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MSBA/MASA Model Policy 202

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202 EDUCATION DISTRICT BOARD OFFICERS

I. PURPOSE

Education district 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 education district. The purpose of this policy is to delineate those responsibilities.

II. GENERAL STATEMENT OF POLICY

- A. The education district board shall meet annually and organize by selecting a chair, officer of business affairs and such other officers as determined by the education district board. At its option, the education district board may appoint a vice-chair to serve in the temporary absence of the chair.
- B. The education district board shall appoint an executive director who shall be an ex officio, non voting member of the education district board.

III. ORGANIZATION

The education district board shall meet annually on the fourth Thursday in January, or as soon thereafter as practicable, and organize by selecting a chair, officer of business affairs, and such other officers as determined by the education district 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 officer of business affairs need not be members of the education district board.
- B. The education district 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. The chair, when present, shall preside at all meetings of the education district board, countersign all orders upon the treasurer for claims allowed by the education district board, represent the education 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 education district 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.

C. Officer of Business Affairs

1. The officer of business affairs or designee shall deposit the funds of the education district in the official depository.
2. The officer of business affairs or designee shall make all reports which may be called for by the education district board and perform all duties the treasurer usually performs.
3. In the event there are insufficient funds on hand to pay valid orders presented to the officer of business affairs or designee, the officer of business affairs or designee shall receive, endorse, and process the orders in accordance with Minn. Stat. § Minnesota statutes section 123B.12.
4. The officer of business affairs or designee shall keep a record of all meetings in the books provided.
5. On or before September 15 of each year, the officer of business affairs shall verify that the board and the MDE has been provided the following:
 - a. a report of the revenues, expenditures, and balances in each fund for the preceding fiscal year.
 - b. Make and transmit to the Commissioner of the Minnesota Department of Education (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 education district term and enrollment and attendance by grades; and
 - (3) other items of information as called for by the Commissioner.

3. The officer of business affairs shall verify that the business manager has 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 education district.
4. The officer of business affairs shall draw and sign all orders upon the treasurer for the payment of money for bills allowed by the education district board for salaries of officers and for teachers' wages and all claims, to be countersigned by the chair.
5. The officer of business affairs shall perform the duties of the chair in the event of the chair's and the vice-chair's temporary absences.

D. Vice-Chair

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

E. Executive Director

1. The executive director shall be an ex officio, non voting member of the education district board.
2. The executive director shall perform the following:
 - a. visit and supervise the schools in the education district, report and make recommendations about their condition when advisable or on request by the education district board;
 - b. recommend to the education district board employment and dismissal of teachers;
 - c. annually evaluate each education district principal assigned responsibility for supervising a education district building within the district;
 - d. superintend education district grading practices and examinations for promotions;
 - e. make reports required by the commissioner; and
 - f. perform other duties prescribed by the education district board.

Legal References: Minn. Stat. § 123B.12 (Insufficient Funds to Pay Orders)
Minn. Stat. § 123B.14 (Officers of Independent School Districts)
Minn. Stat. § 123B.143 (Superintendent)
Minn. Stat. § 126C.17 (Referendum Revenue)
Minn. Stat. Ch. 205A (School District Elections)

Cross References: MSBA/MASA Model Policy 101 (Legal Status of the School District)
MSBA/MASA Model Policy 201 (Legal Status of the School Board)
MSBA/MASA Model Policy 203 (Operation of the School Board –
Governing Rules)
MSBA Service Manual, Chapter 1, School District Governance, Powers
and Duties