

Scott County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: <h2 style="text-align: center;">Executive Committee</h2>	Descriptor Code: <h3 style="text-align: center;">1.301</h3>	Issued Date: <h3 style="text-align: center;">08/08/96</h3>
		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 duties
 3 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
 8 submitted 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 required;
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- 12 4. To advertise for bids and let contracts authorized by the Board;
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- 14 5. To serve as the purchasing agent for the Board;
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- 16 6. To examine all accounts authorized by the Board and ensure that the approved budget is not
 17 exceeded;
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- 19 7. To submit for approval at each regular meeting of the Board a full report of all business transacted
 20 since the last regular meeting; and
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- 22 8. To transact any other business assigned to the committee by the Board.¹
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 34 Legal References:

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

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 34 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