



Board of Education Big Lake School District #727 Organizational Meeting

Mission Statement

Our mission is to challenge, educate, & inspire all students to reach their highest level of achievement in academics, athletics, & the arts.

Wednesday, January 10, 2024
5:30 PM
Middle School Student Center
601 Minnesota Ave
Big Lake, MN 55309

I. Call to Order

Chair, Tonya Reasoner

II. Roll Call

Chair, Tonya Reasoner

III. Approve the Agenda

Chair, Tonya Reasoner

IV. Pledge of Allegiance

Chair, Tonya Reasoner

V. Organization for 2024

Board Chair

A. Chair

Elect Chair for 2024

B. Clerk

Elect Clerk for 2024

C. Treasurer

Elect Treasurer for 2024

VI. Board Meeting Schedule

Board Chair

Review meeting schedule and make changes if needed. Discuss adding provisions if a meeting is canceled due to inclement weather.

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VII. Designation of Official Newspaper

Board Chair

Patriot

VIII. Designation of Depository for School Funds

Board Chair

Old National Bank of Big Lake and any other as determined

IX. Compensation for School Board Members

Board Chair

\$75.00 for regular/special meetings and committees. \$110.00 for meetings exceeding four hours. Yearly stipend of \$700 for Board Chair and \$500 for Treasurer.

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X. Approve Use of Facsimile Signature Stamp for Board Members Signing Checks

Board Chair

Signature stamps for Board Chair, Clerk and Treasurer

XI. Electronic Fund Transfers

Board Chair

Approve Director of Business Services, Accountant, Human Resources Coordinator, Payroll Specialist, and Superintendent to make electronic fund transfers on behalf of Big Lake Schools.

XII. Committee and Representative Assignments

Board Chair

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Review committee assignments of Board members for 2024

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XIII. Legal Counsel

Board Chair

Legal counsel on a need basis by the Superintendent or Board's discretion. Ratwik, Roszak & Maloney is the legal firm used by the District.

XIV. Set Mileage Reimbursement Rate

Board Chair

Set rate at the IRS mileage reimbursement rate of 67 cents per mile

XV. Membership in Organizations

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Board Chair

A. Minnesota School Board Association (MSBA)

B. Schools for Equity Education (SEE)

C. Resource Training and Solutions

D. Central Minnesota Educational Research and Developmental Council

E. Minnesota State High School League (MSHSL)

XVI. Review Policies 206 Public Participation in School Board Meetings and 209

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Code of Ethics

Board Chair

XVII. Adjournment

Board Chair

Adjourn the Organizational meeting.

Strategic Plan Focus Areas

Student Support

Staff Support

Family & Community Engagement

2024 Big Lake School District #727 Board of Education Meeting Dates

The Board of Education meeting dates for 2024 are listed below. All meetings are held in the Middle School Student Center unless otherwise indicated. The Big Lake Board of Education reserves the right to change the meeting dates/locations when conflicts occur.

<u>Date</u>	<u>Meeting Type</u>	<u>Time</u>
Thursday, January 25, 2024	Regular Meeting	6:30 PM
Thursday, February 8, 2024	Work Session	6:30 PM
Thursday, February 22, 2024	Regular Meeting	6:30 PM
Thursday, March 7, 2024	Work Session	6:30 PM
Thursday, March 21, 2024	Regular Meeting	6:30 PM
Thursday, April 11, 2024	Work Session	6:30 PM
Thursday, April 25, 2024	Regular Meeting	6:30 PM
Thursday, May 9, 2024	Work Session	6:30 PM
Thursday, May 23, 2024	Regular Meeting	6:30 PM
Thursday, June 20, 2024	Regular Meeting	6:30 PM
Thursday, July 25, 2024	Regular Meeting	6:30 PM
Thursday, August 22, 2024	Regular Meeting	6:30 PM
Thursday, September 26, 2024	Regular Meeting	6:30 PM
Thursday, October 10, 2024	Work Session	6:30 PM
Thursday, October 24, 2024	Regular Meeting	6:30 PM
Thursday, November 7, 2024	Work Session	6:30 PM
Thursday, November 21, 2024	Regular Meeting	6:30 PM
Thursday, December 19, 2024	Truth in Taxation	6:00 PM
Thursday, December 19, 2024	Regular Meeting	6:30 PM

Clarification for Board Payroll

Paid Meetings

1. Any meeting that is called to order and adjourned with documented minutes (or recorded) will be counted as a paid meeting.
 - Regular Board Meeting
 - Work Session
 - Special Meeting
 - Organizational Meeting
 - Truth in Taxation
 - Closed Meeting—a closed session within a regular meeting will not be counted as a paid meeting
2. Committee Meetings
3. Negotiation Meetings
4. District Advisory Meetings
5. Special Community Events (if you are there in an official School Board capacity)
 - Music in the Park
 - Expo
6. School Functions (if you are there in an official School Board capacity)
 - Graduation
 - Kindergarten Round Up
7. City/County Meetings
 - Joint Powers
8. Individual Meetings with Superintendent
9. Phone conference for official school business

