

202 SCHOOL BOARD OFFICERS

I. PURPOSE

The purpose of this policy is to delineate the responsibilities of the officers of the School Board.

II. GENERAL STATEMENT OF POLICY

- A. The school board shall organized by selecting a chairperson, vice chairperson, a clerk, and a treasurer.
- 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 on the first Monday in January, or as soon thereafter as practicable, and organize by selecting a chairperson, vice chairperson, treasurer, and clerk.

- 1. These officers shall hold office for one year and until their successors are elected and qualify.
- 2. The persons who perform the duties of clerk and treasurer need not be members of the School Board.
- 3. The School Board, by resolution, may combine duties of the officers of clerk and treasurer in a single person in the office of business affairs.

IV. OFFICER'S RESPONSIBILITIES

A. Chair

- 1. The chair, when present, shall:
 - a. preside at all meetings of the school board
 - b. co-sign all orders upon the treasurer for claims allowed by the school board,
 - c. represent the school district in all actions, and
 - d. 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, 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. Treasurer

- 1. The treasurer shall:
 - a. make all reports which may be called for by the school board; and

b. perform all duties a treasurer usually performs.

C. Clerk

1. The clerk shall:

a. 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.

b. Perform such duties as required by the Minnesota Election Law or other applicable laws relating to the conduct of elections.

c. Perform the duties of the chair in the event of the chair's and the vice-chair's temporary absences.

d. Perform all other duties as required by law or statute.

D. Vice-Chair

The vice-chair shall perform the duties of the chair in the event of the chair's temporary absence.

E. Superintendent

1. The superintendent shall be an ex officio, nonvoting member of the school board.

Legal References: Minn. Stat. § 123B.12 (Finance)
Minn. Stat. § 123B.14 (Officers)
Minn. Stat. § 123B.143 (Superintendent)
Minn. Stat. § 126C.17 (Referendum Revenue)
Minn. Stat. Ch. 205A (School District Elections)

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