
Subject: BOARD DUTIES AND RESPONSIBILITIES

In addition to any other duty required to be performed, the BOCES Board also possesses numerous duties as provided by law, including but not limited to:

1. The adoption of written bylaws for the organization and its operations;
2. To adopt policies and prescribe rules and regulations necessary and proper for the efficient administration of the affairs of the BOCES, including procedures for competitive bidding in the purchase of goods and services;
3. Make available for public inspection at the offices of the BOCES, during reasonable business hours, true and correct copies of all current bylaws, policies, rules, and regulations adopted by the Board;
4. Establish policies and procedures for the recording of minutes of regular and special Board meeting, except those in executive session, which record of minutes will be open for public inspection at the BOCES offices during reasonable business hours;
5. To employ all personnel required or necessary to maintain the operations of the BOCES;
6. Require the delivery of any funds belonging to the BOCES and in the custody of any employee or other person, to the treasurer or such other person as designated by the Board, for deposit in a depository authorized and designated by the Board;
7. Make and keep complete and accurate financial records of BOCES funds and accounts, which records are to be maintained on the basis of generally accepted accounting principles of governmental accounting;
8. Maintain a register of all warrants or orders drawn upon BOCES funds, including the number of each warrant or order, date of issuance, purpose for the warrant or order, and the amount and payee. Alternatively, the BOCES may maintain records normally provided in accounting procedures through the use of automatic processing;
9. Preparation and posting of a statement of financial condition of the BOCES as required by law; requiring the audit of all accounts of the BOCES as required by law; and the review, from time to time during each fiscal year, the financial position of the BOCES;

10. Maintenance, preservation and disposition of records as relates to the business of the BOCES as required by law;

11. Filing with the Colorado State Board of Education any report required by law;

12. Compliance with the rules and regulations of the State Board of Education as may be required by law; and

13. Adoption of a system for the evaluation of BOCES staff, employees, licensed staff, and classified personnel, as may be applicable.

LEGAL REF: C.R.S. 22-5-107
C.R.S. 22-32-109
C.R.S. 22-9-106