



# Mitchell School District 17-2 POLICY

Category	Approval
Series 200: Foundations and Basic Commitments	Adopted
	Revised
	11/27/00
	Reviewed
	8/12/03, 8/13/07, 6/2/11, 6/22/15, 6/10/19

## APPOINTED BOARD OFFICIALS

**MSD 214**

The Board will employ a business manager, upon recommendation of the superintendent of schools, who may be authorized to make all purchases for the School Board, in compliance with state law and within the budget approved by the Board.

Other duties of the business manager include:

1. Keeping an accurate record of the Board proceedings. The business manager will be responsible for the safekeeping of the minutes.
2. Assuming responsibility for a detailed account of all Board business and preparation of periodic and annual reports of the receipts and expenditures of the district.
3. Issuing of all warrants for the payment of verified bills, salaries, and contracts approved for payment by the Board.
4. Publishing proceedings of the Board consistent with laws regarding the publication of Board minutes.
5. Assuming responsibilities for the conduct of school elections.
6. Performing such other duties as the Board may require and as required by law.