



Forest Lake Area Schools

ISD #831

1202 SCHOOL BOARD MEMBERS & OFFICERS

[Note: The provisions of this policy substantially reflect statutory requirements.]

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. The purpose of this policy is to delineate those responsibilities.

II. GENERAL STATEMENT OF POLICY

- A. The school board shall meet annually and organize by selecting a chair / president, a vice-chair / vice-president, a clerk, and a treasurer.
- B. The school board shall appoint a superintendent who shall be an ex officio, nonvoting member of the school board.

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 / president, a vice-chair / vice-president, a clerk, and a treasurer. These officers shall hold office for a period of one year or until their successors are elected and qualify.

Should the office of the chair and vice-chair be vacated due to the expiration of the board members' terms, the clerk shall assume the duties of the chair pro tempore and the treasurer shall assume the duties of the vice-chair pro tempore until successors can be elected and qualify.

If all four officer's positions are vacant, the most tenured board member available or, in the case of equal tenure, the most tenured board member available having received the highest number of votes in the most recent election shall assume the duties of the chair pro tempore until successors can be elected and qualify.

IV. OFFICER'S RESPONSIBILITIES

A. Chair / President

- 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 / Vice-President

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

C. Clerk

- 1. The clerk shall keep a record of all meetings in the books provided.



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2. Within three days after an election, the clerk shall notify all persons elected of their election.
3. On or before September 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 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.
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 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.
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.

D. 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 Statutes section 123B.12.

V. MEMBER'S RESPONSIBILITIES

A. All Board Members

1. Perform board member duties in accordance with Minn. Stat. § 123B.09.
2. Conduct themselves in a manner consistent with the FLAS School Board Member Code of Ethics (Policy 1209).
3. Except in emergencies, the board shall not attempt to decide upon any question prior to examining and evaluating information relevant to a question regardless



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of the information's source as long as the information was gathered and provided to the board in a legal manner. The school board shall have discretion to determine what constitutes an emergency.

4. Have the option to participate in graduation ceremonies and present diplomas to graduates. Former elected board members who are no longer serving retain limited eligibility, subject to board Chair approval, for this clause under the following circumstances:
 - a. The member exits their position honorably and was not subject to removal via Minn. Stat. § 123B.09 Subd. 9.
 - b. The member makes a written request to the current board Chair no less than 60 calendar days prior to the scheduled graduation ceremony date.
 - c. The member is presenting a diploma to a graduate who is the member's child, ward, or otherwise in an immediate family relationship with the member.
 - d. Logistics of graduation ceremony will accommodate the presentation without resulting in undue delay or interruption (determined by the Chair in consultation with the High School Principal).
 - e. Any other circumstance as deemed appropriate by the Board.

B. Superintendent

1. The superintendent shall be an ex officio, nonvoting member of the school board.
2. Except in emergencies, the Superintendent shall be given an opportunity to examine and to evaluate any information, regardless of the information's source as long as the information was gathered and provided in a legal manner, and to recommend action on a relevant question before the board attempts to make a decision. The school board shall have discretion to determine what constitutes an emergency.
3. 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 school principal assigned responsibility for supervising a school building within the district;
 - d. superintend school grading practices and examinations for promotions;
 - e. make reports required by the commissioner;
 - f. provide information to board members that is necessary for them to perform their duties upon request, at the discretion of the superintendent, this information will be provided to all board members;
 - g. provide regular status updates, at least weekly is recommended, on important matters to all school board members; and



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- h. perform other duties prescribed by the school board.

Legal References:

Minn. Stat. § 123B.09 (Boards of Independent School Districts)
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:

MSBA/MASA Model Policy 202 (School Board Officers)
MSBA/MASA Model Policy 101 (Legal Status of the School District)
MSBA/MASA Model Policy 201 (Legal Status of the School Board)
MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)
FLAS Policy 1209 (School Board Member Code of Ethics)

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