

School Board Study Session
Agenda
7/14/25

6-6:45 p.m.

Information Session on Running for School Board

- Informational Presentation
- Question & Answer Session

6:45-7 p.m.

Break Before Board Meeting



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Board Study Session

Information Session on Running for
School Board

July 14, 2025

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Should I Run?



Why do you want to run?

- Are you passionate about public education?
- Are you interested in multiple issues facing our schools and students?
- Are you concerned about tackling problems to benefit the greater good?
- Do you value collective action?
- Do you enjoy governance and policy work?

If not, why are you running?

Eligibility Requirements



- At least 21 years old
- Eligible voter
- District resident for at least 30 days prior to election
- Not convicted of a felony

There may be conflicts of interest if you are a District employee or hold contracts with the District



- Richfield Public Schools has one filing period
 - July 29 – August 12 (at 5 p.m.)
 - Those who file have until August 14, 5 p.m. to officially withdraw and not appear on the November ballot
- File an affidavit of candidacy (available on the MN Secretary of State website) with the school district election clerk in person or by mail:

Cassandra Quam
RPS District Office
401 70th St. West.
Richfield, MN 55423

- Filing fee: \$2.00 – **you must bring/mail cash or check!**
- Form must be filled in fully and accurately!
- Do not write in all capital letters!

Campaign Finance Reporting



- Whenever a campaign has either received or spent \$750 or more, the candidate must file a campaign finance report within 14 days
- All candidates - no matter how much money is raised or spent - must file a certification of filing within 7 days after the election
- Once a candidate has filed an initial campaign finance report, they must file an annual report every January until they have filed a final report
- Finance forms should be filed with the school district election clerk
- Information & forms can be found at:

<http://www.sos.state.mn.us/election-administration-campaigns/campaigining/campaign-finance-filings/>

Fundamental Roles of School Boards



- School boards are most effective when they focus on the big picture:
 - Setting vision and goals, monitoring progress, holding accountability
 - Making effective policy and ensuring policies are faithfully implemented
 - Engaging stakeholders across and within the community
- School boards delegate the statutory management of the school district to the superintendent.
- School boards hire, direct, and evaluate the performance of the superintendent who handles the day-to-day management of the school district, along with the administration.

Powers of School Boards, as Granted by Minnesota Statute

- **Care, management and control of school district affairs.** The school board is charged with the care, management and control of the affairs of the school district...(Minn. Stat. § 123B.09, Subd. 1.)
- **Powers.** The board must have the general charge of the business of the district, the school house, and of the interest of the schools thereof... (Minn. Stat. § 123B.02, Subd. 1.)
- **Rules-making, management responsibilities of the School Board.** The board must superintend and manage the schools of the district; ... (Minn. Stat. § 123B.09, Subds. 7. and 8.)
- **Superintendents.** School districts maintaining a secondary school must employ a superintendent; the superintendent is an ex officio, non-voting member of the school board. (Minn. Stat. § 123B.143, Subd. 1.)
- **General Powers of School Boards.** The school board issues bonds with voter approval; levies taxes; hires and discharges employees; contracts for services; purchases facilities and equipment; and lots more...(Minn. Stat. § 123B.02.)

(Some) Responsibilities of the School Board



- Attending required training in governance, school finance, and education law issues
- Monitoring student achievement and educational programs
- Aligning resources with goals through budgeting
- Ensuring facilities are safe and adequate for students and staff
- Approving collectively bargained employee contracts
- Collaborating with community partners through meaningful engagements and communication



- Meetings 2x per month (only 1 in July)
 - Packet emailed Friday for Monday meetings – review ahead of time (questions can be sent in advance so the answers are ready for the meeting)
 - Study sessions a few times per year as needed
- Four members have specific roles as voted by the Board each January
 - Chair, Vice Chair, Clerk, Treasurer
- Each Board member has 4-6 additional liaison assignments that may have other meetings
 - A school, district advisory committees, community committees, partner districts, etc.
 - Board members are not expected to attend every meeting of their liaison groups, but to generally stay informed and give the board relevant updates
- Participate in issues and community work as needed



- The board has approved a resolution to transition to even-year school board elections.
- Board members elected in the years 2025 and 2027 will serve ***three-year terms***.
- Elections after 2027 will be held in even years.
- Beginning with the election of 2028, board member terms will revert to four years.



- School board meetings are subject to the Open Meeting Law (Minn. Stat. § 13D.05)
 - A quorum (4 or more board members) may not meet or discuss any form of school district business without it being considered an open meeting subject to this law
 - Best practice is to provide transparency by not discussing school district business even with a smaller group of board members without public knowledge. Typically our board does not meet in groups larger than 2 or send emails/texts to the full group, regardless of the topic.
- Data privacy laws (Minn. Stat. § 13 and Federal Law)
 - School board members need to maintain the privacy or confidentiality of certain types of data

School Board Member Code of Ethics

- Policy 202: School Board Member Code of Ethics
 - richfieldschools.org/about/policies/individual/~board/school-board-policies/post/202-policy
- All policies that specifically pertain to the roles and responsibilities of the school board are in Section 200 of Richfield's policy manual, available on our website here:
 - richfieldschools.org/about/policies



- The professional organization for Minnesota's publicly elected school boards
- Nonprofit, voluntary organization – founded in 1920
- Offers a variety of services for school boards and school districts – legislative, policy services, board development, superintendent search
- A primary provider of professional development for school boards



What Can You Do to Be Ready to Join Your School Board?



- Meet with the superintendent and school board chair to learn about the expectations of school board members in your school district.
 - Meet with other board members too!
- Start attending board meetings, if you haven't already done so.
 - Read agendas and minutes on the website and review meeting videos on YouTube.

For More Information...

- Visit the RPS website: <https://www.richfieldschools.org/about/school-board>

Resources

- ▶ PUBLIC COMMENTS
- ▶ BOARD CALENDAR
- ▶ ARCHIVED AGENDAS & MATERIALS
- ▶ BOARD MEMBER SCHOOL & COMMITTEE ASSIGNMENTS

Learn More

- SCHOOL BOARD BASICS
- BOARD RESPONSIBILITIES & MEMBER EXPECTATIONS
- RUNNING FOR SCHOOL BOARD**

- To run for school board, you must be at least 21 years old, an eligible voter, reside in the district for at least 30 days prior to the election and never have been convicted of a felony.
- The next school board election will take place in November of 2023, for three of the six school board member seats. The new term will begin in January of 2024.

Resources for Candidates

- Minnesota School Board Association: [Becoming a School Board Member](#)
- Minnesota Secretary of State: [Minnesota Secretary Of State - Campaign Filing Packet](#)

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Questions?

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