

Board Information: April 24, 2023 [New/MSBA Model Policy/Replaces Current Policy 202]  
Board Approval: May 22, 2023 [New/MSBA Model Policy/Replaces Current Policy 202]  
Contact Person: Superintendent

## **POLICY 202 SCHOOL BOARD OFFICERS**

### **I. PURPOSE**

To establish the election process, terms of office, and responsibilities for School Board officers.

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

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

### **III. ORGANIZATION**

The School Board shall meet annually on the first Monday in January, or as soon thereafter as practicable, and organize by selecting a Chair, a 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.

The previously appointed Chair continues to serve as the Chair until a new Chair has been selected. In the event the Chair either chooses not to run again or was not re-elected, the following School Board members, in order from first to last, would serve as Chair until the new Chair is elected.

- A. Vice-Chair
- B. Clerk
- C. Treasurer
- D. A member selected by the chair prior to the end of their term

The new Chair officiates the selection of Vice Chair, Clerk and Treasurer.

### **IV. OFFICER'S RESPONSIBILITIES**

#### **A. Chair**

The Chair of the School Board, in addition to the duties prescribed by law, will exercise such powers as properly pertain to the office. The Chair's duties will include:

1. Preside at all meetings of the School Board, and ensure orderly conduct of all participants as described in Robert's Rules of Order.
2. Consult with the Superintendent on creation of School Board meeting agendas.

3. Call special meetings of the School Board, providing legal notice is given to all members.
4. Countersign all orders upon the Treasurer for claims approved by the School Board.
5. Sign all contracts or agreements approved by the School Board.
6. Appear on behalf of the School Board in all actions brought by or against it, unless individually a part, in which case the Vice Chair will perform this duty.
7. After discussion by the School Board, appoint members of all Board committees and liaisons in accordance with Policy 201.
8. Confer with the Superintendent in time of emergency and canvass the opinion of all members of the School Board when necessary.
9. Ensure that the policies of the School Board are properly administered.
10. Assure all School Board member actions are consistent with School Board policies.
11. Act as public spokesperson for the School Board except as this responsibility is delegated to others.
12. The Chair is not authorized to exercise any power as an individual to supervise or direct the Superintendent or any employee of the district.
13. Be responsible for the final School Board evaluation at the end of each school year.

B. Vice-Chair

Responsibilities of the Vice-Chair include:

1. Serves in the absence of the Chair.
2. Assists Chair as requested in the execution of Chair responsibilities.

C. Clerk

Responsibilities of the Clerk include:

1. Keep accurate records of the proceedings of all meetings of the School Board and publish minutes.
2. Sign all contracts and agreements approved by the School Board.
3. Sign all orders upon the Treasurer for the payment of money for bills and salaries approved by the School Board.
4. Perform such other duties as are required by law or directed by the School Board Chair.
5. The Clerk shall perform the duties of the Chair in the event of the Chair's and the Vice-Chair's absences.

D. Deputy Clerk

Responsibilities of the Deputy Clerk include:

1. A School Board member shall be elected as Clerk of the School Board. The Executive Director of Finance and Support Services shall serve as Deputy Clerk of the School Board.

2. The Clerk of the School Board will be responsible for carrying out the duties prescribed by law and established by the School Board. The Deputy Clerk shall assist the Clerk in fulfilling those duties.

E. Treasurer

Responsibilities of the Treasurer include:

1. Ensuring monies are received and receipted in a timely manner and immediately deposited in repositories designated by the School Board.
2. Ensuring all records are open at all times to School Board review and inspection.
3. Ensuring a record is maintained of all redeemed orders, showing name, number and amount.
4. Ensuring that all monies received are accounted for by fund.
5. Review individual School Board member expenses and monitor School Board budget, providing quarterly reports and updates.
6. Perform such other duties as are required by law or directed by the School Board Chair.
7. The Treasurer shall perform the duties of the Chair in the event of the Chair's, Vice-Chair's, and Clerk's absences.

*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)  
Minn. Stat. § 126C.17 (Referendum Revenue)  
Minn. Stat. Ch. 205A (School District Elections)