

## 141.1

### BOARD/EXECUTIVE OFFICER RELATIONSHIP

The CESA Administrator shall be directly responsible to the Board and act as its secretary.

Perform such duties as are provided by law.

Attend meetings of the Board and cause a careful record of the proceedings to be kept.

Receive all communications addressed to the Board and report the same to the Board.

Notify all members of the Board of regular and special meetings three days prior to said meetings.

A copy of the minutes of each meeting shall be ~~mailed or delivered~~ made available to all Board members prior to next month's regular Board of Control meeting date.

A copy of the minutes of all meetings shall be ~~mailed or delivered~~ made available to administrators of member school districts in CESA #9.

Sign all contracts and documents as directed by the Board.

Tentative Approval: January 6, 1988

FINAL APPROVAL: July 6, 1988

Revised and Approved: January 8, 2003

Revised and Approved: May 4, 2015