

Policy Title	Policy Number	Date Approved/Revised
<b>Board Officers, Committees, and Liaisons</b>	<b>202</b>	<b>11/20/07</b> <b>Revised: 12/14/10</b> <b>Revised: 9/25/12</b> <b>Revised: 1/22/13</b> <b>Revised: 5/27/14</b> <b>Revised: 5/21/19</b>

The Board of Education of Independent School District 622 - North St. Paul-Maplewood-Oakdale will operate under a specified structure of roles and responsibilities to organize and complete its work effectively, efficiently, and expeditiously.

**Board Officers:** The officers of the Board shall be a Chairperson, a Vice-Chairperson, a Clerk and a Treasurer. The persons who perform the duties of Clerk and Treasurer need not be members of the School Board. The School Board shall appoint a superintendent who shall be an ex officio, nonvoting member of the School Board. All officers of the Board shall hold office for a term of one year and until their successors are elected and have qualified, with the exception of the chair who could be re-elected for a second term. Should the chair be re-elected, all other officers would assume a second term in order to adhere to the procedures which follow this policy.

The Board shall elect officers at its organizational meeting held in January, with a discussion of board officers held at a study session prior to January.

**Board Organizational Meeting**

- a. The first meeting of the calendar year shall be the annual organizational meeting of the District Board of Education. At this meeting Board officers are elected and the Board acts on the official prescribed designations for the District. The Chair shall conduct the election of a Chairperson. The Chairperson then conducts the election of Vice Chairperson, Clerk and Treasurer. The term of each office shall be for one year. Newly elected Board of Education members take the oath of office.
- b. The Board of Education will name the following at its first meeting of the calendar year:
  - (1) Official depositories;
  - (2) Official newspaper;
  - (3) District legal counsel;
  - (4) District auditor;
  - (5) Date, time and location of regular Board of Education meetings

**The duties of the officers of the Board of Education shall be as follows:**

Chairperson—shall preside at all meetings of the Board and shall perform other duties as directed by law, the State Department of Education regulations and by the School Board of District 622. In carrying out these responsibilities, the Chairperson shall:

- a. Sign the instruments, acts, and orders necessary to carry out the requirements of the state and the will of the Board.
- b. Consult with the Superintendent and others, as appropriate, in the planning of the Board's agenda.
- c. Confer with the Superintendent on crucial matters that may occur between Board meetings.
- d. Appoint Board members to committees.
- e. Call special Board meetings, as necessary.

- f. Speak for the Board at all times except as this responsibility is specifically delegated to others.
- g. Be responsible for the orderly conduct of all Board meetings.
- h. Serve as an ex-officio member of all Board Committees.
- i. Assume other duties as authorized by the Board.

**As presiding officer at all Board meetings, the Chairperson shall:**

- a. Call the meeting to order at the appointed time.
- b. Announce the business to come before the Board in its proper order.
- c. Enforce the Board's policies relating to the order of business and the conduct of the meetings.
- d. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference.
- e. Explain the effect of a motion if it is not clear to every member.
- f. Restrict discussion to the question when a motion is before the Board.
- g. Answer all parliamentary inquiries.
- h. Put motions to a vote, stating definitely and clearly the vote and result thereof.

The Chairperson shall have the right, as other Board members have, to offer resolutions, to discuss questions, and to vote.

The Board Vice-Chairperson will act in place of the Chairperson when necessary and preside at meetings when the Chairperson is temporarily absent. The Vice-Chair shall perform the duties of the Chair in the event of the Chair's temporary absence. The Vice-Chairperson's signature shall be an alternative signature on all legal documents requiring the signature of the Clerk and Chair.

**The Board Clerk shall:**

- a. Keep, or cause to be kept, complete minutes of the proceedings of all Board meetings.
- b. Sign all bills, salaries and contracts approved by the Board of Education or those required by statute.
- c. Act in place of the Chairperson when necessary and preside at meetings when both the Chairperson and Vice-Chairperson are absent.
- d. Within three days after an election, the Clerk shall notify all persons elected of their election.
- e. On or before September 15 of each year, the Clerk shall:
  - 1. file with the School Board a report of the revenues, expenditures, and balances in each fund for the preceding fiscal year.
  - 2. make and transmit to the commissioner certified reports, showing revenues and expenditures in detail and such other financial information required by law, rule, or as may be called for by the commissioner.
- f. 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 School Board for school purposes.
- g. The Clerk shall perform such duties as required by the Minnesota Election Law or other applicable laws relating to the conduct of elections.

