



Small is Mighty

Policy #: 202

Name of Policy: Charter School Board Officers

Adoption Date: December 2025

Updated:

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, and a treasurer.
- B. The executive director shall serve as an ex officio, nonvoting member of the school board.

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 vice chair, a secretary, and a treasurer. These officers shall hold office for one year and until their successors are elected and qualify.

- A. The responsibilities of secretary and treasurer may be delegated to school staff.
- B. The school board by resolution may combine the duties of the offices of secretary and treasurer in a single person.

IV. OFFICER'S RESPONSIBILITIES

- A. Chair
The Chair has the following duties and responsibilities:
 - 1. Presides 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 order.

B. Vice-Chair

1. Serves, with all the power and duties, in the absence of the Chair.

C. Treasurer

The Treasurer has the following duties:

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.

D. Secretary

1. The secretary shall keep a record of all meetings in the books provided.
2. Within three days after an election, the secretary shall notify all persons elected of their election.
3. On or before September 15 of each year, the secretary 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 secretary 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 secretary 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 secretary 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 secretary shall perform the duties as required by the Minnesota Election Law or other applicable laws relating to the conduct of elections.
8. The secretary shall perform the duties of the chair in the event of the chair's and the vice-chair's temporary absences.

E. Executive Director

1. The executive director shall be an ex officio, nonvoting member of the school board.
2. The executive director shall perform the following:
 - a. visit and supervise the school, 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 staff 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 board; and
 - f. perform other duties prescribed by the school board.