

**BLUFFVIEW MONTESSORI SCHOOL  
POLICY 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 Bluffview Montessori 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 Head of School, who shall be an ex officio, non voting member of the school board.

**III. ORGANIZATION**

The school board shall, at their first meeting during a new election cycle (the July meeting), or as soon thereafter as practical, 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 qualified.

**IV. OFFICER'S RESPONSIBILITIES**

A. Board Chair

- 1. The Board Chair shall serve as chairperson of the board of directors, and preside at meetings of the board of directors.
- 2. The Board Chair shall ensure that the policies and resolutions of the board are put into effect.
- 3. The Board Chair shall sign and deliver in the name of the board contracts or other instruments requiring the signature of the president or board chair.
- 4. The Board Chair shall serve as the official spokesperson of the board.

5. The Board Chair shall perform other duties prescribed by the board.

B. Treasurer

1. The Treasurer shall serve as chair of the Finance Committee and ensure that the Corporation shall: ensure accurate financial records, ensure that all funds of the school are properly deposited and disbursements are appropriate and legal, ensure that audits and financial reports are accurate and submitted on time and perform other duties prescribed by the board or the Chair.

2. The Treasurer will be a second authorized signer for the Corporation along with the Head of School where necessary.

C. Secretary

1. The Secretary shall serve as the official recorder of the proceedings of the board of directors that ensures notices and minutes of the board of directors and board committees are accurate and legally posted, and documents and records of the school and corporation are kept in accordance with law.

2. The secretary shall maintain an annual list of the membership.

D. Vice-Chair [Optional]

The Vice Chair shall serve as chair in the absence of the board chair, and perform other duties prescribed by the Board. The Vice Chair is to work closely with the Chair in order to conduct effective meetings when called upon to do so. This position may be held concurrently with either the Treasurer or Secretary positions.

E. Head of School

1. The Head of School shall be an ex officio, non voting member of the school board.

2. The Head of School shall perform the following:

a. oversee the management and day-to-day operations of the school.

b. be responsible for hiring appropriate staff for the operation of the school, subject to board policies.

**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