

REFERENCE COPY (Version 1)

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EXPLANATION: APPOINTED BOARD OFFICIALS (Seven-Director Districts)

MSBA has updated this policy to eliminate many duties that are outdated and add some of the common duties usually performed by the Board secretary or treasurer. MSBA is aware that some school boards have appointed more than one secretary or treasurer. Usually, one is an elected member and one is an employee. MSBA has added language about the selection of an alternative secretary or treasurer.

While it is legal for the district to appoint a member of the Board as the secretary or treasurer, MSBA recommends that districts appoint and train the employee who is actually performing the legal duties of these positions to these offices if possible.

Delegation

MSBA has added a section on delegation. In most districts, many of the duties of the secretary and treasurer are actually performed by district employees, but elected Board members have the title and are the public face of the office. This section acknowledges that practice and reminds the elected members who hold those offices that they are still responsible for the duties of the office.

Further, this policy now requires the treasurer and any employees performing the duties of the treasurer to be bonded. The law requires only the treasurer to be bonded, but it is also important for employees who have control over district funds to be bonded as well.

<i>MSBA recommends that copies of this document be routed to the following areas because the content is of particular importance to them. The titles on this list may not match those used by the district. Please forward copies to the district equivalent of the title indicated.</i>					
X	Board Secretary	X	Business Office		Coaches/Sponsors
	Facility Maintenance		Food Service		Gifted
	Human Resources		Principals		Library/Media Center
	Health Services		Counselor		Special Education
	Transportation		Public Info/Communications		Technology

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APPOINTED BOARD OFFICIALS (~~Seven-~~Director Districts)

On or before July 15 of each year, ~~t~~The Board shall elect a school district secretary; ~~and~~ treasurer and other Board officials deemed necessary and advisable ~~on or before July 15 of each year~~. The Board will set the terms of service and compensation ~~may also elect an alternate secretary and treasurer to serve in situations where the elected secretary or treasurer is absent or unable to perform the duties of the position~~. If either ~~t~~The secretary or ~~and~~ treasurer is ~~away or may not be Board members~~ of the Board, compensation for services may not be received. If ~~Secretaries and treasurers who are not a Board members~~ of the Board, reasonable compensation for services may be received ~~may receive reasonable compensation for services~~. Vacancies in Board officer positions shall be filled by ~~The Board shall~~ election of replacements ~~when either office is vacated or when the Board determines that the individual needs to be replaced~~.

Duties of the Board Secretary

The secretary of the Board of Education shall perform or, ~~when permitted by this policy~~, cause ~~another person~~ to be performed the following duties:

1. Be present at all regular and special ~~Board~~ meetings of the Board; and, ~~special Board~~ ~~at the request of a committee chair, attend~~ committee meetings as requested by the committee chairman, in order to keep an accurate record of the proceedings. ~~If the Board requests the Board secretary to leave or not attend a meeting, the alternate secretary will serve as the Board secretary, or the Board will designate a temporary secretary for the meeting.~~
2. Keep accurate records ~~of Board member attendance at Board meetings~~ and ~~inform the Board when a member has missed three consecutive regular meetings.~~
3. ~~Keep a~~ ~~Maintain~~ complete and accurate record ~~minutes~~ of all regular and special ~~Board~~ meetings of the Board of Education, transcribe and type the official copy in the minutes book, and make copies of the minutes for the superintendent and for each member of the Board ~~and maintain other records of the Board in accordance with the requirements of Missouri law.~~
4. ~~Keep all records of the Board of Education in a fireproof vault or safe in the office of the superintendent.~~ Implement the Board member election process, including posting required notices, accepting filings and submitting candidate names to the election authority.
5. ~~Maintain the records of all Board elections, including the election of Board members and the results of all propositions submitted to voters.~~

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6. Administer oaths or affirmations unless the duty is delegated to another person by the Board or by law.
57. Notify all members of regular, executive or special Board meetings of the Board.
68. Post all notices required by law or when duly ordered as directed by the Board or the superintendent acting on behalf of the Board.
9. If the Board secretary is an elected member, preside at Board meetings in the absence of both the president and vice president of the Board unless and until the Board appoints another member to serve as a temporary chair.
710. Issue and/or sign, attest to or certify reports, orders and official documents when such are required by law or duly ordered as directed by the Board of Education.
- ~~8. Make and securely keep copies of election notices, contracts with teachers, certificates and all other papers relating to the business of the district.~~
- ~~9. File a copy of all reports with the records of the district as required by law or by the Board of Education.~~
- ~~10. Maintain records of all board elections, including results of all propositions submitted to voters and duly enter such results in the district records. This shall include votes on tax levies, bond issues and other issues placed before the voters. Issue certificates of election to newly elected Board members.~~
- ~~11. Forward a complete copy of the annual report to the Missouri Department of Elementary and Secondary Education (DESE) at Jefferson City at the designated time.~~
- ~~12. Publish advertisements, requests for bids, etc., as ordered by the Board.~~
- ~~13. Make all reports required by law to DESE, the United States Department of Education and other federal/state agencies.~~
- ~~14. Destroy canceled bonds and interest coupons in the presence of at least two Board members and two other witnesses, and record in the books of the district a description of the bonds so destroyed by noting the date issued and due date, the number and amount of each bond, and the names of Board members and witnesses who were present at the burning of the bonds.~~

