



Memorandum

March 10, 2011

TO: Mr. John Beckstrom
Mr. Bill Bresin
Mr. Joe Grafft
Ms. Sarina Hannon
Mr. Nick Jensen
Mr. Eric Jordahl
Dr. Ben Lewis
Ms. Kathy McMorrow
Ms. Karen Morehead
Dr. Janet Palmer
Ms. Deborah Wall

FROM: Donna M. Friedmann *DMF*
Director of Administration & Human Resources

SUBJ: POLICY COMMITTEE MEETING

The next meeting of the Policy Committee will be held promptly at 8:00 p.m. on Thursday, March 17, 2011, in the Board Room at the District Office. The agenda for this meeting is enclosed. Please contact me at 651/982-8123 if you are unable to attend this meeting.

DF/kk

cc: Linda Madsen, Superintendent
Kathy Bystrom, School Board
Dan Kieger, School Board
Rob Rapheal, School Board
Erin Turner, School Board
Press (3)

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Forest Lake Area Schools • Independent School District 831 • Equal Opportunity Employer

INDEPENDENT SCHOOL DISTRICT NO. 831
Forest Lake, Minnesota 55025

Policy Committee Meeting
March 17, 2011 – 8:00 p.m. – District Office Board Room

AGENDA

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|---|
| <ol style="list-style-type: none">1. Leaves of Absence Policy 415 – Distributed February 2011 Meeting2. Out-of-State Travel by School Board Members Policy 103B – Sent Back to Policy Committee3. School Board Member Code of Ethics Policy 114 – Annual Review4. Use of Student Records (Legislative Changes) – February 2010 Attachment – Extra copies will be available |
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5. Transportation Employee Drug and Alcohol Policy 430 – Requested by Transp Supv – April 2011
 6. Consideration of Other Policies to be Scheduled for Review
 7. Other Matters
 8. Annual Policy Reviews
 - School Discipline Policy 515 (April 2011)
 - Harassment and Violence Policy 425 (April 2011)
 - Wellness Policy 546 (May 2011) – Pending Wellness Committee Input
 - Family & Medical Leave Policy 428 (September 2011) – No legislative changes required in September 2010
 - Mandated Reporting of Maltreatment of Vulnerable Adults Policy 414 (October 2011)
 - Mandated Reporting of Child Neglect or Physical or Sexual Abuse Policy 522 (October 2011)
 - Technology Acceptable Use and Safety Policy 540 (November 2011)
 - Student Sex Nondiscrimination Policy 421 (November 2011)
 - Student Transportation Safety Policy 531 (November 2011)
 - Anti-Bullying Policy 541 (December 2011)
 - School Board Member Reimbursement Guidelines Policy 103A (December 2011)
 - Out-of-State Travel by School Board Members Policy 103B (December 2011)
 - Crisis Management Policy 538 (February 2012)
 - School Board Member Code of Ethics Policy 114 (March 2011)
 9. Future Policy Review
 - Naming of School Buildings or Portions Thereof Such as Naming a Gymnasium
 - Random Drug Testing
 - Policy on Superintendent Contract Renewals – See Minnesota Statute 123B.143 (Review 90 day suggestion)
 10. Policies at School Board for Action
 - Final Reading on 3/3/11:
 - School Board Member Reimbursement Guidelines Policy 103A
 - Out-of-State Travel by School Board Members Policy 103B – Sent Back to Policy Committee
 - Student Sex Nondiscrimination Policy 421
 - Veteran's Preference Policy 441
 - Student Transportation Safety Policy 531
 - Technology Acceptable Use and Safety Policy 540
 - Anti-Bullying Policy 541
 - Community Use of School Facilities Policy 701
 - First Reading on 3/3/11:
 - Discontinue Student Pregnancies Policy 513
 - Pregnancy and Parental Status Policy 530
 - Equal Educational Opportunity Policy 535
 - Crisis Management Policy 538

LEAVE OF ABSENCE

Requests for leaves of absence not covered in the Master Agreement shall be made to the School Board via the Superintendent. Approval of such requests will be based upon the individual merits of the request.

A leave of absence without pay will be considered for the following purposes:

- A. Study towards an advanced degree.
- B. Teaching in a foreign country.
- C. Election or appointment to a governmental office.
- D. Accompanying spouse on a temporary assignment out of the area.
- E. Other purposes approved by the School Board

OTHER CONDITIONS:

- 1. A minimum of five consecutive years of teaching in the District shall be required to qualify for a leave of absence without pay, with the exception of military or maternity leave.
- 2. Leave of absence requests for the purpose of exploring other employment will be given low priority if requested after June 1.
- 3. When a leave is approved, the District may require specific information from the employee during the duration of the leave substantiating the intent of the original request.
- 4. Teachers receiving a leave of absence must notify the Superintendent by ~~March 1~~ **February 1** of the following year, indicating whether they will be returning, opting to seek an additional year of leave, or terminating employment with the District.
- 5. A leave of absence will not be approved for an individual to teach as a tenured teacher in another district.
- 6. Leaves of absence without pay will be for one year and contingent upon finding a suitable replacement.

