

INDEPENDENT SCHOOL DISTRICT 719  
PRIOR LAKE - SAVAGE AREA SCHOOLS**202 SCHOOL BOARD OFFICERS AND MEMBERSHIP****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 public schools of the school district. The purpose of this policy is to delineate those responsibilities.

**II. DEFINITION**

School board member is one of seven (7) members elected or appointed to serve on the Prior Lake-Savage Area School Board.

**III. GENERAL STATEMENT OF POLICY****A. COMPOSITION OF THE SCHOOL BOARD****1. Officers**

The officers of the school board shall be designated as chair, vice-chair/clerk, and treasurer. The officers of the school board shall be elected by the school board at the organizational meeting of the board held early in January of each year for a one (1) year term.

**2. Directors**

The four (4) remaining elected members of the school board shall be designated as directors.

**3. Ex-Officio Members**

The superintendent of schools shall be an ex-officio member of the school board and as such is not entitled to voting privileges.

**B. OFFICERS' RESPONSIBILITIES****1. Chair**

- a. The chair shall preside at all meetings of the school board and shall have a vote on motions placed before the school board for action.
- b. The agenda for meetings of the school board shall be the responsibility of the superintendent of schools, and chair and vice-chair of the school board.
- c. The chair is the official spokesperson of the school board.
- d. The chair shall sign, on behalf of the school board, such documents as may require his/her signature.
- e. The chair shall represent the board in deliberations with other school boards, school districts or agencies.
- f. The chair shall appoint all committees and liaisons, unless otherwise specified by the school board.
- g. The chair shall perform all duties as prescribed by law for said office.

2. Vice-Chair/Clerk

- a. In the absence of the chair, the vice-chair/clerk shall preside at school board meetings.
- b. The vice-chair/clerk will further perform all other duties as delegated by the chair.
- c. The vice-chair/clerk will assist the chair in performance of the duties associated with the role of chair.
- d. The vice-chair/clerk shall see that an accurate record of all school district business is kept in the school board minutes.
- e. The vice-chair/clerk shall receive, endorse, and process all documents in accordance with Minnesota Statute.
- f. The vice-chair/clerk shall perform such duties as required by the Minnesota Election Law or other applicable laws relating to the conduct of elections.

3. Treasurer

- a. The treasurer shall sign on behalf of the school board such documents as may require his/her signature.

4. Superintendent

- a. The agenda for meetings of the school board shall be the responsibility of the superintendent of schools, chair and vice-chair of the school board.
- b. The superintendent assists the chair with school board meeting procedures.
- c. The superintendent is the official spokesperson of the school district.
- d. The superintendent shall keep the school board apprised of school district activities and programs.
- e. The superintendent shall serve as a resource to the school board.
- f. The superintendent shall make recommendations for school board consideration regarding school district issues.
- g. The superintendent shall perform other duties prescribed by the school board.

School Board Adoption: November 28, 2022

An Equal Opportunity School District