

## **SCHOOL DISTRICT OFFICIALS AND PROFESSIONAL SERVICE PROVIDERS**

**Superintendent:** The Superintendent shall be the executive officer of the Board and shall be the administrative head of the District. The Superintendent shall be responsible for all aspects of school operation and for such duties and powers pertaining thereto as the Board may direct or delegate. The Superintendent may delegate responsibility and the authority necessary to discharge such responsibility to other District officials and shall develop/developed such procedures, regulations, and handbooks as deemed necessary to ensure efficient operation of the schools.

The Board shall extend to the Superintendent full responsibility for implementation of Board policy decisions. The Superintendent will keep the Board informed about school operations and promptly notify Board members when possible happenings of an emergency or newsworthy nature occur in the District.

**Encumbrance Clerk and Minute Clerk:** As required by law, the Board shall appoint and employ an Encumbrance Clerk and a Minute Clerk or may employ one (1) person to perform both functions. The Board may not employ a superintendent, a principal, an instructor, or a teacher as either the Encumbrance Clerk or the Minute Clerk. The Encumbrance Clerk shall keep the books and the documents of the District and shall perform such other duties as the Board may require. The Minute Clerk shall keep an accurate account of all proceedings of the Board, notify all members of meetings of the Board, assume responsibility for District records, and perform such other duties as the Board may require. The Board may also employ a Deputy Minute Clerk. The Encumbrance Clerk, the Minute Clerk, and the Deputy Minute Clerk, if any, shall each provide a bond of not less than One Thousand Dollars (\$1,000.00) with sureties approved by the Board which bonds are conditioned upon the faithful performance of their duties. If the functions of Minute Clerk and Encumbrance Clerk are performed by the same person, only one (1) bond shall be required. The District may pay the premium for such bond(s).

**Treasurer:** The Board may appoint and employ a Treasurer and/or an Assistant Treasurer to serve at the discretion of the Board. The Treasurer and/or Assistant Treasurer shall be responsible for the funds of the District and shall not pay out any District funds except upon District warrants issued by the Board and signed by the President and Board Clerk. The Treasurer and/or Assistant Treasurer shall submit monthly written reports regarding the finances of the District to the Board at its monthly meeting. The Treasurer and/or Assistant Treasurer shall provide a bond of not less than the amount of money the Treasurer and/or Assistant Treasurer will have on hand at any one time, and the District may pay the premium for such bond.

**Independent Auditor:** The Board shall engage an independent auditor to conduct an annual audit as required by law and may utilize the services of such auditor to assist the Board in preparing the District's budgets and such other financial reports as may be required or requested. Such auditor shall be qualified as provided by law.

**Legal Counsel:** The Board may engage legal counsel to provide professional services to the District in such manner as the Board, the Superintendent, and/or other designated administrators may direct.

**Architects and Engineers:** The Board may engage architects and engineers to provide professional services when required by law and/or when deemed necessary.

**Consultants:** Upon its own volition or upon the recommendation of the Superintendent, the Board may engage such consultants as deemed necessary and appropriate for the operation of the District and allowed by law.