

Round Lake / Brewster Public School Policies

Book: Round Lake Public School Policies
Brewster Public School Policies

Section: 200 - SCHOOL BOARD

Title: School Board Officers

Number: 202

Legal: *Minn. Stat. § 123B.09, subd. 5 (Appointments to fill vacancies)*
Minn. Stat. § 123B.09, subd. 9 (Removing Board Members)
Minn. Stat. § 123B.12 (Finance)
Minn. Stat. § 123B.14 (Officers)
Minn. Stat. § 126C.17 (Referendum Revenue)
Minn. Stat. Ch. 205A (District Elections)

Adopted:

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Policy Detail

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 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, vice chair, clerk, treasurer and such other officers as determined by the School Board.
- B. The School Board shall appoint the superintendent as an ex officio, nonvoting member of the School Board.

III. ORGANIZATION

The School Board shall meet annually on the third Monday in January, or as soon thereafter as practicable, and organize by selecting a chair, vice chair, clerk, 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.

- A. The persons who perform the duties of clerk and treasurer need not be members of the School Board.
- B. The School Board, by resolution, may combine the duties of the offices of clerk and treasurer in a single person in the Office of Business Services.

IV. OFFICER RESPONSIBILITIES

A. Chair (or designee)

The chair, when present, shall preside at all meetings of the School Board, represent the District in all actions, and perform all duties a chair usually performs.

B. Treasurer (or designee)

1. The treasurer shall deposit the funds of the 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 Minn. Stat. § 123B.12.

C. Clerk (or designee)

1. The clerk shall keep a record of all meetings.
2. Within three days after an election, the clerk shall notify all persons elected of their election.
3. On or before August 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 certified reports, showing:
 - (1) condition and value of District property;
 - (2) revenues and expenditures in detail, and such other financial information required by law, rule, or as may be called for by the commissioner;
 - (3) length of school term and enrollment and attendance by grades; and
 - (4) 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 District.
5. The clerk shall furnish to the county auditor, on or before October 10, an attested copy of the clerk's record, showing the amount of money voted by the 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 employee wages and all claims.
7. The clerk or the designee shall perform such duties as required by the Minnesota Election Law or other applicable laws relating to the conduct of elections.

D. Vice Chair

The vice chair shall perform the duties of the chair in the event of the chair's temporary absence. The vice chair (or designee) will be responsible for maintaining a systematic review of policies as outlined in Policy 208.

E. Assistant School Board Clerk

The School Board shall employ an Assistant School Board clerk, who shall be a member of the office staff of the Superintendent of Schools and shall act under the Superintendent's general direction. The Assistant School Board clerk shall:

1. Include the minutes of the meetings of the School Board in a future School Board meeting packet.
2. At least three days before each regular meeting, send to every member of the Board and to the Superintendent written notice of the meeting.
3. At the request of the Chair, send a notice to each member of the Board and to the Superintendent of any special meeting of the Board at least three days before such meeting.
4. Perform such other duties as may be directed by the School Board or the Superintendent.
5. All notices of the Board shall be transmitted through the Superintendent's Office.
6. Prepare agendas and School Board meeting packets for all regular meetings of the Board.

F. Superintendent

1. The Superintendent shall be an ex officio, nonvoting member of the School Board.
2. The Superintendent shall perform the duties as defined in Minnesota statute 123B.143 and in Policy 302.

G. Election of Board Officers

Election to office requires the affirmative vote of a majority of the quorum of the meeting. A member who abstains from a particular vote is still a part of the quorum of the meeting (see Policy 203.01 School Board Procedures; Rules of Order for additional information on quorum).

Any member may nominate any member for any office. No second is required to a nomination.

In case no nominee receives the votes of a majority of the quorum of the meeting, a second vote shall be taken, eliminating from nomination all but the two candidates receiving the most votes. If this is not possible, successive votes will be taken until it is possible or until some member is elected. It is not inappropriate for members to vote for themselves. Note: Any School Board member can call for a written ballot vote.

H. Removal from Office

The School Board may remove, for just cause, any member or officer of the Board and fill the vacancy. However, such removal must be by a concurrent vote of at least

four School Board members at a meeting of whose time, place, and object has been duly notified, with the reasons for such proposed removal and only after the Board officer or Board member has had an opportunity to be heard in defense against the removal.

I. Appointments to Fill Vacancies

Any vacancy (other than illness or absence) on the School Board must be filled by School Board appointment at a regular or special meeting. The appointment shall be evidenced by a resolution entered in the minutes and shall continue until an election is held. All elections to fill vacancies shall be for the unexpired term. The appointed person shall serve until the qualification of the successor elected to fill the unexpired part of the term.

V. PROCEDURES

Administrative procedures regarding the filling of vacancies can be referenced in the Administrative Procedures Manual under 201A. Changes in administrative procedures may be made at any time during the year but must be reviewed by the School Board within the fiscal year.

Cross References:

School Board Policy 101 (Legal Status of the School District) 

School Board Policy 201 (Legal Status of the School Board) 

School Board Policy 203 (Operation of the School Board-Governing Rules) 

[MSBA Service Manual](#), Chapter 1, School District Governance, Powers and Duties