it so desires, and adopt.

It shall function as a Board only when in official session--at other times its members have no authority regarding school matters except as specifically authorized by the Board.

A complete and comprehensive report of the condition of the budget, a detailed list of claims to be approved for payment, financial reports on school bulletins, financial report on cafeteria, the school activity account, etc., shall be presented to the Board of Education each month; thus enabling each member to be informed of the budget, and balances of the various funds of the district, etc.

The Board of Education will consider any complaints that are submitted in one of two ways: One that is written and signed by the individual wanting to make the complaint and/or that is submitted in person before the Board of Education when it is in session.

The superintendent will be notified of re-employment or failure of re-employment, the first board meeting in January.

Adopted: 02-08-71