

# INDEPENDENT SCHOOL DISTRICT #877 POLICY

## Buffalo-Hanover-Montrose

INDEX TITLE School Board SERIES NO. 200

POLICY TITLE School Board Officers CODE NO. 202

### 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. 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 clerk, 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.

- A. The persons who perform the duties of clerk and treasurer need not be members of the school board.

### III. OFFICERS' RESPONSIBILITIES

- A. 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.
- B. The chair will conduct monthly meetings with the superintendent or as the superintendent or board chair deems necessary.
- C. The vice-chair shall perform the duties of the chair in the event of the chair's temporary absence.
- D. The Director of Finance and Operations/Controller shall be the deputy treasurer for purposes of handling duties required of the Treasurer/Clerk.
- E. The school board administrative assistant shall perform the duties required of the clerk as assigned.
- F. 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. 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

**Administrative Offices**  
**Buffalo, Minnesota 55313**

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