

## **SCHOOL SUPERINTENDENT LEGAL STATUS**

The Superintendent of the Livingston Parish School Board is a constitutional school officer as provided in the Constitution and laws of the State of Louisiana. As such, he/she has certain authorities and functions which are provided for by law.

The Superintendent shall be the Chief Executive Officer and Secretary/Treasurer of the Livingston Parish School Board. He/she shall be responsible to the School Board for the efficient administration of the school district according to the laws governing the school district and the policies which are adopted by the Louisiana Board of Elementary and Secondary Education (BESE) and the Livingston Parish School Board. As the instructional leader of the school district and its Chief Executive Officer, he/she shall have primary responsibility for personnel actions in the district as may be outlined in state law and/or School Board policy.

As Secretary, he/she shall keep, or cause to be kept, an accurate copy of all minutes in an official minute book reflecting all business of the Board conducted at regular or special meetings. As Secretary of the School Board, the Superintendent shall see that copies of all minutes are provided to all School Board members and that the official School Board minutes are made available for public examination in accordance with state law.

As Treasurer, the Superintendent shall have the authority to sign and execute any and all documents associated with all transactions duly approved by the School Board. He/she shall also be designated as the official custodian of all funds to which the School Board is entitled by law and shall be responsible for the proper safeguarding and accounting for all such funds.

The Superintendent shall sign each teacher contract issued.

Revised: February 17, 2011  
Revised: August 2, 2012

Ref: Constitution of Louisiana, Art. VIII, Sec. 9; La. Rev. Stat. Ann. §§17:54, 17:81, 17:83, 17:90, 17:91, 17:92, 17:93, 17:94, 17:95, 17:96, 17:97; Board minutes, 2-17-11, 8-2-12.