

INDEPENDENT SCHOOL DISTRICT #832
STUDY SESSION – BOARD OF EDUCATION
Thursday, December 16, 2010 - 6:00 PM
Mahtomedi District Education Center - Community Room

The Mission of the Mahtomedi School District No. 832, as a multi-community public school system, is to provide individually challenging, lifelong learning experiences for all people, leading to productive and self-fulfilling roles in a global society, accomplished through partnerships with students, families, staff and communities all committed to excellence.

- AGENDA -

1. CALL TO ORDER
2. ROLL CALL OF ATTENDANCE
3. DISCUSSION/INFORMATION ITEMS
 - A. School Board Organizational Meeting: Election of Officers, Board Committees, and Committee Appointments 2
 - B. Strategic Planning 5
 - C. Zephyr Wind Project
4. ADJOURNMENT



SCHOOL BOARD ORGANIZATIONAL MEETING

ELECTION OF OFFICERS

<u>OFFICE</u>	<u>PURPOSE</u>	<u>2010</u>	<u>2011</u>
Chairperson	The Chairperson presides at all meetings of the Board of Education, 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.	Kevin Donovan	_____
Clerk/Vice Chair	The Clerk keeps records of all meetings of the Board of Education, oversees all elections conducted by the Board, and files a report on or before August 15 of each year of the revenues, expenditures, and balances in each fund for the proceeding year. / The Vice Chair shall perform the duties of the chair in the event of the chair's temporary absence.	Cathy Dalton	_____
Treasurer	The Treasurer shall oversee the deposit funds official school district depositories, review or make all reports that may be called for by the Board of Education, and performs all of the duties usually incumbent on such officer.	John Belisle	_____

COMMITTEE APPOINTMENTS

<u>COMMITTEE</u>	<u>PURPOSE</u>	<u>2010</u>	<u>2011</u>
Facilities Committee	The purpose of the Facilities Committee is to assist the Board of Education and administration to achieve safe, clean, well-maintained, and attractive buildings and grounds. The committee will review and comment on proposed budgets for buildings and grounds, significant system or staffing changes, and proposed capital projects prior to final review or action by the Board.	Cathy Dalton Mary Jo Deters Steven Wolgamot	_____ _____ _____
Finance Committee	The purpose of the Finance Committee is to assist the Board of Education and administration with long-range planning related to district finance. The committee will work with the Superintendent and Director of Business Services and selected community members to identify long-range economic strategies and maintain district financial health.	John Belisle Judy Schwartz Steve Wolgamot	_____ _____ _____

COMMITTEE

Personnel Committee

PURPOSE

The purpose of the Personnel Committee is to assist the Board of Education and administration to maintain a quality work force, resolve employee grievances, and negotiate individual and group employment contracts. This will be accomplished by providing parameters and guidance on contract negotiations, employee grievances, and reviewing significant changes in staffing or personnel policies prior to final review or action by the Board.

2010

Mary Jo Deters
Kevin Donovan,
chair
Judith Schwartz

2011

ADVISORY BOARD APPOINTMENTS

ADVISORY BOARD

Association of Metropolitan School Districts (AMSD)

PURPOSE

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.

2010

Steven Wolgamot
Judith Schwartz(A)

2011

_____ (A)

Minnesota School Boards Association (MSBA) Legislative Committee Liaison

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.

Kevin Donovan
Mary Jo Deters(A)

_____ (A)

Minnesota State High School League (MSHSL)

This individual serves as the district representative for Minnesota State High School League matters in combination with the Superintendent and serves as a voting member on specific policy issues.

Mary Jo Deters

GOVERNING BOARD APPOINTMENTS

GOVERNING BOARD

Integration District: Educational Equity Alliance

PURPOSE

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

2010

Mary Jo Deters
Cathy Dalton(A)

2011

_____ (A)

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.

Kevin Donovan
Mark Larson, ex officio

Mark Larson, ex officio

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,

John Belisle
Steven Wolgamot(A)

_____ (A)

telecommunications, and other low-incidence specialties.

