

District: Greenville Public School District
Section: B - School Board Operations
Policy Code: BE - School Board Records

SCHOOL BOARD RECORDS

Minutes shall be kept of all meetings of this school board, whether in open or executive session.' 25-41-11 (1981)

It shall be the duty of the superintendent of schools:

1. To keep and preserve the minutes of the proceedings of the school board.
2. To keep in his office and carefully preserve the public school record provided, to enter therein the proceedings of the school board and his decision upon cases and his other official acts, to record therein the data required from the monthly and term reports of principals and teachers, and from the summaries of records thus kept.
3. To examine the monthly and annual reports submitted to him by principals and teachers for the purpose of determining and verifying the accuracy thereof.
4. To preserve all reports of superintendents, principals, teachers and other school officers, and to deliver to his successor or clerk of the board of supervisors all money, property, books, effects and papers.
5. To prepare and keep in his office a map or maps showing the territory embraced in his school district, to furnish the county assessor with a copy of such map or maps, and to revise and correct same from time to time as changes in or alterations of school districts may necessitate.
6. To keep an accurate record of the names of all of the members of the school board showing the districts for which each was elected or appointed, the post office address of each, and the date of the expiration of his term of office. All official correspondence shall be addressed to the school board and notice to such members shall be regarded as notice to the residents of the district and it shall be the duty of the members to notify such residents.
7. To make to the school board reports for each scholastic month in such form as the school board may require.
8. To distribute promptly all reports, letters, forms, circulars and instructions which he may receive for the use of school officials.
9. To keep on file and preserve in his office all appropriate information concerning the affairs of the school district. ' 37-9-14 (1999)

The Mississippi Public School Accountability Standard for this policy is standard 1.

LEGAL REF.: MS CODE as cited
CROSS REF.: Policy CEB - Duties of Superintendent

Last Review Date: _____
Review History:[1/1/1900][1/1/1901]

Adopted Date: 6/28/2011
Approved/Revised Date: 2/26/2019