

Hopkins School Board Workshop
Eisenhower Community Center — Boardroom
5 p.m. — January 8, 2019

I. Board Officers & Committee Assignments

W. Donovan

DISTRICT CODE: 202

BOARD POSITION RESPONSIBILITIES

Policy reflects Minnesota statute and aligns with other District 270 policies.

I. PURPOSE

School Board officers are charged with the duty of carrying out the responsibilities entrusted to them by the Board 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 and organize by selecting a chair, a clerk, a treasurer, and a vice-chair. The vice-chair shall 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 on the first Monday in January, or as soon thereafter as practicable, and organize by selecting a chair, a vice-chair, a clerk, and a treasurer. These officers shall hold office for one year and until their successors are elected and qualify.

- A. The persons who perform the duties of clerk and treasurer need not be members of the School Board.
- B. The School Board by resolution may combine the duties of the offices of clerk and treasurer in a single person in the office of business affairs.

HOPKINS PUBLIC SCHOOLS POLICIES

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. When appropriate, the chair may delegate the duties of directing a workshop meeting to the vice-chair.
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 Minn. Stat.
4. The treasurer shall serve as a member of the Citizens Financial Advisory Committee (CFAC) and shall direct the Board Audit Committee (BAC).

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 August 15 of each year, the clerk shall:
 - a. file with the School Board a report of the revenues, expenditures and balances in each fund for the preceding fiscal year.
 - b. make and transmit to the commissioner certified reports, showing:
 - i. condition and value of school property;
 - ii. revenues and expenditures in detail, and such other financial information required by law, rule, or as may be called for by the commissioner;
 - iii. length of school term and enrollment and attendance by grades; and

HOPKINS PUBLIC SCHOOLS POLICIES

- iv. other items of information as called for by the commissioner.
 4. The clerk shall enter into the clerk's record book copies of all reports and of the teachers' term reports, and of 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
1. The vice-chair shall perform the duties of the chair in the event of the chair's absence or when delegated.
 2. The vice-chair shall direct the Board Monitoring Committee.
- 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.
 - f. annually evaluate each school principal assigned responsibility for supervising a school building within the District.

HOPKINS PUBLIC SCHOOLS POLICIES

Revised: November 15, 1984, March 7, 1996, September 18, 2008, October 22, 2009,
January 21, 2010, September 26, 2013

Reviewed: October 4, 2016

School Board Officers — 2019

Board Officers	Description	2018 Assignment	2019 Assignment
Board Chair	<p>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. When appropriate, the chair may delegate the duties of directing a workshop meeting to the vice-chair.</p>	Wendy Donovan	
Vice Chair	<p>The vice-chair shall perform the duties of the chair in the event of the chair's absence or when delegated.</p> <p>The vice-chair shall direct the Board Monitoring Committee.</p>	Kris Newcomer	
Treasurer	<p>The treasurer shall deposit the funds of the School District in the official depository.</p> <p>The treasurer shall make all reports which may be called for by the School Board and perform all duties a treasurer usually performs.</p> <p>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 Minn. Stat.</p> <p>The treasurer shall serve as a member of the Citizens Financial Advisory Committee (CFAC) and shall direct the Board Audit Committee (BAC).</p>	Steve Adams	

