SCHOOL BOARD MEMBER HANDBOOK

EDINA PUBLIC SCHOOLS

Independent School District No. 273

A Guide for Board Members Serving Edina Students, Families, and Community

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Section 1: Welcome from the School Board Chair

Dear Edina School Board Member,

Welcome to the Edina Public Schools School Board. Your commitment to public education and to the students, families, and staff of our community is deeply appreciated. This handbook has been prepared to orient you to the responsibilities, expectations, and practices of board membership in Edina Public Schools (Independent School District No. 273).

Serving on the school board is a significant public trust. Board members are elected to represent the entire community—not just those who voted for them—and to ensure that every student in Edina receives a high-quality education. This handbook is intended to help you understand your role and be as effective as possible in carrying it out.

We encourage you to read this handbook carefully, ask questions, and use it as an ongoing reference throughout your service. The district staff is here to support you.

Sincerely,

Karen Gabler
Chair, Edina Public Schools Board of Education

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Section 2: About Edina Public Schools

District Overview

Edina Public Schools (ISD 273) is a highly regarded public school district located in Edina, Minnesota, a suburban community in Hennepin County. The district is committed to providing a world-class education for all learners.

Rooted in Excellence. United by Possibility.
At Edina Public Schools, excellence is not an aspiration — it's a responsibility. Guided by a clear vision, a shared mission, and enduring values, we exist to serve each and every student, our community, and the place we call home. We believe every learner has unlimited possibilities, and it is our collective commitment to create the conditions where all students feel supported, challenged, and empowered to thrive.

District Vision

For Each and Every Student to Discover Their Possibilities and Thrive

District Mission

Edina Public Schools is a dynamic learning community delivering educational excellence and preparing all students to realize their full potential. Through academics, activities, and opportunities, we encourage creativity, foster curiosity, and develop critical thinking skills. We support every student's educational journey by creating a caring and inclusive school culture that supports the whole student.

Schools and Programs

Edina Public Schools operates the following schools and programs (update as needed):

Level	School Name	Grades Served
Early Childhood	Edina Early Learning & Family Center	Birth-Pre-K
Elementary	Concord Elementary School	K–5
Elementary	Cornelia Elementary School	K–5
Elementary	Countryside Elementary School	K–5
Elementary	Creek Valley Elementary School	K–5
Elementary	Highlands Elementary School	K–5

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Elementary	Normandale Elementary School	K–5
Middle School	South View Middle School	6–8
Middle School	Valley View Middle School	6–8
High School	Edina High School	9–12

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Section 3: Legal Status and Authority of the School Board

Legal Authority

The Edina Public Schools Board of Education is the policy-making body for the district, established and governed under Minnesota Statutes, Chapter 123B and related provisions. The Board operates as a corporate body—authority rests with the Board as a whole, not with individual members.

Powers and Duties

The School Board is responsible for:

- Establishing district policy and strategic direction
- Approving the annual budget and overseeing district finances
- Hiring and evaluating the Superintendent
- Approving contracts, collective bargaining agreements, and employment
- Align curriculum standards and approving instructional programs
- Setting the property tax levy within limits established by state law
- Ensuring the district complies with state and federal laws and regulations
- Representing the interests of the community and all students

Delegation of Authority

While the Board retains ultimate responsibility for district operations, it delegates the day-to-day management and administration to the Superintendent. The Board governs through policy; the Superintendent implements policy through administrative regulations and procedures.

Individual Board Member Authority

Individual Board members have authority only when acting as a body in a duly called meeting. No individual Board member may make commitments, direct staff, or take action on behalf of the district without Board authorization. Board members who act outside this authority do so as individuals and not in any official capacity.

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Section 4: School Board Officers

Elected Officers

The Board elects officers from among its members at the organizational meeting held in January following each election year. Officers include:

Officer	Primary Responsibilities
Chair	Presides at all Board meetings; represents the Board in official communications; calls special meetings; ensures meetings are conducted in an orderly manner.
Vice Chair	Assumes the duties of the Chair in the Chair's absence; assists with Board leadership.
Clerk	Provides oversight by attesting to official documents and ensuring board actions are reflected accurately—not by managing elections, data requests, or public processes, but by supporting the systems already administered by the district.
Treasurer	Reviews the district's financial statements, expenditures, and bills to help keep the board informed, chairs the Finance Committee in a supporting role, and periodically checks contracts and records for transparency.