APPROVED BY POLICY COMMITTEE: 3/13/95

ADOPTED: 4/4/95

ADOPTED: 8/2/07

Attachment to Policy 103

OUT-OF-STATE TRAVEL BY SCHOOL BOARD MEMBERS

103B

I. PURPOSE

The purpose of this policy is to control out-of-state travel by school board members as required by law.

II. GENERAL STATEMENT OF POLICY

School board members have an obligation to become informed on the proper duties and functions of a school board member, to become familiar with issues that may affect the school district, to acquire a basic understanding of school finance and budgeting, and to acquire sufficient knowledge to comply with federal, state and local laws, rules, regulations and school district policies that relate to their functions as school board members. Occasionally, it may be appropriate for school board members to travel out of state to fulfill their obligations.

III. APPROPRIATE TRAVEL

Travel outside the state is appropriate when the school board finds it proper for school board members to acquire knowledge and information necessary to allow them to carry out their responsibilities as school board members. Travel to regional or national meetings of the National School Boards Association is presumed to fulfill this purpose. Travel to other out-of-state meetings for which the member intends to seek reimbursement from the school district should be preapproved by the school board.

IV. REIMBURSABLE EXPENSES

Expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district-related expenses consistent with Policy #302.

V. REIMBURSEMENT

- A. Requests for reimbursement must be itemized on the official school district form and are to be submitted to the designated administrator. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.
- B. Automobile travel shall be reimbursed at the mileage rate set by the school board. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.
- C. Amounts to be reimbursed shall be within the school board's approved budget allocations, including attendance at workshops and conventions.

VI. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

The superintendent shall develop a schedule of reimbursement rates for school district business expenses, including those expenses requiring advance approval and specific rates of reimbursement. The superintendent shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement.

~~VII. ANNUAL REVIEW~~ (MSBA removed this section from their model policy.)

~~This policy must be annually reviewed by the school board.~~

Legal References: Minn. Stat. § 123B.09, Subd. 2 (School Board Member Training)
Minn. Stat. § 471.661 (Out-of-State Travel)
Minn. Stat. § 471.665 (Mileage Allowances)
Minn. Op. Atty. Gen. No. 1035 (August 23, 1999) (Retreat Expenses)
Minn. Op. Atty. Gen. No. 161b-12 (August 4, 1997) (Transportation Expenses)

Cross References: Travel Expense Reimbursement Policy 302

ADOPTED: 12/15/05
12/07/06
02/07/08
02/05/09
02/04/10

I. PURPOSE

The purpose of this policy is to assist **the individual** school board members in ~~recognizing~~ **understanding** ~~the his or her~~ role of ~~individual~~ **as part of a** school board members and **in recognizing** the contribution that each **member** must make to develop an effective and responsible school board.

II. GENERAL STATEMENT OF POLICY

Each school board member shall follow the code of ethics stated in this policy.

A. AS A MEMBER OF THE SCHOOL BOARD, I WILL:

1. ~~Listen.~~ **Attend school board meetings.**
2. **Come to the meetings prepared for discussion of the agenda items.**
3. **Listen to the opinions and views of others (including, but not limited to, other school board members, administration, staff, students, and community members).**
4. **Vote my conscience after informed discussion, unless I abstain because a conflict of interest exists.**
5. **Support the decision of the school board, even if my position concerning the issue was different.**
- 2 6. **Recognize the integrity of my predecessors and associates and appreciate their work.**
3. ~~Appreciate the merit of their work.~~
- 4 7. **Be primarily motivated only by a desire to serve provide the best possible education for the pupils students of my school district.**
- 5 8. **Attempt to iInform myself on about the proper duties and functions of a school board member.**
6. ~~Recognize that it is my responsibility, together with other school board members, to see that the schools are properly run, not to run them myself.~~
7. ~~Work through the administration employees of the school board—not over or around them.~~
8. ~~Recognize that school business may be legally transacted only in an open meeting of the school board.~~

