

**INDEPENDENT SCHOOL DISTRICT #832**  
**SPECIAL MEETING – BOARD OF EDUCATION**  
Tuesday, December 22, 2009 - 6:30 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 ITEMS
  - A. Discuss School Board Organizational Meeting: Election of Officers, Board Committees, and Committee Appointments 2
4. ADJOURNMENT

**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 the public schools of the school district. The purpose of this policy is to delineate those responsibilities.

**II. GENERAL STATEMENT OF POLICY**

- A. The school board shall meet annually in January and organize by selecting a chair, a clerk, 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 superintendent who shall be an ex officio, nonvoting member of the school board.

**III. ORGANIZATION**

The school board shall meet annually in January and organize by selecting a chair, a clerk, 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 qualify.

- A. Any duties of the clerk and treasurer may be delegated to the superintendent or a designee.

**IV. OFFICER'S RESPONSIBILITIES**

A. Chair

- 1. The chair, when present, shall preside at all meetings of the school board, countersign all orders upon the treasurer for claims allowed by the school board, represent the school district in all actions, and perform all duties a chair usually performs.
- 2. In case of absence, inability, or refusal of the clerk to draw orders for the payment of money authorized by a vote of the majority of the school board to be paid, the chair may draw the orders, or the office of the clerk may be declared vacant by the chair and treasurer and filled by appointment.

B. Treasurer

- 1. The treasurer shall deposit the funds of the school district in the official depository.
- 2. The treasurer shall make all reports which may be called for by the 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 in accordance with Minnesota Statute 124.06.

C. Clerk

1. The clerk shall keep a record of all meetings in the books provided.
2. Within three days after an election, the clerk shall notify all persons elected of their election.
3. On or before October 15 of each year, the clerk shall file with the school board a report of the revenues, expenditures, and balances in each fund for the preceding fiscal year.
4. The clerk shall enter into the clerk's record book copies of all required reports and the proceedings of any meeting, and keep an itemized account of all expenses of the school district.
5. The clerk shall furnish to the county auditor, on or before October 10, an attested copy of the clerk's record, showing the amount of money voted by the school district or the school board for school purposes.
6. The clerk shall draw and sign all orders upon the treasurer for the payment of money for bills allowed by the school board for salaries of officers and for teachers' wages and all claims, to be countersigned by the chair.
7. The clerk shall perform such duties as required by the Minnesota Election Law or other applicable laws relating to the conduct of elections.

D. Vice-Chair

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

E. Superintendent

1. The superintendent shall be an ex officio, nonvoting member of the school board.
2. The superintendent shall perform the following:
  - a. visit and supervise the schools in the school district, report and make recommendations about their condition when advisable or on request by the school board;
  - b. recommend to the school board employment and dismissal of teachers;

- c. superintend school grading practices and examinations for promotions;
- d. make reports required by the commissioner ; and
- e. perform other duties prescribed by the school board.

**V. ABSENCE OF OFFICERS**

- A. In the absence of the chair, another member of the school board shall serve as pro-tem chair upon election by a majority of school board members present.
- B. In the absence of the clerk and/or treasurer and when agenda items dictate a need for such officers, the acting clerk and/or treasurer shall serve as pro-tem officers.

**Legal References:** Minn. Stat. 123.34 (Officers)  
Minn. Stat. 124.06 (Finance))  
Minn. Stat. 124A.03 (Referendum Revenue)  
Minn. Stat. Ch. 205A (School District Elections)

*ADOPTED – November 5, 1998*  
*REVISED – March 8, 2007*



**SCHOOL BOARD ORGANIZATIONAL MEETING**

**ELECTION OF OFFICERS**

<b><u>OFFICE</u></b>	<b><u>PURPOSE</u></b>	<b><u>2009</u></b>	<b><u>2010</u></b>
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.	Steven Wolgamot	_____
Clerk	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.	Kevin Donovan	_____
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.	Cathy Dalton	_____

**COMMITTEE APPOINTMENTS**

<b><u>COMMITTEE</u></b>	<b><u>PURPOSE</u></b>	<b><u>2009</u></b>	<b><u>2010</u></b>
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.	John Belisle Cathy Dalton 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 elected community members to identify long-range economic strategies and maintain district financial health.		_____ _____ _____

<p>Personnel Committee</p> <p><u>Regularly Scheduled Meetings:</u> January, March, May. Other meetings are scheduled as needed.</p>	<p>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.</p>	<p>Mary Jo Deters _____</p> <p>Kevin Donovan, _____</p> <p><i>chair</i></p> <p>Judith Schwartz _____</p>
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**ADVISORY BOARD APPOINTMENTS**

<b><u>ADVISORY BOARD</u></b>	<b><u>PURPOSE</u></b>	<b><u>2009</u></b>	<b><u>2010</u></b>
<p>Association of Metropolitan School Districts (AMSD)</p>	<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>	<p>Steven Wolgamot Judith Schwartz (A)</p>	<p>_____</p> <p>_____ (A)</p>
<p>Minnesota School Boards Association (MSBA) Legislative Committee Liaison</p>	<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>	<p>Cathy Dalton Kevin Donovan (A)</p>	<p>_____</p> <p>_____ (A)</p>
<p>Minnesota State High School League (MSHSL)</p>	<p>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.</p>	<p>Mary Jo Deters</p>	<p>_____</p>

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 Advisory Council, and Community Education Advisory Council

**GOVERNING BOARD APPOINTMENTS**

<b><u>GOVERNING BOARD</u></b>	<b><u>PURPOSE</u></b>	<b><u>2009</u></b>	<b><u>2010</u></b>
<p>Integration District: Educational Equity Alliance</p>	<p>The integration district partnership with North St. Paul-Maplewood-Oakdale School District was formed to address the Minnesota Desegregation Law.</p>	<p>Kevin Donovan Cathy Dalton (A)</p>	<p>_____</p> <p>_____ (A)</p>
<p>Mahtomedi Area Educational Foundation (MAEF)</p>	<p>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.</p>	<p>Kevin Donovan Mark Wolak, ex officio</p>	<p>_____</p> <p>Mark Wolak, ex officio</p>

Metropolitan Educational Cooperative Service Unit (ECSU)	The Metropolitan Educational Cooperative Services Unit provides regional planning, liaison services with other agencies, and cooperative educational services to member school districts.	Cathy Dalton Mark Wolak	_____ _____
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.	John Belisle Steven Wolgamot (A)	_____ _____ (A)
<u>TIES Joint Board Rep</u>		Steve Wolgamot Cathy Dalton (A)	_____ _____ (A)