

Johnson County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Executive Committee	Descriptor Code: 1.301	Issued Date: 01/01/16
		Rescinds: BBCA	Issued: 06/13/02

1 The chair of the Board and the director of schools shall constitute the executive committee of the Board,
2 with the chair of the Board serving as the chair of the executive committee.¹ The duties shall be:

- 3
- 4 1. To prepare an agenda for each meeting of the Board;
- 5
- 6 2. To prepare the annual budget on forms furnished by the Commissioner of Education, to be
7 submitted to the Board for its approval;²
- 8
- 9 3. To meet at the office of the director of schools as often as necessary to perform the duties required;
- 10
- 11 4. To advertise for bids and let contracts authorized by the Board;
- 12
- 13 5. To serve as the purchasing agent for the Board;
- 14
- 15 6. To examine all accounts authorized by the Board and ensure that the approved budget is not
16 exceeded;
- 17
- 18 7. To submit for approval at each regular meeting of the Board all executive agreements made
19 since the last regular meeting; and
- 20
- 21 8. To transact any other business assigned to the committee by the Board.¹
- 22
- 23
- 24
- 25
- 26
- 27
- 28
- 29

30
31 Legal References:

- 32 1. TCA 49-2-206; TCA 49-2-205(3)
- 33 2. TCA 49-2-203(a)(10)(A)

30
31 Cross References:

Duties of Officers 1.201
Annual Operating Budget 2.200
Purchasing 2.805
Bids and Quotations 2.806
Qualifications/Duties of the Director of Schools 5.802