



SCHOOL BOARD ORGANIZATIONAL MEETING

ELECTION OF OFFICERS

OFFICE

Chairperson

PURPOSE

The Chairperson presides at all meetings of the school board, countersigns all orders upon the Treasurer for claims allowed by the board, represents the school district in all actions, and performs all of the duties usually incumbent on such officer. Experience as an officer is preferred. In addition,

- Returns correspondence from community members
- Consults with superintendent on emerging issues
- Works with superintendent and vice-chair to set upcoming agendas week prior to board meeting

2018

2019

Judy Schwartz

Vice Chair

The Vice Chair keeps records of all meetings of the school board, oversees all elections conducted by the district. The Vice Chair shall perform the duties of the chair in the event of the chair's temporary absence. In addition,

- Works with superintendent and chair to set upcoming agendas week prior to board meeting

Julie McGraw

Treasurer

The Treasurer shall deposit the funds of the school district in the official depository, make all reports that may be called for by the school board, and performs all of the duties usually incumbent on such officer. In addition,

- Serves as the co-chair of the finance committee
- Reports to the board a summary of the finance committee meetings
- Serves on the finance sub-committee and recommends negotiation parameters to the full board
- Meets quarterly with the director of business services regarding the fiscal status of the district

Stacey Stout

COMMITTEE APPOINTMENTS

| <u>COMMITTEE</u> | <u>PURPOSE</u> | <u>2018</u> | <u>2019</u> |
|-------------------------|--|---|-------------------------|
| Facilities Committee | <p>The purpose of the Facilities Committee is to assist the school board and administration to achieve safe, clean, well-maintained, and attractive buildings and grounds. The committee will consist of three board members, superintendent, business manager, head of buildings and grounds, technology director, and up to two teachers. The committee will review and comment on proposed capital projects for buildings and grounds, significant system or staffing changes, and the ten year facilities plan prior to final review or action by the board. This committee may be combined with the finance committee when the interests significantly overlap.</p> <p>The committee will meet at least twice annually and as needed.</p> | Mike Chevalier Kevin Donovan Julie McGraw | _____ _____ _____ |
| Finance Committee | <p>The purpose of the Finance Committee is to assist the school board and administration with long-range planning related to district finance. The committee will be co-chaired by the Treasurer and the director of business services. The committee will consist of three board members, superintendent, director of business services, up to three members of the community, and up to two teachers. The committee will identify long-range economic strategies and maintain district financial health.</p> <p>This committee may be combined with the facilities committee when the interested significantly overlap.</p> <p>The committee will meet at least twice annually and as needed.</p> | Kevin Donovan Julie McGraw Stacey Stout | _____ _____ _____ |
| Personnel Committee | <p>The purpose of the Personnel Committee is to assist the school board and administration to maintain a quality work force and resolve employee grievances. The committee will consist of three board members, superintendent, human resources supervisor. The committee will resolve employee grievances, staff discipline, and evaluate the superintendent's performance prior to final review or action by the board.</p> <p>The committee will meet at least twice annually and as needed.</p> | Lucy Payne Judy Schwartz Stacey Stout | _____ _____ _____ |
| Policy Committee | <p>The purpose of the Policy Committee is to assist the school board and administration in updating the district's policy manual. The committee will consist of three board members, superintendent, the administrative assistant, and up to two teachers. The committee will review new and current policies prior to reading and action by the board and establish a policy review rotation cycle.</p> <p>The committee will meet at least twice annually and as needed.</p> | Mike Chevalier Lucy Payne Judy Schwartz | _____ _____ _____ |