School Board Policy 202

Term of Office for Officers

Officers serve one-year terms beginning at the organizational meeting and may be re-elected. Officer positions are separate from the director's elected term and do not extend board membership.

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Section 5: School Board Member Roles and Responsibilities

Role of the Board

The School Board functions as the elected representative body responsible for governing the district on behalf of the public. Effective board governance is characterized by:

- A clear focus on student achievement and outcomes
- Setting direction through policy and long-range planning
- Acting collectively as a body rather than as individual directors
- Maintaining a productive working relationship with the Superintendent
- Serving as community liaisons and advocates for public education

Responsibilities of Individual Board Members

Each Board member is expected to adhere to the established Board Norms:

1. Make our decisions based on the available information, and in the best interest of all students. This obligation supersedes (a) any conflicting loyalty a member may have to advocacy or interest groups, (b) loyalty based upon membership on other boards or staff, and (c) conflicts based upon the personal interest of any Board member or any member of their family.
2. Make every attempt to attend all board functions, including committee meetings, and remain informed of activities, programs, and incidents in the district within the board's purview.
3. Respect and remain mindful of the different roles within the school system, including, but not limited to, the School Board, the Superintendent, Administrators, Teachers, and Staff.
4. Not publicly criticize an employee or other board member.
5. Meet with district personnel only after notifying the Superintendent, and attend staff
   meetings, staff training, and other administrative events only upon invitation.
6. Accept responsibility for all board decisions, regardless of the vote, and speak with one voice after a decision has been made.
7. Take no private or public actions that will compromise the District.
8. Participate, when possible, in opportunities that provide professional growth and commit to continuous improvement through annual self-evaluation.

What Board Members Should NOT Do

To preserve effective governance, Board members should refrain from:

- Directing, supervising, or evaluating district employees (other than the Superintendent)

- Making promises or commitments on behalf of the Board outside of Board action
- Sharing confidential or executive session information
- Acting or speaking as if they have individual authority over district operations
- Using their position for personal benefit or the benefit of special interests

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Section 6: School Board Member Code of Ethics

Edina Public Schools Board members are expected to uphold the highest ethical standards in their service to the district. By accepting election to the Board, each member commits to the following principles:

1. Recognize that my first and foremost commitment is to the educational welfare of each student in the district.
2. Work with fellow Board members to establish effective policies that achieve the highest good for all students.
3. Make decisions based on available facts and the best interests of all students; avoid snap judgments.
4. Recognize the importance of team effort in Board functioning and respect the collective authority of the Board.
5. Refrain from using my position for personal gain or to benefit any individual, business, or special interest group.
6. Refer complaints and criticisms to the proper administrative channels and avoid using such information for personal benefit.
7. Acknowledge that authority rests with the Board as a whole in meetings, and that individual Board members have no authority to act unilaterally.
8. Maintain the confidentiality of all matters discussed in executive (closed) session and treat sensitive district information with discretion.
9. Comply with all applicable laws, Board policies, and ethical standards, and declare any conflict of interest.
10. Support and implement all Board decisions, even those with which I disagree, once the Board has acted, and reserve the right to seek reconsideration.
11. Promote public confidence in Edina Public Schools and in the School Board.

Violations of the Code of Ethics may result in formal action by the Board as described in Section 19 of this handbook.