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- ~~15~~11. Unless this duty is assigned to another district official, maintain a correct plat map of the district boundaries and notify the Department of Elementary and Secondary Education (DESE) and the county clerk of any boundary changes.
- ~~16.~~ Certify copies of redistricting resolutions and plans.
- ~~17.~~ Make attendance reports of any boundary changes to DESE and to the county clerk.
- ~~18.~~ In the absence of both the president and vice president of the Board, the secretary shall call a Board meeting to order and a president pro tempore shall be chosen.
12. Receive correspondence and official notifications directed to the Board and distribute to all Board members.
13. File the annual secretary of the Board report (ASBR) in accordance with law.
14. Perform all duties in a manner that maintains the trust of the Board and the confidentiality of information received in the course of performing these duties.
- ~~19~~15. Perform such additional functions as may be required by law or authorized by the Board of Education, either directly or through the superintendent.

Duties of the Board Treasurer

The treasurer of the Board of Education shall perform or, when permitted by this policy, cause another person to be performed the following duties:

1. Obtain a bond of security with one or more sureties prior to performing the treasurer's duties.
2. Become the custodian of all school moneys derived from taxation for school purposes in the district until paid out on the order of the Board. Receive district moneys and deposit them into the proper accounts.
- ~~2.~~ Execute before entering the treasurer's duties bond of security with two or more sureties, which shall be approved by the Board and payable to the Board, conditioned upon the faithful discharge of the official duties of treasurer and in accordance with state law.
3. Receive and deposit promptly all moneys belonging to the district and pay out the same upon order of the Board of Education. Serve as custodian of all bonds and other securities belonging to the district.

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4. Assist the Board in choosing a depository for district funds.
5. If the treasurer is the district-designated investment officer, invest surplus funds in accordance with the district's investment policy.
46. Pay out money from district funds ~~only~~ by order of the Board by electronic funds transfer or upon checks signed by the president and treasurer. The Board provides authorization for signatures to be affixed in facsimile.
7. Monitor the budget, continually compare actual expenses against budgeted expenses and propose budget amendments as necessary.
8. Report budget irregularities and overruns.
9. Be available to participate in audits.
5. ~~Draw checks upon the order of the Board of Education in favor of any party to whom the district has become legally indebted. The checks are to be paid out of any moneys in the appropriate funds in the hands of the treasurer and belonging to the district.~~
6. ~~Serve as legal custodian of all bonds, moneys and other securities belonging to the school district.~~
710. Keep ~~or cause to be kept~~ complete, accurate and legal records of all moneys collected and expended ~~on Missouri uniform accounting forms~~ in accordance with accounting procedures established by DESE.
811. ~~Deliver to the Board of Education canceled bonds to be destroyed in compliance with the state law.~~ Submit a monthly report to the Board reflecting the current balance in district funds, disbursements and receipts for the preceding month and any other financial information the Board requests.
9. ~~Require the business office to annually, not later than the fifteenth day of August, settle with the Board of Education and account to the Board for all school moneys or funds received, from whom and on what account they were received and the amount paid out for school purposes.~~
1012. Present the annual settlement to the clerk of the county commission after its approval by the Board. Develop and make reports as directed by the Board.

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13. Keep a calendar of important dates and filing deadlines to assist in complying with reporting requirements.
- ~~11. Submit a monthly report to the Board reflecting the current balance in district funds, and receipts for the preceding month.~~
- ~~12~~14. Make other such reports as may be required by the Board. Sign all legal documents as required by law.
- ~~13~~15. Keep ~~Make~~ records available for ~~Board~~ inspection by the Board at all times upon request.
- ~~14~~16. Promptly deliver to any successor in office all district books, and papers with all district moneys or other property in the treasurer's ~~his or her~~ possession.
- ~~15. Sign all legal documents as required by law.~~
- ~~16~~17. Perform other duties required by law and/or assigned by the Board.

Delegation

Elected Board members who serve as a Board secretary or treasurer are responsible for ensuring that the duties of the office are properly completed even when those duties have been delegated to a district employee. When the treasurer is an elected Board member, both the elected treasurer and any employee performing the duties of the treasurer will be bonded.

* * * * *

Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: 01/08/2007, eff. 07/01/2007

Revised: 10/12/2009;

Cross Refs: AC, Prohibition against Discrimination, Harassment and Retaliation
DED, Disposition of Unbudgeted Revenue
DFA, Revenues from Investments/Use of Surplus Funds
DG, Depository of Funds
DGA, Authorized Signatures

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DH, Bonded Employees and Officers
DI, Fiscal Accounting and Reporting/Accounting System
DIE, Audits
DJFA, Federal Programs and Projects
DK, Payment Process
DN, Surplus District Property
GBM, Staff Grievances
JGD, Student Suspension and Expulsion
KL, Public Concerns and Complaints
KLA, Concerns and Complaints Regarding Federal Programs

Legal Refs: §§ 105.273 - .276, 108.260, 162.071, .223, .301, .303, .371, .391, .401, .431, .441,
.821, .841, .856, .867, .910, 163.081, 164.181, .221, ~~181~~, 165.021, .061,
.071, .081, .091, .101, .111, .131, .141, .211, .231, .291, 168.108, .126,
177.073, .091, RSMo.

Raytown C-2 School District, Raytown, Missouri