

Adopted: 4/16/2026

Revised:

**ROCHESTER BEACON ACADEMY
POLICY No. 202
CHARTER SCHOOL BOARD OFFICERS**

I. PURPOSE

Rochester Beacon Academy ("RBA") board officers are charged with the duty of carrying out the responsibilities entrusted to them for the care, management, and control of the charter school. The purpose of this policy is to delineate those responsibilities.

II. GENERAL STATEMENT OF POLICY

- A. The RBA board of directors ("board") shall meet annually and organize by selecting a Chair, a Secretary, a Treasurer, and such other officers as determined by the board. At its option, the board may appoint a Vice-Chair to serve in the temporary absence of the chair.
- B. The Business Manager and the Executive Director may only serve as ex-officio nonvoting board members.

III. ORGANIZATION

The board shall meet annually on the third Thursday in June, or as soon thereafter as practicable, and organize by selecting a Chair, a Secretary, a Treasurer, and such other officers as determined by the 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 Secretary and Treasurer need not be members of the board.
- B. The board by resolution may combine the duties of the offices of Secretary and Treasurer in a single person in the office of Business Affairs.

IV. OFFICER'S RESPONSIBILITIES

- A. The board officers shall have the responsibilities and exercise the functions set forth in Minnesota Statutes section 317A.305, RBA's Bylaws, and this policy.
- B. Chair
 - 1. The Chair shall exercise the functions of the office of president of the charter school corporation as set forth in Minnesota Statutes section 317A.305.
 - 2. The Chair, when present, shall preside at all meetings of the board, countersign all orders upon the treasurer for claims allowed by the board, represent RBA in all actions, and perform all duties a Chair usually performs.
 - 2. In case of absence, inability, or refusal of the Secretary 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 Secretary may be declared vacant by the Chair and Treasurer and filled by appointment.
- C. Treasurer

1. The Treasurer shall deposit RBA funds 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.

D. Secretary

1. The Secretary shall keep a record of all meetings in the books provided.
2. Within three days after an election, the Secretary shall notify all persons elected of their election.
3. On or before September 15 of each year, in conjunction with the Business Manager, the Secretary shall:
 - 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 Commissioner certified reports, showing:
 - (1) revenues and expenditures in detail, and such other financial information required by law, rule, or as may be called for by the Commissioner;
 - (2) length of school term and enrollment and attendance by grades; and
 - (3) other items of information as called for by the Commissioner.
4. The Secretary shall perform such duties as required by the Minnesota Election Law or other applicable laws relating to the conduct of elections.
5. The Secretary shall perform the duties of the Chair in the event of the Chair's and the Vice-Chair's temporary absences.

E. Vice-Chair

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

F. Executive Director

1. The Executive Director shall be an ex-officio, nonvoting member of the charter school board.
2. The Executive Director shall perform the following:
 - a. supervise RBA, report and make recommendations about its condition when advisable or on request by the board;
 - b. recommend to the board employment and dismissal of teachers;
 - c. annually evaluate each employee assigned responsibility for supervising RBA;
 - d. superintend school grading practices and examinations for promotions;

- e. make reports required by the Minnesota Commissioner of Education;
and
- f. perform other duties prescribed by the board.

Legal References: Minn. Stat. Ch. 124E (Charter Schools)
Minn. Stat. § 317A.305 (Duties of Required Officers)