INVER GROVE HEIGHTS SCHOOLS ISD 199

SCHOOL BOARD OFFICERS

POLICY: 202
ADOPTED: 12/02/97
REVISED: 10/28/24

I. Purpose

School board officers are assigned the duty of carrying out the responsibilities entrusted to them for the care, management, and control of the public schools of the school district. The purpose of this policy is to set forth those responsibilities.

II. General Statement of Policy

A. The school board shall meet annually and organize by electing a chair, a clerk, a vice chair, a treasurer, and such other officers as determined by the school board.

B. The school board shall appoint a superintendent who shall be an ex officio, non-voting member of the school board.

C. The school board shall develop a process for replacing officers who cannot complete their office and/or term.

D. The school board shall annually review each elected position.

E. The school board by resolution may combine the officer positions of vice chair and treasurer.

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 chair, a clerk, a vice chair, a treasurer, and such other officers as determined by the school board. These officers shall hold office for one year and until their successors are elected and qualify.

The persons who perform the duties of clerk and treasurer need not be members of the school board. The superintendent shall assign such duties.

IV. Officer 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.

3. The chair will provide leadership in carrying out the powers and duties of the school board and act as spokesperson for the school board unless this responsibility has been delegated to others. The chair shall have completed the Minnesota School Boards Association's 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 policy may be waived upon majority vote.

4. The chair will oversee all school board members' appointments to committees and outside organizations and bring such appointments to the school board for approval.

5. Other duties may be prescribed to the chair by law or school board action.

B. Vice Chair

1. The vice chair shall preside over school board meetings in the chair's absence.

2. The vice chair shall conduct the superintendent's evaluations.

C. Clerk

1. Within three days after an election, the clerk or designee shall notify all persons elected of their election.

2. On or before September 15 of each year, the clerk or designee 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 of the Minnesota Department of Education (Commissioner) certified reports, showing:

(1) revenues and expenditures in detail, and such other financial information required by law, rule, 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.

3. The clerk or designee 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.

4. The clerk or designee shall furnish to the county auditor, on or before September 30 of each year, 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.

5. The clerk or designee shall draw and sign all orders from 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.

6. The clerk or designee shall perform such duties as required by the Minnesota Election Law or other applicable laws relating to the conduct of elections.

7. The clerk shall perform the duties of the chair in the event of the chair's and the vice-chair's temporary absences.

8. The board authorizes the Director of Business Services to the School Board to perform routine duties of the board clerk.

D. Treasurer

1. The treasurer or designee shall make all reports called for by the school board and perform all duties a treasurer usually performs.

2. 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 Statutes section §123B.12.

3. The board authorizes the Director of Business Services to perform routine duties of the board treasurer.

E. Ex Officio Members

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. annually evaluate each direct report and school principal assigned responsibility for supervising a school building within the district;

d. supervise school grading practices and examinations for promotions;

e. make reports required by the commissioner; and

f. perform other duties prescribed by the school board.

V. Election of School Board Officers

A. Nomination and Election Procedures

1. Nominations by board members shall be made prior to voting in each election round needed to complete the election process.

2. In the preliminary rounds when the number of nominees exceeds two, each board member shall be granted a plural and equal number of votes to be cast for the nominees of their choice. The principle used to grant the number of votes to each board member shall be one vote less than the number of candidates being considered in that specific round. Board members, in casting their votes for applicants, in each round of voting are permitted to cast no more than one vote for each applicant (i.e. a plural number of votes for an individual is not permitted). Each board member's ballot must contain the full allotment of prescribed votes. After each round of voting, the number of candidates to be considered in the following round shall be reduced by at least one person. However, one or more candidates may be reduced in any preliminary round if there appears to be a separation between the candidates.

3. In each round each board member shall: (1) write their name on the ballot, (2) shall complete their ballot, and (3) shall hand their ballot to the person designated to collect the ballots. Upon receipt of all the board members' ballots, the person designated to collect the ballots shall read aloud the board member's name and the names of the candidates receiving that board member's votes. The votes shall be recorded and included in the board's official minutes. The board shall determine which candidates shall advance to the succeeding round.

4. When all but two candidates have been eliminated, a final vote should be taken. Each Board member is to be granted one vote to be collected by a roll call vote. The nominee receiving the higher number of votes should

be nominated by motion or resolution.

VI. Replacement of School Board Officers

A. Chair

Should the chair be unable to complete the term of office or the term on the school board, the vice chair shall succeed to position of chair and serve the remainder of the term.

B. Vice Chair

Should the vice chair be unable to complete the term of office or the term on the school board, the chair shall declare the position of vice chair/treasurer to be vacant. Upon the declaration of vacancy, the board shall conduct an election.

C. Clerk

Should the clerk be unable to complete the term of office or the term of the school board, the chair shall declare the position of clerk to be vacant. Upon the declaration of vacancy, the board shall conduct an election. The method provided in this policy for the election of school board members titled V. Election of School Board Officers shall be used.

D. Treasurer

Should the treasurer be unable to complete the term of office or the term on the school board, the chair shall declare the position of treasurer to be vacant. Upon the declaration of vacancy, the board shall conduct an election.

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: Policy 101 - Legal Status of School District
Policy 201 - Legal Status of the School Board
Policy 203 - Operation of the School Board - Governing Rules
Policy 202.1 - School Board Vacancy Replacement