School Board Officers — 2019

Board Officers	Description	2018 Assignment	2019 Assignment
<p>Clerk</p>	<p>The clerk shall keep a record of all meetings in the books provided.</p> <p>Within three days after an election, the clerk shall notify all persons elected of their election.</p> <p>On or before August 15 of each year, the clerk shall:</p> <ul style="list-style-type: none"> a. file with the School Board a report of the revenues, expenditures and balances in each fund for the preceding fiscal year. b. make and transmit to the commissioner certified reports, showing: <ul style="list-style-type: none"> — condition and value of school property; — revenues and expenditures in detail, and such other financial information required by law, rule, or as may be called for by the commissioner; — length of school term and enrollment and attendance by grades; and — other items of information as called for by the commissioner. <p>The clerk shall:</p> <ul style="list-style-type: none"> — enter into the clerk’s record book copies of all reports and of the teachers’ term reports, and of the proceedings of any meeting, and keep an itemized account of all expenses of the School District. — 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. — 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. — perform such duties as required by the Minnesota Election Law or other applicable laws relating to the conduct of elections. <p><u>Note:</u> Per Minnesota Statute 123B.14, Subd. 1., <i>“The persons who perform the duties of the clerk and treasurer need not be members of the board and the board by resolution may combine the duties of the offices of clerk and treasurer in a single person in the Office of Business Affairs.”</i></p>	<p>John Toop</p>	

School Board Committees and Assignments — 2019

Out-of-District Committees	Description	Schedule	(# of Members)/ 2018 Assignment	2019 Assignment
Association of Metropolitan School Districts (AMSD)	This is a working Board of Directors made up of the Superintendent and a Board member from each of the member districts. Requires fairly extensive review of materials, typically includes some committee work, and from time-to-time includes a variety of lobbying activities.	First Friday of Month from 7-9 AM	(1 + <i>alternate</i>) Steve Adams <i>Chris LaTondresse — alternate</i>	
Educational Cooperative Services Unit (ECSU)	ECSU provides the District with regional research studies, a variety of staff development activities, and other specialized services. A School Board member represents each district on the Representative Assembly.	The Assembly meets once or twice a year, usually during the evening. (Executive Committee is elected by the Representative Assembly and meets monthly.)	(1) Jen Bouchard	
Intermediate District 287	Each participating district is entitled to one Board representative appointed by member School Boards. Terms are for two years. <i>This assignment is compensated by District 287.</i>	The District 287 Board meets at 7 p.m. on the third Thursday of the month.	(1 + <i>alternate</i>) Warren Goodroad <i>Dave Larson — alternate</i> (This is a two-year appointment — 2017 & 2018)	(This is a two-year appointment — 2019 & 2020)

School Board Committees and Assignments — 2019

Annual Meetings	Description	Schedule	(# of Members)/ 2018 Assignment	2019 Assignment
Technology and Information Education Services (TIES)	The consortium — which provides centralized data processing and technological support and training to local districts — is governed primarily by the Executive Committee. Each district has a School Board representative on the Board of Directors. Duties of the Board are limited, most often requiring one meeting during the year at which an annual report is presented and the intervening action of the Executive Committee is approved.	Annual Meeting in October	(1) Dave Larson	
Minnesota State High School League (MSHSL)	The League governs athletics and a variety of other extracurricular activities on the State level. Each district has a staff representative and a Board representative. Duties are generally limited to voting by mail on selected issues, unless an individual is selected by fellow delegates to serve as a	Sub-Regional Representative (two meetings annually) or as a Regional Representative to attend monthly Region 6AA meetings.	(1) Dave Larson	

School Board Committees and Assignments — 2019

In-District Committees	Description	Schedule	(# of Members)/ 2018 Assignment	2019 Assignment
Cities/Board Steering Committee	To address common issues, pursue potential partnerships, and strengthen communications.	Meets approximately quarterly at lunch.	(2) Steve Adams Fartun Ahmed	
Schools and Communities in Partnership (SCIP)	A Board representative is needed to serve on the School Community In Partnership (SCIP) committee. The primary focus of this commitment is participating as a Board rep on SCIP at their monthly meetings.	Monthly	(1) Steve Adams Fartun Ahmed Jen Bouchard	
Citizen's Financial Advisory Committee (CFAC)	Comprised of no more than 5 community members appointed by the Board, the Board Treasurer, and one other Board member to prepare financial projections and make recommendations concerning future budget parameters.	The Committee normally meets 5-6 times during October to May	(2) Steve Adams Chris LaTondresse	
Educational Services Advisory Committee (ESAC)	The committee provides advice, guidance, and support to the District regarding the design, implementation and evaluation of curriculum, instruction, and assessment. The committee's efforts are performed in concert with the District's Mission and Strategic Plan	Meetings are held during the evening on one Monday of each month, dependent upon the School Board meeting schedule.	(1 + <i>alternate</i>) Jen Bouchard <i>Kris Newcomer — alternate</i>	