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Section 7: School Board Meetings

Regular Meetings

The Board holds regular meetings to conduct official district business. Meetings are currently scheduled as follows (the Board establishes the annual meeting schedule at its organizational meeting each January):

Regular Meetings	Second Monday of each month at 7:00 p.m. Edina Board Room, Edina Community Center RM 349 5701 Normandale Road, Edina, MN 55424 Live Streaming & Recordings Available

Work Sessions	Second Monday & Third Tuesday of each month at 5:00p.m. Edina Community Center RM 350 Work sessions are for discussion and information; no formal Board action is typically taken. Live Streaming Only Available

Special Meetings

Special meetings may be called by the Chair or by a majority of Board members. Notice of special meetings must be provided to Board members and the public in compliance with the Minnesota Open Meeting Law (Minn. Stat. § 13D).

Closed Sessions

The Board may meet in executive (closed) session for purposes permitted by law, including:

- Discussing attorney-client privileged communications
- Reviewing confidential data on students or employees
- Evaluating the performance of the Superintendent
- Negotiating labor agreements
- Security matters
- Real property transactions

All closed sessions must be recorded. Matters discussed in executive session are confidential and may not be disclosed by Board members. Any final Board action must occur in open session.

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Quorum

A quorum, consisting of a majority of the Board members (four of seven), is required to conduct business. Without a quorum, no official Board action may be taken.

Meeting Agenda

Agendas are prepared by the Superintendent's office in consultation with the Board Chair. Members wishing to add items should contact the Superintendent's office in advance of the published deadline. Agendas, supporting materials, and minutes are made available to Board members and the public prior to meetings via Boardbook.

Public Comment

Members of the public are provided an opportunity to address the Board during designated public comment periods. The Board Chair establishes reasonable time limits for speakers. Public comment is for community members to address the Board; it is not a forum for the Board to debate with speakers. The Board refers matters raised in public comment to the Superintendent as appropriate.

School Board Policy 206

Parliamentary Procedure

Board meetings are conducted using Robert's Rules of Order, Newly Revised, except as modified by Board policy or Minnesota law.

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Section 8: School Board Public Engagement

Stakeholder Engagement

The Board is committed to hearing from the community. The Board may organize stakeholder engagement sessions, panels, surveys, or other community engagement events separate from formal business meetings when appropriate to engage in specific topics deemed timely and necessary. These are opportunities that provide for community members, parents, students, and staff to share perspectives on district matters.

Board Communications with the Community

Board members are encouraged to be visible and engaged in the community. When speaking publicly as a Board member, members should:

- Accurately represent adopted Board positions and policies
- Clearly distinguish personal opinions from Board positions
- Avoid disclosing confidential or closed session information
- Refer matters requiring district action to the Superintendent

Social Media and Electronic Communications

Board members should exercise caution and professionalism in the use of social media and electronic communications in relation to their Board service. Personal use of social media should clearly not be represented as official Board communication. Board members should be mindful that electronic communications related to Board business may be subject to the Minnesota Data Practices Act.

[Best Practices:
Do Not Conduct Board Business Online: Avoid using social media platforms to deliberate, discuss, or make decisions on matters within the school board's jurisdiction. Doing so can risk violating the Minnesota Open Meeting Law (Minn. Stat. § 13D).

Clarify Voice and Authority: Speak in the first person using your own individual perspective. Do not post on behalf of the entire school district or claim to represent the official stance of the school board unless explicitly authorized to do so.

Protect Student and Staff Privacy: Never publish confidential student information, student names, photographs, or private staff data without prior written consent, in alignment with the Minnesota School Boards Association (MSBA) guidance and data privacy laws. **[1, 2]**

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Adhere to the Minnesota Government Data Practices Act**:** Public school social media communications, records, and digital engagements can be classified as public information subject to open records and archival requirements. **[**1**]**

Avoid First Amendment Pitfalls (Blocking Users): Be cautious about blocking constituents or members of the public based solely on differing viewpoints, as public officials doing so on accounts used for public business can trigger First Amendment legal claims.

Maintain Civility and Professionalism: Avoid abusive, profane, threatening, or harassing language. Defamatory or discriminatory statements can expose individual board members—and potentially the district—to legal liability.