ADVISORY BOARD APPOINTMENTS

| <u>ADVISORY BOARD</u> | <u>PURPOSE</u> | <u>2018</u> | <u>2019</u> |
|--|---|--------------------|--------------------|
| Association of Metropolitan School Districts (AMSD) | <p>The Association of Metropolitan School Districts exists to represent member school districts in the legislative process and to initiate and support legislation in the best interests of public education, member school districts, students, and works to achieve funding equity.</p> <ul style="list-style-type: none"> • Monthly meetings on the first Friday of the month 7:30 am-9:00 am • Annual Conference (usually on policy in December) • At the next full board meeting must report back to the full board an abbreviated account of the meeting | Mike Chevalier | _____ |
| Minnesota School Boards Association (MSBA) Legislative Committee Liaison | <p>During the legislative session, the Minnesota School Boards Association Legislative Liaisons will serve as the contact person for MSBA's legislative effort. Legislative Liaisons should stay current on key education issues and provide reports to his/her board at each meeting during the legislative session.</p> <ul style="list-style-type: none"> • Winter conference (usually a Thursday and Friday) in January • Spring Legislative/Lobbying day at the Capitol • At the next full board meeting must report back to the full board an abbreviated account of the meeting | Lucy Payne | _____ |
| Minnesota State High School League (MSHSL) | <p>This individual serves as the district representative for Minnesota State High School League.</p> <ul style="list-style-type: none"> • Must meet with school's activity director to review Information from the League office. • At the next full board meeting must report back to the full board an abbreviated account of the meeting • Rarely is there a MSHSL meeting | Lucy Payne | _____ |

GOVERNING BOARD APPOINTMENTS**GOVERNING
BOARD****PURPOSE****2018****2019**

Integration District:
Educational Equity
Alliance

The integration district partnership with North St. Paul-
Maplewood-Oakdale School District was formed to address
the Minnesota Desegregation Law.

Kevin Donovan

- Meets 1-2 times per year
- Responsible for arranging, with superintendent,
appropriate board training (i.e. SEED)
- At the next full board meeting must report back to
the full board an abbreviated account of the meeting

Mahtomedi Area
Educational
Foundation (MAEF)

The mission of the Mahtomedi Area Educational Foundation
is to recognize and develop the full potential of all people
living and working within District 832 through teaching and
learning.

Julie McGraw
Barb Duffrin, ex-officio

Barb Duffrin, ex-officio

- Meets monthly with usually three social
obligations, but does not require a lot of preparation
- At the next full board meeting must report back to
the full board an abbreviated account of the meeting

Metropolitan
Educational
Cooperative Service
Unit (ECSU)

The Metropolitan Educational Cooperative Services Unit
provides cost-effective, high-quality education-based
services and programs to school district.

Kevin Donovan

- The ECSU has an annual meeting of the
Representative Assembly
- At the next full board meeting must report back to the
full board an abbreviated account of the meeting

Northeast Metro 916
Governing Board

Northeast Metropolitan Intermediate School District-916, in
cooperation with member school districts, provides programs
and services to students including secondary vocational,
special education, telecommunications, and other low-
incidence specialties.

Judy Schwartz

- Monthly board meetings
- Requires preparation and knowledge of the
upcoming board issues
- There is an additional stipend
- District 916 requests a four year appointment
- At the next full board meeting must report back to
the full board an abbreviated account of the meeting

OTHER COMMITTEES

Calendar Committee – as needed _____

Community Education Advisory Committee - quarterly _____

District Curriculum Advisory Committee - three times a year _____

Elementary PTO - once a month _____

Special Education Parent Advisory Committee - three times a year _____

Other Committees that may request board representation:

Commencement Speaker _____

Gifted and Talented Advisory Board: _____

Instructional Leadership Team/Data Assessment Team (Winter Vary by Building & Summer in August): Those Available _____

Q Comp _____

ADDITIONAL DUTIES

- Attendance on committees, governing boards, advisory boards, or other committee is required. In the event you are unable to attend, it is your responsibility to find someone to attend in your place.
- Communication: The Globe is a quarterly publication and our best source of community information. It is sent to every resident in the district, all the families who live out of the district, and all the staff who live out of the district. The article is around 400 words. Board Chair or designee – Communication Specialist will edit.
- Every Other Month - Staff Newsletter: There are nine issues and the school board will submit an article every other month. The articles are shorter than the Globe, about 200 + words. Board Chair or designee – Communication Specialist will edit.