

Dover-Eyota Public Schools Policy 202

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7/16/07, 9/20/10,
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change by Po.I
Comm

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, a 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

- A. The school board shall meet annually in January, or as soon thereafter as practicable, and organize by selecting a chair, a vice chair, a clerk, a treasurer, and such officers as determined by the school board.
- B. These officers shall hold office for one year and until their successors are elected and qualify.
 - 1. The persons who perform the duties of clerk and treasurer need not be members of the school board.
 - 2. The school board by resolution may combine the duties of the offices of clerk and treasurer in a single person in the office of business affairs.

IV. OFFICER'S RESPONSIBILITIES

- A. Chair.
 - 1. Confers with the superintendent to build board meeting agendas.
 - 2. Starts board meetings on time.
 - 3. Keeps to the agenda.
 - 4. Projects a positive image—open and friendly.
 - 5. Assures that mutual respect is shown between board members and superintendent.
 - 6. Sets a business-like tone for the meeting.
 - 7. Welcomes citizens and allows them to speak at an appropriate time.
 - 8. Establishes ground rules and limits for board discussion and citizens involved in meetings.
 - 9. Takes action only after all sides of an issue have been thoroughly examined.
 - 10. Views divergent opinions as helpful and useful in understanding complex issues and problems.
 - 11. Creates an atmosphere in which conflicts are not avoided and each person is given a hearing in order that a solution may be found.
 - 12. Leads the board through a self-evaluation process once a year.
 - 13. Develops and administrates an evaluation process once each year for the superintendent.
 - 14. Appoints committees as needed.
 - 15. Appoints school board members to various committees.
- B. Vice-Chair.

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

C. Treasurer.

1. The treasurer designee shall deposit the funds of the school district in the official depository.
2. The treasurer designee shall make all reports which may be called for by the school 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 board treasurer designee shall receive, endorse, and process the orders in accordance with Minn. Stat. 123B.12.
4. The treasurer designee shall draw and sign all orders for the payment of money for bills allowed by the school board for salaries of officers and for teachers' wages and all claims, to be countersigned by the chair.

D. Clerk.

1. The clerk designee shall keep a record of all meetings in the books provided.
2. The clerk shall be responsible to sign Board approved minutes and other documents relating to board action and policies.
3. Within three days after an election, the clerk designee shall notify all persons elected of their election.
4. On or before September 15 of each year, the clerk designee shall:
 - a. file with the school 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.
5. The clerk designee shall furnish to the county auditor, on or before the prescribed date, 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.
6. The clerk designee shall perform such duties as required by the Minnesota Election Law or other applicable laws relating to the conduct of elections.
7. The clerk shall perform the duties of the chair in the event of the chair's and the vice-chair's temporary absences.

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. annually evaluate each school principal assigned responsibility for supervising a school building within the district;
 - d. superintend school grading practices and examinations for promotions;
 - e. make reports required by the commissioner;

- f. perform other duties prescribed by the school board;
- g. sign all legal documents on behalf of the district.

Cross References:

Dover-Eyota Public Schools Policy 101 (Legal Status of the School District)

Dover-Eyota Public Schools Policy 201 (Legal Status of the School Board)

Dover-Eyota Public Schools Policy 203 (Operation of the School Board-Governing Rules)