

School Board

School Board Officers

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. This policy delineates those responsibilities.

II. General Statement of Policy

- A. The school board meets annually and organizes itself by selecting a chair, a vice chair, a clerk, a treasurer and any officers as determined by the school board.
- B. The board employs a superintendent who is an ex officio, non-voting member of the board.

III. Organization

On an annual basis, the school board meets on the first Monday in January, or as soon thereafter as practicable, and organizes itself by selecting a chair, a vice chair, a clerk, a treasurer, and any officers as determined by the board. These officers hold office for one year and until their successors are elected and qualified.

- A. The persons who perform the duties of clerk and treasurer need not be members of the board.
- B. The board, by resolution, may combine the duties of the offices of clerk and treasurer in a single person in the department of business services.
- C. The board authorizes the board chair, the superintendent and administrators, as designated by the superintendent, to have the ability to contact legal counsel.

IV. Officer's Responsibilities

A. Chair

- 1. The chair, when present, presides at all meetings of the school board, countersigns all orders upon the treasurer for claims allowed by the board, represents the school district in all actions and performs 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 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. Treasurer

1. The treasurer deposits the funds of the school district in the official depository.
2. The treasurer makes all reports that may be called for by the board and performs 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 receives, endorses, and processes the orders in accordance with Minn. Stat. § 123B.12.

C. Clerk

1. The clerk keeps a record of all meetings in the books provided.
2. Within three days after an election, the clerk notifies all persons elected of their election.
3. On or before September 15 of each year, the clerk:
 - a. files with the school board a report of the revenues, expenditures and balances in each fund for the preceding fiscal year; and
 - b. makes and transmits to the Commissioner of the Minnesota Department of Education certified reports, showing:
 - (1) revenues and expenditures in detail, and other financial information required by state or federal law, or as may be called for by the Commissioner;
 - (2) length of school term and enrollment and attendance by grades; and
 - (3) other items of information as called for by the Commissioner.
4. The clerk enters into the clerk's record book copies of all reports and of the teachers' term reports, and of the proceedings of any meeting, and keeps an itemized account of all expenses of the school district.
5. The clerk furnishes to the county auditor, on or before September 30, an

attested copy of the clerk's record, showing the amount of proposed property tax voted by the school district or the school board for school purposes.

6. The clerk draws and signs all orders upon the treasurer for the payment of money for bills allowed by the school board for salaries of officers and for employees' wages and all claims, to be countersigned by the chair.
7. The clerk performs such duties as required by the Minnesota Election Law or other applicable laws relating to the conduct of elections.

D. Superintendent

The superintendent will be an ex officio, non-voting member of the board.

E. Vice Chair

The vice chair performs the duties of the chair in the event of the chair's temporary absence.

F. Assistant Treasurer

The assistant treasurer assists the treasurer in their duties.

G. Assistant Clerk

Two assistant clerks assist the clerk in their duties.

Legal References:

Minn. Stat. Ch. 205A (School District Elections)
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)

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)

Policy

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INDEPENDENT SCHOOL DISTRICT 273
Edina, Minnesota