

## **Wabasha-Kellogg Public Schools 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 School Board shall meet annually and organize by selecting a chair, a vice-chair, a clerk/treasurer and such other officers as determined by the School Board.
- B. The School Board shall appoint a superintendent who shall be an ex officio, nonvoting member of the School Board.

#### **III. ORGANIZATION**

The School Board shall meet annually on the first Monday in January, or as soon thereafter as practicable, and organize by selecting a chair, a vice-chair, a clerk/treasurer, and such other officers 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 clerk 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 the absence or inability of the clerk/treasurer 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.
- B. Clerk
  - 1. The clerk shall deposit the funds of the School District in the official depository.
  - 2. In the event there are insufficient funds on hand to pay valid orders presented to the clerk, the clerk shall receive, endorse, and process the orders in accordance with Minn. Stat. § 124.06.
  - 3. The clerk shall keep a record of all meetings in the books provided.

4. Within three days after an election, the clerk shall notify all persons elected of their election.
5. The clerk shall file all reports as required by the Commissioner of Education.
6. 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 School District.
7. The clerk shall furnish to the county auditor, an attested copy of the clerk's record, showing the amount of money voted by the School District or the School Board for school purposes.
8. The clerk shall draw and sign all orders for the payment of bills allowed by the School Board for salaries of officers and for teachers' wages and all claims, to be countersigned by the chair.
9. The clerk shall perform such duties as required by the Minnesota Election Law or other applicable laws relating to the conduct of elections.

C. Treasurer

1. Shall make all reports which may be called for by the School Board and perform all duties a treasurer usually performs.
2. Review monthly payments
3. Provide oversight to budget development process
4. Provide procedure and controls oversight to finance tasks
5. Meet with auditor and provide oversight to audit
6. Chair the Finance Committee

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. 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 School Board employment and dismissal of teachers;
- c. superintend school grading practices and examinations for promotions;
- d. make reports required by the commissioner; and
- e. perform other duties prescribed by the School Board.

***Legal References:*** Minn. Stat. § 123.34 (officers)  
Minn. Stat. § 124.06 (finance))  
Minn. Stat. § 124A.03 (Referendum Revenue)  
Minn. Stat. Ch. 205A (School District Elections)

***Cross References:*** Wabasha-Kellogg Policy 101 (Legal Status of the School District)  
Wabasha-Kellogg Policy 201 (Legal Status of the School Board)  
Wabasha-Kellogg Policy 203 (Operation of the School Board-Governing Rules)  
MSBA Service Manual, Chapter 3, The School Board and its Powers