Unpaid

Facility Tours

Award Banquets

Phone, email, or meetings between two or three board members

Treasurer meeting

Wright Tech Board Meetings (paid from Wright Tech)



2023 SCHOOL BOARD COMMITTEES

Finance Committee

MEMBERS: Tony Scales, Amber Sixberry, Tonya Reasoner

The finance committee meets during the year as needed during the budget cycle. Members of this committee understand the financial status of the district and serve in an advisory capacity to administration and the board. Recommendations from this committee are presented to the board for further discussion and action.

Meeting Dates

As Needed

Policy Committee

MEMBERS: Lenette Brown, Ashley Schabilion, Tonya Reasoner

The policy committee continuously reviews current policy and makes recommendations to the board for further discussion and approval. This committee seeks to understand and interpret current and emerging legislation and mandates in order to develop policy drafts, which guide and govern decisions for Big Lake Schools.

Meeting Dates

As Needed

Buildings and Grounds Committee

MEMBERS: Lenette Brown, Tonya Reasoner, Amber Sixberry

The building and grounds committee meets as needed to review and discuss facilities maintenance, current and future construction projects, and Health and Safety programming.

Meeting Dates

As Needed



2023 SCHOOL BOARD REPRESENTATIVES

- Food Service: Lenette Brown (Alternate—Tony Scales)
- Sherburne and Northern Wright Special Education Cooperative: Tonya Reasoner
- Minnesota State High School League: Amber Sixberry
- Activities/Athletics Advisory: Amber Sixberry
- Community Education Advisory: Lenette Brown (Alternate—Ashley Schabilion)
- Wright Technical Center: Amber Sixberry (Alternate—Ashley Schabilion)
- Transportation: Tony Scales (Alternate—Lenette Brown)
- Legislative/Schools for Equity in Education: Ashley Schabilion (Alternate—Lenette Brown)
- World’s Best Workforce: Ashley Schabilion (Alternate—Lenette Brown)
- Negotiations
 - Administrative/Non-Affiliated: Lenette Brown (Alternate-Tonya Reasoner)
 - Certified (Teachers): Tony Scales (Alternate—Amber Sixberry)
 - Support Staff (Custodians, Education Assistants, Secretaries): Lenette Brown (Alternate—Ashley Schabilion)

2023-2024 Membership Costs

Minnesota School Board Association (MSBA) Regular Membership	\$11,410
• Support Services for School Board	
Schools for Equity in Education (SEE)	\$4,565
• SEE supports and encourages the involvement of parents, community members, business, staff and school board members in our work with state legislators and leaders including adequate and sustainable education funding	
Resource Training and Solutions	\$3,833.60
• Health and safety	
• Professional development	
Central Minnesota Educational Research and Developmental Council (CMERDC)	\$1,150
• Access to finance and human resources software	
• Volume purchasing	
• UFARS support	
Minnesota State High School League (MSHSL)	\$6,517.50



PUBLIC PARTICIPATION IN SCHOOL BOARD MEETINGS/COMPLAINTS ABOUT PERSONS AT SCHOOL BOARD MEETINGS AND DATA PRIVACY CONSIDERATIONS

I. PURPOSE

The purpose of this policy is to provide procedures to assure open and orderly public discussion as well as to protect the due process and privacy rights of individuals under the law.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school board is to encourage discussion by citizens of subjects related to the management of the school district at school board meetings. The school board may adopt reasonable time, place, and manner restrictions on public expression in order to facilitate free discussion by all interested parties.
- B. The school board shall, as a matter of policy, protect the legal rights to privacy and due process of employees and students.
- C. Among the rights available to the public is the right to access public data as provided by Minn. Stat. Ch. 13.

III. DEFINITIONS

- A. "Personnel data" means government data on individuals maintained because the individual is or was an employee or applicant for employment. For purposes of this policy, "employee" includes a volunteer or an independent contractor. Personnel data also includes data submitted by an employee to the school district as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or to improve school district operations.
- B. Personnel data on current and former employees that is "public" includes:
Name; employee identification number, which must not be the employee's social security number; actual gross salary; salary range; terms and conditions of employment relationship; contract fees; actual gross pension; the value and nature of employer paid fringe benefits; the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary; bargaining unit; job title; job description; education and training background; previous work experience; date of first and last employment; the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action; the final disposition of any disciplinary action as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the school district; the complete terms of any agreement settling any dispute arising out of the employment relationship, including a buyout agreement as defined in Minn. Stat. § 123B.143, Subd. 2, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money and such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data; work location; work telephone number; badge number; work-related continuing education; honors and awards received; and payroll time sheets or other comparable data that are only used to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data

