TRIO Wolf Creek Distance Learning Charter School #4095

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 charter 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 vice chair, a secretary/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.

III. ORGANIZATION

The school board shall meet annually on a date determined by the board, and organize by selecting a chair, a secretary/treasurer, and such other officers as determined by the school board.

A. The school board is made up of the following nine members:

- Full-time Teacher Representative - Two year term
- Full-time Teacher Representative - Two year term
- Full-time Teacher Representative - Two year term
- Community-at-Large Representative – One year term
- Community-at-Large Representative – One year term
- Community-at-Large Representative – One year term
- Community-at-Large Representative – Two year term
- Parent Representative – One year term
- Parent Representative – One year term

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 charter 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. Secretary/Treasurer.

1. The secretary/treasurer shall consult with the business manager on school budget and financial matters as needed.

2. The secretary/treasurer shall check for accuracy of minutes and posting of board document on the school website.

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. Vice-Chair [Optional].

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

2. Will serve as a member of the budget committee.

D. Charter School Director

1. The charter school director shall be an ex officio, nonvoting member of the school board.

2. The charter school director shall perform the following:

a. Supervise the charter 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 staff;

c. Annually evaluate each staff member assigned responsibility within the charter school;

d. Make reports required by the commissioner; and

e. Perform other duties prescribed by the school board.

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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: Policy 101 (Legal Status of the School District)
Policy 201 (Legal Status of the School Board)
Policy 203 (Operation of the School Board-Governing Rules)
MSBA Service Manual, Chapter 1, School District Governance, Powers and Duties