

Hamilton County Board of Education

| | | | |
|---|---|---|--|
| Monitoring: Review: Annually, in September | Descriptor Term: Executive Committee | Descriptor Code: 1.301 | Issued Date: 12/16/04 |
| | | 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:

- 4
- 5 1. To prepare an agenda for each meeting of the Board;
- 6
- 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
- 9
- 10 3. To meet at the office of the director of schools as often as necessary to perform the duties re-
11 quired;
- 12
- 13 4. To advertise for bids and let contracts authorized by the Board;
- 14
- 15 5. To serve as the purchasing agent for the Board;
- 16
- 17 6. To examine all accounts authorized by the Board and ensure that the approved budget is not
18 exceeded;
- 19
- 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
- 22
- 23 8. To transact any other business assigned to the committee by the Board; including approval of
24 field trips, purchases and bids, subject to ratification at the next regular meeting of the Board.¹
- 25
- 26
- 27
- 28
- 29
- 30
- 31
- 32
- 33
- 34

35 _____
36 Legal References:
37 1. TCA 49-2-206; TCA 49-2-205(3)
38 2. TCA 49-2-203(a)(10)(A)

35 _____
36 Cross References:
37 Duties of Officers 1.201
38 Annual Operating Budget 2.200
39 Purchasing 2.805
40 Bids and Quotations 2.806
41 Qualifications/Duties of the Director of Schools 5.802