TIES Joint Board Rep

Steve Wolgamot

Cathy Dalton(A)

(A)

The following four committees will be attended by school board members on a rotating basis: Elementary PTO, Mahtomedi Middle School Parent Association, Mahtomedi High School Parent Information, and Community Education Advisory Council

Mahtomedi School Board and Superintendent Leadership Team Operating Practices

"The following expectations have been developed and agreed upon to in order to provide structure to the operation of the School Board and to strengthen the relationship among School Board members and between the School Board and Superintendent:"

1. How we relate to one another (unity, conflict and decision making)

- Board members will relate to one another with honesty, integrity, and respect. Once a clear majority of the Board has agreed to a certain position and discussed it thoroughly, other Board members will not renew discussion of that topic provided that a full discussion and vote has taken place.
- Both Board unity and honest disagreement are legitimate and have their appropriate place (individual responsibility, member responsibility, chair responsibility).
- When a majority of the Board makes a decision, the minority members will respect majority rule and exemplify the standard, "I did not agree with this action, but I will respect and support the position of the Board."
- Board members and Superintendent will not criticize or second guess each other behind the scenes.
- Board members agree to devote time on an annual basis to review these norms/guiding principles (*review at the board's January organization meeting*).

2. How we communicate (boundaries, transparency, being informed)

- The Superintendent will respect the need for all Board members to have the same information that relates to issues coming before the Board.
- The Superintendent will provide written updates on a regular basis on issues of interest and concern affecting the school district.
- Board members will channel requests for information, reports, etc. through the Superintendent rather than directly to staff.
- All official communication between Board members and other school district staff will be channeled through the Superintendent, particularly if it relates to performance of school district employees (*Exception – thank you notes from board members to staff*).

3. How we govern (roles, responsibilities and expectations)

- It is agreed that the Board Chair and Superintendent will meet prior to each meeting so that he or she is fully prepared to run the meeting.
- Legal questions should be forwarded to the Superintendent who will contact an attorney for assistance.
- Board members will contact the Superintendent when they receive parental complaints rather than contacting the staff directly.
- All routine personnel recommendations will be approved unless the Superintendent is contacted in advance.
- Board members receiving complaints will encourage parents to follow channels (teacher, principal, superintendent, etc.) and avoid communicating the “I’ll fix it” message.
- Board members will appropriately clarify their role; i.e. citizen, parent, or school board member in their interactions with teachers and other staff.
- Board members will set the general parameters for subcommittee and task force committee assignments (*Board needs to develop a Charter for its committees, task forces, etc.*).
- Board members will notify building principals when visiting a building in their official capacity as a member of the Board.
- Board members will attempt to visit each building at least once per year.
- Board members who are not in attendance at assigned school board committee meetings are responsible for getting information discussed prior to any full school board meeting where the same issue may be discussed.
- Board members will focus on policy and board parameters and not on administrative/management activities.
- Board members will recognize and respect that their authority exists where a quorum of the Board meets and not as individuals.

4. How we conduct meetings (meeting protocol/process and participation)

- It is the Board Chair's responsibility to remind members, when necessary to limit discussions to the agenda.
- Board members may bring to the Board items they think are important policy issues. They begin this process by bringing the item to the attention of the Superintendent or the Board Chair who will then schedule the item for a future Board meeting. The Board Chair will be the "gatekeeper" for these issues. At the beginning of a meeting, the Board Chair will discuss what requests have been made and any decision about whether or not to add the item. If the Board Chair determines that an item will not be added to the agenda, the Board member who made that request can ask the Board for approval to add the item. If there is a "second" to the motion and a majority vote for the item, it will be added.
- Board members agree to prepare for discussions in advance and review the materials distributed in the packet before the meeting.
- Board members who disagree with recommendations in the addendum or need more information before making a decision will contact the Superintendent or School Board Chair prior to the meeting.
- The Board Chair will welcome visitors and make it clear at the beginning of the meeting how they can participate. Citizens in the audience can be recognized and comment from the podium at the beginning of the meeting during the "Public Comment" time period.
- Board members needing additional information about consent list recommendations or wishing to move items from the consent list will contact the Superintendent or Board Chair before the meeting.
- An agenda, addendum, and background material for each board meeting will be provided the Friday before each meeting. Additional items may be added at a later date, as needed.
- "No surprises" is an important management standard in regard to public board meetings and is a shared responsibility of the Superintendent and individual Board members.