

BOARD OF EDUCATION PRESIDENT, VICE-PRESIDENT, CLERK, AND DEPUTY CLERK**PRESIDENT**

The president of the Bixby Board of Education serves as the presiding officer and manages routine work of the Board, signs all contracts, appoints all committees, signs all warrants ordered by the Board of Education to be drawn upon the treasurer of school money, defends the treasurer of school money, certifies tax levies and defends them, serves as spokesman, and performs other duties that are delegated to him or her by state law or by order of the Board of Education.

In addition to performing the duties specifically imposed by the Board of Education, the president shall have the authority to enforce all permanent rules and regulations adopted for the governance and control of the district, and shall at all times take such measures and employ such means as may be proper and lawful to enforce school laws within the district in the interim of the meetings of the Board.

The president shall have authority to appoint a member or members as ex officio representatives of the Board of Education to other organizations of the community such as the Recreation Board, Master Planning Board, etc., who request such representation.

VICE-PRESIDENT

It shall be the duty of the vice-president to perform all of the duties of the president in case of the president's absence or disability.

CLERK & DEPUTY CLERK

The Board of Education has established the following duties for the clerk and deputy clerk of the Board of Education

1. It shall be the duty of the clerk of the Board of Education (or the deputy clerk in the clerk's absence) to attend all regular and special meetings of the Board.
2. The clerk of the board of education shall countersign all warrants and checks for school moneys drawn from the treasurer of the board and the accounts of the district.
3. The clerk and deputy clerk of the Board of Education shall, in addition to performing the duties specifically imposed upon him/her by the school code and Oklahoma law, cooperate with the superintendent of schools, the treasurer, the minute's clerk, and the encumbrance clerk in the management of the business affairs of the school.
4. The clerk of the Board of Education shall attest, in writing, the execution of all deeds, contracts, reports, and other instruments that are to be executed by the Board of Education.
5. The deputy clerk of the Board of Education shall maintain district finance records and Board of Education files, records, and contracts as prescribed by law.
6. The deputy clerk of the Board of Education shall destroy all claims, warrants, contracts, purchase orders and any other financial records, or documents, including those relating to school activity funds, on file or stored in the offices of the Board of Education of such district for a period of longer than five (5) years, less or longer period if prescribed by law.

7. The clerk of the Board of Education shall countersign, with the Board President and district Treasurer, all warrants and checks authorized by the Board of Education.
8. The clerk and deputy clerk of the Board of Education shall perform all duties as required by law and as the Board of Education requires (and as required by the superintendent if an employee of the district).
9. The deputy clerk of the Board of Education shall receive and maintain a notice of tort claim against the District. The claim shall be in writing.
10. The deputy clerk of the Board of Education shall maintain the statement of organization of a campaign committee for any candidate for election to the School Board when submitted to the district by the campaign committee for four (4) years after the date on which they were filed at which time they may be destroyed or maintained, subject to the discretion of the Clerk.
11. The deputy clerk of the Board of Education shall maintain the statement of organization of a school district political committee when submitted to the district by the political committee for four (4) years after the date on which they were filed at which time they may be destroyed or maintained, subject to the discretion of the Clerk.
12. The deputy clerk of the Board of Education shall maintain the report of contributions and expenditures by a campaign committee and/or school district political committee when submitted to the District by the campaign committee and/or school district political committee for four (4) years after the date on which they were filed at which time they may be destroyed or maintained, subject to the discretion of the Clerk .
13. The deputy clerk of the Board of Education shall maintain the statement of financial interests when submitted to the District by a candidate for school district office for four (4) years after the date on which they were filed at which time they may be destroyed or maintained, subject to the discretion of the Clerk.
14. The deputy clerk of the Board of Education may perform any of the duties and exercise any of the powers of the clerk of the Board of Education with the same force and effect as if the same were done or performed by the clerk in the absence of the clerk and/or as assigned by the superintendent, if an employee of the district.
15. The clerk and deputy clerk of the Board of Education must be eligible to be bonded by the district's bond vendor and shall be bonded in a sum of not less than one thousand dollars (\$1,000.00) with good and sufficient sureties to be approved by the Board conditioned for the faithful performance of the duties of the clerk and deputy clerk.
16. The deputy clerk of the Board of Education shall receive and maintain any taxpayer protest concerning the school budget from the State Auditor and Inspector.
17. The deputy clerk of the Board of Education shall make available the budget on file with the district to any taxpayer wanting to inspect the budget at all reasonable times.
18. The deputy clerk of the Board of Education shall receive and maintain a record of the district estimate of needs, budget and appropriations request (and amended budget and record of supplemental appropriations) upon their approval by the Board and provide same to county clerk/county excise board.
19. The signature of the clerk or deputy clerk of the Board of Education (as well as that of the Board President) shall be notification to the public that the check (or warrant) is for the purpose and within the amount of the approved appropriation.
20. The deputy clerk of the Board of Education shall maintain files of all written contracts with teachers for and in the name of the district with the Personnel department of the district.
21. The clerk or deputy clerk of the Board of Education shall sign/attest to the signature of the Board President all district bonds.

22. The deputy clerk of the Board of Education shall receive and maintain notice from the State Board of Education concerning a reduction in the district's state aid.
23. The deputy clerk of the Board of Education shall provide the tentative minutes of regular and/or special Board meetings to legal newspapers requesting them in writing and shall be provided within 5 days after the regular and/or special Board meeting. Such newspaper must be located in the same county as all or part of the district. The written request shall be effective for the current calendar year or remaining portion thereof unless a shorter period is specified in the written request.
24. The clerk or deputy clerk of the Board of Education shall sign the public notice and cause at least a ten (10) day notice be given of the time and place when and where bond bids will be received and the methods by which bids may be submitted. The notice shall be published once a week for two (2) consecutive weeks in a legally qualified newspaper published in the district. If there is no such newspaper, then in a legally qualified newspaper of general circulation in the district. The sale of the bonds shall not be less than ten (10) days after the first publication of the notice of bond sale.
25. The deputy clerk of the Board of Education shall maintain garnishments of the school board by summons.
26. The clerk or deputy clerk of the Board of Education shall administer statutory oaths to Board of Education members upon election to the Board at the first regular, special, or emergency board meeting after certification of the election and the deputy clerk of the Board of Education shall maintain all oaths and affirmations of board members and district employees.

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