

**BOARD OF EDUCATION
POWERS AND DUTIES**

The powers and duties of the Southwest Technology Center Board of Education are as follows:

1. To elect its own officers: President, Vice-President, Clerk, and shall appoint an Encumbrance Clerk and a Minutes Clerk and in its discretion, a Deputy Clerk. The board may appoint one person as Encumbrance/Minutes Clerk.
2. To make rules and regulations, not inconsistent with the law or rules and regulations of the State Board of Career and Technology Education, governing the board and the school system of this district.
3. To maintain and operate a career technology center school system of such character as the board of education shall deem best suited to the needs of the school district.
4. To designate the schools to be attended by the children of the district.
5. To provide and operate, when deemed advisable, cafeterias or other eating accommodations, thrift banks or other facilities for the teaching and practice of thrift and economy, book stores, print shops, vocational and other shops.
6. To provide informational material concerning school bond elections and millage elections.
7. To purchase, construct or rent, and operate and maintain classrooms, libraries, auditoriums, gymnasiums, stadiums, recreation places and playgrounds, teacherages, school bus garages, laboratories, administration buildings and other school buildings, and acquire sites and equipment therefor.
8. To have school district property insured.
9. To acquire property by condemnation proceedings in the same manner as land is condemned for railroad purposes.
10. To lease district property to the state or any political subdivision thereof for nominal cash consideration for so long as the use of the property by the lessee substantially benefits, in whole or in part, the same public served by the school district.
11. To dispose of property no longer needed by the district by sale, exchange, lease, or otherwise as prescribed by state law.
12. To purchase necessary property, equipment, furniture, and supplies necessary to carry out and fulfill all powers granted by law.
13. To incur expenses necessary to carry out and fulfill all powers granted by law, subject to the following limitations: The board of education shall not vote to contract with or purchase materials or supplies from a business employing a member of the board of education or the spouse of the member owning an interest in the business of more than 5%.

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14. To contract with and fix the duties and compensation of regular physicians or surgeons, dentists, optometrists, and other recognized and legally licensed practitioners, nurses, attorneys, superintendents, principals, teachers, bus drivers, custodians, and other necessary employees of this district. The board of education shall establish a written policy for reimbursement of necessary travel expenses of employees and members of the board of education. The policy may include in-district travel from the site of employment assignment, which is necessary in the performance of employment duties. The written policy shall specify procedures, contain documentation requirements, and may include payment of meal expenses during authorized travel on a per diem allowance basis rather than itemized documentation. The board shall designate the funds from which reimbursement is to be made.
15. To pay necessary itemized and documented travel expenses and other related expenses of prospective employees for sponsored visits to the school district.
16. To exercise sole control over all of the schools and property of this district subject to provisions of the Oklahoma School Code.
17. To exercise complete control over all funds on hand or hereafter received or collected from all school activities conducted in this school district.
18. To provide for an annual audit of all such school activity funds. The original reports of such audit shall be delivered to the board, and a copy thereof shall be furnished to the treasurer of the school district.
19. To provide for an appropriate personnel policy and sick leave policy for all teachers employed.
20. To rent the gymnasium, auditorium, or cafeteria.
21. To cause all school funds to be audited annually.
22. Prepare and distribute at the expense of the school district any and all material which has the purpose of informing the public about district activities.
23. To solicit and accept any gift, grant, or donation of money or property for the use of the school district. Any gift, grant, or donation of money for noncapital expenses may be deposited in the general fund or building fund of the school district. Gifts, grants, or donations for purposes of capital expenses must be placed in the building fund.
24. To pay necessary meal and lodging expenses of school district students and sponsors involved in authorized school-sponsored cocurricular activities. The board shall establish a written policy for reimbursement of necessary meal and lodging expenses of school district students and sponsors. The written policy shall specify procedures, contain documentation requirements, and designate the funds from which reimbursement may be made. Reimbursement may be made from the general fund.

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25. An educational function not specifically delegated to the State Board of Education, the State Department of Education or the State Board of Career and Technology Education is reserved and may be performed by the local district.

REFERENCE: 21 O.S. §355
26 O.S. §13A-105
62 O.S. §371
70 O.S. §1-117, §5-105, §5-107B, §5-117, §5-119, §5-124, §5-134

Adopted: January 1994 as policy B-101
Revised: November 1995
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