

## **ST. CROIX PREPARATORY ACADEMY**

*Adopted: 1/20/2026*

*Revised: \_\_\_\_\_*

*MSBA/MASA Model Policy 202 Charter  
Orig. 1995 (as ISD Policy)  
Orig. 2022 (as Charter Policy)  
Rev. 2024*

### **202 CHARTER SCHOOL BOARD OFFICERS**

#### **I. PURPOSE**

The purpose of this policy is to create a formal process for the yearly election of SCPA Board Officers. This policy applies to the SCPA Board Officer positions of Chair, Vice-Chair, Treasurer, and Board Clerk/Secretary (SCPA Bylaws Article V Section 1).

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/Secretary, 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.

#### **III. ORGANIZATION**

- A. The charter school board shall meet annually at the May meeting, or as soon thereafter as practicable, and organize by selecting a chair, a Clerk/Secretary, 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 qualified.
- B. The persons who perform the duties of Clerk/Secretary and treasurer need not be members of the charter school board.
- C. The charter school board by resolution may combine the duties of the offices of Clerk/Secretary and treasurer in a single person in the office of business affairs.
- D. Every year at the May meeting, nominations will be given for each Board Officer position, Chair, Vice-Chair, Treasurer, and Board Clerk/Secretary.
- E. Voting will follow each of the nominations and Board Officer positions will be determined by a majority vote.
- F. SCPA Board Officer positions are one year terms and will run from May to May.
- G. The Chair and Vice-Chair positions: It is preferred that the Chair and Vice-Chair have one year of previous experience serving on the SCPA Board.

#### **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. Chair
  - 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.
2. In case of absence, inability, or refusal of the Clerk/Secretary 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/Secretary 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/Secretary

1. The Clerk/Secretary shall keep a record of all meetings in the books provided.
2. Within three days after an election, the Clerk/Secretary shall notify all persons elected of their election.
3. On or before September 15 of each year, the Clerk/Secretary 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/Secretary shall enter into the Clerk/Secretary'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/Secretary 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 officers and for teachers' wages and all claims, to be countersigned by the chair.
6. The Clerk/Secretary shall perform such duties as required by the Minnesota Election Law or other applicable laws relating to the conduct of elections.
7. The Clerk/Secretary shall perform the duties of the chair in the event of the chair's and the vice-chair's temporary absences.

E. Vice-Chair [Optional]

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

F. Executive Director

1. The Executive Director shall be an ex officio, nonvoting member of the charter school board.
2. The Executive Director shall perform the following:
  - a. supervise the charter school, report and make recommendations about their condition when advisable or on request by the charter school board;
  - b. recommend to the charter school board employment and dismissal of teachers;
  - c. annually evaluate each employee assigned responsibility for supervising the school;
  - d. superintend school grading practices and examinations for promotions;
  - e. make reports required by the Minnesota Commissioner of Education; and
  - f. perform other duties prescribed by the charter school board.

**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)