

207-R SCHOOL BOARD OFFICERS REGULATIONS

I. 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, 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

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

C. Treasurer

1. The treasurer shall deposit the funds of the School District in the official depository.
2. The treasurer 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 Statute.

D. Clerk

1. The clerk shall keep a record of all meetings.
2. Within three days after an election, the clerk shall notify all persons elected of their election.
3. On or before August 15 of each year, the clerk 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 certified reports, showing:
 - i. condition and value of school property;

- ii. revenues and expenditures in detail, and such other financial information required by law, rule, or as may be called for by the Commissioner;
 - iii. length of school term and enrollment and attendance by grades; and
 - iv. other items of information as called for by the commissioner.
- 4. The clerk shall enter into the clerk's record book copies of all reports and of the teachers' term reports, and of the proceedings of any meeting, and keep an itemized account of all expenses of the School District.
- 5. The clerk shall furnish to the county auditor, on or before October 10, an attested copy of the clerk's record, showing the amount of money voted by the School District or the School Board for school purposes.
- 6. The clerk 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.
- 7. The clerk shall perform such duties as required by the Minnesota Election Law or other applicable laws relating to the conduct of elections.

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. superintend school grading practices and examinations for promotions;
 - d. make reports required by the Commissioner; and
 - e. perform other duties prescribed by the School Board.

ADOPTED: August 13, 1968

AMENDED: September 9, 1985

AMENDED: August 9, 1993

AMENDED: December 13, 2004

AMENDED: February 11, 2008

AMENDED: May 8, 2017

AMENDED: February 14, 2022

LAST REVIEWED: February 14, 2022