



SCHOOL DISTRICT 197

West St. Paul + Mendota Heights + Eagan Area



Serving on the
School Board

Serving on the Board

On November 5, 2019, voters will elect four residents to serve on the seven-member West St. Paul-Mendota Heights-Eagan School Board. In response to community interest in serving on the school board, the district has prepared this guide that explores the roles, responsibilities, and requirements of service on the school board for School District 197.

Filing for Candidacy

The terms of four current school board seats are expiring in January 2020, and election for those seats will be held on November 5, 2019. The period for filing affidavits of candidacy for the office of school board member begins at 8 a.m. on July 30, 2019, and closes at 5 p.m. on August 13, 2019.

Affidavits of candidacy will be available and can be filed in the Superintendent's Office during office hours:

- July 30-August 12: 8 a.m. to 4 p.m., Monday through Thursday and 8 a.m. to 11:30 a.m. on Fridays
- August 13: 8 a.m. to 5 p.m.

The District Office is located at 1897 Delaware Avenue, Mendota Heights, MN 55118. Complete affidavits of candidacy must be filed at the District Office no later than 5 p.m. on August 13, along with a \$2 filing fee OR a petition with at least 500 signatures of eligible voters in place of the filing fee.

Persons who file for candidacy for school board have until 5 p.m. on August 15 to request that their name be removed from the ballot. After August 15, the names of all remaining candidates will be included on the ballot.

For more information, contact Mary Amidon in the Superintendent's Office at 651-403-7002 or mary.amidon@isd197.org.

Membership

The school board is made up of seven citizens elected at large by voters in the District every two years. Members are elected to four-year overlapping terms. At the end of a four-year term, members may run for re-election to successive terms. Voting takes place at general elections in November and terms begin the first Monday in January or as soon as possible thereafter. If a vacancy occurs in the middle of a term, the school board names an appointee to serve until the next district election.

Every year at its first meeting in January, the school board holds an organizational meeting to elect officers and settle other routine business. The board issues committee and school liaison assignments each year in July.

The superintendent is an ex-officio, non-voting member of the school 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.

John Chandler
651-442-5711 | john.chandler@isd197.org
Term: January 1, 2018- January 1, 2021

Brenda Corbett
651-451-7599 | brenda.corbett@isd197.org
Term: January 1, 2016 – January 1, 2020

Stephanie Levine
651-686-0340 | stephanie.levine@isd197.org
Term: January 1, 2018- January 1, 2021

Maureen Ramirez, Vice-Chair/Clerk
651-353-2387 | maureen.ramirez@isd197.org
Term: January 1, 2018- January 1, 2021

Joanne Mansur, Chair
651-452-3895 | joanne.mansur@isd197.org
Term: January 1, 2016 – January 1, 2020

Byron Schwab, Treasurer
651-451-9928 | byron.schwab@isd197.org
Term: January 1, 2016 – January 1, 2020

Terry Stamman
651-696-9537 | terry.stamman@isd197.org
Term: January 1, 2016 – January 1, 2020

Board Responsibilities

As the elected governing body of School District 197, the School Board is responsible to:

- Establish policy. The administration implements policy and supervises school operations.
- Employ and evaluate the Superintendent, the chief administrator who oversees all operations of the school district.
- Advocate for students with lawmakers.
- Establish and approve the annual budget.
- Approve expenditures and ensure that proper facilities and equipment are available to support teaching and learning in School District 197.



Meeting Attendance

Membership on the school board requires attendance at a variety of meetings held every month. All school board meetings must be open to the public so that the public has the opportunity to see and hear all discussion, testimony, and votes. Please check the district website, www.isd197.org, for a complete and up-to-date list of meetings.

OFFICIAL BUSINESS MEETINGS*

The school board holds official business meetings at 6 p.m. typically on the first Monday of each month. Meetings are held at the City of Mendota Heights Council Chambers (1101 Victoria Curve, Mendota Heights).

WORK SESSIONS

The school board holds work sessions to study issues in more depth. Work sessions are at 5 p.m. and typically on the third Monday of each month at Henry Sibley High School (1897 Delaware Ave., Mendota Heights) in Room A-241.

LISTENING SESSIONS

Listening sessions are an informal opportunity for parents, students, and community members to talk with school board representatives and administration about school issues, thoughts, and concerns. Listening sessions precede the first school board meeting of the month from 5:00-5:45 p.m. at the City of Mendota Heights Conference Room (1101 Victoria Curve, Mendota Heights).

PUBLIC COMMENTS

Public comments are an opportunity for community members to address the full board. They typically allow three minutes per speaker, 10 minutes per topic, and as a general rule, no more than three speakers per topic. Public comments follow procedural items at the second meeting of the month (work sessions) at Henry Sibley High School.

