

Agenda Independent School District 279 School Board	Regular Business Meeting Educational Service Center - N10 11200 93rd Ave N Maple Grove, MN 55369 Tuesday, June 10, 2025 4:30 PM
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Our mission is to inspire and prepare each and every scholar with the confidence, courage and competence to achieve their dreams; contribute to community; and engage in a lifetime of learning.

This regular meeting of the Osseo School Board is being conducted in the Board Room of the Educational Service Center, and is open to the public. The meeting can be monitored electronically by streaming online at district279.org/info-center/school-board (Watch Livestream). An archived recording will also be available on the district website.

Agenda Items

1. Check in
Amy Moore, General Counsel
2. 800 Series: Building and Sites
 - A. 810 Policy: School Facilities (proposed edits) 3
 - B. 811 Policy: Naming of School District Facilities (proposed edits) 5
3. 900 Series: School/Community Relations
 - A. 901 Policy: Community Education (review) 8
 - B. 902 Policy: Use of School District Facilities and Equipment (review) 9
 - C. 920 Policy: Employee Giving Campaigns (review) 18
 - D. 923 Policy: Distribution of Materials for Students (review) 19
 - E. 924 Policy: School Volunteers (review) 22
4. 200 Series: Board of Directors
 - A. 203 Policy: Operation of the School Board - Bylaws 27
 - B. 208 Policy: Development, Adoption and Implementation of Policies 36
 - C. 209 Policy: School Board Standards 38
 - D. 214 Policy: Out of State Travel by School Board Members 40
5. Policy Review for 2025-2026 Discussion 43
6. Next Meeting: October 7, 2025
7. 5:30 p.m. Adjournment

To accommodate individuals with disabilities, this material will be made available in alternative formats upon request. Individuals with disabilities are invited to request reasonable accommodations to participate in or attend a district activity, call your local school or the school district at least seventy-two (72) hours in advance (two-week notice preferred). Members of the public can view and download School Board meeting notices and regular meeting agendas and materials from the district website www.district279.org, under "Info Center > School Board."

POLICY 810 – SCHOOL FACILITIES

I. Determination of Need for Facilities Study

- A. The Superintendent will advise the School Board of the need to conduct a facilities study and obtain authorization to do so.
- B. The Superintendent's recommendation for a facilities study will be based on the need for adjustments to, renovation of, and/or new construction of space to:

- 1. Handle increases or decreases in student enrollment, ~~or~~
- 2. Support District programming, ~~or~~
- ~~1.3.~~ Provide equity, or
- ~~2.4.~~ Meet appropriately determined standards.

II. Conduct of the Facilities Study

- A. The facilities study ~~will be~~ conducted by the District, may use the services of an external consultant, and will analyze current facilities according to criteria such as the following:

- 1. Adequacy of school site size and condition
- 2. Structural and mechanical features
- 3. Plant maintainability
- 4. Building safety and security
- ~~1.5.~~ Educational adequacy and equity
- ~~2.6.~~ Environment for education

- B. The facilities study will include input from district administration, building-level administration and staff, parents, students (when appropriate), and the community-at-large.

1. Phase I:

- a. The Superintendent will appoint a Phase I Advisory Committee to develop option(s) for resolving the District's facilities needs.
- b. Option(s) will be based on the criteria identified above as well as information such as: current enrollment data, five-year enrollment projections, housing and demographic data, and programming needs.
- c. Recommended option(s) will comply with federal and State constitutions, all federal and State laws, and applicable local ordinances, and will address the following parameters to the fullest extent possible:
 - 1) Quality Educational Space: Maximize equitable, high quality learning environments and educational spaces for all District programs.
 - ~~1)2)~~ Efficiency: Maximize effective use of current District facilities.

PROCEDURE 811 – NAMING SCHOOL DISTRICT EDUCATIONAL FACILITIES

I. GENERAL PROCEDURE

A. Names for New Educational Facilities

1. Management of the School Naming Process

The ~~School Board~~ Superintendent will manage the process of naming school district educational facilities.

2. Public Involvement

- a. ~~The~~ Community ~~R~~relations ~~staff member~~ steam will advise the community about the process and the timeline for naming the new school or facilities. Public notification will include, but not be limited to, news releases and mailings to the PTA/other, school councils, Chamber of Commerce, community organizations and civic clubs.
- b. The public may submit names for ~~School Board~~ consideration through the process communicated by the Community Relations team ~~U.S. mail, fax or email to the Superintendent's designee~~. The names submitted must conform to Board Policy above.
- c. ~~A minimum six week timeline will be established for the public to propose names. The Superintendent's designee will send acknowledgement letters to those who offer names for consideration. The Community Relations team will acknowledge submissions.~~
- d. The Superintendent's ~~designee~~ will forward the recommended ~~proposed~~ names and any supporting documentation to the School Board.
- e. ~~Once the School Board will votes on to select a name and t, the Superintendent's designee is responsible for advising the public of the approved name.~~

B. Names for Areas within Educational Facilities

1. The administration in charge of the facility shall manage requests to name areas of school facilities and property consistent with guidance from the Community Relations team. These requests shall be forwarded to the Superintendent ~~or his designee~~ for notification to the Board of Education prior to administrative approval. The Superintendent ~~or his designee~~ will inform Board Members of the request in writing and will set a time period for the Board to comment. When the time period has expired, the Superintendent's ~~designee~~ will advise the local school administrator of the approval status of the request.
2. The areas of educational facilities that may be named are limited to: media centers, stadiums, auditoriums, gymnasiums, buildings detached from the main building of the facility (classrooms, administrative or athletic), playgrounds, athletic fields, gardens or nature areas containing a minimum of 300 square feet.
3. Schools and their communities ~~may honor a living or deceased person or an entity, according to these provisions; must follow the parameters set in Policy.~~
 - a. ~~School district employees, living or deceased may be considered if they have distinguished themselves through work at the educational facility for a minimum of five (5) consecutive years or ten (10) cumulative years in the school district.~~
 - b. ~~Living or deceased members of the community served by the educational facility may be eligible, if those individuals have distinguished themselves through ten (10) documented years of school-related service and have held membership in at least one school related support organization (PTA, Booster~~

~~Clubs, Citizens' Advisory Council, School Council, etc.) during the years of their children's enrollment in Osseo Area Schools. Also, the person must have made a significant educational, historical or social contribution in the community.~~

~~4. Local School Administration shall confer with District Administration regarding guidelines and specifications for signs or markers to be placed on school facilities and campuses to honor persons for whom educational facilities are named.~~

~~C. Other Use of School Property for Commemorative Purposes~~

~~School administrators and faculties may, at their option, place pictures, plaques and other non permanent commemorative objects on the internal walls of educational facilities in recognition of persons, organizations and events.~~

~~The use of school facilities and property for honoring or memorializing persons shall be limited to the provisions of this policy and regulations. However, if the naming of a facility for this purpose preceded the adoption of this policy, that name may remain in place.~~

Reviewed:

Policy Adopted: 12/20/05

School Board
INDEPENDENT DISTRICT 279
Maple Grove, Minnesota

POLICY 811 – NAMING SCHOOL DISTRICT EDUCATIONAL FACILITIES

I. PURPOSE

To ~~establish a process~~ provide direction and parameters by which the Board of Education can assume its responsibility of for the naming school-district educational facilities and areas within those facilities.

II. GENERAL STATEMENT OF POLICY

The School Board of Education recognizes that the official names of school district educational facilities are vital to its public image. Therefore, when selecting names for facilities, the Board will emphasize effective public communication and the honor and integrity that the name will reflect upon the facility.