- C. Personnel data on current and former applicants for employment by the school district that is “public” includes:
 Veteran status; relevant test scores; rank on eligible list; job history; education and training; and work availability. Names of applicants shall be private data except when certified as eligible for appointment to a vacancy or when applicants are considered by the school board to be finalists for a position in public employment. For purposes of this subdivision, “finalist” means an individual who is selected to be interviewed by the appointing authority prior to selection
- D. “Educational data” means data maintained by the school district or by a person acting for the school district which relates to a student.
- E. “Student” means an individual currently or formerly enrolled or registered in the school district, or applicants for enrollment or registration, or individuals who receive shared time educational services from the school district.
- F. Data about applicants for appointments to a public body, including a school board, collected by the school district as a result of the applicant’s application for appointment to the public body are private data on individuals, except that the following are public: name; city of residence, except where the appointment has a residency requirement that requires the entire address to be public; education and training; employment history; volunteer work; awards and honors; prior government service; any data required to be provided or that is voluntarily provided in an application to a multimember agency pursuant to Minn. Stat. § 15.0597; and veteran status. Once an individual has been appointed to a public body, the following additional items of data are public: residential address; either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee; the first and last dates of service on the public body; the existence and status of any complaints or charges against an appointee; and, upon completion of an investigation of a complaint or charge against an appointee, the final investigative report unless access to the data would jeopardize an active investigation. Any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

IV. RIGHTS TO PRIVACY

- A. School district employees have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
 - 1. right to a private hearing for teachers, pursuant to Minn. Stat. § 122A.40, Subd. 14 (Hearing Procedures);
 - 2. right to privacy of personnel data as provided by Minn. Stat. § 13.43 (Personnel Data);
 - 3. right to consideration by the school board of certain data treated as not public as provided in Minn. Stat. § 13D.05 (Meetings Having Data Classified as Not Public Data);
 - 4. right to a private hearing for licensed or non-licensed head varsity coaches to discuss reasons for nonrenewal of a coaching contract pursuant to Minn. Stat. § 122A.33, Subd. 3 (Notice of Nonrenewal; Opportunity to Respond).
- B. School district students have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
 - 1. right to a private hearing, pursuant to Minn. Stat. § 121A.47, Subd. 5 (Exclusion and Expulsion Procedures);
 - 2. right to privacy of educational data as provided in, Minn. Stat. § 13.32 (Educational Data); 20 U.S.C. § 1232g (FERPA); and state and federal regulations;
 - 3. right to privacy of complaints as provided by child abuse reporting and discrimination laws, Minn. Stat Ch. 160 E (Reporting of Maltreatment of Minors) and Minn. Stat. Ch. 363A (Minnesota Human Rights Act).

V. THE PUBLIC'S OPPORTUNITY TO BE HEARD

The school board will strive to give all citizens of the school district an opportunity to be heard and to have complaints considered and evaluated, within the limits of the law and this policy and subject to reasonable time, place, and manner restrictions. Among the rights available to the public is the right to access public data as provided by Minn. Stat. Ch. § 13 (Minnesota Government Data Practices Act (MGDPA)).

VI. PROCEDURES

A. Open Forum Guidelines

1. The topic must address an item on the board agenda. Community members seeking to have a subject discussed at a public school board meeting are encouraged to notify the superintendent's office in advance of the school board meeting and provide his or her name, address, the name of the group represented (if any) and the subject to be covered or issue requested to be addressed.
2. Community members who would like to address the school board, will fill out a slip with name and address and provide to the board chair prior to the meeting start time.
3. The board chair will recognize one speaker at a time and will rule out of order other speakers who are not recognized. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the school board or the proceedings may be directed to leave.
4. Speakers must state their name.
5. Each speaker will be provided three minutes.
6. The board chair can end the Open Forum at any time.
7. Data privacy laws do not allow for any matters concerning private or confidential data about individual employees or students to be discussed.
8. The school board chair shall promptly rule out of order any discussion by any person, including school board members, that would violate the provisions of state or federal law, this policy or the statutory rights of privacy of an individual.
9. Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the school board.
10. Depending upon the number of persons in attendance seeking to be heard, the school board reserves the right to impose such other limitations and restrictions as necessary in order to provide an orderly, efficient, and fair opportunity for those present to be heard.
11. The school board is not required to hold an open forum and this procedure may be modified by the board at any time.

