

Lakeland Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Executive Committee	Descriptor Code: 1.301	Issued Date: 12/02/13
		Rescinds:	Issued:

- 1 The chair of the board and the superintendent 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 sub-
7 mitted to the Board for its approval;²
8
9 3. To meet at the office of the superintendent 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 a full report of all business trans-
19 acted 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

32 Legal References:

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

32 Cross References:

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