B. IN PERFORMING THE PROPER FUNCTIONS OF A SCHOOL BOARD MEMBER, I WILL:

1. ~~Perform under~~ **Focus on** education ~~policeies unless necessity requires otherwise~~ **policy as much as possible.**
2. ~~Function in meeting the legal responsibility that is mine as part of a policy forming body—not as an administrative officer.~~ **Remember my responsibility is to set policy – not to implement policy.**
3. Consider myself a trustee of public education and do my best to protect, conserve, and advance its progress.
4. **Recognize that my responsibility, exercised through the actions of the school board as a whole, is to see that the schools are properly run – not to run them myself.**
5. **Work through the superintendent – not over or around the superintendent.**
6. **Delegate the implementation of school board decisions to the superintendent.**

C. TO MAINTAIN ~~DESIRABLE~~ RELATIONS WITH OTHER MEMBERS OF THE SCHOOL BOARD, I WILL:

1. Respect the rights of others to have and express opinions.
2. Recognize that authority rests with the school board in legal session – not with the individual members of the school board except as authorized by law.
3. Make no disparaging remarks, in or out of school board meetings, about other members of the school board or their opinions.
4. ~~Recognize that to promise in advance of a meeting~~ **Keep an open mind about** how I will vote on any proposition ~~is to close my mind and agree not to think through other points of view which may be presented to the meeting~~ **until the board has met and fully discussed the issue.**
5. Make decisions **by voting** in school board meetings ~~only~~ after all sides of debatable questions have been presented.
6. ~~Delegate details of school board action to administrative employees.~~
- 7 6. Insist that ~~special~~ committees be appointed to serve only in an advisory capacity to the school board.

D. IN MEETING MY RESPONSIBILITIES TO MY COMMUNITY, I WILL:

1. Attempt to appraise **and plan for** both the present and future educational needs of the school district **and community**.
2. Attempt to obtain adequate financial support for the school **district's** programs.
- ~~3. Interpret the needs and attitudes of the community and do my best to translate them into the educational program of the school district.~~
- ~~4. Consider it an important responsibility to interpret the educational program of the school as it relates to the needs of the community.~~
- ~~5~~ 3. Insist that business transactions of the school district be ~~on an~~ ethical, **and** open, ~~and above board~~ basis.
4. **Strive to uphold my responsibilities and accountability to the taxpayers in my school district.**

E. IN WORKING WITH THE SUPERINTENDENT OF SCHOOLS AND STAFF, I WILL:

1. Hold the superintendent responsible for the administration of the school district.
2. Give the superintendent authority commensurate with his/her responsibilities.
3. Assure that the school district will be administered by the best professional personnel available.
4. Consider the recommendation of the superintendent in ~~the appointment of~~ **hiring** all employees.
5. Participate in school board action after considering the recommendation of the superintendent and only after the superintendent has furnished adequate information supporting the recommendation.
6. ~~Expect~~ **Insist** the superintendent ~~to keep~~ the school board adequately informed at all times ~~through both oral and written reports.~~
- ~~7. Spend adequate time in school board meetings on educational policies.~~
- ~~8~~ 7. ~~Give~~ **Offer** the superintendent counsel and advice.
- ~~9~~ 8. Recognize the status of the superintendent as ~~an~~ **the chief executive officer and a non-voting** ex officio member of the school board.
- ~~10~~ 9. Refer all complaints to the proper administrative officer or insist that they be presented in writing to the whole school board **for proper referral according to the chain of command.**

- 10. Present any personal criticisms of employees to the superintendent.
- 11. Provide support for the superintendent and employees of the school district so they may perform their proper functions on a professional level.

F. IN FULFILLING MY LEGAL OBLIGATIONS AS A SCHOOL BOARD MEMBER, I WILL:

1. Comply with all federal, state, and local laws relating to my ~~function~~ **work** as a school board member ~~including all data privacy laws.~~
2. Comply with all school district policies as adopted by the school board.
3. Abide by all rules and regulations as promulgated by the Minnesota Department of Education and other **state and** federal ~~and state~~ agencies with jurisdiction over school districts.
4. ~~This policy will be reviewed at least annually for compliance with state and federal law.~~ **Recognize that school district business may be legally transacted only in an open meeting of the school board.**
5. **Avoid conflicts of interest and refrain from using my school board position for personal gain.**
6. **Take no private action that will compromise the school board or administration.**
7. **Guard the confidentiality of information that is protected under applicable law.**

I have read and received a copy of this policy.

School Board Member Signature

Date

Legal References: Minn. Stat. § 123B.02, Subd. 1 (School District Powers)
Minn. Stat. § 123B.09 (School Board Powers)
Minn. Stat. § 123B.143, Subd. 1 (Superintendent)

Cross References: MSBA Service Manual, Chapter 1, School Board Member Code of Ethics

ADOPTED: 08/17/92
REVISED: 05/06/10

This isn't part of the MSBA model policy.