

Adopted: \_\_\_\_\_

Cyber Village Academy Policy 202

Orig. 1995

Revised: \_\_\_\_\_

Rev. 1999

## **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 secretary, a treasurer and such other officers as determined by the school board.
- B. The school board shall appoint a director who shall be an ex officio, nonvoting member of the school board.

### **III. ORGANIZATION**

The school board shall meet annually on the fourth Tuesday in August, or as soon thereafter as practicable, and organize by selecting a chair, a secretary, a 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. This annual meeting may be held concurrently with a monthly board meeting.

- A. The persons who perform the duties of secretary and treasurer need not be members of the school board.
- B. 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. Act as the chairman of the Board of Directors and exercise the functions of the office of the president of the school board and of the corporation;
  - 2. Preside at all meetings of the Board of Directors; in the case Board Chair is absent, Vice Chair will conduct meeting.

3. Perform such duties and exercise such powers as are necessary or incident to the supervision and management of the business and affairs of the Corporation;
4. Sign and deliver, in the name of the Corporation, all deeds, mortgages, bonds, contracts or other instruments requiring an officer's signature, unless otherwise directed by the Board;
5. Have the general powers and duties usually vested in the office of the president; and
6. Have such other powers and perform such other duties as are prescribed by Minnesota Statutes, Section 317A.305, subd. 2, and as the Board of Directors may from time to time prescribe.
7. 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

1. Act as the chairman of the Board of Directors and exercise the functions of the office of the president of the Corporation;
2. Preside at all meetings of the Board of Directors; in the case Board Chair is absent, Vice Chair will conduct meeting.
3. Perform such duties and exercise such powers as are necessary or incident to the supervision and management of the business and affairs of the Corporation;
4. Sign and deliver, in the name of the Corporation, all deeds, mortgages, bonds, contracts or other instruments requiring an officer's signature, unless otherwise directed by the Board;
5. Have the general powers and duties usually vested in the office of the president; and
6. Have such other powers and perform such other duties as are prescribed by Minnesota Statutes, Section 317A.305, subd. 2, and as the Board of Directors may from time to time prescribe.

C. Treasurer

1. Keep accurate accounts of all monies of the Corporation received or disbursed;
2. Have the care and custody of the corporate funds and securities;
3. Have the power to endorse for deposit all notes, checks and drafts received by the Corporation;
4. Disburse the funds of the Corporation as ordered by the Board of Directors, making proper vouchers therefore;
5. Perform such other duties and have such other powers as may from time to time be prescribed by the Board of Directors or by the Board Chair.

D. Secretary

1. Attend all meetings of the members, the Board of Directors and all committees (when requested); in case the Secretary is absent, another board member will act as secretary.
2. Record all proceedings of the minutes of the members, Board of Directors and committees in organized electronic files to be kept for that purpose;
3. Preserve all documents and records belonging to the Corporation;
4. Maintain a list of all members of the Corporation in good standing;
5. Give or cause to be given notice of all meetings of the members and all meetings of the Board of Directors and committees (when requested); and
6. Perform such other duties as may be prescribed by the Board of Directors or the Board Chair from time to time.

E. Director

1. The Director shall be an ex officio, nonvoting member of the school board.
2. The Director shall perform the following:
  - a. Supervise the school, report and make recommendations about its 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. § 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:*** 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