

SUPERINTENDENT POWERS AND RESPONSIBILITIES

The Superintendent shall be the chief administrator of the school system and shall act in accordance with the applicable state laws and general rules and policies of the School Board.

Adopted: Prior to 1974

Revised: 7/17/84

Statutory Reference: 20-A:1055

The Superintendent shall act as secretary to the Board and shall keep a full and accurate record of the proceedings of the School Board and shall enter upon the records the names of those present at any meeting. He/she shall give notice of regular or special meetings and shall send a copy of all rules and regulations affecting the schools to the Principals of all schools and to each member of the Board. He/she shall transcribe and publish the records of each meeting as soon as possible after the meeting, and prior to the next regular meeting, and shall furnish a copy of this record to all members of the Board and to all principals of the schools.

The Secretary shall keep all records, reports and other papers of the Board on file in the central office and shall perform all duties that are normally required of a secretary or that may be required by the Board.

Adopted: Prior to 1974

Revised: 7/17/84

Statutory Reference: 20-A:1051