

# Policy 302

## Director - Role and Responsibilities



HEARTLAND LAKES COMMUNITY SCHOOL EXISTS TO EMPOWER SCHOLARS TO:  
 BRAVELY LIVE THEIR TRUTH,  
 TO BECOME WISE STEWARDS OF THE LAND AND RESOURCES  
 AND TO IGNITE LASTING CURIOSITY THAT LEADS TO POSITIVE CHANGE IN THEIR SCHOOL, THEIR COMMUNITIES, AND THEMSELVES.

<b>Adoption:</b>	December 16, 2024
<b>Revision History</b>	
<b>Last Board Review:</b> December 16, 2024	
<b>Next Board Review:</b> December 2027	
<b>Review Frequency:</b> Every 3 Years (per Policy 208)	

### I. PURPOSE

The purpose of this policy is to recognize the importance of the role of the Director and the overall responsibility of that position within the Heartland Lakes Community School.

### II. GENERAL STATEMENT OF POLICY

The School Board shall employ a Director who shall serve as an ex officio, non voting member of the School Board.

### III. APPOINTMENT AND DUTIES OF THE RESPONSIBLE AUTHORITY

- A.** The Director is responsible for the management of the schools, the administration of all school district policies, and is directly accountable to the School Board.
- B.** The Director shall annually evaluate the staff assigned responsibility for supervising the school building in the district.
- C.** The Director may delegate responsibilities to other school district personnel, but shall continue to be accountable for actions taken under such delegation.
- D.** Where responsibilities are not specifically prescribed, nor School Board policy applicable, the Director shall use personal and professional judgment, subject to review by the School Board.

### IV. TREATMENT OF STUDENTS AND FAMILIES

- A.** The Director, when dealing with interactions with students and their families, will not

cause or allow conditions, procedures, or decisions which are unsafe, undignified, or unnecessarily intrusive.

**B.** Further, the Director will not:

1. Fail to establish with students and families a clear understanding of what may be expected and what may not be expected from the programs and services offered or authorized by the school district,
2. Fail to inform students and families of this policy, or to provide a way to be heard from persons who believe they have not been accorded a reasonable interpretation of their protections under this policy,
3. Fail to provide students and families with information on student academic and social progress at least twice per grading period, or as necessary, and such information on that progress shall not neglect to provide qualitative information,
4. Fail to provide a "meet and greet" conference prior to the beginning of the school year for all students and their families, and
5. Fail to operate the school without a behavior management plan.

**V. TREATMENT OF STAFF**

**A.** With respect to the treatment of paid and volunteer staff, the Director will not cause or allow conditions which are unfair, undignified, disorganized, or unclear.

**B.** Further, the Director will not:

1. Operate without written personnel rules which: (a) clarify rules for staff, (b) provide for effective handling of grievances, and (c) protect against wrongful conditions, such as nepotism and grossly preferential treatment for personal reasons,
2. Discriminate against any staff member for non-disruptive, respectful expression of dissent,
3. Fail to acquaint staff with the Director's interpretation of their protections under this policy,
4. Allow staff to be unprepared to deal with emergency situations,
5. Fail to establish the expectations and criteria for evaluation of paid staff jobs,
6. Fail to establish the expectations and criteria for volunteer jobs,

7. Make significant operational or programmatic decisions without an intentional process that gathers and considers input from staff, and
8. Make any changes that affect the mission and vision of HLCS without obtaining School Board approval.

## **VI. FINANCIAL PLANNING, BUDGETING AND DAILY OPERATIONS**

- A. Financial planning for any fiscal year or the remaining part of any fiscal year will not deviate materially from School Board policies, risk fiscal jeopardy, or fail to be derived from a multi-year plan.
- B. The Director will not allow budgeting that omits credible projection of revenues and expenses, separation of capital and operational items, cash flow, and disclosure of planning assumptions.
- C. With respect to the actual, ongoing financial condition and activities, the Director will not cause or allow the development of fiscal jeopardy or material deviation of actual expenditures from School Board priorities. Further, the Director will not:
  1. Allow annual expenditures to be greater than 97% of annual revenue by the end of each school fiscal year,
  2. Allow a line of credit to be accessed in excess of 15% of annual revenues,
  3. Make expenditures from existing long-term fund balance without prior consent from the School Board,
  4. Fail to settle payroll and debts in a timely manner,
  5. Allow tax payments or other government ordered payments or filing to be overdue or inaccurately filed, and
  6. Enter into any property lease that is not approved by the School Board.

