

BOARD OFFICERS

SCHOOL BOARD PRESIDENT - DUTIES

The President of the Parkview Board of Education shall:

1. Preside at all meetings of the Board.
 - a. Open the meeting.
 - b. Announce the order of business.
 - c. Decide all questions of order, using Robert's Rules of Order and as determined by state and federal laws, subject to an appeal by a board member.
 - d. See that all minutes of the meetings are recorded, approved, and signed.
 - e. Recognize members who wish to speak.
 - f. Have the right to offer resolutions, discuss questions, and vote.
 - g. Declare the meeting adjourned.
 - h. Perform other duties as specified by state statutes and/or requested by the Board.
2. Sign all documents as required on behalf of the Board.
3. Prosecute actions for recovery of any forfeiture incurred in which the district is interested.
4. Prosecute actions brought by the school district.
5. Defend on behalf of the school district in all actions brought against the district.
6. Appoint all committees of the Board subject to Board approval.

NOTE: In the absence of the president, the vice-president shall act as chairperson of school board meetings.

SCHOOL BOARD TREASURER - DUTIES

The treasurer of the Parkview Board of Education shall:

1. Ensure all monies received and disbursed by the District are entered in the account books.
2. Sign all check disbursements.
3. Ensure that all funds of the district are deposited in the name of the school district in a public depository designated by the school board.
4. Authorize all withdrawals from savings or investment accounts.
5. Present on a monthly basis and at the annual meeting a written statement of all money received and disbursed by the District.
6. Sign all documents as required on behalf of the Board.
7. Serve on the Finance Committee.
8. Perform other duties as specified by state statutes and/or requested by the Board.

SCHOOL BOARD CLERK - DUTIES

The clerk of the Parkview Board of Education shall:

1. Record the minutes of regular and special meetings of the Board.
2. Administer the oath of office to new school board members.
3. Sign all documents as required on behalf of the board.
4. Perform other duties as specified by state statutes and/or requested by the Board.

LEGAL REF.: Section 34.06, 120.05, 120.15, 120.16, and 120.17 - State Statutes

CROSS REF.: 142 – School Attorney
171.1 – Notification of Board Meetings
183 – Voting
184 – Minutes
187 – Public Participation at Board Meetings

APPROVED: September 25, 1995
November 20, 2006
December 15, 2008
MAY 19, 2014