

**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 NWSISD. 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, hereinafter referred as Clerk, a Treasurer and such other officers as determined by the school board. The Vice Chair shall serve in the temporary absence of the chair.
- B. The school board shall appoint an Executive Director who shall be an ex officio, non-voting member of the school board.

**II. ORGANIZATION**

The school board shall meet annually on the third Wednesday 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 school board may delegate the duties of the Clerk and Treasurer to the NWSISD Executive Director.
- 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. 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 NWSISD 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 or Board's designee, shall deposit the funds of NWSISD in the official depository.
  - 2. The Treasurer or Board's 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 Treasurer, the Treasurer shall receive, endorse, and process the orders in accordance with Minn. Stat. § 123B.12.
- C. Clerk.
  - 1. The Clerk or Board's designee 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 or Board's 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) other items of information as called for by the commissioner.
  - 4. The Clerk or Board's 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 NWSISD.
  - 5. The Clerk or Board's designee shall draw and sign all orders upon the Treasurer or Board's designee for the payment of money for bills allowed by the school board for salaries of officers and for wages and all claims, to be countersigned by the Chair.
  - 6. The Clerk shall perform the duties of the chair in the event of the chair's and vice-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. NWSISD Executive Director.
- 1. The Executive Director shall be an ex officio, non-voting member of the school board.
  - 2. The Executive Director shall perform the following:
    - a. visit and supervise the programs and activities of NWSISD, 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 employees;
    - c. make reports required by the commissioner; and
    - d. perform other duties prescribed by the school board.

**Legal References:** Minn. Stat. § 123B.12 (Finance)  
 Minn. Stat. § 123B.14 (Officers)  
 Minn. Stat. § 126C.17 (Referendum Revenue)  
 Minn. Stat. Ch. 205A (School District Elections)

**Cross References:** NWSISD Policy 101 (Legal Status of NWSISD)  
 NWSISD Policy 201 (Legal Status of the School Board)  
 NWSISD Policy 203 (Operations of the School Board – Governing Rules)  
 MSBA/MASA Service Manual, Chapter 1, School District Governance, Powers and Duties

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