

Pickett County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Executive Committee	Descriptor Code: 1.301	Issued Date: 08/14/97
		Rescinds:	Issued:

1 The chairman of the Board and the director of schools shall constitute the executive committee of the
2 Board, with the chairman of the Board serving as the chairman of the executive committee.¹ The du-
3 ties shall be:

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- 5 1. To prepare an agenda for each meeting of the Board;
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- 7 2. To prepare the annual budget on forms furnished by the Commissioner of Education, to be sub-
8 mitted to the Board for its approval;²
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- 10 3. To meet at the office of the director of schools as often as necessary to perform the duties re-
11 quired;
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- 13 4. To advertise for bids and let contracts authorized by the Board;
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- 15 5. To serve as the purchasing agent for the Board;
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- 17 6. To examine all accounts authorized by the Board and ensure that the approved budget is not
18 exceeded;
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- 20 7. To submit for approval at each regular meeting of the Board a full report of all business trans-
21 acted since the last regular meeting; and
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- 23 8. To transact any other business assigned to the committee by the Board.¹
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35 Legal References:

- 36 1. TCA 49-2-206; TCA 49-2-205(3)
- 37 2. TCA 49-2-203(10)(A)

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35 Cross References:

- 36 Duties of Officers 1.201
37 Annual Operating Budget 2.200
38 Purchasing 2.805
39 Bids and Quotations 2.806
40 Qualifications/Duties of the Director of Schools 5.802
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