



Adopted: MSBA/MASA Model Policy 302

Revised: 2022 (Originated 1995)

302 Executive Director

I. PURPOSE

The purpose of this policy is to recognize the importance of the role of the executive director and the overall responsibility of that position within the service cooperative.

II. GENERAL STATEMENT OF POLICY

The BrightWorks Board shall employ an executive director who shall serve as an ex officio, non-voting member of the BrightWorks Board and as chief executive officer of the service cooperative.

III. GENERAL RESPONSIBILITIES

- A. The executive director is responsible for the management of the service cooperative, the administration of all service cooperative policies, and is directly accountable to the BrightWorks Board.
- B. The executive director shall annually evaluate service cooperative staff who are assigned responsibility for delivering services to member school districts.
- C. The executive director may delegate responsibilities to other service cooperative personnel but shall continue to be accountable for actions taken under such delegation.
- D. Where responsibilities are not specifically prescribed, nor BrightWorks' policy applicable, the executive director shall use personal and professional judgment, subject to review by the BrightWorks Board.

Legal References: Minn. Stat. § 123B.143 (executive director)

Cross References: MSBA/MASA Model Policy 202 (School Board Officers)
MSBA/MASA Model Policy 208 (Development, Adoption, and Implementation of Policies)
MSBA/MASA Model Policy 214 (Out-of-State Travel by School Board Members)
MSBA/MASA Model Policy 301 (School District Administration)



- MSBA/MASA Model Policy 303 (executive director Selection)
- MSBA/MASA Model Policy 304 (executive director Contract, Duties, and Evaluation)
- MSBA/MASA Model Policy 305 (Policy Implementation)
- MSBA/MASA Model Policy 306 (Administrator Code of Ethics)
- MSBA/MASA Model Policy 412 (Expense Reimbursement)
- MSBA/MASA Model Policy 510 (School Activities)
- MSBA/MASA Model Policy 511 (Student Fundraising)
- MSBA/MASA Model Policy 513 (Student Promotion, Retention, and Program Design)
- MSBA/MASA Model Policy 602 (Organization of School Calendar and School Day)
- MSBA/MASA Model Policy 605 (Alternative Programs)
- MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)
- MSBA/MASA Model Policy 704 (Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System)
- MSBA/MASA Model Policy 802 (Disposition of Obsolete Equipment and Material)
- MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)
- MSBA/MASA Model Policy 905 (Advertising)
- MSBA/MASA Model Policy 906 (Community Notification of Predatory Offenders)
- MSBA/MASA Model Policy 907 (Rewards)