

Adopted: September 9, 1997

Revised: 2002, 2005, 2008, 2011, 2014

202.1 DISTRICT 423 BOARD MEMBER'S JOB DESCRIPTION

POSITION TITLE: Director, Board of Education

ACCOUNTABILITY TO: Public of District 423

I. DESCRIPTION:

The position of director on the board of education provides a vital role along with the other five board members in providing the leadership, direction, vision, and goals for the district. Each board member is assigned duties to serve on various committees such as finance, negotiations, policies, Minnesota High School League, legislation, personnel, facilities, S.E.E., Parks & Recreation/Community Education. These are the standing board committee appointments. In addition to these committees, board members are expected to participate in other activities as required or assigned by the chair of the board. Throughout the year, members will participate in various workshops for developing visions/goals, collaborative bargaining, team building, and Minnesota School Board Association training for board members (Phases I, II, and III). The board meets monthly to conduct official business and provide an open forum for the public. It is the responsibility of the board members to come prepared to each meeting. This may entail gathering additional information from the administrative staff, various employment groups, the public at large, and financial information. In addition to the monthly regular and quarterly meetings, special board meetings will be called as deemed necessary.

II. BOARD OFFICER POSITIONS:

1. Board officers shall include: chairperson, vice-chairperson, treasurer and clerk. Each officer has unique responsibilities per M.S.123B.12.
2. The period of each office is one year.
3. The board can determine additional duties for each office. Each board member elected to an officer position can alter some but not all of the duties entrusted to said board members.

III. REPORTING STRUCTURE:

The superintendent reports directly to the board. The attached organization chart shows the structure of the district.

IV. ETHICS OF A BOARD MEMBER:

1. Interpret the needs and attitudes of the community and to translate them into the educational program of the school district.
2. Attempt to obtain adequate financial support of the school program.
3. Attempt to appraise both the present and future educational needs of the school district.
4. Insist that business transactions of the school district be on an ethical, open and above board basis.
5. Realize that a board member has authority only as delegated by the board or as a member of the body when the board is in session.

Each board member shall understand the role of a Board of Education in each of the following:

V. REFERENCE MATERIAL:

1. Reference material from MSBA (Minnesota School Boards Association), NSBA (National School Board Association) and the HPS (Hutchinson Public School) policy manual shall be used to provide the board with guidelines and policies.
2. Each board member should understand how these guidelines and policies help in reaching a decision.
3. The board shall review policies at a regular interval to change, revise, and update said policies to maintain continuous improvement and concurrency with local, state and federal law.

VI. COMMUNITY INVOLVEMENT IN DECISION MAKING:

1. The board should make every effort to identify the desires of the community and to be responsive through its actions to those desires.
2. The first concern will be for the educational program as it affects students.
3. The board must be constantly in contact with the community and transmit the concerns of the community to the professional staff of the schools.

4. Experimental projects must be clearly defined, beneficial to Hutchinson Public Schools, and not self-serving.

VII. FOUNDATIONS AND BASIC COMMITMENTS: STAFF INVOLVEMENT IN DECISION MAKING:

1. The board shall encourage employee participation in decision making for the school district.
2. All professional personnel shall be encouraged to assist in the formulation of recommended educational policy for the district through their representatives on various advisory committees.
3. The board shall encourage employees to follow the chain of command.

VIII. SCHOOL BOARD GOVERNANCE AND OPERATION (M.S. 123.33 Statutory Powers):

1. The board is responsible to the people and, therefore, should attempt to reflect the opinion of the community. However, school board members must look to the future more clearly than is required of the average citizen.
2. The board will provide for the dissemination of information relating to the school necessary for creating a well informed public.

IX. CURRICULUM:

1. The board is responsible to the public for all curriculums in the district.
2. The board shall develop guidelines for the administration and staff to aid in the development of curriculum. These guidelines shall be in accordance to approved visions and goals.
3. The board shall retain final authority for curriculum adoption ensuring that all curriculum reflects community standards.

X. FACILITIES:

1. The board is responsible to the public to provide adequate physical facilities to execute the approved curriculums.
2. The board is responsible for physical security in the buildings and grounds throughout the district.
3. The board will maintain a capital outlay reserve fund for emergency repairs.

4. The board will maintain a long range plan for the maintenance and upkeep of the facilities.
5. The board will be responsible for long range planning for school site acquisitions.

XI. FINANCE:

1. The board will maintain a sound long range fiscal budget to maintain a Standard & Poors AA rating.
2. The board will implement a modified zero based budget.
3. The board will track legislative financial matters relating to school finance and provide feedback and input to state legislators.
4. The board will negotiate with district employees per contractual agreement. The board will use the collaborative bargaining method whenever possible.
5. The board will reserve funds for emergency repairs, health and safety, and contingency to ensure a fiscal safety net for unforeseen expenditures.
6. The board will maintain investments to maximize fiscal revenue and minimize expenditures through appropriate supplier management, project bidding, and clear, concise contract specifications.

XII. EDUCATION QUALITY:

1. The board will provide leadership for continuous improvement in the educational outcomes.
2. The board will provide measurable goals and objectives for improvement in all areas of educational operation.
3. The board will research the skills necessary for students to transition to: entry level jobs, military entrance requirements, college level entrance requirements, vocational school entrance requirements, and industry needs for the workplace.
4. The board will set the tone for educational expectations for all school district employees including those with whom the district contracts.

XIII. DIRECT REPORTS:

1. The superintendent reports directly to the Board of Education.
2. The board is responsible for the semi-annual and annual reviews of the superintendent.