

BOARD POLICIES	METRO TECHNOLOGY CENTERS BOARD EMPLOYEES (BP-2020)	The on-line version of the policy is official. Therefore, all printed versions are unofficial copies.
----------------	--	---

1.0 POLICY:

Auditor - The Board shall employ an auditor or auditors and fix the salary and terms of employment. It shall be the duty of the auditor to audit all accounts of the District and make reports as are required by the Board, state laws and the Oklahoma Department of Career and Technology Education.

Board of Education Attorney - The Board may employ an attorney or law firm as chief legal counsel to advise, counsel, and represent the District on all matters of a legal nature. Additional legal counsel may be required by the Board from time-to-time as circumstances may require. The Board may enter into a written contract with such chief legal counsel setting forth the terms and conditions of employment, methods of compensation, and reimbursement of expenses.

Such annual contract shall be reviewed on or before April 1, and optional renewal annually voted upon at the first regular meeting in June, prior to July 1.

Encumbrance Clerk - The Board shall employ an encumbrance clerk. The encumbrance clerk and the minute clerk functions may be performed by the same employee. No superintendent, campus director, treasurer, instructor or teacher employed by the Board shall be encumbrance clerk. No board member shall serve as encumbrance clerk.

The encumbrance clerk shall keep the books and documents of the school district and perform such other duties as the Board or its committees may require. No bill, statement, or invoice shall be paid until such payment is authorized by the encumbrance clerk, or his/her designee.

The encumbrance clerk shall not authorize payment of any bill or invoice until satisfactory receipt of the services or merchandise and unless said bill or invoice is properly supported by an itemized invoice clearly describing each item purchased, the quantity of each item, its unit price and its total cost. The bill and/or invoice shall be filed in the encumbrance clerk's official records.

Minute Clerk - The Board shall employ a minute clerk. At its discretion, the Board may designate a substitute minute clerk according to the same policy as the minute clerk. The minute clerk and the encumbrance clerk functions may be performed by the same employee. No superintendent, campus director, treasurer, instructor or teacher, employed by the Board shall be minute clerk. No board member shall serve as minute clerk.

The minute clerk or substitute minute clerk shall keep complete records of board meetings. The minutes of the Board shall be kept in an official minutes book and shall be a complete record of members present and absent, and all actions of the matters considered by the Board, and all actions taken by the Board, including resolutions and motions in full. Papers not a part of a formal motion may be omitted if they are referred to and identified by some method. The minutes shall also reflect compliance with Oklahoma Statutes concerning the Oklahoma Open Meeting Act. An electronic copy of these documents may be kept and, if kept, will be considered official.

BOARD POLICIES	METRO TECHNOLOGY CENTERS BOARD EMPLOYEES (BP-2020)	The on-line version of the policy is official. Therefore, all printed versions are unofficial copies.
-----------------------	--	--

Copies of the minutes of a meeting shall be sent to members of the Board before the meeting at which they are to be approved. Corrections in the minutes may be made at the meeting at which they are to be approved. Permanent minutes shall be signed by the board clerk and minute clerk.

Treasurer - The Board shall also appoint a treasurer, activity fund custodian, and deputy activity fund custodian, none of whom shall be a member, clerk or deputy clerk of the Board.

2.0 LEGAL REFERENCE: 25 O.S. § 312; 70 O.S. §§ 5-119, 5-135, and 22-103

3.0 CROSS REFERENCE: N/A

4.0 REVISION HISTORY:

<u>Date:</u>	<u>Revision</u>	<u>Description of Revision:</u>
October 8, 1984	A	Adopted
August 8, 1988	B	Revised
October 23, 1989	C	Revised
July 9, 1990	D	Revised
September 22, 2003	E	Reformatted
December 15, 2003	F	Legal references reviewed and revised as necessary
November 22, 2004	G	Revised

5.0 PCF FRAMEWORK #: 6.2 Recruit, source, and select employees; 10.1 Manage federal, state, and local regulatory requirements

***** End of Policy *****