

	SIOUX FALLS SCHOOL DISTRICT SOUTHEAST TECHNICAL INSTITUTE	NEPN Code: BDC
	Policies and Regulations	

School Board Governance and Operations

Appointed Board Officials

The Business Manager of the School District shall:

- serve as a non-voting member of the 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.

Legal Reference:	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 reports

Policy adopted:	05-28-68	Board Action	(formerly 9230)
amended:	10-25-93	27458.2d	

amended:	10-24-05	34245
amended:	09-14-09	35488
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