

*Technical Academies of Minnesota*

*Adopted: Orig. 6/22/2013*

*Revised: 8/25/2020*

## **200 THE 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. 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 Chairperson, a Recorder, a Treasurer and such other officers as determined by the School Board. At its option, the School Board may appoint a Vice-Chairperson to serve in the temporary absence of the Board Chair.
- B. The School Board shall appoint a Director who shall be an ex-officio, non-voting member of the School Board.

### **III. ORGANIZATION**

- A. The School Board shall meet in October in order to organize the School Board by selecting a Chairperson, Recorder, Vice-Chairperson and Treasurer who shall hold their offices for a term of 2 years with the option to seek re-election. Elections will be held yearly to select persons to fill vacancies as needed.
  - 1. The persons who perform the duties of Recorder and Treasurer need not be members of the School Board.
  - 2. The School Board, by resolution, may combine the duties of the offices of Recorder and Treasurer in a single person in the office of business affairs.

### **IV. OFFICER'S RESPONSIBILITIES**

- A. Chairperson
  - 1. The Chairperson 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 District in all actions and perform all duties a Chairperson usually performs.
  - 2. In case of absence, inability, or refusal of the Treasurer to draw orders for the payment of money authorized by a vote of the majority of the School Board to be

paid, the Chairperson may draw the orders, or the office of the Recorder may be declared vacant by the Chairperson and filled by appointment.

#### B. Treasurer

1. The Treasurer shall monitor deposit of funds of the District in the official depository.
2. On or before August 15 of each year, the Treasurer 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:
    - i. Condition and value of District property;
    - ii. Revenues and expenditures in detail, and such other financial information required by law, rule, or as may be called for by the commissioner; and keep an itemized account of all expenses of the District.
3. The Treasurer shall make all reports which may be called for by the School Board and perform all duties a Treasurer usually performs.
4. The Treasurer shall authorize the payment of money for bills allowed by the School Board for teachers' wages and all claims, to be countersigned by a designated representative
5. 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. Recorder

1. The Recorder shall keep a record of all meetings in the books provided.
2. Within three days after an election, the Recorder shall notify all persons elected of their election results.
3. Length of school term and enrollment and attendance by grades; and other items of information as called for by the commissioner.
4. The Recorder shall enter into the Recorder's record book copies of all reports and of the proceedings of any meeting.
5. The Recorder shall perform such duties as required by the Minnesota Election Law or other applicable laws relating to the conduct of elections.

#### D. Vice-Chairperson (Optional]

1. The Vice-Chairperson shall perform the duties of the Chairperson in the event of the Chairperson's temporary absence.

#### E. Director

1. The Director shall be an ex-officio, non-voting member of the School Board.
2. The Director shall perform the following:
  - a. Make reports required by the commissioner; and

- b. Perform other duties prescribed by the School Board.

*Legal References:* Minn. Stat. § 123B.12 (Finance)  
Minn. Stat. § 123B.14 (Officers)  
Minn. Stat. § 126C.17 (Referendum Revenue)  
Minn. Stat. Ch. 205A (School District Elections)

*Cross References:* MSBA/MASA Model Policy 101 (Legal Status of the School District)  
MSBA/MASA Model Policy 201 (Legal Status of the School Board)  
MSBAMASA Model Policy 203 (Operation of the School Board -  
Governing Rules)  
MSBA Service Manual, Chapter 1, School District Governance, Powers  
and Duties