**The Board Treasurer shall:**

- a. Deposit the funds of the School District in the official depository.
- b. Sign official documents and contracts as prescribed in statute or board policy.
- c. Act in place of the Chairperson when necessary and preside at meetings when the Chairperson, Vice-Chairperson and Clerk are absent.
- d. Make all reports which may be called for by the School Board and perform all duties a Treasurer usually performs.

- e. 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.

**The Superintendent shall:**

- 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 building within the district;
- d. Superintend school grading practices and examinations for promotions;
- e. Make reports required by the commissioner; and
- f. Perform other duties prescribed by the school board.

**Board Committees**

The Board may establish committees to study or to make recommendations about specific policy matters to the Board. All committees are advisory to the Board.

Board committees shall be composed of Board members appointed by the Board Chairperson. Appointments shall be announced in public meetings and recorded in Board minutes. If the Superintendent and/or his/her designee serve on a Board committee, he/she/they would be non-voting members.

Committee meeting agendas shall be determined by the committee chairpersons and the Superintendent or designee. All Board committees shall follow the provisions of applicable statutes regarding open meetings.

All committees shall keep minutes of business conducted at meetings. The minutes will be kept on file in the Superintendent's office and be available to School Board of District 622.

There are no standing committees of the Board in District 622 - North St. Paul-Maplewood-Oakdale.

**Board Representatives and Liaisons**

The Chairperson may appoint representatives, alternates, or liaisons of the Board of Education to organizational groups such as the Minnesota State High School League, MSBA Legislative Assembly, school building committees, Cooperative Educational Service organizations, etc. Such appointments shall be for one year, or term limits of the respective position, or until the discharge of the assigned function of said committee, agency or organization. A discussion of board representatives and liaisons will be held at a study session prior to January. Such liaison positions help establish positive working relationships with other public and private organizations involved in the educational process.

***Rationale:*** *The Board shall organize to maximize effectiveness in its governance role.*

<b>Adoption and Revision History</b>	<b>Incorporated Policies</b>
Policy 202 SCHOOL BOARD OFFICERS	Policy 202 Replaced Policy: BCBA (Chairperson or Vice Chairperson) adopted June 28, 1979; BCBB (Clerk) adopted June 28, 1979; BCBC (Treasurer) adopted June 28, 1979; 104 (Appointment of the Superintendent of Schools) adopted March 26, 1992; 105-Appendix A, II.G.3. - (Meetings of the School Board: Special Meetings - Annual Meeting (adopted March 26, 1992; 106 (Board Officers) adopted March 26, 1992 . This Policy Adopted: December 10, 1996

	Rescinded: August 5, 2008
Policy 213 COMMITTEES OF THE SCHOOL BOARD	Policy 213 Replaced Policy: BCEA (Permanent Board Committees) adopted August 3, 1979; BCEAA (Board-Administrative Liaison) adopted September 25, 1980; BCEB (Temporary Board Committees) adopted August 18, 1966; 107 (Board Committee Principles) adopted March 26, 1992. This Policy Adopted: February 25, 1997 Rescinded: August 5, 2008
Policy 204 SCHOOL BOARD MEETING MINUTES	Policy 213 Replaced Policy: BDDG (Minutes) adopted June 28, 1979; 105-Appendix A, II. F. (Meetings of the Schools Board: Minutes) adopted March 26, 1992. This Policy Adopted: December 10, 1996 Rescinded: August 5, 2008
G-021 BOARD OFFICERS, COMMITTEES & LIAISONS (This Policy Adopted: Nov. 20, 2007, Revised: Dec. 14, 2010, Revised: September 25, 2012; Revised: January 22, 2013; Revised: May 27, 2014)	MSBA 202, 213
202 BOARD OFFICERS, COMMITTEES & LIAISONS This Policy Revised: May 21, 2019	

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