A. Names for New Educational Facilities

1. Individuals and organizations in District 279 Osseo Area Schools may submit names for new facilities for consideration ~~by the Board of Education.~~
2. New facilities may be named for programs, ~~individuals, families,~~ communities and geographic areas within the District.
 - a. ~~If the name proposed honors a person, the honoree must be deceased. Also, the person must have made a significant educational, historical or social contribution in the community.~~
 - b. ~~Names of persons that duplicate in whole or part the last name of an existing District 279 facility shall be ineligible for selection as the name of the new facility.~~
 - c. ~~Names of communities served and geographic locations in proximity to the facility may be proposed for consideration.~~

B. Names for Areas within Educational Facilities

1. Areas of educational school facilities and property shall be titled in accordance with their function and the official district name for the facility. These areas may be named for programs, communities and geographic areas. ~~However, the Board of Education understands that periodically, communities served by educational facilities may wish to recognize individuals for long and honorable service.~~

C. Name Changes for Existing Facilities

1. There may occasionally be a compelling reason to change the name of an existing facility. The process will be the same as naming a new facility.

Reviewed:

Policy Adopted: 12/20/05

School Board

INDEPENDENT DISTRICT 279

Maple Grove, Minnesota

POLICY 901 – COMMUNITY EDUCATION

I. Purpose

The purpose of this policy is to convey to employees and to the general public the important role of community education within the school district.

II. General Statement of Policy

The school board affirms a strong commitment to the community education program. The school board welcomes, and strongly encourages use of school buildings and activity areas by the community when not used for regularly scheduled elementary and secondary programs. The school administration should strive to accomplish the following objectives:

- A. Maximum use should be made of public school facilities within the school district service area.
- B. Educational needs and interest of area residents should be determined periodically.
- C. Community resources and expertise of residents should be utilized to develop a vibrant, well-rounded community education program.
- D. Area residents should be encouraged to actively participate in program opportunities.

III. Community Education Program Advisory Council

- A. The council shall assist in promoting the goals and objectives of the program.
- B. The Community Education Program Advisory Council (CEPAC) will consist of representatives appointed by each school or community organization and will be chosen based on their interest in community education and their willingness to be an active participant of CEPAC. Membership shall be composed of up to four Community Education program representatives, members at large to include but not limited to the District 279 Board of Education, faith community, service organizations, civic organizations, parks and recreation, school principals, senior citizens, youth and/or other interested citizens.
- C. Bylaws of the community education advisory council shall provide the framework for the organization including criteria pertaining to membership, officers' duties, frequency and structure of meetings and such other matters as deemed necessary and appropriate.
- D. The council will adopt a policy to reduce and eliminate program duplication within the school district.

Policy 901 Adopted: 1/8/13

References:

Minn. Stat. § 123B.51 (Schoolhouses and Sites; Access for Non-curricular Purposes)
Minn. Stat. § 124D.19, Subd. 1 (Community Education Programs; Advisory Council)
Minn. Stat. § 124D.20, Subd. 1 (Community Education Revenue)

Cross References:

Policy 902 (Use of School District Facilities and Equipment)

POLICY 902 – USE OF SCHOOL DISTRICT FACILITIES AND EQUIPMENT

I. General Statement

- A. District schools are owned by and operated for community residents and are an integral part of the community. The School Board welcomes and encourages the public use of school facilities.
- B. The School Board gives full endorsement to the District Community Education program and will cooperate in every way possible with interested community groups.
- C. District sponsored activities, which include school and Community Education, will have first priority for facility use.
- D. The right to authorize use of school facilities will be retained by the School Board through the Director of Community Education.
- E. Authorization for use of school facilities will be considered neither an endorsement nor approval of the activity, group, or organization nor the purposes they represent.

Policy Revised: 7/17/07
Policy Revised: 10/16/01
Policy 902 Adopted: 10/6/98 (formerly Policy 1331)
Policy Revised: 6/4/96
Policy Revised: 12/20/83
Policy Adopted: 7/6/82

Legal References:

M.S. 124D.18-124D.57 – Purpose of community education programs
M.S. 123B.51 - Schoolhouses and sites; uses for school and non-school purposes; closings

Cross References:

Procedure 506 – Student Discipline
Policy 524 – Network/Internet Acceptable Use by Students
Policy 921 - Non-use of Tobacco on School Premises
Policy 922 - Non-use of Chemicals on School Premises
Policy 926 – Conceal & Carry on School Premises

School Board
INDEPENDENT SCHOOL DISTRICT 279
Maple Grove, Minnesota

PROCEDURE 902 – SCHOOL/COMMUNITY RELATIONS – USE OF SCHOOL DISTRICT FACILITIES AND EQUIPMENT

- ~~[Appendix A – Staffing and Rental Fee Structure](#)~~
- ~~[Appendix B – Indoor Facility Rate Schedule](#)~~
- ~~[Appendix C – Outdoor Facility Rate Schedule](#)~~
- ~~[Appendix D – Staffing and Equipment Rate Schedule](#)~~

I. GENERAL RULES AND REGULATIONS

- ~~[A. The District shall maintain a Facility Rental Handbook located on the District's Community Education webpage which is the comprehensive list of facility use rules, processes and fee schedules.](#)~~
- ~~[A.B. Permits are not transferable and are issued only for the dates, hours, and areas specified.](#)~~
- ~~[B.C. Every group must have competent adult leadership. The individual whose name appears on the permit will be responsible for the group's conduct while using the facility. Additional supervision must be supplied by the applicant as required by the District.](#)~~
- ~~[C.D. The person and/or organization will reimburse the school district for any damage to the school and its property by any participant and/or others involved.](#)~~
- ~~[D. Except for emergency situations, only equipment requested and approved on the permit will be issued for use by the group.](#)~~
- ~~[E. Special equipment, such as projectors, microphones public address systems, etc., must be identified in the permit request. Appropriate event planning information forms will be sent to the permit holder to be completed and submitted to facilities scheduling. If the operation of special school equipment requires school personnel, provision for this service will be arranged and the additional service costs noted on the permit.](#)~~
- ~~[E. The school district has established after hours emergency procedures to be followed during emergencies. The Community Education Building / Stadium Supervisor will supervise the operation of the facility under the direction of the Community Education Coordinator. All users must follow the direction of the Building / Stadium Supervisor or may be denied future use.](#)~~
- ~~[F. Permit holders are required to comply with all Osseo Area Schools Policies. Failure to comply with school district policies, procedures, rules and regulations may result in the termination of the permit and will impact consideration of future permit requests. These Policies include but are not limited to:](#)
 - ~~[1. Procedure 506 – Student Discipline](#)
 - ~~[a. Students and non-students, including adults and visiting youths, are forbidden to possess, store, transmit, or use any instrument that is considered a weapon or a look-alike weapon in school, and on school grounds](#)~~~~
 - ~~[2. Policy 524 – Network/Internet Acceptable Use By Students](#)
 - ~~[a. All users of school district computer stations must comply with the acceptable use policy for network/internet use](#)~~~~
 - ~~[3. Policy 921 - Non-use of Tobacco on School Premises](#)~~~~

4. Policy 922 - Non-use of Chemicals on School Premises:

5. Policy 926 - Conceal & Carry on School Premises.

~~F. The use of tobacco is prohibited for all persons on school district property. (See Policy 921 - Non use of Tobacco on School Premises.)~~

~~G. The use or possession of drugs and alcohol is prohibited for all persons on school district property. (See Policy 922 - Non-use of Chemicals on School Premises.)~~

~~H. Students and non-students, including adults and visiting youths, are forbidden to possess, store, transmit, or use any instrument that is considered a weapon or a look-alike weapon in school, on school grounds, at school activities, at bus stops, on~~

~~school buses or school vehicles or school contracted vehicles, or entering upon or departing from school premises, property or events. (See Procedure 506—Student Discipline)~~

~~Exception: a class, activity or program which uses equipment and tools for instructional and training purposes; provided, however, all exceptions must be approved by the Community Education Facilities department and under supervision of a district staff member.~~

~~I.—All users of school district computer stations must comply with the acceptable use policy for network/internet use. (See Policy 524—Network/Internet Acceptable Use By Students.)~~

~~J.—All users of District Facilities must comply with Policy 926—Conceal & Carry on School Premises.~~

~~K.G.~~ Gambling is not permitted on school district property with the exception of school-sponsored events that have a gambling permit (when required) and are in operation solely for fund raising to benefit students and school programs.