Use Social Media for Listening and Informing: Treat social platforms as a tool for sharing general announcements, listening to community feedback, and directing constituents to official district channels rather than debating policy in the comments. [1]

End Suggested Language]

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Section 9: School Board Policies and Regulations

Role of Policy

Policies are the formal expressions of the Board's intent and direction for the district. They provide the legal and operational framework within which the Superintendent and staff carry out the work of the district. All Board policies must comply with applicable state and federal law.

Policy Development Process

The Board adopts, amends, and rescinds policies through a formal process that typically includes:

1. Identification of the need for a new or revised policy
2. Development of a draft by administration, legal counsel, or a Board committee
3. Review by the Policy committee
4. Review and discussion at a board meeting
5. Formal Board action to adopt the policy at a regular board meeting

Policy Categories

Edina Public Schools organizes its policies into the following broad categories (to be updated to reflect adopted policy numbering):

- 100 Series – School District (foundational and governing principles)
- 200 Series – Board of Directors (governance and Board operations)
- 300 Series – Administration (superintendent and administrative roles)
- 400 Series – Personnel (employment, professional conduct, benefits)
- 500 Series – Students (student rights, conduct, and welfare)
- 600 Series – Educational Programs (curriculum, instruction, assessment)
- 700 Series – Non-Instructional Operations (finance, facilities, transportation)
- 800 Series – Buildings and Sites (facilities use and safety)
- 900 Series – School/Community Relations (volunteers, communications, partnerships)

The complete Edina Public Schools Policy Manual is available to all Board members and the public and is posted on the district website.

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Section 10: Working Relationship with the Superintendent

The Superintendent's Role

The Superintendent is the chief executive officer of the district, employed by and accountable to the Board. The Superintendent is responsible for implementing Board policy, managing district operations, leading the administrative team, and providing professional recommendations to the Board on all matters of district business.

Board-Superintendent Relationship

An effective Board-Superintendent relationship is essential to good governance. Key principles include:

- The Board speaks with one voice through formal action; individual Board members do not direct the Superintendent
- The Superintendent communicates regularly and transparently with the full Board
- The Board evaluates the Superintendent's performance annually, using established criteria
- The Board provides an informal mid-year evaluation review of performance
- The Board supports the Superintendent's professional leadership while holding the position accountable for results
- Both the Board and Superintendent maintain mutual respect and open communication

Superintendent Evaluation

The Board conducts formal and informal mid-year evaluations of the Superintendent's performance on an annual basis. The process, criteria, and timeline are established by the Board. Evaluation of the Superintendent is a Board responsibility; the Board does not evaluate other district employees.

Superintendent Selection

The authority to select, employ, and terminate the Superintendent is vested solely in the School Board. The Board may utilize a search firm and community engagement process to identify and select a Superintendent when a vacancy occurs.

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Section 11: School Board Committees and Assignments

Standing and Ad Hoc Committees

The Board may establish standing committees to assist with ongoing Board responsibilities, as well as ad hoc committees for specific purposes. All committee recommendations are advisory and require full Board action to be official. Committees typically include:

Standing Committees	Finance & Facilities Committee · Governance Committee · Legislative Action Committee · Policy Committee · Teaching & Learning Committee

Finance & Facilities Committee
Chairperson – Board Treasurer
Composition – Board Asst. Treasurer, Additional Appointed Board Director, Superintendent, Director of Finance & Operations, and 3-4 appointed community members

Collaborate with the school district's superintendent and director of business services in reviewing and providing feedback to the district on financial issues. This committee deals with
matters pertaining to the district's budget development and related recommendations to the board.

Governance Committee
Chairperson – Board Chair
Composition – Board Vice-Chair, Additional Appointed Board Director, Superintendent

Collaborate with the district superintendent in making recommendations to the board on subjects that have districtwide implications. Areas of focus include:

- Reviews of human resources and legal issues
- Building and monitoring relationship with superintendent
- Development of processes for superintendent evaluation, annual board goals, board evaluation, and effective communication guidelines
- Assists in long-term plans and goals to ensure alignment with district mission
- Other duties assigned to committee by the board

Legislative Action Committee

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Chairperson – Appointed Board Director
Composition – Additional Appointed Board Director, Superintendent, appointed student board members, appointed community members

Assist the board and district administration in advocacy for education-related legislation. The LAC coordinates these advocacy efforts by supporting and advocating for board-approved legislative positions designed to advance the cause of excellent schools in Edina and Minnesota.