## **VII. ASSET PROTECTION**

- A. The Director will not cause or allow school assets to be unprotected, inadequately maintained or unnecessarily risked.
- B. Further, the Director will not:
  1. Fail to insure against theft and casualty losses and employee dishonesty to an adequate amount and against liability losses to School Board members, staff and the school itself in an amount no less than the average for comparable schools,

2. Subject building and equipment to improper use or improper wear and tear,
3. Unnecessarily expose the school district, School Board or staff to claims of liability,
4. Make any purchase: (a) wherein normally prudent protection has not been given against conflict or interest; (b) of over \$15,000 of non-replacement materials without having obtained comparative prices and quality,
5. Fail to protect intellectual property, information and files from loss or significant damage,
6. Receive, process or disburse funds under controls that are insufficient to meet the School Board appointed auditor's standards,
7. Compromise the independence of the School Board's financial audit or other external monitoring or advice,
8. Endanger or misrepresent the school's public image and/or credibility, and
9. Change the organization school's name or substantially alter its identity in the community.

#### **VIII. COMPENSATION AND BENEFITS**

- A. With respect to employment, compensation, and benefits to employees, consultants, contract workers and volunteers, the Director will not cause or allow jeopardy to fiscal integrity or to public image.
- B. Further, the Director will not:
  1. Change the Director's own compensation and benefits, except, as his or her benefits are consistent with a package for all other employees,
  2. Fail to use At-Will employment agreements unless otherwise approved in advance by the School Board, and
  3. Establish current compensation and benefits that deviate significantly from the geographic or professional market for the skills employed.

#### **IX. INTERACTIONS AND COMMUNICATIONS WITH THE SCHOOL BOARD**

- A. The Director will not permit the School Board to be uninformed or unsupported in its work.
- B. Further, the Director will not:

1. Neglect to submit required monitoring data in a timely, accurate, understandable, non-defensive and unbiased fashion, directly addressing provisions of School Board policies being monitored and justifying his/her interpretation.
2. Fail to report in a timely manner an actual or anticipated noncompliance with any policy of the School Board,
3. Neglect to submit decision information required periodically by the School Board or let the School Board be unaware of relevant trends,
4. Let the School Board be unaware of any incidental information it requires including anticipated significant media coverage, threatened or pending lawsuits, material internal changes, or matters that have a potential negative impact on HLCS,
5. Fail to advise the School Board if, in the Director's opinion, the School Board is not in compliance with its own policies, particularly in the case of School Board behavior, which is detrimental to the work relationship between the School Board and the Director,
6. Present information in unnecessarily complex or lengthy form or in a format that fails to differentiate among information of three types: monitoring, decision preparation, or incidental information,
7. Fail to provide a workable mechanism for official School Board, Officer or Committee communications,
8. Fail to deal with the School Board as a whole except when (a) fulfilling individual requests for information or (b) responding to Officers or Committees duly charged by the School Board,
9. Fail to supply for the School Board's consent agenda, along with applicable monitoring information, all decisions delegated to the Director yet required by law, regulation, or contract to be School Board approved, and
10. Fail to supply the School Board with information regarding English Language Learners, attendance, students on IEP's, 504's, special education referrals, and suspensions on a quarterly basis.

## **X. GRANTS AND CONTRACTS**

- A. The Director will not apply for a grant, accept a grant, nor contract with a service provider, without first informing the Board of their intent to apply and verifying that such

grant or contract is in alignment with and contributes toward the achievement of the School Board.

**B.** Further, the Director will not:

- 1.** Apply for or accept a grant if the requirements of the grant are substantially different from or impede the achievement of the priority results identified for the school in these School Board Policies.
- 2.** Enter into or continue a contract (within legal constraints of terminating a contract), if the service to be provided will be substantially different from or impede the achievement of the priority results identified in School Board policies.

*Note: The applicability and enforceability of this policy 302 is limited to, and qualified by, Minnesota or Federal law that, at the time any such circumstance within the scope of the policy arises, may be contrary to some aspect or all of the policy.*