

# Houston

Public Schools

LEADING IN LEARNING

Adopted: April 20, 1999

Reviewed: November 19, 2002; July 11, 2006; May 15, 2007; February 17, 2009;  
June 18, 2013; December 16, 2014; December 21, 2017; December 17,  
2020; March 2, 2023; January 4, 2024

MSBA 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 clerk, a treasurer and such other officers as determined by the school board. At its option, the school board may appoint a vice-chair to serve in the temporary absence of the chair.
- B. The school board shall appoint a superintendent who shall be an ex officio, nonvoting member of the school board.

### **III. ORGANIZATION**

The first meeting of each calendar year to be held in January shall be the annual organization meeting at which time a chair, a clerk, a treasurer, and such other officers as determined by the school board are elected from within the Board of Education for a one-year term until their successors are elected and qualify. The date and time of this meeting is to be determined at the regular December meeting.

- A. The persons who perform the duties of clerk 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.
- C. The following items of business shall be included at the organizational meeting.
  - 1. Designation of official depository or depositories for school district funds.

2. Selection of Official newspaper for publication of proceedings, legal notices, etc.
3. Selection of a regular day and hour of each month for regular meetings throughout the year. In the event that the school district closes early due to bad weather in which all evening activities are cancelled, a scheduled regular school board meeting will be postponed and held at the same time and place the following week.
4. Selection of the school district's legal counsel, including the individuals authorized to contact legal counsel (chair, superintendent, etc.)
5. Determination, within limits fixed by law, of the compensation of Board of Education members.

#### **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. Treasurer**

1. The treasurer shall deposit the funds of the school district in the official depository.
2. The treasurer 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 treasurer shall receive, endorse, and process the orders in accordance with Minn. Stat. § 123B.12.

##### **C. Clerk**

1. The clerk shall keep a record of all meetings in the books provided.

2. Within three days after an election, the clerk shall notify all persons elected of their election.
3. On or before September 15 of each year, the clerk 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:
    - i revenues and expenditures in detail, and such other financial information required by law, rule, or as may be called for by the commissioner;
    - ii. length of school term and enrollment and attendance by grades; and
    - iii. other items of information as called for by the commissioner.
4. 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.
5. The clerk shall furnish to the county auditor, on or before September 30, 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 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 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 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. 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 site 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, and

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

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WHEREAS, Minnesota Statutes §123B.14, Subd.1, empowers the School Board to combine the duties of the office of Clerk and Treasurer of the Board in one person in the Office of Business Affairs of the School District.

WHEREAS, the School District has decided to combine the duties of the Clerk and Treasurer in one person in the Office of Business Affairs.

THEREFORE, BE IT RESOLVED THAT the Administrative Assistant to the Superintendent of the School District is designated by the School Board of Independent School District No. 294 to perform the duties of Clerk and Treasurer of the District.

Moved by:

Seconded by:

The following voted in favor:

The following voted against:

WHEREUPON the resolution was declared adopted.