Policy Committee
Chairperson – Appointed Board Director
Composition – 2 Additional Appointed Board Directors, Superintendent, and other appropriate cabinet and district leaders

Reviews existing policies and writes new policies to provide broad governance guidance and address changes in legislation, statutes, case law, and legal decisions, as well as to provide alignment with the district mission and vision. Board policies act as guidelines for the internal procedures of the district. The committee stays abreast of local, state, and federal laws and regulations to determine and apply implications for district policy development and revisions.

Teaching & Learning Committee
Chairperson – Appointed Board Director
Composition - 2 Additional Appointed Board Directors, Superintendent, Director of Teaching & Learning, and other appropriate cabinet and district leaders

Collaborate with the district's director of teaching and learning and superintendent to coordinate and advance district instructional programs. The committee will make recommendations to the board on matters relating to comprehensive curriculum and a positive, equitable learning environment.

Board Member Liaisons Assignments

The Board assigns individual members as liaisons to each district school and to selected community organizations. Liaison assignments are meant to strengthen community connections, not to supervise schools. Liaisons:

- Attend school events and celebrations as community representatives
- Serve as a communication link between the school community and the Board
- Report observations and community perspectives to the full Board
- Do not direct or evaluate building staff

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List of Liaison Roles Board Members are assigned:

- Early Learning & Family Center (ELC/ECSE)
- Elementary Schools – Liaison 1 (Concord, Countryside), Liaison 2 (Creek Valley, Normandale), Liaison 3 (Cornelia, Highlands)
- Middle Schools (South View, Valley View)
- Edina High School
- Special Education Advisory Council (SEAC)
- Edina Education Fund
- Edina Give & Go
- Talent Development Advisory Committee
- Cultural Liaison Representative
- Meet & Confer
- Community Ed Service Advisory
- City Council
- Go Green Advisory Committee

Representation on External Organizations

Board members may be assigned to represent the district on external boards and organizations, including but not limited to:

- Intermediate School District 287 – appointed Board Member
- Minnesota School Boards Association (MSBA)
- Association of Metropolitan School Districts (AMSD)
- Collaborative governance organizations or joint power authorities
- Community advisory councils

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Section 12: School Board Elections and Terms of Office

Terms of Office

Each School Board director serves a four-year term. Terms are staggered so that not all seats are up for election in the same year, providing continuity in Board membership. Terms begin on the first Monday in January following the election.

Election Cycle

School Board elections are held in even-numbered years (e.g., 2026, 2028, 2030) as part of the general election in November. There is no primary election for School Board candidates.

Candidate Qualifications

To be eligible to serve on the Edina Public Schools Board, a candidate must:

- Be at least 21 years of age
- Be a citizen of the United States
- Be a resident of Minnesota for at least 20 days prior to the election
- Be a resident of Independent School District No. 273 for at least 30 days prior to assuming office
- Be eligible to vote in the state of Minnesota
- Not have filed for any other office in the same election
- Not be convicted of an offense requiring registration under Minnesota law

Vacancies

If a Board member seat becomes vacant (due to resignation, removal, death, or other cause), the remaining Board members may appoint an individual to fill the seat until the next election, in accordance with Minnesota Statutes.

Campaign Finance

All candidates for School Board are required to file campaign finance reports in accordance with Minnesota campaign finance law. Elected Board members continue to have disclosure obligations. Contact the district's Deputy Clerk for School Board Elections for guidance.

Election Contact	Mert Woodard, Executive Director of Finance & Operations Ph: (952) 848-4916 Email: Mert.Woodard@edinaschools.org

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Section 13: School Board Member Development and Training

Commitment to Professional Development

Effective governance requires ongoing learning. The Board recognizes the importance of continuing education for its members and encourages active participation in professional development activities.

