

# on the **SERVING**..... **SCHOOL BOARD**



A brief guide to serving  
as a School Board member for  
ISD 279-OSSEO AREA SCHOOLS

OSSEO AREA SCHOOLS

ISD  279

*According to the National School Boards Association, the key work of school boards is to improve student achievement and increase community engagement to promote student achievement. School boards are charged with the responsibility of creating conditions within their school district that enable students to meet and exceed rigorous standards.*

*This guide was developed to help prospective candidates assess their interest in and capacity for serving the students and residents of Osseo Area Schools as a member of the ISD 279 School Board.*

## **SCHOOL BOARD ELECTION**

On November 4, 2014, voters will elect three residents to serve on the six-member School Board for ISD 279-Osseo Area Schools. The period for filing affidavits of candidacy for the office of School Board member runs from July 29 through August 12, 2014. Filing may be done during regular office hours, 8 am to 4:30 pm; on August 12, hours will be extended to 5 pm. Following the filing deadline, there is a two-day window during which candidates may withdraw their names from the ballot.

Affidavits of candidacy may be obtained from Tammy Djerf, Educational Service Center, 11200 93<sup>rd</sup> Avenue North, Maple Grove MN 55369.



## MEMBERSHIP

The School Board consists of six citizens elected at large by voters in the District every two years; board members hold 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. If a vacancy occurs in the middle of a term, the School Board fills the vacancy in accordance with state statute.

The Superintendent is an ex-officio Board member who facilitates the work of the Board and is responsible to the Board for providing leadership to the District and carrying out Board directives.

## CURRENT MEMBERS

Teresa Lunt, Chair  
Term expires: January 2015  
[luntt@district279.org](mailto:luntt@district279.org)

Linda Etim, Director  
Term expires January 2017  
[etiml@district279.org](mailto:etiml@district279.org)

Tammie Epley, Vice Chair  
Term expires: January 2015  
[epleyt@district279.org](mailto:epleyt@district279.org)

Dean Henke, Director  
Term expires: January 2017  
[henked@district279.org](mailto:henked@district279.org)

Jacki Girtz, Clerk  
Term expires: January 2017  
[girtzj@district279.org](mailto:girtzj@district279.org)

Dr. Kate Maguire, ex officio  
Superintendent  
[maguirek@district279.org](mailto:maguirek@district279.org)

Jim Burgett, Treasurer  
Term expires: January 2015  
[burgettj@district279.org](mailto:burgettj@district279.org)

Messages to the entire Board may be sent to [OsseoSchoolBoard@district279.org](mailto:OsseoSchoolBoard@district279.org)  
The superintendent may be reached at 763.391.7222.



## ROLES

As the elected governing body of ISD 279-Osseo Area Schools, the School Board has three key roles:

### *Legislative*

- Review existing and proposed policies that govern and guide the District.
- Establish long-range goals and an improvement planning process.
- Develop and approve bylaws that are consistent with Minnesota Statutes to govern its own operations.

### *Executive*

- Select and regularly evaluate an executive officer, the Superintendent.
- Evaluate progress made in the implementation of policies and bylaws and approve plans for maintaining and improving the system.

### *Quasi-judicial*

- Make determinations as required by law in cases of:
  - Employee terminations or discharge.
  - Appeals from employees.
  - Needed actions on behalf of the District.
  - Student exclusions and expulsions.



## KEY WORK OF SCHOOL BOARDS

To help local boards carrying out their work, the National School Boards Association has developed a framework called the **Key Work of School Boards**. The framework outlines eight key areas that require the board's focus:

- Vision
- Standards
- Assessment
- Accountability
- Alignment
- Climate and culture
- Collaborative relationships/community engagement
- Continuous improvement

### *Accountability*

Accountability involves reporting to state authorities and to the community about how students are doing and what actions are being taken to address deficiencies. It also means governing in such a way that the school district can keep its commitments to the state and community.

### *Alignment*

Alignment means putting resources and support in place to get the work done and directing those resources to school system priorities.

# LIVE CABLECAST and **WEBSTREAM** of **MEETINGS**

Regular meetings are cablecast live on cable channel 21. Meetings are also available as live and archived webstreams at [www.district279.org](http://www.district279.org). Effective September 2014, work sessions are audiorecorded and posted on the district website as audio files.



### ***Climate and culture***

The National School Boards Association says that leading-edge organizations are very conscious of climate because of its powerful effect on student and teacher behavior. Climate is a byproduct of the overall system culture, which is described as “the way we do things around here.”

### ***Collaborative relationships***

School/community relationships are critical to the success of local schools. Effective school boards foster strong relationships with community stakeholders and work collaboratively with stakeholders to solve problems.

### ***Continuous improvement***

Continuous improvement is about paying attention to the quality of work. School boards that believe in continuous improvement ask questions and prompt discussions that promote improved practices.

Source: Gemberling, Katheryn W.; Smith, Carl W.; Villani, Joseph S. *The Key Work of School Boards Guidebook*. National School Boards Association, Alexandria, Virginia: 2009

The School Board freely subscribes to tenets of the School Board Member Code of Ethics of the Minnesota School Boards Association, and strives to uphold those principles in carrying out its responsibilities (see School Board Policy 209).

A detailed description of responsibilities is found in School Board Policy 203.



## **REQUIREMENTS**

Membership on the School Board requires attendance at a variety of meetings held every month, as well as participation on committees and other assignments.

### *Regular meetings*

The School Board holds its regular business meeting at 6 p.m. once a month (typically the third Tuesday). Meetings are open to the public.

### *Work sessions and negotiations strategy sessions*

The purpose of work sessions and negotiations strategy sessions is to build trust and teamwork and to exchange information in order to facilitate efficient and effective decision making at regular School Board meetings. At work sessions, board members learn about and discuss issues in more depth. At negotiations strategy sessions, board members discuss employee contract negotiations.

- No formal action is taken during work sessions or negotiations strategy sessions.
- Work sessions are open to the public and are typically held at 6 p.m. once a month (more often, as needed).
- Negotiations strategy sessions are closed to the public and are typically held once or twice per month (more often, as needed).

### *Committee/task force/organization assignments*

School Board members accept assignments to numerous District committees or task forces that meet periodically to study specific issues, work on special projects, and/or make recommendations to the School Board. In addition, Osseo School Board members represent Osseo Area Schools in nearly 20 metro and state education organizations with which the District has a formal relationship.

## **COMPENSATION**

Each Board member receives a \$7,800 stipend per year (\$650 per month). Service as clerk includes an additional \$300 per year, while service as chair includes an additional \$1,200 per year.

## **TIME COMMITMENT**

The actual time commitment varies, depending on the Board member and the number of issues the Board is addressing at any given time. Typically, a Board member could expect to devote anywhere from 20-40 hours per month studying issues, attending meetings, and communicating with community members.

## **POLICY GOVERNANCE**

The ISD 279 School Board focuses on policy decisions rather than operational issues. It adopts policies that provide general principles for guiding the management of the School District, which is the responsibility of the superintendent. The administration develops procedures that specifically support the School Board's policies. Policies require adoption by the School Board; regulations do not require Board approval.

**Our mission is to inspire and prepare all students  
with the confidence, courage,  
and competence to achieve their dreams;  
contribute to community;  
and engage in a lifetime of learning.**

**ISD 279-Osseo Area Schools  
11200 93rd Avenue North  
Maple Grove MN 55369  
763.391.7000  
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