

## **202 SCHOOL BOARD OFFICERS**

### **I. PURPOSE**

School board officers are charged with the duty of carrying out the responsibilities entrusted to them for the care, fiduciary management, and control of the public schools of the school district. The purpose of this policy is to delineate those responsibilities.

### **II. GENERAL STATEMENT OF POLICY**

- A. The school board shall meet annually and organize by selecting a chair, vice chair, a clerk, a treasurer and such other officers as determined by the school board.
- B. The school board shall appoint a superintendent who shall be an ex officio, nonvoting member of the school board.

### **III. ORGANIZATION**

The school board shall meet annually in January or as soon thereafter as practicable, and organize by selecting a chair, vice chair, a clerk, a treasurer, and such other officers as determined by the school board. These officers shall hold office for one year and until their successors are elected and qualify.

- A. The persons who perform the duties of clerk and treasurer need not be members of the school board.
- B. The school board by resolution may combine the duties of the offices of clerk and treasurer in a single person in the office of business affairs.
- C. At this Organizational Meeting the School Board shall:
  - 1. Elect its officers.
  - 2. Designate a District 917 depository.
  - 3. Designate the official newspaper of the district.
  - 4. Set the yearly salaries of its members and officers.
  - 5. Establish the yearly schedule for its regularly called Board Meetings.
  - 6. Renew memberships in organizations.
  - 7. Approve policies required or annual review.

## ORDER OF BUSINESS FOR ORGANIZATIONAL MEETING

1. Call to order - Superintendent or retiring Chair.
2. Administer oaths of acceptance to appointed board members.
3. Election of Chair - New Chair conducts balance of meeting.
4. Election of Vice-Chair.
5. Election of Clerk.
6. Election of Treasurer.
7. Resolution pertaining to official depository.
8. Resolution pertaining to official publication.
9. Establishment of dates and time of Regular Board Meetings for the succeeding year.
10. Establish salaries for Board Members.
11. Adjournment.

## IV. OFFICER'S RESPONSIBILITIES

### A. Chair

1. The chair, when present, shall preside at all meetings of the school board, countersign all orders upon the treasurer for claims allowed by the school board, and represent the school district in all actions and perform all duties a chair usually performs.
2. In case of absence, inability, or refusal of the clerk to draw orders for the payment of money authorized by a vote of the majority of the school board to be paid, the chair may draw the orders, or the office of the clerk may be declared vacant by the chair and treasurer and filled by appointment.

### B. Vice Chair

1. The vice chair serves in the temporary absence of the chair to represent the school district in all actions and perform all duties a chair usually performs.

### C. Treasurer

1. The treasurer or designee shall deposit the funds of the school district in the official depository.
2. The treasurer or designee shall make all reports which may be called for by the school board and perform all duties a treasurer usually performs.
3. In the event there are insufficient funds on hand to pay valid orders presented to the treasurer, the treasurer shall receive, endorse, and process the orders in accordance with Minnesota Statutes section 123B.12.

D. Clerk

1. The clerk or designee shall keep a record of all meetings in the books provided.
2. On or before August 15 of each year, the clerk or designee shall:
  - a. file with the school board a report of the revenues, expenditures and balances in each fund for the preceding fiscal year.
  - b. make and transmit to the Commissioner of the Minnesota Department of Education (Commissioner) certified reports, showing:
    - (1) condition and value of school property;
    - (2) revenues and expenditures in detail, and such other financial information required by law, rule, or as may be called for by the Commissioner;
    - (3) length of school term and enrollment and attendance by grades; and
    - (4) other items of information as called for by the Commissioner.
3. The clerk or designee shall enter into the clerk's record book copies of all reports and of the proceedings of any meeting, and keep an itemized account of all expenses of the school district.
4. The clerk or designee shall draw and sign all orders upon the treasurer for the payment of money for bills allowed by the school board for salaries of officers and for teachers' wages and all claims, to be countersigned by the chair.
5. The clerk shall perform the duties of the chair in the event of the chair's and the vice-chair's temporary absences.

E. Superintendent

1. The superintendent shall be an ex officio, nonvoting member of the school board.
2. The superintendent shall perform the following:
  - a. visit and supervise the schools in the school district, report and make recommendations about their condition when advisable or on request by the school board;

- b. recommend to the school board employment and dismissal of teachers;
- c. make reports required by the commissioner; and
- d. perform other duties prescribed by the school board.

***Legal References:*** Minn. Stat. § 123B.12 (Insufficient Funds to Pay Orders)  
Minn. Stat. § 123B.14 (Officers of Independent School Districts)  
Minn. Stat. § 123B.143 (Superintendent)

***Cross References:*** MSBA/MASA Model Policy 101 (Legal Status of the School District)  
MSBA/MASA Model Policy 201 (Legal Status of the School Board)  
MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)  
MSBA Service Manual, Chapter 1, School District Governance, Powers and Duties