



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

**December 5, 2013**

**AGENDA ITEM: 10.4**

**TOPIC: Proposed Deletion of Outdated Policy 403 – Selection of District Department and Secondary Building Chairpersons**

**BACKGROUND:** The process outlined in this policy for the selection of district department and secondary building chairpersons is outdated.

**PROCESS:** The Policy Committee has reviewed this policy and is recommending that it be discontinued.

**RECOMMENDATION:** First reading.

## PROPOSE DELETION OF THIS POLICY

403

### SELECTION OF DISTRICT DEPARTMENT AND SECONDARY BUILDING CHAIRPERSONS

1. It is the policy of the School Board that teachers and administrators both be involved in the selection of District Department and Secondary Building Chairpersons.
2. At the elementary level, teachers who serve on the subject area curriculum committee or who participate in the piloting of textbooks, shall first democratically select a minimum of two candidates for the position of Elementary District Department Chairperson.
3. At the secondary level, for the selection of Secondary Building Chairpersons, the teacher shall select a minimum of two candidates from each secondary school building. (Thus, where authorized, some departments will have three Secondary Building Chairpersons in addition to the district department head.) The final selection shall be made by the Administrative Council.
4. At the secondary level, for the selection of Secondary Department Chairpersons, the teachers in each building department shall select one candidate from each building department. A recommendation by the Director of Educational Services, chosen from the nominated candidates, shall be given to the Administrative Council. The final selection shall be made by the Administrative Council.
5. The position of each District Department Chairperson and Secondary Building Chairperson shall be reviewed annually prior to May 1st of each year. District Department chairpeople shall be appointed at the second Administrative Council in May for the following school year. Whenever possible the appointment to the position of Secondary Department Chairperson will be for a minimum of two years.
6. If a department fails to select candidates, the position will be filled as described in Article IX, Section 3, of the Master Agreement.

REVISED: 01/14/74  
07/21/75  
05/02/88  
11/16/92