B. Complaints – Also see policy 103

1. Routine complaints about a teacher or other employee should first be directed to that teacher or employee or to the employee's immediate supervisor.
2. If the complaint is against an employee relating to child abuse, discrimination, racial, religious, or sexual harassment or other harassment based on protected class, or other activities involving an intimidating atmosphere, the complaint should be directed to the employee's supervisor or other official as designated in the school district policy governing that kind of complaint. In the absence of a designated person, the matter should be referred to the superintendent.
3. Unresolved complaints from Paragraph 1. of this section or problems concerning the school district should be directed to the superintendent's office.
4. Complaints which are unresolved at the superintendent's level may be brought before the school board by notifying the school board in writing.

C. Open Forum

The school board may provide a specified period of time at a regular board meeting when

persons may address the school board on any topic, subject to the limitations of this policy. The school board reserves the right to allocate a specific period of time for this purpose and limit time for speakers accordingly.

The school board may decide to hold certain types of public meetings where the public will not be invited to address the school board. Possible examples are work sessions and board retreats. The public will still be entitled to notice of these meetings and will be allowed to attend these meetings, but the public will not be allotted time during the meeting to address the board.

VII. PENALTIES FOR VIOLATION OF DATA PRIVACY

- A. The school district is liable for damages, costs and attorneys' fees, and, in the event of a willful violation, punitive damages for violation of state data privacy laws. (Minn. Stat. § 13.08, Subd. 1)
- B. A person who willfully violates data privacy or whose conduct constitutes the knowing unauthorized acquisition of not public data, as defined in Minn. Stat. § 13.055, subd, 1, is guilty of a misdemeanor. (Minn. Stat. § 13.09)
- C. In the case of an employee, willful violation of the MGDPA, Chapter 13, and any rules adopted thereunder, including any action subject to a criminal penalty under Section VI.B., constitutes just cause for suspension without pay or dismissal. (Minn. Stat. § 13.09)

- Legal References:
- Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
 - Minn. Stat. § 13.055, subd, 1 (Disclosure of Breach in Security; Notification and Investigation Report Required)
 - Minn. Stat. § 13.08 (Civil Remedies)
 - Minn. Stat. § 13.09 (Penalties)
 - Minn. Stat. § 13.43 (Personnel Data)
 - Minn. Stat. § 13.601, Subd. 3 (Applicants for Appointment)
 - Minn. Stat. § 13D.05 (Meetings Having Data Classified as Not Public)
 - Minn. Stat. § 15.0597 (Appointments to Multimember Agencies)
 - Minn. Stat. § 121A.47, Subd. 5 (Exclusion and Expulsion Procedures)
 - Minn. Stat. § 122A.33, Subd. 3 (Notice of Nonrenewal; Opportunity to Respond)
 - Minn. Stat. § 122A.40, Subd. 14 (Hearing Procedures)
 - Minn. Stat. § 122A.44 (Contracting with Teachers; Substitute Teachers)
 - Minn. Stat. § 123B.02, Subd. 14 (Employees; Contracts for Services)
 - Minn. Stat. § 123B.143, Subd. 2 (Disclose Past Buyouts or Contract is Void)
 - Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
 - Minn. Stat. 260E (Reporting of Maltreatment of Minor)
 - 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
 - Minn. Op. Atty. Gen. 852 (July 14, 2006)
- Cross References:
- School District Policy 205 (Open Meetings and Closed Meetings)
 - MSBA/MASA Model Policy 207 (Public Hearings)
 - School District Policy 406 (Public and Private Personnel Data)
 - School District Policy 515 (Protection and Privacy of Pupil Records)
 - MSBA Service Manual, Chapter 13, School Law Bulletin "C" (Minnesota's Open Meeting Law)
 - MSBA Service Manual, Chapter 13, School Law Bulletin "T" (School Records – Privacy – Access to Data)



CODE OF ETHICS

I. PURPOSE

The purpose of this policy is to assist the individual school board member in understanding his or her role as part of a school board 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. 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.
6. Recognize the integrity of my predecessors and associates and appreciate their work.
7. Be primarily motivated by a desire to provide the best possible education for the students of my school district.
8. Inform myself about the proper duties and functions of a school board member.

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

1. Focus on education policy as much as possible.
2. 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 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. Keep an open mind about how I will vote on any proposition until the board has met and fully discussed the issue.
5. Make decisions by voting in school board meetings after all sides of debatable questions have been presented.
6. Insist that 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. Insist that business transactions of the school district be ethical and open.
 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 or 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 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. Insist the superintendent keep the school board adequately informed at all times.
 7. Offer the superintendent counsel and advice.
 8. Recognize the status of the superintendent as the chief executive officer and a non-voting, ex officio member of the school board.
 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 work as a school board member.
 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 agencies with jurisdiction over school districts.
 4. 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.

Legal References: Minn. Stat. § 123B.02, Subd. 1 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09 (Boards of Independent School Districts)
Minn. Stat. § 123B.143, Subd. 1 (Superintendent)

Cross References: None