~~L.—Failure to comply with school district policies, procedures, rules and regulations may result in the termination of the permit and will impact consideration of future permit requests.~~

~~M.H.~~ Employee usage after regular school hours shall be confined to the employee's immediate work station or other authorized areas necessary for conducting district business. Gyms, pools, cafeterias, auditoriums, shops and stadiums shall not be considered as workstations for any employee before or after normal school hours.

~~N.I.~~ Playgrounds are available for public use during non-school hours without a permit. Stadiums and athletic fields can be scheduled for community use during non-school hours by following the normal permitting procedure. Joint powers agreements between municipalities and District 279 will be honored in relationship to the policy and procedures for use of school district facilities and equipment.

~~O.—On days school is in session, the Maple Grove Sports Dome is available for rental from 6am—2pm, November 1—April 30. The community education facilities scheduling department issues permits based on the priority levels.~~

~~P.J.~~ Building security procedures require all individuals to use designated entrances. Propping locked doors or gates open is strictly prohibited.

II. CLASSIFICATION OF ORGANIZATIONS USING SCHOOL FACILITIES,

Listed According to Priority of Scheduling

Permits will be issued within their priority levels ~~in the order in which they are received per the permit processing timelines.~~

A. Required Priority by Law: Government elections and caucuses

B. Priority I: District Groups and Functions

1. District-sponsored and school-sponsored events including, but not limited to, District staff development and committees, School Board meetings and special hearings, District Community Education activities, concerts, athletic events, parent/teacher advisory groups, and school fundraisers intended for school

families. The District 279 Foundation and the Wastebasket Revue, Inc., which are initiated by District 279 employees and benefit students district-wide, are specifically designated as Priority I groups.

2. District functions have first priority provided that requests have been submitted within the annual time line (~~see IV, D~~) and lower priority classifications (~~see Appendix A~~) have not yet been scheduled.

2.3. District Booster Clubs, Parent Teacher Organizations and Parent Teacher Associations are considered Priority 1 groups as they are closely affiliated with schools and school programs. They are distinct, separate and independent organizations.

C. Priority II: District Fundraisers, Governmental, Municipally-Affiliated Athletic Associations, and Youth Groups Fundraisers generated by the school district intended for the general public, such as but not limited to tournaments (booster club or school sponsored), dinners, and craft fairs.

1. Governmental usage, such as Parks and Recreation activities (~~including youth athletic camps~~), public hearings, police and fire examinations.
2. Youth and character-building organizations composed primarily of ISD 279 residents including, but not limited to, Scouts, ~~YMCA~~, 4-H, K-12 nonpublic school activities, and faith community youth recreation (a roster of members and their addresses may be required).

D. Priority III: Non-profit, Neighborhood and Faith-based Groups

Groups which originate within the school district and are devoted to community interest.

1. Civic/Fraternal/Non-profit organizations with limited membership, including, but not limited to, Lions, Jaycees, and Rotary.
2. Faith community worship services.
3. Neighborhood groups located within the school district boundaries with restricted clientele of up to 50 individuals for informal recreational purposes including but not limited to homeowner's groups and independent athletic teams operating outside of community organizations.

E. Priority IV: Commercial Groups

1. Groups in this priority classification may include, but are not limited to, local businesses, individual and home businesses, colleges and universities, commercial dance studios and private agencies.
2. Any group that does not qualify as a Priority II or III organization may apply for a permit as a commercial group.

III. AUTHORIZATION PROCEDURES

A. In order for the permit originator's group to qualify as a Priority II, a minimum of 80% of its membership must reside or work within school district boundaries. This provision does not apply to Priority III non-profit, neighborhood and faith based groups, IV commercial groups or II fundraisers generated by the school district.

- B. Facility requests that generally duplicate existing school or community activities may be denied.
- C. Permits will not be granted for any request which may be detrimental to the best interests of the school district.
- D. Facilities will not be available for any use which might result in any undue damage or wear, or is not consistent with the use for which the space was designed.

IV. APPLICATION PROCEDURES

- A. Permit application fees are non-refundable. In the rare event that the district needs to schedule emergency maintenance at a district facility once a permit has been approved and issued, every effort will be made to relocate the event to a different location within the district. If no suitable location can be found, a complete refund, including the permit application fee, will be issued to the organization making the request.
- ~~B. Building use permit applications may be obtained on the school district's [Community Educational](#) web page [under Facility Rentals](#), at www.district279.org, click on the [Community Ed](#) tab, then click on [Facilities Scheduling](#) and go to [Facilities Scheduling](#), or by calling or visiting the [Community Education facilities scheduling program staff](#).~~
- ~~C. All permit requests must be filled out completely and submitted with the permit application fee (see Appendix B) at least fourteen (14) days prior to the date of use. In order to ensure that groups hosting large events are able to secure the dates and facilities requested, it is strongly encouraged that permit applications be submitted 90 days in advance.~~
- ~~D. All permit requests are processed according to the priority classification categories (see Appendix A).~~
- ~~E. Processing permits for the upcoming school year begins in May. Requests made after June 15th will be filled as space and time are available.~~
- ~~F. The Community Education Division will, upon receipt of a "Request to Use Facilities" form, verify space availability, compute applicable costs, and upon approval will issue a permit for the activity. Copies of the permit will be sent to all necessary parties.~~
- ~~G. District sponsored and school sponsored events must meet the following criteria:~~

- ~~H. Complete the permit process for use of school district facilities and equipment.~~
- ~~I. The building principal or administrative designee is required to be on site for the entirety of the event (building/field supervisors may be needed in lieu of principal/administrative designee).~~
- ~~J. All event revenues (such as registration fees, admissions) are made payable to ISD 279.~~
- ~~K.B. District 279 will comply with State High School League requirements when hosting events.~~

~~V. PERMIT CANCELLATIONS~~

~~If the permit holder needs to cancel any dates on a permit;~~

- ~~A. Cancellations for events involving less than 200 people must be made at least one (1) business day in advance of the scheduled date.~~
- ~~B. Cancellations for events involving 200 or more people must be made at least nine (9) business days in advance of the scheduled date.~~

~~VI.V. SECURITY~~

- ~~A. Police support may be required for any event to host over 100 people and/or if the nature of the event warrants additional security.~~
- ~~B. Community Education will work with local law enforcement to determine and hire the appropriate number of police staff.~~

~~VII. SWIMMING POOL FACILITIES~~

~~District swimming pools may be used by community groups. Information regarding community use of District swimming pools may be obtained by contacting the appropriate City Parks and Recreation Department listed below:~~

~~North View Middle School — Brooklyn Center
Brooklyn Middle School — Brooklyn Park
Maple Grove Middle School — Maple Grove
Osseo Middle School — Maple Grove~~

~~VIII. FOOD SERVICE~~

~~Food may be served in District schools under the following regulations:~~

- ~~A. Food and beverages must be served in the cafeteria or other approved locations within the school buildings.~~
- ~~B.C. A Food Service employee must be on duty when the kitchen facilities are used.~~

- ~~C. While potluck meals are generally discouraged in district facilities, anyone wishing to have potluck meals must adhere to laws and regulations established by state and local health departments.~~
- ~~D. Dinners and banquets may be catered through the district catering service or by an outside catering service. The District Director of Food Service must approve any requests for food service.~~
- ~~E. Food service requests must be submitted to the Director of Food Service a minimum of three weeks in advance of the event.~~

~~IX.VI.~~ **INDEMINIFICATION AND LIABILITY INSURANCE**

- A. All organizations (including an individual, informal groups, commercial entities, political subdivisions, and nonprofit entities regardless of legal status) understand that as a condition of the use of the facility they must agree to defend and indemnify and hold harmless the school district, its officers and employees against any and all losses, claims, damages or liability to which the organization, its officers, or participants may become subject in connection with the conduct of any activity on the premises by the authorized organization. All organizations must agree to reimburse the school district, its officers and employees in connection with defending any actions relating thereto.
- B. All non-district groups, falling in Facility Scheduling Priorities II, III or IV including [Parent Teacher Organization's](#), [Parent Teacher Association's](#), and Booster Clubs, are required to provide a certificate of Liability Insurance in the amount of \$1,500,000.00 and name [ISD279-Osseo Area Schools](#) as an additional insured.
- C. School-sponsored curricular, co-curricular, and extracurricular groups and activities are excluded from this requirement since they are included in District coverage.

