

# MINNETONKA SCHOOL DISTRICT

---

## Policy #202: 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 Board shall meet annually and organize by selecting a Chair, Vice-Chair, a Clerk, and a Treasurer.
- B. The Board shall also designate a Deputy Clerk and Deputy Treasurer.
- C. The Board shall appoint a Superintendent who shall be an ex-officio, nonvoting member of the Board.

### III. ORGANIZATION

The Board shall meet annually on the first Thursday in January, or as soon thereafter as practicable, and organize by selecting a Chair, a Vice-Chair, a Clerk, and a Treasurer. These officers shall hold office for one year and until their successors are elected and qualify.

- A. The Board will appoint a Deputy Clerk and Deputy Treasurer who need not be members of the Board.
- B. The Board by resolution may combine the offices of Deputy Clerk and Deputy Treasurer in a single person who serves in the role as the District's Executive Director of Finance.

### IV. OFFICERS' RESPONSIBILITIES

- A. Chair.
  - 1. The Chair, when present, shall preside at all meetings of the Board, countersign all orders upon the Treasurer for claims allowed by the Board and represent the Board in formal communications.
  - 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 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 shall represent the Board in the development of agendas for each board meeting.

#### B. Vice-Chair

1. In case of absence at a meeting or Study Session by the Chair, the Vice-Chair shall conduct the meeting. In the absence of the Chair or Vice-Chair, the line of succession shall be Clerk followed by Treasurer.
2. The Vice-Chair shall be included in meetings for the purpose of developing agendas for each board meeting.

#### C. Treasurer

1. The Treasurer shall deposit, or cause to be deposited, the funds of the District in the official depository.
2. The Treasurer shall make all reports which may be called for by the 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.
4. The Treasurer shall serve on the District's Finance and Audit Advisory Committee.

#### D. Clerk.

1. The Clerk shall keep, or cause to be kept, a record of all meetings in the books provided.
2. Within three days after an election, the Clerk shall notify, or assure notification to, all persons elected of their election.
3. On or before August 15 of each year, the Clerk shall, or assure that the acts below are completed:
  - a. file with the Board a report of the revenues, expenditures and balances in each fund for the preceding fiscal year.
  - b. make and transmit to the Minnesota Commissioner of Education certified reports, showing:

- (1) condition and value of school 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 Board for school purposes.
  6. The Clerk shall draw and sign, or cause to be drawn and signed, all orders upon the Treasurer for the payment of money for bills allowed by the 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.

#### E. Deputy Treasurer

The person acting in the role of the District's Executive Director of Finance may be appointed to assist the Treasurer in completing functions of the position and which are in the job description.

#### F. Deputy Clerk

The person acting in the role of the District's Executive Director of Finance also may be appointed to assist the Clerk in completing functions of the position and which are in the job description.

#### G. Superintendent

1. The Superintendent shall be an ex-officio, nonvoting member of the 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 Board employment and dismissal of teachers, administrators and support staff members;
- c. superintend school grading practices and examinations for promotions;
- d. make reports required by the Minnesota Commissioner of Education; and
- e. perform other duties prescribed by the Board in official contracts, policies and other documents.

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

***Approved March 19, 2009***  
***Reviewed December 16, 2010***  
***Approved January 6, 2011***