



APPOINTED BOARD OFFICIALS

Southeast Technical College Policy BDC/STC

1. Purpose

This policy outlines the responsibilities of the Business Manager of the Sioux Falls School District.

2. General Statement of Policy

The Business Manager of the Sioux Falls School District shall:

- serve as a non-voting member of the Sioux Falls School Board in an advisory capacity and is responsible to the Board on all fiduciary matters related to the District;
- serve as the parliamentarian during all regular and special Board meetings;
- keep and sign an accurate record of the proceedings of the Board. The official minutes shall be kept in safekeeping and shall be made available by the Business Manager or his/her designee to any citizen desiring to examine them during the hours when the office of the business manager is open;
- sign and publish proceedings of the Board as may be determined by the Board and consistent with the laws pertaining to the official publication of the minutes of Board action;
- assume responsibility for a detailed account of all the business of the Board and prepare periodic and annual reports of the receipts and expenditures in the District;
- issue all warrants for the payment of verified bills, salaries, and contracts approved for payment by the Board;
- prepare and distribute the agenda and other appropriate communications to Board members in advance of the regularly scheduled meetings;
- assume the responsibility for conducting school elections; and
- perform other duties as the Board may require.

3. Dissemination of Policy and Training

The policy is located on STC's website under Consumer Information – Southeast Tech Policies

Legal References:

SDCL	
13-8-18	Amount of business manager's bond
13-8-19	Approval and filing of bonds
13-8-34	Approval and signing of minutes of school board
13-8-35	Publication of minutes of board – Contents – Changes after publication – Business manager to sign
13-8-43	Records of business manager open to public inspection
13-8-44	Destruction, falsification or failure to deliver records as misdemeanor
13-8-47	Annual Report to department – Contents, filing, and auditing – Past-due

Board Approved:

Policy	Board Action	(Formerly 9230)
adopted 05-28-68		
amended: 10-25-93	27458.2d	
amended: 10-24-05	34245	
amended: 09-14-09	35488	
amended: 08-12-13	36693	
reviewed: 08-13-18	38110	
reviewed: 03.01.23	ST00708	