Technical Academies of Minnesota

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202 CHARTER SCHOOL BOARD OFFICERS

I. PURPOSE

Charter 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 charter school. The purpose of this policy is to delineate those responsibilities.

II. GENERAL STATEMENT OF POLICY

A. The charter school board shall meet annually and organize by selecting a chair, a clerk, a treasurer, and such other officers as determined by the charter school board. At its option, the charter school board may appoint a vice-chair to serve in the temporary absence of the chair.

B. The chief financial officer and the chief administrator may only serve as ex-officio nonvoting board members.

III. ORGANIZATION

The charter school board shall meet annualy on the fourth Tuesday in October, or as soon thereafter as practicable, and organize by selecting a chair, a clerk, a treasurer, and such other officers as determined by the charter school board. These officers shall hold office for one year and until their successors are elected and qualify.

A. The charter 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. The charter school officers shall have the responsibilities and exercise the functions set forth in Minnesota Statutes section 317A.305, the charter school Bylaws, and this policy.

B. <u>Chair</u>

1. The chair shall exercise the functions of the office of president of the charter school corporation as set forth in Minnesota Statutes section 317A.305.

2. The chair when present shall preside at all meetings of the charter school board, countersign all orders upon the treasurer for claims allowed by the charter school board, represent the charter school in all actions, and perform all duties a chair usually performs.

3. 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 charter 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.

C. Treasurer

1. The treasurer shall deposit charter school funds in the official depository.

2. The treasurer shall make all reports which may be called for by the charter 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.

D. Clerk

1. The clerk 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 shall:

   a. file with the charter 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) length of school term and enrollment and attendance by grades; and

(3) other items of information as called for by the commissioner.

4. The clerk 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 the charter school.

5. The clerk shall 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 charter school or the charter school board for school purposes.

6. The clerk shall draw and sign all orders upon the treasurer for the payment of money for bills allowed by the charter school board for salaries of for teachers' wages and all claims, to be countersigned by the chair.

7. The clerk shall perform such duties as required by the Minnesota Election Law or other applicable laws relating to the conduct of elections.

8. The clerk shall perform the duties of the chair in the event of the chair's and the vice-chair's temporary absences.

E. Vice-Chair

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

Legal References: Minn. Stat. Ch. 124E (Charter Schools)
Minn. Stat. § 317A.305 (Duties of Required Officers)

Cross References: MSBA/MASA Model Policy 101 (Legal Status of the Charter School)
MSBA/MASA Model Policy 201 (Legal Status of the Charter School Board of Directors)
MSBA/MASA Model Policy 203 (Operation of the Charter School Board – Governing Rules)