~~X.~~ **RATE SCHEDULE, INVOICING, PAYMENTS**

- ~~A. Rates apply to groups according to the Rate Schedule for Facility Use (Appendix B or C).~~
- ~~B. For all groups in priority classification categories III, and IV, the following invoicing and payment schedule shall apply:~~
 - ~~1. Prepayment~~
 - ~~a. Prepayment of 90% of the estimated charges for the event are required a minimum of 30 days prior to the event date or at the time the permit is requested if less than 30 days prior to the event.~~
 - ~~b. Prepayment equal to one month's estimated charges will be due a minimum of 30 days prior the first event date for all long term permit~~

~~holders in priority classification categories III, and IV, which have been specifically approved by the school board.~~

~~2. Permits will be cancelled if prepayment has not been received a minimum of 30 days prior to the first event.~~

~~Following the initial prepayment, payment for all final invoices is due upon receipt.~~

~~C. The district may assess additional fees for staff services, facility rental, refuse removal, and other services as necessary.~~

~~D. If an outstanding balance exists from a previous event, the outstanding balance and 100% of the estimated amount for the new event will be required at least 30 days before the new event. Final payments are due upon receipt of an invoice from the district.~~

Revised:

Procedure Revised: 1/24/17
Procedure Revised: 11/17/14
Procedure Revised: 9/23/14
Procedure Revised: 6/8/11
Procedure Revised: 2/12/10
Procedure Revised: 7/17/07
Procedure Revised: 10/16/01
Procedure 902 Dated: 10/6/98
(formerly Procedure 1331)
Procedure Revised: 6/4/96
Procedure Revised: 12/20/83
Procedure Dated: 7/6/82

Legal References

M.S. 124D.18-124D.57 – Purpose of community education programs
M.S. 123B.51 - Schoolhouses and sites; uses for school and non-school purposes; closings

Cross References

Procedure 506 – Student Discipline
Policy 524 – Network/Internet Acceptable Use by Students
Policy 921 - Non-use of Tobacco on School Premises
Policy 922 - Non-use of Chemicals on School Premises
Policy 926 – Conceal & Carry on School Premises

School Board
INDEPENDENT SCHOOL DISTRICT 279
Maple Grove, Minnesota

POLICY 920 – EMPLOYEE GIVING CAMPAIGNS

I. General Statement

- A. In order to minimize disruption in the workplace, District 279 limits district-wide employee giving campaigns to no more than one annual appeal that includes both the District 279 Foundation campaign and no more than one additional community campaign.
- B. Building level drives, for example for food, toys, clothing or assistance in cases of need, may be conducted with the approval of the building principal.
- C. Employee participation in district-wide giving campaigns or building level drives is voluntary.

II. Additional Employee Giving Campaign

- A. The employee giving campaign held in addition to the District 279 Foundation will, as much as possible, meet the following criteria:
 - 1. Provide funding for direct human services to District families and children
 - 2. Award funding to a broad list of agencies and services
 - 3. Allow employees to designate an agency of choice for their personal donations
- B. The United Way of Minneapolis Area meets the above criteria and is designated as the additional employee giving campaign for District 279.

Policy 920 Adopted: 11/21/00

POLICY 923 - DISTRIBUTION OF MATERIALS FOR STUDENTS

I. PURPOSE

The purpose of this policy is to provide for distribution of materials appropriate to the school setting by non-school organizations on school district property. Distribution of materials by non-school organizations may be done in a reasonable time, place, and manner that does not disrupt the educational program or interfere with the educational objectives of the school district.

II. GENERAL STATEMENT OF POLICY

The school district recognizes that community service organizations and other agencies provide valuable information to students and their families. Access to students and their families through the use of materials provided by non-school organizations must be balanced with the school district's need to protect the best interests of students and to use public resources to provide educational services.

III. DISTRIBUTION OF MATERIALS

- A. The school district will establish procedures for the distribution of materials to students from non-school organizations.
- B. School and district communications are not subject to this policy.
- C. The school district reserves the right to deny permission for the posting or distribution of materials that are not consistent with the best interests of students.
- D. School organizations may distribute materials that contain a statement on the front of the page in at least ten-point type that includes the following: Sponsored by the (insert name of school organization) of _____ School.
- E. The school district may co-sponsor events with other governmental entities such as cities or park districts. If the school district co-sponsors events with other governmental entities, a co-sponsoring organization may distribute materials that contain a statement on the front of the page in at least ten-point type that lists the sponsors of the event.

Reviewed:

Policy Revised: 6/13/17

Policy Revised: 6/7/11

Policy 923 Adopted: 10/16/01

Policy Revised: 2/17/98 (formerly Policy 904.1 – 10/6/98) (formerly Policy 1140)

Policy Revised: 9/17/96

Policy Revised: 6/20/95

Policy Revised: 1/5/88

Policy Adopted: 12/15/81

Legal Reference:

Minn. Stat. S 123B.02M.S. 120B.11

PROCEDURE 923 - DISTRIBUTION OF MATERIALS FOR STUDENTS

I. DEFINITIONS

- A. "Materials" means flyers or other written materials announcing events, services or notices of meetings prepared for distribution to school students either in the form of paper copies or in electronic format.
- B. "Non-school organizations" means private nonprofit organizations that are not school organizations.
- C. "School organizations" means a school site council, a district wide council, or a school parent teacher organization.

II. MATERIALS ACCEPTED

Non-School organizations may distribute flyers through the flyer distribution program only in accordance with Policy 923 – Distribution of Materials for Students and these Procedures.

For-profit organizations may not use the materials distribution program.

- A. Non-school sponsored flyers and written materials must announce events, services or notices of meetings that are:
 - 1. Related to healthy youth development; or
 - 2. Related to youth engagement or education; or
 - 3. Community services available to parents and families; or
 - 4. Special events related to family engagement in school or civic matters; or
 - 5. Public meetings related to family engagement in school or civic matters.
- B. Non-school flyers and written materials must meet the following requirements:
 - 1. May not be more than one 8 ½" x 11" page, double sided printed.
 - 2. Must contain a disclaimer on the front side of the page in at least ten-point type that contains the following language:
ISD 279 does not sponsor, endorse or recommend the activities announced by this flyer. No school district funds were used to produce or copy this flyer/brochure.
 - 3. Must contain information identifying the sponsoring organization or persons, with enough background and contact information to enable a parent or guardian to evaluate the event or service, including age-appropriateness, of any activity promoted.

III. PROCESS FOR SUBMISSION

Flyers and written materials must be submitted to the Director of Community Engagement for ISD 279 or his or her designee at least five school days prior to the date requested for distribution.

- A. Approval or denial will be communicated within five days of the date submitted for approval.
- B. The sponsoring organization is responsible for supplying approved materials to the designated sites.
 - 1. If a school has determined to distribute flyers electronically, the sponsoring organization must provide the flyer in the electronic format specified by the school.

