

MATH AND SCIENCE ACADEMY

Adopted: April 17, 2023

Reviewed: March 25, 2025

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 charter school.

II. GENERAL STATEMENT OF POLICY

The Math and Science Academy school board shall employ an Executive Director who shall serve as an ex officio, nonvoting member of the Math and Science Academy school board and as chief executive officer of the school system.

III. GENERAL RESPONSIBILITIES

- A. The chief administrator (hereinafter referred to as “Executive Director”) shall fulfill the responsibilities and have the authority of the chief administrator of Math and Science Academy.
- B. The Executive Director is responsible for the management of Math and Science Academy, the administration of all Math and Science Academy policies, and is directly accountable to the charter school board.
- C. The Executive Director shall annually evaluate each employee assigned responsibility for supervising Math and Science Academy.
- D. The Executive Director may delegate responsibilities to other Math and Science Academy personnel, but shall continue to be accountable for actions taken under such delegation.
- E. Where responsibilities are not specifically prescribed, nor school board policy applicable, the Executive Director shall use personal and professional judgment, subject to review by the school board.

Legal References: Minn. Stat. Ch. 124E (Charter Schools)

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

MSBA/MASA Model Policy 301 (Charter School 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 Charter
School 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 Charter 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)