

**SCHOOL POLICIES
INDEPENDENT SCHOOL DISTRICT 16**

POLICY	202	Page: 1 of 2
SERIES	200	School Board
SUBJECT	202	School Board Officers
Adopted		November 14, 2000
Revised		

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 electing a chair, a vice-chair, a clerk, and a treasurer.
- 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 on the second Tuesday in January, or as soon thereafter as practicable, and organize by electing a chair, a vice-chair, a clerk, and a treasurer, as determined by the School Board. These officers shall hold office for one year and until their successors are elected and qualify.

IV. OFFICER'S RESPONSIBILITIES

- A. Chair
 - 1. The chair, 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 school district in all actions and perform all duties a chair usually performs.
 - 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 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.

B. Treasurer

The treasurer shall perform those duties prescribed by law and School Board policy.

C. Clerk

The clerk shall perform those duties prescribed by law and School Board policy.

D. Vice-Chair

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

E. Superintendent

1. The Superintendent shall be an ex officio, nonvoting member of the School Board.
2. The Superintendent shall perform the following:
 - a. be responsible for all operations of the School District;
 - b. recommend to the School Board employment and dismissal of personnel;
 - c. be responsible for the educational programs;
 - d. make reports required by the commissioner; and
 - e. perform other duties prescribed by the School Board.

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