2. If a school has determined to distribute paper copies of flyers, the sponsoring organization must supply all copies needed.

Reviewed:

Procedure Revised: 6/13/17

Policy Revised: 6/7/11

Policy 923 Adopted: 10/16/01

Policy Revised: 2/17/98 (formerly Policy 904.1 – 10/6/98) (formerly Policy 1140)

Policy Revised: 9/17/96

Policy Revised: 6/20/95

Policy Revised: 1/5/88

Policy Adopted: 12/15/81

Legal Reference:

Minn. Stat. S 123B.02M.S. 120B.11

School Board
INDEPENDENT SCHOOL DISTRICT 279
Maple Grove, Minnesota

POLICY 924 - SCHOOL VOLUNTEERS

I. PURPOSE

The purpose of this policy is to encourage and promote the involvement of volunteers to support programs and activities for school district students while assuring the safety of the student, staff, and volunteers.

II. GENERAL STATEMENT OF POLICY

The use of volunteers to support programs and activities in the school district can assist in closing the achievement gap and enhance the educational experience for each student. The school district encourages voluntary assistance with the provision that the volunteer work will support programs and activities and maintain the safety of students and staff.

III. VOLUNTEER MANAGEMENT AND PROCEDURES

- A. Candidates for volunteering in the school district will be selected on the basis of their experience, ability, and good character, without regard for race, color, creed, religion, national origin, gender identity or expression, sexual orientation, age, marital or parental status, or status with regard to public assistance or handicap.
- B. Building Volunteer Coordinators and/or designated staff are assigned to support volunteer involvement in school district programs and activities. These coordinators and/or designees will work in consultation with principals and/or site program leaders. The school district will maintain a risk management plan for the screening, placement, training and supervision of volunteers.
- C. Volunteer compliance requirements:
 1. Volunteers are required to comply with:
 - a. Applicable state laws, federal laws, and school district policies and procedures
 - b. Building rules
 2. Volunteers are bound by data privacy laws regarding student records and information. This obligation is binding at all times, including at the volunteer's site, at other school district sites, and in the community.

Reviewed:

Revised: 6/13/17

Revised: 2/23/10

Adopted: 3/19/02 (formerly Policy 6322)

Adopted: 6/6/89

Legal Reference:

M.S. 13.32

M.S. 13.43

M.S. 121A.17

M.S. 121.75

M.S. 123B.02

M.S. 123B.03

M.S. 124D.19

M.S. 124D.23

M.S. 124D.895

Cross References:

Policy 406 Public and Private Personnel Data

Policy 413 Harassment and Violence
Policy 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse
Policy 419 Tobacco-Free Environment
Policy 441 Network / Internet Acceptable Use by Staff
Policy 507 Corporal Punishment
Policy 651 Community-School Cooperation in Setting Goals, Evaluating Progress and Planning
Improvements in the Instructional Program: District Planning Advisory Council
Policy/Procedure 515 Protection and Privacy of Education Records
Policy 921 Non Use of Tobacco on School Premises
Policy 922 Non Use of Chemicals on School Premises
Policy 926 Conceal and Carry on School Premises

PROCEDURE 924 – SCHOOL VOLUNTEERS

I. GENERAL VOLUNTEER PROCEDURES

- A. Safety of students is paramount. The school district encourages and promotes the involvement of volunteers to support programs and activities of the district. Procedures for screening and placement of volunteers are in place to provide efficient and standardized guidelines that support safe environments for staff, students and volunteers.
- B. Community members may volunteer for positions during the school day or for coaching/advisory positions for co-curricular or extra-curricular activities.
- C. Each site administrator will be responsible for volunteer coordination for his or her site.
- D. The role of the site administrator will be to recruit, screen, place, recognize and provide access to the district volunteer training handbook. The site administrator works closely with school staff to identify volunteer needs, create volunteer opportunities and match volunteers to appropriate assignments.
- E. The site administrator works in partnership with site staff to provide supervision and support to the volunteer.

II. RISK MANAGEMENT

The school district maintains a [Volunteer Program](#)-Risk Management plan. Under the Plan, the school district assesses risks (to people and property) and identifies strategies for eliminating or minimizing those risks. Procedures for screening volunteers at schools will consider the duties to be performed, whether or not the volunteer work is directly supervised by a staff person, the location of the duties, and whether or not the volunteer will be working with students.

III. VOLUNTEER APPLICATION PROCESS

- A. Volunteers for coach and advisory positions. The following procedures apply to individuals volunteering for co-curricular and extra-curricular activities if the volunteer will be alone with a child or children without direct staff supervision. At each site, the Activities Coordinator or Business Manager or his or her designee will match the volunteer with the appropriate assignment and track volunteer information.
 - 1. The Activities Coordinator, Business Manager or designee will provide a Background Check Authorization Form-~~(2012 Revision)~~.
 - 2. The completed Volunteer Background Check Authorization Form is sent to the school district [Human Resources](#) department (HR).
 - 3. HR initiates a criminal background check. Fees for co-curricular background checks will be billed to the school district Division of Leadership Teaching and Learning (DLTL) by HR. For other volunteer positions, the volunteer pays the fee.
 - 4. HR determines whether the volunteer applicant is cleared to volunteer. HR will inform the school site Activities Coordinator, Business Manager or designee of that determination.

5. If the volunteer is not cleared, HR and the Activities Coordinator, Business Manager or designee will determine any next steps.
 6. Activities Coordinators Business Managers or designees inform the volunteer about their eligibility to serve as a volunteer based on background check results.
 7. A volunteer does NOT coach/advise until he/she has received clearance.
- B. Volunteers for school day volunteer positions. The following procedures apply to individuals volunteering for those activities or programs during the school day and excluding coaching and advising for co-curricular or extra-curricular activities:
1. The site administrator directs volunteers to the online District Volunteer Application page <https://www.district279.org/life-279/volunteers>.
 2. The site administrator determines if a Criminal History Background Check must be completed. A criminal history background check will be initiated by - the site administrator if the prospective volunteer answers 'yes' to any of the ~~three~~ background disclosure questions on the application and/or if the volunteer assignment is one in which the volunteer will work alone with a child or children without direct staff supervision.
 - a. The school district Human Resource department reviews the criminal background of volunteers and considers the type of offense, the length of time since the offense, any rehabilitation, and other relevant factors in determining eligibility to volunteer.
- C. Field Trip Volunteers. A criminal background check is required on all volunteer chaperones who may be alone with any student. A school may allow a volunteer to chaperone a school event without a criminal background check if the school makes arrangements to have two volunteers working together at all times. The school's site administrator will work with the school staff to make sure that appropriate coverage or checks are performed.
- D. Volunteer Handbook/Orientation. Site Administrators will provide volunteers with a link to the online handbook. Site Administrators may provide an orientation session. The orientation is a basic overview of expectations that includes basic volunteer procedures and specific building rules.

IV. SCHOOL DISTRICT EMPLOYEES WHO APPLY TO VOLUNTEER:

The following procedures apply to ISD 279 employees who wish to volunteer.

- A. The site administrator directs volunteers to the online District Volunteer Application page <https://www.district279.org/life-279/volunteers>
- B. For employees who are exempt under the Fair Labor Standards Act (FLSA), employees must:
 - 1 Consult with their supervisor to volunteer during scheduled work hours
 - 2 Complete their assigned work
 3. Ensure that their volunteer work does not interfere with their primary role
- C. Employees who are in non-exempt positions under the FLSA may not volunteer during their regular workday.

1. Non-exempt employees must notify their supervisor before volunteering at any school site or event.
 2. Non-exempt employees may not volunteer for any job or duties that fall under their regular job assignment.
-

Reviewed:

Adopted/Revised

Adopted: 06/20/2017

Legal References

29 U.S.C. §§ 206, 207

Minn. Stat. § 123B.03

Cross References

[Policy 423 Employee-Student Relationships](#)

[Policy 515 Protection and Privacy of Education Records](#)

POLICY 203 – OPERATION OF THE SCHOOL BOARD - BYLAWS

I. Name

The name of this body is the Independent School District 279 School Board.

