

**SCHOOL POLICIES
INDEPENDENT SCHOOL DISTRICT 16**

POLICY	202	Page: 1 of 3
SERIES	200	School Board
SUBJECT	202	School Board Officers
Adopted		November 14, 2000
Revised		June 14, 2011

I. PURPOSE

The purpose of this policy is to delineate School Board responsibilities for the governance of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The School Board shall meet annually and organize by electing a chair, a vice-chair, a clerk, and a treasurer. The School Board shall also select a parliamentarian at this meeting.
 - 1. Indication of interest in an Officer position will be given during the work session meeting prior to the meeting when the actual election occurs.
- B. The School Board shall select a Superintendent who shall be an ex officio, nonvoting member of the School Board.

III. ORGANIZATION

The School Board shall meet annually during the first Regular Board Meeting in January, or as soon thereafter as practicable, and organize by electing a chair, a vice-chair, a clerk, and a treasurer, and by selecting a parliamentarian, as determined by the School Board. These positions shall be held until their successors are elected/selected at the next annual organizational meeting. In the event the position of an officer or parliamentarian becomes empty prior to the next annual organizational meeting, the School Board may select a temporary replacement from among then-current School Board members by a recorded vote of the majority of Board Members.

IV. OFFICER'S RESPONSIBILITIES

- A. Chair

1. Monitor School Board actions for consistency with the School Board's procedures and policies and with other obligations imposed by agencies whose authority supersedes the board's own authority;
 - a. Conduct and monitor School Board meetings and deliberations so School Board discussion and attention are focused on governance issues;
 - b. Conduct School Board meeting discussions with a goal of productivity, efficiency and order;
 - c. Conduct School Board meetings using the authority normally vested in the Chair as described in Robert's Rules of Order;
 - d. Lead timely School Board meeting debriefings and periodic board self-assessments with a goal of continuous process improvement.
 - e. Facilitate the annual transition of School Board officers.
2. Compile and facilitate the School Board's summative evaluation of the Superintendent.
3. Represent the School Board as its official spokesperson about issues decided by the School Board and other matters related to official board business.
4. Execute all documents authorized by the School Board, except as otherwise provided by law.
5. Appoint members of all School Board committees.
6. On behalf of the School Board, and in concert with the Superintendent, develop proposed Board meeting agendas consistent with the School Board's annual calendar.
7. The chair, when present, shall preside at all meetings of the School Board, and perform all duties a chair usually performs.
8. 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.
9. Assure accuracy of Board meeting minutes.

B. Treasurer

1. The treasurer shall perform those duties prescribed by law.
2. Assure accuracy of Board meeting minutes.
3. Review monthly school district expenses.

C. Clerk

1. The clerk shall perform those duties prescribed by law.
2. Assure accuracy of Board meeting minutes.

D. Vice-Chair

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

2. Assure accuracy of Board meeting minutes.

V. RATIONALE

School Board officers are charged with the duty of carrying out the responsibilities entrusted to them for the governance of the school district

Legal References: Minn. Stat. § 123B.12 (finance)

Minn. Stat. § 123B.14 (officers)

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-Governing Rules)

MSBA Service Manual, Chapter 1, School District Governance, Powers and Duties