



**FOREST LAKE AREA SCHOOLS  
FOREST LAKE, MN 55025**

**December 3, 2015**

**AGENDA ITEM: 9.2**

**TOPIC: Approval of and Appointment to Extra Curricular  
Positions Policy #420**

**BACKGROUND:** This policy needed to be updated.

**PROCESS:** The School Board Policy Committee has reviewed this policy and they are presenting it to the School Board with the changes noted.

**RECOMMENDATION:** Approval of this policy.

## APPROVAL OF AND APPOINTMENT TO EXTRA CURRICULAR POSITIONS

1. The approval of ~~contracted~~ extra curricular positions, as with other positions within the district, and the appointment of individuals to those positions shall be the responsibility of the School Board. Appointments to such positions will be made annually, in consideration of administrative recommendation.
  
2. ~~When a vacancy occurs in an existing supplemental position, these procedures will be followed:~~
  - a. ~~Appointment will be made by the Superintendent based upon the Principal's recommendation.~~
  
  - b. ~~Payment will be made by voucher upon completion of the activity.~~
  
3. In those cases where additional supplemental positions are required to meet the needs of various activities, these procedures will be followed:
  - a. ~~An exact~~ daily record of the total number of active participants will be kept in those athletic or other extracurricular activities ~~which have a large turn-out.~~
  
  - b. ~~During the first week of the activity, the Principal will make a recommendation to the Director of Personnel and Administration regarding the addition of an extra-coach(es) supported by the number of active participants as established in 3.a above. The Activities Director will monitor student participation numbers and will consider other factors, such as the risk level of the activity, the desirable level of adult supervision or guidance, and the revenue available within the Activities program.~~
  
  - c. ~~The Director of Personnel and Administration will examine the data presented and make a recommendation to the Superintendent. The Activities Director will discuss any proposed change to the number of available athletic coach or activity advisor positions with the School Principal, Director of Administration and Human Resources, Director of Business Services, and Superintendent, as appropriate.~~
  
  - d. The Superintendent will make the decision regarding the immediate hiring of temporary additional assistant coach(es) or advisor(s) on a ~~casual~~ temporary basis until School Board action can be taken.
  
  - e. At the next School Board meeting, the Superintendent will recommend the hiring of any temporary assistant coaches required because of a large number of

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participants in a specific activity.

~~f. School Board approval will be for the remainder of the school year only.~~

~~g. Payment will be made by voucher upon completion of the activity.~~

~~4. All contracted extra-curricular vacancies must be posted at least ten days prior to appointment.~~

~~5. Selection and appointment of Department and Building Chairpersons shall be in accordance with Policy 403 (Revised: 7/21/75).~~

ADOPTED: 5/3/76  
REVISED: 3/19/79