PUBLIC INPUT SESSIONS

On occasion, the school board may host a public input meeting. Public input meetings are devoted to specific topics of interest as identified by the school board or community. During public input meetings, the school board or administration typically makes a factual presentation, sometimes including a recommendation, followed by a structured question/answer/commentary session.

*Recordings of school board business meetings (not work sessions) are played back on local cable channels. Most business meetings are also viewable live on both Townsquare TV and E-TV. Townsquare TV, Channel 20 serves residents of Inver Grove Heights, Lilydale, Mendota, Mendota Heights, South St. Paul, Sunfish Lake, and West St. Paul. E-TV, Channel 14 serves residents of Eagan.



Committee Advisory & Task Force Assignments

School board members accept assignments to select school district committees and task forces which meet periodically to study specific issues, work on projects and make recommendations to the School Board. In addition, school board members represent School District 197 in metro and state education organizations in which the School District has membership. Current assignments include:

- Association of Metropolitan School Districts (AMSD)
- Early Learning Advisory Committee
- Special Education Advisory Committee (SEAC)
- Minnesota School Boards Association (MSBA)
- Minnesota State High School League (MSHSL)
- Curriculum Advisory Committee (CAC)
- TriDistrict Community Education
- Gifted and Talented Advisory Committee
- District Labor Management Council
- Intermediate District 917
- Meet and Confer
- Chemical Health Committee

School Liaisons

School liaison assignments made annually pair school board members with specific elementary schools, middle schools, and/ or the high school. Board members are encouraged to attend the parent/teacher organization meetings for each of their liaison schools.

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 15 to 25 hours a month studying issues, attending meetings, and responding to and communicating with community members.

Policy Governance

According to its own approved policy, the School District 197 School Board's responsibility is to provide governance for the public education system to successfully achieve the ideals and goals set out in the Strategic Framework. Governance is framed by the purpose for which an organization was created and is therefore concerned with activities of the highest level including goal setting, policy development and monitoring progress toward governance objectives.

The board will strive to assure that all its members have the knowledge, skills, and support necessary to carry out excellence in governance, which will be achieved by 1) training new members and candidates, as well as maintaining and increasing current member skills and knowledge; 2) engaging in external monitoring that helps the board to exercise confident control over organizational performance; and 3) implementing community input strategies to ensure the board's ability to listen effectively to stakeholder viewpoints and values.



Groups & Roles

PUBLIC & PARENTS

- Primary educator of the child (parents)
- Elect school board members on educational issues
- Vote on levy requests

SCHOOL BOARD

- 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

- Management and operation of the school district

PRINCIPALS & ADMINISTRATION

- Create school-based plans that align with district's operational plans and vision
- Support for the superintendent
- Implementation of policies and procedures

STAFF

- Educate students
- Support for superintendent, principals, and administration
- Implementation of policies and procedures



School District 197 Strategic Framework

MISSION & VISION (Our Core Purpose)

School District 197 provides a challenging educational environment that instills in each student a lifelong passion for learning, empowers all students to achieve their personal goals and academic potential, and prepares them to be responsible citizens in an interconnected world.

CORE VALUES (What Drives Our Words and Actions)

- **Accountability:** Upholding a shared commitment to achieving goals, producing measurable results, and ensuring transparent communication
- **Collaboration:** Engaging in partnerships founded on interdependence, trust, and transparency
- **Curiosity:** Inspiring a lifelong desire to learn and grow
- **Equity:** Providing all students with equitable access to educational resources and opportunities
- **Excellence:** Setting high expectations and focusing on continuous improvement
- **Innovation:** Encouraging creative problem solving, critical thinking, and risk taking
- **Respect:** Demonstrating personal responsibility, holding high regard for self and others, and honoring individual gifts, talents, and perspectives
- **Stewardship:** Allocating resources in a wise and sustainable manner to cost-effectively achieve our vision

VISION (What We Intend to Create)

- Comprehensive and exemplary academic and co-curricular programs and services
- Rigorous 21st Century curriculum and instruction based on current research and best practices
- A safe and respectful learning community
- A welcoming environment that embraces diversity
- The leading educational choice in the community

GOALS (How We Focus the Allocation of Resources)

- A. Achieve measurable growth and continuous progress for each student
- B. Narrow the achievement gap
- C. Personalize learning by offering multiple pathways and opportunities to explore individual interests and talents
- D. Prepare students to be career or college ready
- E. Deliver high-impact early learning opportunities
- F. Transform teaching and learning through the innovative use of technology and other non-traditional methods and media