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INDEPENDENT SCHOOL DISTRICT 199
Inver Grove Heights Community Schools
2990 80th Street East
Inver Grove Heights, Minnesota

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 clerk, and a vice chair/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.
- C. The school board shall develop a process for replacing officers who cannot complete their office and/or term.

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 clerk, a vice chair/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.

- A. The persons who perform the duties of clerk and treasurer need not be members of the school board. The superintendent shall assign such duties.
- B. The school board, by resolution, may combine the duties of the offices of clerk and treasurer in a single position in the office of business affairs.

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. Vice Chair/Treasurer.

1. The vice chair/treasurer or designee shall deposit the funds of the school district in the official depository.
2. The vice chair/treasurer or 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 vice chair/treasurer, the vice chair/treasurer shall receive, endorse, and process the orders in accordance with Minn. Stat. §123B.12.
4. The vice chair/treasurer shall preside over school board meetings in the chair's absence.
5. The vice chair/treasurer shall chair the district's policy committee.
6. The vice chair/treasurer shall conduct the superintendent's evaluations.

C. Clerk.

1. The clerk or designee shall keep a record of all meetings in the books provided.
2. Within three days after an election, the clerk or designee shall notify all persons elected of their election.

3. On or before September 15 of each year, the clerk or 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.
4. The clerk or designee 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.
5. The clerk or designee shall furnish to the county auditor, on or before September 30 of each year, an attested copy of the clerk's record, showing the amount of proposed property tax voted by the school district or the school board for school purposes.
6. The clerk or designee shall draw and sign all orders upon the treasurer 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.
7. The clerk or designee shall perform such duties as required by the Minnesota Election Law or other applicable laws relating to the conduct of elections.
8. The clerk shall perform the duties of the chair in the event of the chair's and the vice-chair's temporary absences.

D. 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. supervise school grading practices and examinations for promotions;
 - d. make reports required by the commissioner; and
 - e. perform other duties prescribed by the school board.

V. Election of School Board Officers

A. Nomination and election procedure.

1. Nominations by board members shall be made prior to voting in each election round needed to complete the election process.
2. In the preliminary rounds when the number of nominees exceeds two, each board member shall be granted a plural and equal number of votes to be cast for the nominees of his or her choice. The principle used to grant the number of votes to each board member shall be one vote less than the number of candidates being considered in that specific round. Board members, in casting their votes for applicants, in each round of voting are permitted to cast no more than one vote for each applicant (i.e. a plural number of votes for an individual is not permitted). Each board member's ballot must contain the full allotment of prescribed votes. After each round of voting, the number of candidates to be considered in the following round shall be reduced by at least one person. However, one or more candidates may be reduced in any preliminary round if there appears to be a separation between the candidates.
3. In each round each board member shall: (1) write his or her name on the ballot, (2) shall complete his or her ballot, and (3) shall hand his or her ballot to the person designated to collect the ballots. Upon receipt of all the board members' ballots, the person designated to collect the ballots shall read aloud the board member's name and the names of the candidates receiving that board member's votes. The votes shall be recorded and included in the board's official minutes. The board shall determine which candidates shall advance to the succeeding round.

Final vote. When all but two candidates have been eliminated, a final vote should be taken. Each Board member is to be granted one vote. The nominee receiving the higher number of votes should be nominated by motion or resolution.

VI. Replacement of School Board Officers

A. Chair.

1. Should the chair be unable to complete the term of office or the term on the school board, the vice chair/treasurer shall succeed to position of chair and serves the remainder of the term.

B. Vice Chair/Treasurer.

1. Should the vice chair/treasurer be unable to complete the term of office or the term on the school board, the chair shall declare the position of vice chair/treasurer to be vacant. Upon the declaration of vacancy, the board shall conduct an election. The method provided in this policy for the election of school board members titled V. Election of School Board Officers shall be used.

C. Clerk.

1. Should the clerk be unable to complete the term of office or the term of the school board, the chair shall declare the position of clerk to be vacant. Upon the declaration of vacancy, the board shall conduct an election. The method provided in this policy for the election of school board members titled V. Election of School Board Officers shall be used.

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 School District
Policy 201 - Legal Status of the School Board
Policy 203 – School Board Procedures – Rules or Order
MSBA Service Manual, Chapter 1, School District Governance, Powers and Duties