



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

November 2, 2017

AGENDA ITEM: 10.5

TOPIC: Staff Facilities Policy #405

BACKGROUND: It is the policy of the School Board that adequate facilities in each building be available for staff members, contingent on availability of space in individual buildings.

PROCESS: The School Board Policy Committee has reviewed this policy and they are presenting it to the School Board with the change noted in #5.

RECOMMENDATION: First reading of this policy.

It is the policy of the School Board that adequate facilities in each building be available for staff members contingent on availability of space in individual buildings. Such facilities to include the following:

1. Space for the storage of instructional materials and supplies.
2. A faculty work area -- preferably separated from the faculty lounge -- equipped with supplies and equipment to be used in the preparation of instruction materials.
3. A faculty lounge -- out of bounds to all students, except when authorized by a faculty member.
4. A serviceable desk and chair for each teacher.
5. Faculty rest rooms that are not to be used by students, unless a building need exists which would require, or render advisable, mutual use of single-user rest rooms by staff and students.
6. A dining area, separate from the students where possible.
7. Writing and/or projection boards appropriate for instruction.
8. A telephone so located that a staff member can have privacy while talking to parents.
9. Parking lot space or other appropriate temporary provisions for staff parking.

REVISED: 06/04/15