New Board Member Orientation

New Board members are provided an orientation to the district that includes:

- Introduction to district leadership and key staff
- Overview of the district budget and financial management
- Review of this handbook and key Board policies
- Familiarization with the district's strategic plan and goals
- School site visits
- MSBA new member training

Minnesota School Boards Association (MSBA)

Edina Public Schools is a member of the Minnesota School Boards Association (MSBA). MSBA provides extensive professional development, legal resources, policy services, and advocacy support for school board members. Board members are strongly encouraged to:

- Attend the MSBA annual conference and leadership workshops
- Complete the MSBA Board development programs and certificate courses
- Utilize MSBA resources for policy guidance, legal questions, and governance support

Expenses for Development

The district will reimburse reasonable and necessary expenses for Board member participation in approved professional development activities, conferences, and training, subject to the Board's expense reimbursement policy (see Section 15).

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Section 14: Compensation, Expenses, and Out-of-State Travel

Board Member Compensation

Board Members are compensated $7,000 annually.
Board Chair is compensated an additional $1,500 annually.
Board Vice-Chair is compensated an additional $750 annually.

Expense Reimbursement

Board members are entitled to reimbursement for reasonable and necessary expenses incurred in the performance of their Board duties, including:

- Registration fees for approved conferences and training
- Transportation, lodging, and meals for approved Board travel
- Other expenses pre-approved by the Board Chair or Superintendent

All expenses must be submitted with original receipts on the district's approved expense report form within a reasonable time following the activity. Expense reports are reviewed by the Superintendent's office.

Out-of-State Travel

Out-of-state travel by Board members requires prior Board approval as required by Minnesota law (Minn. Stat. § 123B.09, subd. 8). Requests for out-of-state travel should be submitted to the Superintendent's office for placement on a Board agenda. The Board will approve travel destinations, purposes, and cost parameters in advance.

Conflicts of Interest

Board members must avoid situations in which their personal financial interests conflict with their duties. Before participating in a Board vote, members with a financial interest in the matter should:

1. Disclose the nature of the conflict to the full Board
2. Recuse themselves from discussion and the vote as appropriate
3. Leave the meeting room during executive session discussion of the matter

Questions about potential conflicts should be directed to legal counsel.

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Section 15: Legislative Advocacy

Board Legislative Platform

Each year, the Board adopts a legislative platform identifying the district's state and federal education policy priorities. The platform guides the Board's and district's advocacy efforts with the Minnesota Legislature, the Minnesota Department of Education, Congress, and the U.S. Department of Education.

Legislative Platform	Click Here

MSBA and AMSD Legislative Platforms

The Board also considers and may adopt or endorse the legislative platforms of the Minnesota School Boards Association (MSBA) and the Association of Metropolitan School Districts (AMSD) as additional advocacy frameworks.

Board Member Advocacy

Board members are encouraged to engage in legislative advocacy through the organized structures authorized by the Board and based on the established Board priorities, including:

- Meeting with state legislators and congressional representatives
- Testifying before legislative committees on education matters
- Hosting legislators for school visits and program tours
- Participating in MSBA and AMSD advocacy days
- Writing letters and making phone calls in support of district priorities

When advocating, Board members should clearly communicate adopted Board positions and clearly identify when they are expressing personal views.

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Section 16: School Board Goals and Strategic Planning

Strategic Plan

Edina Public Schools operates under a multi-year strategic plan that articulates the district's goals, priorities, and key initiatives. The Board adopts and periodically updates the strategic plan. All Board decisions should be aligned with the strategic plan.

Current Strategic Plan	Click Here

Annual Board Goals

In addition to the long-range strategic plan, the Board establishes annual goals to guide its work for the school year. Annual goals are typically adopted at the beginning of the school year and progress is reviewed throughout the year. Goals may address areas such as:

- Student achievement and academic outcomes
- Equity and inclusion
- Financial stewardship and budget sustainability
- Staff recruitment, development, and retention
- Family and community engagement
- Facilities and capital planning
- Legislative advocacy

Current Board Goals	Click Here

Reporting and Accountability

The Superintendent provides the Board with regular reports on progress toward strategic plan goals and annual Board goals. The Board reviews data, asks questions, and holds the district accountable for results.

