

Dickson County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Executive Committee	Descriptor Code: 1.301	Issued Date: 10/28/10
		Rescinds: 1.4010	Issued: 10/23/97

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:

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- 4 1. To prepare an agenda for each meeting of the Board;
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- 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
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- 9 3. To meet at the office of the director of schools as often as necessary to perform the duties re-
10 quired;
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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 trans-
20 acted 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:
35 Duties of Officers 1.201
36 Annual Operating Budget 2.200
37 Purchasing 2.805
38 Bids and Quotations 2.806
39 Qualifications/Duties of the Director of Schools 5.802
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41