

Dell Rapids School District #49-3



Policies and Regulations Code: B – School Board Governance & Operations

BCB - BOARD OFFICERS

Election of Board officers and clerk

1. The Board elects a president and a vice-president for a one-year term.
2. The Board appoints a business manager.

The duties of the Board Officers and Business Manager are:

President

1. Presides over all school board meetings.
2. Countersigns all orders, which have been authorized by the school board.
3. Represents the school district in all public and board functions when not in session.
4. Appoints all committees.
5. Calls special meetings of the Board.

Vice-President

Will assume the duties and responsibilities of the president in his/her absence. He/She will also perform such other duties as may be assigned by the Board.

Business Manager

1. Shall keep an accurate record of the proceedings of the Board. The official minutes shall be kept in safekeeping and shall be made available by the Business Manager or his/her designee to any citizen desiring to examine them during the hours when the office of the business manager is open;
2. Shall publish proceedings of the Board as may be determined by the Board and consistent with the laws pertaining to the official publication of the minutes of Board action;
3. Shall assume responsibility for a detailed account of all the business of the Board and prepare periodic and annual reports of the receipts and expenditures in the District;
4. Shall issue all warrants for the payment of verified bills, salaries, and contracts approved for payment by the Board;
5. Shall assume the responsibility for conducting school elections; and
6. Shall perform other duties as required by the Board or by State Law.

LEGAL REFS.: SDCL 13-8-10, 13-8-18, 13-8-19, 13-8-26
13-8-34, 13-8-35, 13-8-43, 13-8-44, 13-8-47

ADOPTED: 12-1985
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