



## **202 SCHOOL BOARD OFFICERS**

### **I. PURPOSE**

The purpose of this policy is to define the roles of school board officers in carrying out specific procedural, administrative, and statutory duties on behalf of the school board, in order to ensure the orderly, lawful, and efficient operation of the board's governance responsibilities.

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

School board officers do not possess greater authority than other board members. All members of the board retain equal power, equal voice, equal voting rights, and equal access to information. Officers differ only in the responsibilities assigned to them to facilitate board operations and implement actions formally approved by the board.

Officers serve at the direction of the board as a whole and act to support collective decision-making, legal compliance, continuity of governance, and transparent public accountability.

### **III. ORGANIZATION**

The school board shall hold an organizational meeting annually on the first Monday in January, or as soon after as practicable to elect a chair, a vice-chair, a clerk, and a treasurer. Officer elections shall be determined by a majority vote of the school board. Once elected, officers will immediately assume their duties, and shall hold office for one year and until their successors are elected and qualified.

- A. The superintendent is an (ex officio) non-voting member of the school board.
- B. The board by resolution may appoint the duties of clerk and treasurer in accordance with Minnesota Statutes section 123B.14; and
- C. The school board by annual resolution may combine the duties of the offices of clerk and treasurer in a single person in the office of finance and operations.

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

#### **A. Chair**

- 1. Preside at all meetings of the school board;
- 2. Countersign all orders upon the treasurer for claims allowed by the school board;
- 3. Represent the school district in all actions;

4. Perform all duties customarily associated with the office of chair and other duties as determined by the board; and
5. 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

Shall perform the duties of the chair in the event of the chair's temporary absence, attend agenda setting meetings, and other duties as determined by the board.

C. Treasurer

1. Chairs the school board's finance committee;
2. Signs documents when necessary;
3. Perform such duties of the chair in the event of the chair's, vice chair's, and clerk's temporary absence, perform the duties of the clerk in the clerk's absence; and
4. Certain tasks of the treasurer require regular availability in the district office. Pursuant to Minnesota Statutes section 123B.14, the board may, by resolution, appoint the superintendent to perform certain duties otherwise assigned by law to the treasurer. The superintendent remains responsible for the proper performance of all such duties and may delegate related tasks to other district staff (i.e. director of finance and operations) as appropriate. Including but not limited to the following:
  - a) Deposit all district funds in the official depositories as designated by the school board;
  - b) Make all financial reports requested by the board;
  - c) Process board-approved financial orders;
  - d) Keep an itemized account of all expenses of the school district;
  - e) Perform all duties customarily associated with the office of the treasurer; and
  - f) In the event that a district has insufficient funds to pay its usual lawful current obligations, the treasurer shall receive, endorse and process them in accordance with Minnesota Statutes section 123B.12.

#### D. Clerk

1. Reads resolutions and, when necessary, records attendance and roll call votes;
2. Sign all orders for the payment of bills allowed by the school board for board member salaries, teachers' wages, and other claims, to be countersigned by the chair;
3. Signs other documents as-needed;
4. Perform such duties of the chair in the event of the chair's and vice chair's temporary absence; and
5. Certain tasks of the clerk require regular availability in the district office. Pursuant to Minnesota Statutes section 123B.14, the board may, by resolution, appoint the superintendent to perform certain duties otherwise assigned by law to the clerk. The superintendent remains responsible for the proper performance of all such duties and may delegate related tasks to other district staff (e.g., the superintendent's administrative assistant) as appropriate. Including but not limited to the following:
  - a) Keep a printed copy of the board's calendar (including all meeting dates) posted on the bulletin board in the district office;
  - b) Provide at least one printed copy of all meeting materials for public inspection at each school board meeting, work session and committee meeting;
  - c) Record in the official minutes all motions, resolutions, and actions taken by the school board, including the names of members making and seconding motions and results of each vote;
  - d) Ensure that the official meeting minutes of the school board are available for public inspection during the district's regular business hours at the district office;
  - e) Maintain a copy of each school board meeting agenda, including all attachments. Agendas and attachments shall be maintained in accordance with the district's record retention policy;
  - f) Perform election duties as required by the Minnesota Election Law or other applicable laws relating to the conduct of school board elections; and notify all persons elected within three days after an election;.
  - g) On or before September 15 of each year, provide to the board for approval a report of the revenues, expenditures, and balances in each fund for the preceding fiscal year.
  - h) In accordance with the requirements and deadlines established in Minnesota

Statutes, section 123B.14, make and transmit all certified reports, as approved by board resolution, to the Commissioner of Education; and

- i) Furnish to the county auditor, by September 30 of each year, an attested copy of the district's record, showing the amount of proposed property tax voted by the district or the board for school purposes.

**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)*

**Cross References:**    *ISD 200 Policy 101 (Legal Status of the School District)*  
                              *ISD 200 Policy 201 (Legal Status of the School Board)*  
                              *ISD 200 Policy 203 (Operation of the School Board – Governing Rules)*

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