



## **OPERATIONAL EXPECTATIONS**

Board Governance

**ISD 197 School Board**

Contact: Superintendent

## **202 SCHOOL BOARD OFFICERS AND ORGANIZATION**

### **I. PURPOSE**

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 school district in the pursuit of excellence and equity for all students. The purpose of this policy is to delineate those responsibilities.

### **II. BOARD ORGANIZATION**

- a. The Board will consist of seven members who will serve four-year terms.

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/clerk, a treasurer, and such other officers as determined by the school board. 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 board members, in order from first to last, would serve as chair until the new chair is elected:

- Vice-Chair/Clerk
- Treasurer
- 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. Unless removed by the board from their position as an officer, the chair, vice chair/clerk, and treasurer will hold office for one year and until their successors are elected and qualify.

- 1) These officers shall hold office for one year and until their successors are elected and qualify.
  - 2) The Board may delegate duties of clerk and treasurer to a District ISD 197 staff member.
- b. The Superintendent shall be an ex officio, nonvoting member of the School Board.
- c. Additional ex officio, nonvoting members may be added to the School Board as provided by law and agreed to by a majority of the voting members.

### III. OFFICERS' ROLES

The officers of the School Board are those listed in this policy. Their duties are those assigned by this policy, and others required by law.

- A. Chair – The Chair provides leadership to the Board, ensures the faithful execution of the Board's processes, exercises interpretive responsibilities with integrity, reflecting the spirit and intent of the Board's policies, and normally serves as the Board's official spokesperson. (The Chair shall have completed MSBA Phase I, II, III, and IV training prior to serving as chair to ensure governance norms and protocols. If the school board determines there is not a member who qualifies, this requirement may be waived upon majority vote.) The Chair has the following specific authority and duties:
1. Monitor Board actions to assure that they are consistent with the Board's own rules and policies and with other obligations imposed by agencies whose authority supersedes the board's own authority:
    - a. Conduct and monitor Board meeting deliberations to assure that Board discussion and attention are focused on Board issues, as defined in Board policy;
    - b. Assure that Board meeting discussions are productive, efficient, orderly, and open;
    - c. Conduct Board meetings using the authority normally vested in the Chair as described in Robert's Rules of Order.
  2. Represent the Board as its official spokesperson about issues decided by the Board and other matters related to official board business.
    - a. The chair is not authorized to exercise any power as an individual to supervise or direct the Superintendent or any employee of the district.
  3. The Chair may delegate authority, when appropriate, to other Board members but the Chair remains accountable for members' use of delegated authority.
  4. Execute all documents authorized by the Board, except as otherwise provided by law.
  5. Countersign all orders upon the treasurer for claims allowed by the board, represent the district in all actions and perform all the duties usually incumbent on such officer. 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 board to be paid, the orders may be drawn by the chair, and paid by the treasurer. A statement of the orders drawn, with a copy of such orders, shall be delivered to the clerk by the treasurer, or the office of the clerk may be declared vacant by the chair

and treasurer and filled by appointment.

6. Appoint members of all Board committees and liaisons.
7. On behalf of the Board, and in concert with the Superintendent, develop proposed Board meeting agendas.

B. Vice-Chair/Clerk

1. Serves in the absence of the Chair.
2. Assists Chair as requested in the execution of Chair responsibilities.
3. Compile and facilitate the Board's summative evaluation of the Superintendent.
4. Signs 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. Other duties of the Vice-Chair/Clerk defined in Minn. Stat. § 123B.14 are assigned to the Director of Finance as described in Subd. 1.

C. Treasurer

1. Annually reviews the Superintendent's contract to ascertain status on compensation and benefits.
2. Reviews individual Board member and Board expenses against Board Governance policies.
3. Makes all reports which may be called for by the school board and performs all duties a treasurer usually performs.
4. Other duties of the Treasurer defined in Minn. Stat. § 123B.14 are assigned to the Director of Finance as described in Subd. 1.

**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)

**POLICY ADOPTED:** September 9, 2009  
**POLICY REVIEWED/REVISED:** April 10, 2012; March 17, 2014; April 22, 2019;  
August 7, 2023  
**Monitoring Method:** Administrative Review  
**Monitoring Frequency:** Every three years