

ASPEN ACADEMY

Adopted:

Revised: 3-2010

Reviewed: 3-22-2016

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 school. 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 secretary, 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 Director who shall be an ex officio, nonvoting member of the school board.

III. ORGANIZATION

The school board shall meet annually in January 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. First term, newly elected school board members are not eligible for the position of Chair or Vice-Chair.

- 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 secretary 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 the school 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 appointed financial officer shall deposit the funds of the school in the official depository.
2. The treasurer or appointed financial officer 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 or appointed financial officer shall receive, endorse, and process the orders in accordance with Minn. Stat. § 123B.12.
4. On or before August 15 of each year, the treasurer or appointed financial officer shall file with the school board a report of the revenues, expenditures and balances in each fund for the preceding fiscal year.
5. The treasurer or appointed financial officer shall keep an itemized account of all expenses of the school.

C. 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. The secretary shall enter into the record book copies of all reports and the proceedings of any meeting.

D. Vice-Chair

The vice-chair shall perform the duties of the chair in the event of the chair's temporary absence.

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. supervise school grading practices and examinations for promotions; and
 - d. perform other duties prescribed by the school board.