School Board Committees and Assignments — 2019

In-District Committees	Description	Schedule	(# of Members)/ 2018 Assignment	2019 Assignment
Special Education Advisory Committee (SEAC)	<p>Minnesota school districts are required to create special education parent advisory committees for the purpose of involving parents in making recommendations regarding local special education policy and program improvement. The Hopkins School District's Special Education Advisory Committee meets monthly during the school year. Meetings are organized and chaired by parents in collaboration with the Director of Special Services. Membership includes parent(s)/guardian(s) of children with disabilities from each school, Early Childhood, and Transition Plus, along with representation of the community at-large and the non-public schools.</p>	<p>Bi-Monthly Last Tuesday of the month</p>	<p>(1 + alternate) Dave Larson <i>Jen Bouchard — alternate</i></p>	

School Board Committees and Assignments — 2019

Board Committees	Description	Schedule	(# of Members)/ 2018 Assignment	2019 Assignment
Monitoring Committee	The Monitoring Committee will serve as the pulse of the School Board, reviewing relevant information to ensure that decisions are aligned with Board policies and strategic priorities.		(3) Jen Bouchard Dave Larson Kris Newcomer	
Board Audit Committee	The purpose of this committee is to facilitate Board fiscal oversight. Committee members will meet exclusively with the auditors before and after the audit (i.e., District Administration will not be present at these two meetings), and report their findings to the Board. Membership will consist of three Board members, including the Treasurer who will chair the committee.		(3) Steve Adams Chris LaTondresse Kris Newcomer	
Legislative Action Coalition	The committee, comprised of volunteers, assists the Board on education-related legislation by developing, proposing, and advocating for legislative positions that are consistent with the mission of the District and are approved by the Board.	Weekly on Fridays	(2) Steve Adams Fartun Ahmed Chris LaTondresse	
Visioning and Strategic Planning	The purpose of this Board Committee — comprised of three Board members and the Superintendent — is to develop a shared vision, and to review and modify the District’s strategic planning. This task force will work frequently after the Board sits to determine the process for creating a shared vision and to determine a direction for Strategic Planning.	Determined by Committee	(3) Jen Bouchard Wendy Donovan Chris LaTondresse	

School Board Committees and Assignments — 2019

Board Committees	Description	Schedule	(# of Members)/ 2018 Assignment	2019 Assignment
Teaching and Learning Committee	The purpose of this Board Committee — comprised of three Board members, the Superintendent, and the Director of Teaching & Learning — is to review the data and recommendations generated by the Department of Teaching & Learning. This committee will review the results of instructional program studies, curriculum reviews, and test analyses. This committee will preview data that is presented at School Board meetings to provide guidance around the clarity and focus of the presentation. A key function of this committee will be the analysis and communication of the data generated by policy, such as the Academic Milestones.	Determined by Committee	(3) Jen Bouchard Dave Larson Kris Newcomer	
Student Board Representatives	Provide guidance and support to Hopkins High School students who sit on the Hopkins School Board	As Needed	(1) Wendy Donovan <i>Fartun Ahmed — alternate</i>	
Human Resources Board Committee	The purpose of this Board Committee — comprised of three Board members, the Superintendent, and Assistant Superintendent — is to review and provide direction and guidance in HR policy and practice, as well as the practices surrounding the hiring, retention, and evaluation of those hired to work with students.	Determined by Committee	(3) Jen Bouchard Wendy Donovan Kris Newcomer	