II. Purpose

School board members have the duty of the care, management, and control of the public schools of the school district in accordance with the authority granted them in law. The purpose of this policy is to delineate those responsibilities and establish governing rules for the conduct of meetings of the school board.

III. General Statement of Policy

An orderly school board meeting allows school board members to participate in discussion and decision of school district issues. Rules of order allow school board members the opportunity to review school-related topics, discuss school business items, and bring matters to conclusion in a timely and consistent manner.

IV. Legal Basis

The basis for the establishment and operation of the School Board lies in the State of Minnesota Constitution, Minnesota Statutes, court interpretations of these laws, and the powers implied under them.

V. Responsibilities of the School Board

The School Board freely subscribes to tenets of the *School Board Member Code of Ethics* of the Minnesota School Boards Association and Policy 209 School Board Standards and will strive to uphold those principles in carrying out its responsibilities. The School Board will create policy and/or take action to:

- A. Review the District mission statement and strategic plan annually.
- B. Provide for the evaluation and improvement of instructional programs, including student-centered goals and objectives and the instructional services that support them.
- C. Establish a suitable learning environment for education by providing necessary building and equipment to support the instructional process and to provide for the comfort, health, and safety of students and staff when they are in attendance at school.
- D. Provide for the recruitment, assignment, supervision, evaluation, professional growth, compensation, and termination of all permanent, temporary, and part-time employees.
- E. Enroll students for instruction and excuse, exclude, suspend, or expel students from instruction for sufficient cause in accordance with the provisions of applicable laws and current School Board policy.
- F. Provide transportation for eligible students to and from school.
- G. Set standards for student conduct and clear guidelines for employee responses in the case of unacceptable student behavior. Inform students of their rights as well as their responsibilities.
- H. Maintain and preserve essential student and other governmental records according to federal law and Minnesota Statutes.
- I. Establish graduation requirements and provide for reports to students and parents on educational progress.
- J. Disseminate District information to citizens of the District.
- K. Receive the input of the public when evaluating the system and planning for future changes.
- L. Pursuant to law, provide for levying of taxes as necessary for the operation of schools, and for the payment of indebtedness and all proper expenses of the District.
- M. Approve the budget for all funds of the District before July 1 of each year.
- N. Authorize an annual financial audit
- O. Approve a school calendar each year, or every two years at the discretion of the School Board. The calendar is to be approved by April 1 for the next school year.
- P. Finance the District through the receipt of state and federal aids; the adoption of local tax levies; the sale of bonds; the borrowing of money; and the receipt of gifts, grants, fees, and other revenues.
- Q. Designate depositories for school funds.
- R. Maintain a financial accounting and reporting system.

- S. Approve payment of all bills and disbursements.
- T. Coordinate services of the District with those of other governmental agencies and school districts.
- U. Provide for the use of school facilities by the general public.
- V. Participate in local, state, regional, and national school board organizations as deemed appropriate by the School Board.
- W. Perform such other duties and carry out such other responsibilities as may be authorized by law.

VI. Role of the School Board

The School Board will fulfill the responsibilities documented in Section III by performing legislative, executive, and quasi-judicial roles.

- A. Legislative Role
 - 1. Review existing and proposed policies that govern and guide the District.
 - 2. Establish long-range goals and an improvement planning process.
 - 3. Develop and approve bylaws which are consistent with Minnesota Statutes to govern its own operations.
- B. Executive Role
 - 1. Select and regularly evaluate an executive officer, the Superintendent.
 - 2. Evaluate progress made in the implementation of policies and bylaws and approve plans for maintaining and improving the system.
- C. Quasi-judicial Role

Make determinations as required by law in cases of:

 - 1. Employee terminations or discharge by suspensions or dismissals.
 - 2. Appeals from employees.
 - 3. Needed actions on behalf of the school district.
 - 4. Student exclusions and expulsions.

VII. Membership

- A. The School Board will consist of six elected members and the Superintendent as an ex-officio member.
- B. Three members, plus any member(s) to fill an unexpired term, will be elected in even-numbered alternating years on the first Tuesday after the first Monday in November.
- C. Newly elected members will be sworn in at the first regular meeting in January following the election, or at some other time prior to January 15.
- D. The term of office for members will be four years or until his/her successor qualifies.
- E. The School Board will fill a vacancy in accordance with legal requirements.
- F. The School Board may remove for proper cause any member or officer of the School Board and fill the vacancy in accordance with applicable laws.

VIII. Compensation

Members of the School Board will receive compensation as fixed by the School Board at the annual organizational meeting.

IX. Officers

- A. At the first meeting in January, the School Board will select a Chairperson, Vice-Chairperson, Clerk, and Treasurer, who will hold their offices for one year and until their successors are selected. At this meeting, if the retiring Chairperson is not present, the Vice-Chairperson will act as Chairperson during elections until such time as a permanent Chairperson is elected. If both the retiring Chairperson and retiring Vice-Chairperson are not present, the Clerk will act as Chairperson during elections until such time as a permanent Chairperson is elected.
- B. Duties
 - 1. The Chairperson will:
 - a. Preside at all meetings of the School Board when present.
 - b. Countersign all orders upon the Treasurer for claims approved by the School Board.
 - c. Sign contracts or agreements approved by the School Board when the signature of the chairperson is required. If a deadline must be met and the

- Chairperson is unavailable, the Vice-Chairperson is authorized to sign the document as Acting Chairperson.
- d. Represent the District in all appropriate actions consistent with School Board directives and policies.
 - e. Appoint all special committees and standing committees and serve as an ex-officio member on all such committees. Distribution of written descriptions of committees and discussion by the School Board will precede these appointments. Such appointments will be made at the organizational meeting in January.
 - f. Confer with the Superintendent as may be necessary and desirable regarding school matters, including the preparation of regular and special meeting agendas as needed.
 - g. Perform such other duties as required by law and perform all duties usually incumbent on such an officer.
2. The Vice Chairperson will perform the duties of the Chairperson in the event that he/she is unable to preside. Should both the Chairperson and Vice Chairperson be unable to preside, the remaining members will select a member to serve in that capacity. The Vice Chairperson will perform such other duties as required by law and perform all duties usually incumbent on such an officer.
 3. The Clerk, either directly or through the administrative staff of the District will:
 - a. Keep a record of all meetings of the School Board.
 - b. In a timely manner, file with the School Board a report of the revenues, expenditures, and balances in each fund for the preceding fiscal year.
 - c. Make and transmit reports pursuant to the Uniform Financial Accounting and Reporting System for Minnesota Schools. Such reports will include the following and be submitted to the appropriate state official as required.
 - i. The condition and value of school property;
 - ii. The revenues and expenditures in detail, and such other financial information required by law, rule, or as may be called for by state officials;
 - iii. The length of school term and the enrollment and attendance by grades; and
 - iv. Such other items of information as may be called for by state officials.
 - d. Sign all orders upon the Treasurer for claims approved by the School Board.
 - e. With the Chairperson, sign contracts or agreements approved by the School Board, when the signature of the Clerk is required. If a deadline must be met and the Clerk is unavailable, the Treasurer is authorized to sign the document as Acting Clerk.
 - f. Perform such duties as required by State election laws relative to school district elections.
 - g. Perform such other duties as required by law and perform all duties usually incumbent on such an officer.
 4. The Treasurer, either directly or through delegation to the administrative staff of the school district, will:
 - a. Keep detailed records of all orders processed by the School Board, according to law.
 - b. Have custody of all monies belonging to the school district. Upon receipt of school district funds, the Treasurer will cause such funds to be promptly deposited in the legal depositories designated and approved by the School Board.
 - c. Sign all orders for claims approved by the School Board.
 - d. Perform such other duties as required by law and perform all duties usually incumbent on such an officer.

