



ALEXANDRIA
Public Schools

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Alexandria Public Schools

Roles and Responsibilities of the School Board

Background



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- On Election Day 2021, voters will elect one resident to serve on the seven member School Board of Alexandria Public Schools
- In response to community interest in the election, we are offering this Listen and Learn session in partnership with the Alexandria Lakes Area Chamber of Commerce.
- Agenda:
 - Roles
 - Responsibilities
 - Requirements



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Candidates

Candidates must affirm:

- I am eligible to vote in Minnesota.
- I have not filed for the same or any other office at the upcoming primary or general election (except as provided in M.S. 204B.06, subd. 1 (2)).
- I am, or will be on assuming office, 21 years of age or more.
- I will have maintained residence in this district for at least 30 days before the general election.
- I have not been convicted of an offense for which registration is required under Minn. Stat. 243.166.



Membership



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The School Board is made up of seven citizens elected at large by voters in the District every two years to four-year overlapping terms. At the end of a four-year term, members may run for reelection to successive terms. Voting takes place at general elections in November and terms begin the first Monday in January thereafter.

Every year at its first meeting in January, the School Board holds an organizational meeting to elect officers, make committee and school liaison assignments and settle other routine business. The Superintendent is an ex-officio member of the Board who facilitates the work of the Board and is responsible to the Board for providing leadership to the District and carrying out Board directives.



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Current Membership

2021 Members

**Angie Krebs,
Chair**

**Term expires:
December 31, 2024**



**Dave Anderson,
Vice Chair**

**Term expires:
December 31, 2024**



**Dean Anderson,
Clerk**

**Term expires:
December 31, 2022**



Pam Carlson, Treasurer

**Term expires:
December 31, 2024**



**Alan E. Zeithamer,
Director**

**Term expires:
December 31, 2022**



**Sandy Susag,
Director**

**Term expires:
December 31, 2022**



**Jeff Patience,
Director**

**Term expires:
December 13, 2021**



Email contact:

schoolboard@alexschools.org

**Rick Sansted,
ex-officio
Superintendent
320-762-2141
ext. 4203**



rsansted@alexschools.org



Responsibilities

As the elected governing body of the School District, the School Board is responsible to:

- Establish policy. The administration implements policy and supervises school operations.
- Employ and evaluate the Superintendent. The School Board is responsible for hiring, then evaluating, the chief administrator who oversees all operations of the School District.
- Establish and approve the annual budget.
- Set the annual local school levy.
- Work with the administration to determine the District's educational goals.



- Interpret the needs of the community regarding the educational program.
- Authorize development and revision of curriculum and student services.
- Approve expenditures and otherwise ensure that proper facilities and equipment are available to support teaching and learning in Alexandria Public Schools.
- Approve appointment of staff members as well as resignations, terminations and leaves of absence.



Meetings

Membership on the School Board requires attendance at official meetings held every month as well as participation on other committees based on assignments made at the annual organizational meeting.

Official meetings

In general, the School Board holds official meetings open to the public at 7 p.m. on the third Monday of each month. The exceptions are the months of January, February and September when meetings are held on the fourth Monday.

Meetings are held in the Oak Conference Room at the District Welcome Center, 1410 S. McKay Ave, Ste. 201, Alexandria.

Work sessions

The School Board also holds work sessions to study issues in more depth. No formal action is taken during work sessions.

Special Meetings

Special meetings are scheduled as necessary.

Committee Meetings

Board Committee meetings are held the Tuesday prior to the Regular School Board Meetings at 6:00 a.m., 4:30 p.m. and 6:30 p.m.

Board Meeting Schedule/Agendas/Minutes

The School Board's official meeting schedule, agendas and minutes are posted at www.alexschools.org





Committee Assignments

School Board members accept assignments to numerous School District committees and task forces which meet periodically to study specific issues and make recommendations to the School Board. In addition, School Board members represent Alexandria Public Schools in regional and state education organizations in which the School District has membership.

Current committees include:

- **Board Personnel/Negotiations Standing Committee**
- **Curriculum/Policy Standing Committee**
- **Budget/Facilities Standing Committee**
- **Minnesota State High School League (MSHSL)**
 - › **Central Lakes Conference**
- **Minnesota School Boards Association (MSBA) Legislative Liaison**

- **Runestone Area Education District (RAED) Board**
- **Local Government Coordination Committee**
- **Representative Assembly Designee to Lakes Country Service Coop**
- **Region 8AA MSHSL**
- **CMETS Committee Representative**
- **Student Connections**
- **Designated Advisory Councils**
 - **Budget and Finance**
 - **Community Education**
 - **Curriculum**
 - **Special Education**
- **Alexandria Education Foundation**

Time commitment

The actual time commitment required varies depending on the Board member and the number of issues the School Board is addressing at any given time. Typically, a Board member could expect to devote anywhere from 10 to 20 hours a month studying issues, attending meetings, and engaging with and listening to community members.





Policy Governance

For years, Alexandria's School Board has been among the leaders in adopting policy governance as a model of operation. How does it work?

