

**BOARD OF EDUCATION  
POWERS AND DUTIES**

The powers and duties of the Bartlesville 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 Education, governing the board and the school system of this district.
3. To maintain and operate a complete public 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 class rooms, 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 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%.

**BOARD OF EDUCATION, POWERS AND DUTIES (Cont.)**

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, office personnel, 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. Per diem meal reimbursement may not exceed the amounts authorized for state employees in 74 O.S. §500.8, but such reimbursement shall be available for necessary travel that does not require overnight stays. The board shall designate the funds from which reimbursement is to be made. Reimbursement of meal expenses for an employee or a board member shall not be considered compensation.
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 personnel employed.
20. To rent or lease school-owned facilities (i.e., the gymnasium, auditorium, cafeteria, stadium, or other property).
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. 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.

The superintendent of schools is the executive officer of the board and shall carry out all policies adopted by the board.

**BOARD OF EDUCATION, POWERS AND DUTIES (Cont.)**

On or before the thirty-first day of December each year, the board of education shall prepare an estimate of the funds needed for support and maintenance of the schools for the ensuing year. If the assessed valuation of the school district for the current fiscal year is not sufficient by a levy of five mills to provide such funds, the board shall determine the additional amount of an excess levy above the five mills which shall be required. The board shall make an itemized statement showing:

1. The funds estimated to be on hand at the end of the current fiscal year;
2. The estimated income from sources other than ad valorem taxation, including the apportionment of income from the common school fund based upon the distribution of the next preceding year; and
3. The sinking fund sufficient to pay at maturity any bonded indebtedness coming due on any bonds issued by the school district, and the amount necessary to pay the interest coupons falling due on such bonded indebtedness and the amount necessary to pay installments on judgments.

Such estimate shall be posted in five public places in the district, or published in one issue of a newspaper of general circulation in the district. The notice shall contain the number of mills exceeding five. At the time said notice is published or posted, the board of education may issue a call for an election to be held on the second Tuesday in February to vote upon the amount of excess levy needed to finance the school district for the ensuing fiscal year. Such election shall immediately follow the regular school district election and shall be conducted by the county election officials.

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