X. Meetings of the Board

A. Open Meetings

1. All meetings of the School Board including committees of the Board will be open to the public for attendance except as otherwise provided by law.
2. Meeting times, dates and locations or any changes thereof will be posted at the Educational Service Center and other appropriate locations and given to the official newspaper of the District.

B. Types of Meetings

1. Organizational meeting
 - a. The first meeting in January will be devoted to business required for the proper organization of the School Board.
 - b. The agenda will include the following topics:
 - i. Administration of the oath of office to new or reelected members.
 - ii. Election of officers.
 - iii. Compensation for School Board members.
 - iv. Approval of a mileage reimbursement rate for use of private automobiles on District business.
 - v. Designation of an official newspaper.
 - vi. Designation of official depositories for District funds.
 - vii. Designation of official depositories for District investments.
 - viii. Authorization of procedures for the investment of excess funds.
 - ix. Authorization of payments for goods and services in advance of School Board approval.
 - x. Authorization of use of facsimile signatures.
 - xi. Approval of School Board membership in local, state and national organizations.
 - xii. Appointment of School Board representatives to other groups and committees.
 - xiii. Other items deemed appropriate by members for the proper organization of the School Board.
 - xiv. To align with fiscal and planning calendars, certain of these topics may be included in the agenda of prior meetings as determined by the School Board.
 - c. Presiding officer
 - i. The chairperson from the preceding year will administer the oath of office to new members and preside until a chairperson for the new year has been elected.
 - ii. The Vice Chairperson will preside during the administration of the oath and the election of new members in the event that the retiring chairperson is absent.
 - iii. The Clerk from the preceding year will preside during administration of the oath of office and the election of new members in the event both the retiring Chairperson and retiring Vice-Chairperson are absent.
 - d. Adjournment

The meeting will be adjourned following the organization of the School Board. Other business may be introduced at regular or special meetings following the organizational meeting.
2. Regular Meetings
 - a. Regular meetings of the School Board will typically be held on Tuesdays. Regular meetings will be held in the Board Room of the Educational Service Center or at other locations determined by the School Board. The School Board may change the time, date, or location of regular meetings by majority vote.
 - b. Types of regular meetings.
 - i. Business Meetings. There will be at least one Business Meeting per month. Business Meetings will be the only meetings where the School Board will take formal action.
 - ii. Work Sessions. Work Sessions will be held as needed, typically one per month.
3. Special Meetings
 - a. Special meetings of the School Board may be called by the Chairperson or the Clerk or by any three members of the School Board who file such a request with the Clerk.
 - b. Unless specifically provided to the contrary, special meetings will be held in the Board Room. The Clerk will notify members of special meetings in writing by mail or electronic transmission received at least three days prior to the date set for the meeting.

- c. The powers of the School Board will be the same at special meetings as at regular meetings.
 - 4. Negotiations Strategy Meetings.
 - a. Meetings to discuss negotiations strategy will typically be scheduled once per month, at such times as determined by the School Board. The School Board shall vote in a Business Meeting whether such meetings shall be closed to the public.
 - 5. Emergency Meetings
 - a. An emergency meeting may be called by the Chairperson or any three members of the School Board when, and only when, the immediate action of the School Board is required.
 - b. All such meetings will, if possible, be held in the Board Room of the Educational Service Center.
 - c. No business may be transacted at an emergency meeting except as noted in the request for the meeting.
 - 6. Adjourned Meetings
 - a. An organizational, regular, special or emergency meeting may be adjourned and subsequently reconvened as an "adjourned meeting" by majority action on a motion setting forth the time, date, and place of the reconvening.
 - b. The business interrupted by adjournment will be the first in order after approval of the minutes of the "adjourned meeting."
- C. Quorum

A quorum will be four members of the School Board. In the absence of a quorum, the only official action that the School Board may take is to adjourn the meeting.
- D. Agenda Preparation and Dissemination
 - 1. The Superintendent will prepare the agenda for all meetings of the School Board. In doing so, the Superintendent will consult with the School Board Chairperson, other School Board members as needed, and members of the administrative staff when appropriate.
 - 2. Each Business Meeting agenda will include the Pledge of Allegiance.
 - 3. Items of business may be suggested by any School Board member, staff member, student, or resident of the school district. Items suggested by staff members, students, or school district residents will be included at the discretion of the Superintendent and the Chairperson of the School Board. These same individuals may address the School Board at a Business Meeting under the "Guidelines for Audience Opportunity to Address the School Board" as determined by the School Board. These Guidelines are available on the District 279 website and at each Business Meeting of the Board.
 - 4. The preliminary agenda, together with available supporting materials, will be distributed to School Board members at least two working days prior to each Board meeting.
 - 5. The preliminary agenda will also be posted to the District 279 website and made available to the media; and to others upon request.
 - 6. The final agenda, which may include late items for regular meetings, will be distributed to School Board members at the Board meeting.
 - 7. The School Board may not, unless required by urgent circumstances, revise School Board policies, or adopt new ones, unless such action has been scheduled.
- E. Voting

Each elected member of the School Board will have one vote. A roll call vote will be taken when required by law or requested by any board member.
- F. Minutes

The minutes will be carefully recorded. A copy will be published in the official newspaper of the District within thirty days of the meeting at which the proceedings occurred. If the school board does not have more than one regular meeting every 30 days, the minutes will be published 10 days after approval. If the School Board determines that publication of a summary of the proceedings would adequately inform the public of the substance of the proceedings, the School Board may direct that only a summary of the essential elements of the proceedings be published.

- G. Parliamentary Authority
Except when specifically stated by these bylaws, Robert's Rules of Order Newly Revised will govern the parliamentary procedure of the School Board in its deliberations during Business Meetings.

XI. School Board Committees and Representatives

A. School Board Committees

- 1. Types of Committees
 - a. Standing committees may be appointed to address recurring needs. Following initial appointment, members will serve until the earlier of their successor being appointed or their term of office as a School Board member ends.
 - b. Special committees may be appointed to address temporary needs or perform special functions, after the completion of which they will automatically be dissolved without further School Board action.
- 2. Appointment
Committees will consist of two or three members and will be appointed by the Chairperson. Board approval of such appointments may be requested by any Board member.
- 3. Role of School Board Committees
 - a. Committees will consider only such matters as may be referred to them by the School Board.
 - b. Committees may seek information in fulfilling their assigned responsibilities but will not hold hearings without School Board approval.
 - c. Committees will serve in advisory rather than in decision-making capacities.

B. School Board Representatives

- 1. Appointment
The Chairperson, subject to Board approval, may appoint individual members and alternates to represent the entire School Board in dealings with citizen groups, inter-or intra-district organizations, and outside agencies.
- 2. Role of School Board Representatives
 - a. An appointed representative may officially represent the School Board in only those groups and in only the capacity formally approved by the School Board.
 - b. An appointed representative will communicate the official position of the School Board and will serve in a manner consistent with that position. Likewise, he/she will make regular reports to the School Board and will ensure that it is fully apprised of matters which may be of concern.

XII. Citizens' Advisory Committees

- A. The School Board will when it deems advisable, appoint advisory committees to assist the School Board in research projects, long-range studies, program evaluation, and development of policies or educational goals. Each committee will be appointed for a specific purpose.
- B. Citizens' advisory committees will be representative of the community in relation to the tasks delegated to them. The School Board will approve the members of a committee and the method of their selection, upon the recommendation of the Superintendent.
- C. Citizens' advisory committees will serve in an advisory capacity only, proposing recommendations based on analysis of a problem, and will exist only as long as is necessary for the study and the report to the School Board on particular projects assigned to them. The School Board will give careful consideration to all recommendations from advisory committees, although final action and responsibility will remain with the School Board.
- D. The Superintendent, or the Superintendent's designee, will be an ex-officio member of all advisory committees.