The School Board focuses on policy decisions rather than on operational issues. It adopts policies that provide general principles for guiding the management of the School District. The administration develops regulations that specifically support the School Board's policies. Policies can only be adopted by the School Board, while regulations do not require School Board approval to be implemented.

Group	Roles
Public and Parents	<ul style="list-style-type: none">• Primary educator of the child (parents)• Elect School Board members• Engage School Board members on educational issues• Vote on levy requests
School Board	<ul style="list-style-type: none">• Supervision and appraisal for one employee: the Superintendent• Development of policies that govern schools and creation of district mission/vision/values• Engagement with the public• Approval of budgets
Superintendent	<ul style="list-style-type: none">• Management and operation of school district through implementation of Board policies
Principals and Administrators	<ul style="list-style-type: none">• Create school-based plans that align with District's operational plans and vision• Support for the Superintendent• Implementation of policies and procedures
Staff	<ul style="list-style-type: none">• Educate students• Support for Superintendent, principals and administration• Implementation of policies and procedures



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Policy Governance

The district works with the Minnesota School Board Association (MSBA) to provide training to new board members through a four-part workshop. Additional training and conference opportunities are offered each year to all board members as they become available.

For a public that's generally more familiar with city council structures, school board roles can often be confusing. Simply put, school boards govern, and city councils manage. For Alexandria, that means following a 'policy governance' model of leadership that allows the administration to operate the schools according to the policies the School Board sets.



City councils vs. 'policy governance' school boards: What's the difference?

City council members	School board members
Manage the "hows" at tactical level of organization.	Govern through policies and budgets and by defining "why and what we're providing," but not "how."
Maintain an individual voice after council action.	Have a unified voice after board action.
Operate individually.	Operate as a whole board with no individual member authority.



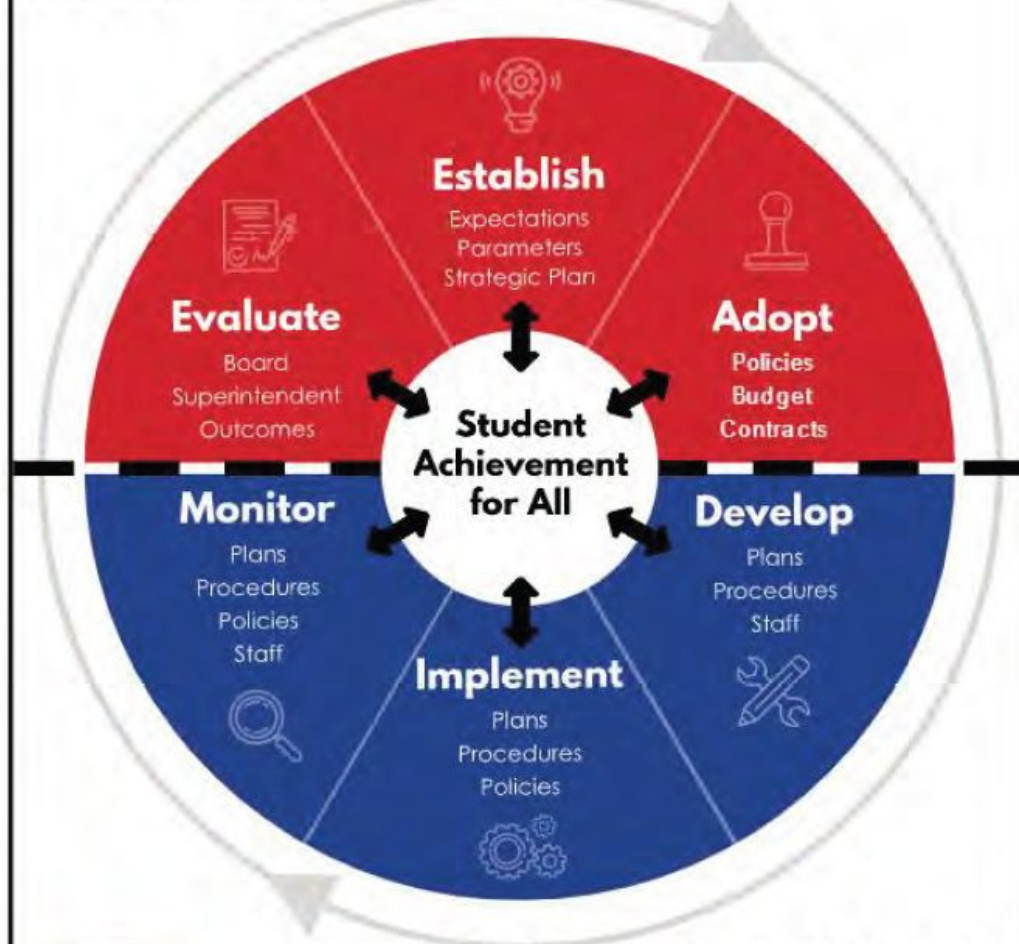
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Board Governance Model

The School Board Governs

Setting expectations and parameters



The Superintendent Manages

Providing leadership and supervision



Thank You



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