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Section 17: Budget, Finance, and Fiscal Oversight

Budget Process

The Board is responsible for adopting an annual budget that reflects the district's priorities and complies with Minnesota law. The budget process typically follows these steps:

1. Administration develops preliminary budget projections based on enrollment, revenue estimates, and program needs
2. The Board reviews and provides direction during study sessions
3. A proposed budget is presented for public review
4. The Board adopts the final budget before July 1 of each fiscal year
5. The Board sets the property tax levy in December as required by the Truth in Taxation process

Truth in Taxation

Minnesota law requires the district to hold a public Truth in Taxation hearing before the final property tax levy is certified. The Board hears public comments on proposed taxes and provides community members with the opportunity to ask questions.

Financial Reports and Audits

The Board receives regular financial reports from administration, including:

- Monthly financial summaries and fund balance reports
- Annual independent audit results
- Budget amendments as needed

The Board reviews the annual audit and takes action to address any findings. Board members are encouraged to ask questions of the district's finance staff and auditors.

Fiscal Responsibility Principles

The Board is committed to:

- Maintaining adequate fund balance reserves in accordance with Board policy
- Making budget decisions that align with the district's strategic priorities
- Ensuring financial transparency and public reporting

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- Pursuing all available revenue sources, including state and federal grants
- Planning for long-range capital and facility needs

Section 18: Addressing Policy Violations by Board Members

Standards for Conduct

All Board members are expected to conduct themselves in accordance with this handbook, Board policies, and applicable law. Willful or continuing violations of Board policy undermine the Board's effectiveness and public trust.

Process for Addressing Violations

When a Board member is believed to have violated Board policy, the following process applies:

1. Any Board member may raise a concern about a policy violation with the Board Chair (or Vice Chair if the Chair is the subject of the concern).
2. The Chair may address the matter informally with the member in the first instance.
3. If informal resolution is not achieved, or the violation is serious, the matter may be placed on a Board agenda for discussion.
4. The Board may take action including a formal reprimand or censure by majority vote.
5. The Board may also seek legal counsel regarding its options and obligations under Minnesota law.

Removal from Office

A School Board member may be removed from office only as provided by Minnesota law. The Board's formal censure does not itself remove a member from office.

Retaliation Prohibited

No Board member shall retaliate against another member for raising good-faith concerns about policy violations or ethical conduct.

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Section 19: Key Resources and Contacts

District Administration

Position	Name	Contact
Superintendent	Dr. Dan Bittman	[Phone / Email]
Executive Assistant to Supt. & Board	Anne Naas	[Phone / Email]

Key External Organizations

Organization	Purpose	Website
Minnesota School Boards Association (MSBA)	Board development, policy, advocacy	www.mnmsba.org
Association of Metropolitan School Districts (AMSD)	Metro district advocacy and collaboration	www.amsd.org
Minnesota Department of Education (MDE)	State education regulation and reporting	education.mn.gov
U.S. Department of Education	Federal education law and funding	www.ed.gov
Hennepin County	County government partnerships	www.hennepin.us

Key Statutes for Board Members

Board members should be familiar with the following Minnesota statutes (links available through the Office of the Revisor of Statutes at www.revisor.mn.gov):

- Minn. Stat. Ch. 123B – School Board governance, powers, and duties
- Minn. Stat. § 13D – Open Meeting Law
- Minn. Stat. Ch. 13 – Minnesota Government Data Practices Act
- Minn. Stat. Ch. 205A – Municipal Elections (school board elections)
- Minn. Stat. Ch. 471 – Public Employment and Conflicts of Interest

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Appendix: Board Member Acknowledgment

I have received and read the Edina Public Schools School Board Member Handbook. I understand the responsibilities, expectations, and policies described herein, and I commit to upholding them throughout my service on the Board.

_____ Date: _____

Board Member Name (Print): _____

Signature: _____

Please return a signed copy to the Executive Assistant to the Superintendent and School Board.

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