School Board Officers

I. Purpose

School board officers are charged with the duty of carrying out the responsibilities entrusted to them for the care, governance, 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 other officers as determined by the board.

B. The board employs a superintendent who is an ex officio, non-voting member of the board.

III. Organization

On an annual basis, per state law, 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 other 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 Responsibilities

A. Chair

1. Role of the Chair

The chair serves as the lead governance officer of the school board and works in close partnership with the superintendent and board members to guide the board's processes, uphold effective governance, and ensure smooth and

transparent board operations. In fulfilling this role, the chair models the highest standards of policy alignment, communication, confidentiality, and board member collaboration.

2. Responsibilities of the Chair

    a. Preside at all board meetings when present and ensure meetings are conducted efficiently, transparently, and in accordance with law and policy.

    b. Countersign all orders upon the treasurer for claims allowed by the board and in the 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 be filled by appointment.

    c. Represent the school district in all actions and fulfill all duties customarily associated with the role of chair.

    d. Serve as a designated point of contact with the district's legal counsel.

    e. Support and mentor board members to strengthen board capacity, encourage leadership development, and promote effective committee participation.

    f. Uphold open meeting law and ensure appropriate communication channels are followed, avoiding triangulated communication that undermines transparent governance.

    g. Work with board members to identify interest in leadership roles and support annual leadership planning and succession conversations.

    h. Collaborate with the superintendent to plan meeting agendas and coordinate the flow of information and materials.

    i. Serve as the chair of the board's governance committee and serve as a primary point of contact for board governance matters to help maintain productive, trust-based working relationships with and among board members and administration.

    j. Perform additional duties as necessary to support effective governance and ensure board operations advance the mission and strategic goals of the district.

B. Vice Chair

1. Role of the Vice Chair

   The vice chair supports the board chair, the full board, and the superintendent in carrying out effective governance and ensuring continuity of leadership. This role provides strategic assistance in meeting preparation, board operations, and communication, while also serving—when feasible—as a leadership development opportunity for a board member who may aspire to become board chair in the future. While the vice chair often gains experience that may prepare them for the chair role, this is not a requirement, and the position remains open to all eligible board members.

2. Responsibilities of the Vice Chair

   a. Perform the duties of the board chair in the event of the chair's temporary absence.

   b. Collaborate with the chair to support meeting preparation and meeting management.

   c. Work with the chair and superintendent to ensure board members have the information necessary for effective decision making.

   d. Support consistent application of board policy, open meeting law, and governance norms.

   e. Assist in maintaining effective communication and coordination among the board chair, board members, and the superintendent.

   f. Engage in leadership development activities to build capacity for broader board leadership, as appropriate.

   g. Share board leadership workload, as delegated by the chair and full board, to promote continuity and strengthen board function.

C. Treasurer

1. Role of the Treasurer

   The treasurer serves as the board's financial oversight officer, providing support to the superintendent and the district's business office in ensuring transparent, accurate, and responsible fiscal stewardship. The treasurer helps the board understand financial information and the implications of proposed actions, without directing or managing district finances. The treasurer's role includes asking clarifying questions, reviewing financial materials, and supporting informed and responsible board decision making.

2. Responsibilities of the Treasurer

    a. Review monthly financial statements, expenditures, and board-approved bills as prepared and presented to the board and community by the superintendent and business office.

    b. Monitor financial trends by receiving and reviewing information—not generating it—to help the board maintain awareness of fiscal conditions.

    c. Request clarification when needed to ensure the board has a complete understanding of district financial matters.

    d. Serve as chair of the Finance Committee, supporting the superintendent and director of finance and operations as they lead and prepare the committee's work.

    e. Conduct a periodic review of contracts, check registers, and expenditures provided by administration to support transparency and board understanding.

    f. Confirm that appropriate information has been supplied—not direct or authorize financial actions

    g. Co-sign on the funds deposited by the district as needed.

    In the event there are insufficient funds on hand to pay valid orders presented to the treasurer, the director of finance and operations, in conjunction with the superintendent, will receive, endorse, and process the orders in accordance with state law.

D. Clerk

1. Role of the Clerk

The clerk provides oversight by attesting to official documents and ensuring board actions are reflected accurately—not by managing elections, data requests, or public processes, but by supporting the systems already administered by the district.

2. Responsibilities of the Clerk

    a. Ensure minutes and records of board meetings are kept accurately, based on documentation prepared by administration.

b. Review and attest to board documents, ensuring alignment with adopted policies, statutes, and board actions.

c. Support the superintendent's office in maintaining organized, compliant board records.

3. Clerk Duties that are Delegated to Administration

The following clerk duties, as defined by law, are performed by the administration team.

a. The clerk keeps a record of all meetings in the books provided.

b. Within three days after an election, the clerk notifies all persons elected of their election.

c. On or before September 15 of each year, the clerk:

i. files with the board a report of the revenues, expenditures, and balances in each fund for the preceding fiscal year; and

ii. makes and transmits to the Commissioner of the Minnesota Department of Education certified reports, showing:

(a) revenues and expenditures in detail, and other financial information required by state or federal law, or as may be called for by the Commissioner;

(b) length of school term and enrollment and attendance by grades; and

(c) other items of information as called for by the Commissioner.

d. 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 district.

e. 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 district or the board for district purposes.

f. The clerk draws and signs all orders upon the treasurer for the payment of money for bills allowed by the board for salaries of officers and for employees' wages and all claims, to be countersigned by the chair.

g. The clerk performs such duties as required by the Minnesota Election Law or other applicable laws relating to the conduct of elections.

E. Assistant Treasurer

The assistant treasurer assists the treasurer in their duties.

F. Assistant Clerk

Two assistant clerks assist the clerk in their duties.

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 the School District
Policy 201	Legal Status of the School Board
Policy 203	Operation of the School Board

Policy

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