

BOARD OF EDUCATION – SUPERINTENDENT – GENERAL

The enabling acts listed below are adopted by the Board of Education for the guidance of the Superintendent in carrying out his duties. The Superintendent of Schools shall have authority:

1. To main a petty cash fund of \$7,000 for various small expenditures, which are required from time-to-time, and which by their nature would make it inconvenient to go through the regular channels of the Board. The Director of Business Services is appointed as custodian of this fund.
2. To certify for payment membership in state and national organizations whose functions support the educational program.
3. To certify reimbursement for expenses of School Board members, the Superintendent, and other school personnel to such state and national meetings as it may seem advisable to attend.
4. To call the officers of the Board as a special committee on ways and means between the regular School Board meetings on his own initiative or at the request of a member of the Board.
5. To employ/discharge nonlicensed personnel, to certify wages and salaries for payment in accordance with schedules adopted by the Board, and to administer the provisions of negotiated agreements.
6. To accept employee resignations when deemed to be in the best interest of District 31.
7. To certify to the officers for their facsimile signatures such items as:
 - a. Payment of items covered by contract with the Board of Education;
 - b. Payment of emergency bills in which it appears that financial loss or hardship will follow if there is a delay in payment;
 - c. Payment of bills carrying penalties or discount;
 - d. Payment of regular and reoccurring bills.
8. To lease, purchase, and contract for goods and services within the budget as approved by the Board, provided that any transaction is an amount for which bids are required must first be specifically authorized by the Board and fulfill all other applicable requirements of Minnesota Statutes. Under the provisions of M.S. 123.37, Subd 1(a), the Director of Business Services is also authorized to perform these actions.
9. To make short term investments of surplus current funds in legally approved securities. The Director of Business Services is also authorized to perform these actions.

10. To transfer monies on a continuing basis from a fund receiving a service or supply to another fund granting the services or supply. This authorization shall include only those transfers that are for supplies or services.
11. To conduct day-to-day operations of the district, not specifically covered above, in accordance with the terms of the Superintendent's contract, Board policy, and appropriate state and federal statutes.
12. Pursuant to M.S. 123.35, Subd. 15, the School Board authorizes the Director of Business Services to make payment of claims prior to Board approval and requires that payments made prior to Board approval be acted upon at the next Board meeting.
13. Delegate the Director of Business Services the authority to make electronic transfers and approve electronic transfers made by other initiators.
14. To maintain an imprest fund of \$10,000 for the purpose of paying actual and necessary expenses of officers or employees in attending meetings outside of the district. The Director of Business Services is appointed custodian of this fund.