XIII. Amendments to Bylaws

The School Board may temporarily suspend these Bylaws at any regular or special School Board meeting by a majority vote of the School Board members present. Permanent changes to the Bylaws can only be made by an affirmative vote of a majority of the School Board members at any regular or special meeting following twenty days' notice to all School Board members.

XIV. Application of Laws

These Bylaws or any portion thereof will be superseded by subsequent changes in the applicable laws.

Bylaws Revised: 1/19/16

Bylaws Revised: 10/27/15

Bylaws Revised: 3/17/15

Bylaws Revised: 1/21/09

Bylaws Revised: 7/12/05

Bylaws Revised: 10/17/00

Bylaws 203 Adopted: 11/17/98 (formerly 9110)

Bylaws Revised: 9/17/96

Bylaws Revised: 10/3/95

Bylaws Revised: 11/16/93

Bylaws Revised: 2/4/86

Bylaws Adopted: 3/1/83

Legal References

M.S. 13.01, *et seq.*

M.S. 13D.03

M.S. 13D.04

M.S. 47.41, M.S. 47.42

M.S. 118A.02, Subd. 1

M.S. 118A.02, Subd. 1(2)

M.S. 120A.20

M.S. 120A.24

M.S. 121A.40, *et seq.*

M.S. 122A.40

M.S. 123B.02, Subd. 8; M.S. 275.07

M.S. 123B.09

M.S. 123B.11, Subd. 2 and 471.38, Subd. 3

M.S. 123B.14

M.S. 123B.77, Subd. 4

M.S. 123B.84

M.S. 123B.77

M.S. 331A.01, Subd. 10

PROCEDURE 203 – APPOINTMENTS TO TEMPORARILY FILL BOARD VACANCY

- I. Qualified Candidates for Appointment: Qualified candidates for appointment are persons who are eligible voters; who are at least 21 years of age at the time they would be seated by appointment; who have resided in the School District for at least 30 days at the time of application; and who otherwise are allowed to hold the office. Persons applying for appointment to the School Board will be required to complete an application and, if identified as a finalist, may be required to submit to a criminal background check to ensure that the candidate is qualified and not otherwise precluded from serving on the School Board.

- II. Applications for Temporary Appointment to Vacant Position: When a vacancy is known to exist or is certain to occur, the School Board Chair or Acting School Board Chair will authorize the vacancy to be posted on the School District website. The vacancy should be posted in a timely fashion to help ensure that all seats on the School Board are filled. An application will be posted on the website along with the notice of the vacancy. The application will be developed by the Board Chair or Acting Board Chair and the Superintendent. Any person who is qualified to hold a seat on the School Board may submit an application to the Superintendent or his/her designee. Applications must be received by the Superintendent or his/her designee within ten (10) business days of the vacancy being posted on the School District website. Applications not received within the ten (10) business day timeline will not be considered or reviewed. Applications are not applications for employment and the following applicant data will be considered public data: (1) name of the applicant; (2) city of residence; (3) education and training; (4) employment history; (5) volunteer work; (6) awards and honors; (7) prior government service; and (8) veteran's status.

- III. Review and Ranking of Applications: A copy of the application of all qualified candidates that are received by the application deadline will be provided to each sitting member of the School Board within three (3) business days after the application deadline. Upon receipt of the applications, each School Board member will individually select their top candidate(s), not to exceed three (3) candidate(s). Each School Board member will rank their candidates from 3 to 1, with 3 being their most preferred candidate and 1 being their least preferred candidate. School Board members will not deliberate or discuss their rankings with other members of the School Board outside of a public meeting. Within three (3) business days of receiving applications, each School Board member will provide, in writing (email is acceptable), to the Superintendent or their designee the ranking of their top three (3) candidate(s).

The Superintendent or their designee and the general counsel or one other member of the Superintendent's cabinet will record the name of each candidate and rank the candidates in order of the highest point total. The top three (3) ranked candidates will be considered finalists. In the event of a tie that prevents identification of only three (3) finalists, the tie will be resolved by re-ranking the tied candidates.

- IV. If an additional vacancy occurs on the School Board within one (1) year from the date of the application deadline established in this paragraph, the School Board may use the applications and rankings to identify an additional candidate to fill the vacancy.

- V. Address to Board and Selection: The top three (3) ranked qualified candidates identified by the process in Section III, or all of the qualified candidates if three (3) or less qualified candidates have

applied, will be notified of their selection and will be given an opportunity to address the full School Board at a board work session. Each candidate for appointment who addresses the School Board will have five (5) minutes to address the School Board on why they should be appointed.

After all candidates have addressed the School Board, the School Board may deliberate on their selection for appointment and will attempt to identify the School Board's final candidate by consensus. If the School Board cannot reach consensus, the final candidate will be selected by written ballot. If a written ballot is required, the candidate who receives a majority of the votes will be appointed. In the event of a tie, the School Board will conduct a second vote by written ballot, selecting only from the top two candidates from the first round of voting. The final candidate receiving the majority of votes will be formally appointed by resolution of School Board at a special meeting or regular business meeting of the School Board. A School Board member must abstain from deliberations and voting to fill a seat that they are vacating.

- VI. Term of Appointment: The appointed candidate will begin service as a School Board member at the first regular or special meeting that takes place 30 or more calendar days following formal appointment by resolution, and will serve until the vacancy is filled by a special or general election.

Procedure adopted 3/20/2018

POLICY 208 – DEVELOPMENT, ADOPTION AND IMPLEMENTATION OF POLICIES

I. Purpose of Policies

ISD279 Policy Number 208 sets out the considerations and processes for adopting policies that govern school district matters. It establishes the authority of the school board to adopt, change or delete policies and the expectation that those governed will abide by the policies.

II. General Statement

- A. Policy development is one of the chief functions of the School Board.
- B. Policies are defined as principles adopted by the School Board to chart a course of action. Policies serve as sources of information and guidance for all people who are interested in or connected with the District's schools.
- C. Policies should be broad enough to indicate a line of action to be followed by the District administration yet narrow enough to give clear guidance.
- D. Guided by policy, the District administration formulates procedures to provide specific direction to District personnel.
- E. The School Board will make every effort to ensure that its policies conform to state and federal constitutions, state and federal laws, state and federal rules and regulations, and requirements of all other regulatory agencies within our local, county, state, and federal levels of government
- F. The School Board welcomes recommendations for policy additions, changes, or deletions.

III. Preliminary Development of Policies

While reserving unto itself the responsibility and authority to determine District policy, the School Board is earnest in its desire to seek out the judgment and counsel of citizens, students, and staff members in the development of policies before final adoption.

IV. The School Board expects compliance with its formally-adopted policies.

V. Administrative Action in Absence of Policy

- A. The Superintendent will have the power to act in cases where action must be taken in the absence of policy.
- B. The Superintendent's decisions, however, will be subject to review by the School Board at its next regular meeting. The Superintendent is obligated to inform the School Board of such action and of the need of policy.

VI. Emergency Action

In matters of unusual urgency, the School Board may waive the four-week limitation and take immediate action to adopt new or to revise existing policies

Policy 208 Revised: 3/17/15

Policy 208 Adopted: 11/17/98

(formerly Policy 8310)

Policy Adopted: 3/16/77

PROCEDURE 208 – DEVELOPMENT, ADOPTION, AND IMPLEMENTATION OF POLICIES

- I. Policy Adoption
 - A. Except for policy actions to be taken on emergency measures, the adoption of School Board policies will follow this sequence which will take place minimally at two regular or special meetings of the School Board:
 - 1. Announcement and distribution of proposed new or revised policies as an item of information.
 - 2. Opportunity offered to concerned groups or individuals to react to policy proposals.
 - 3. Discussion and final action by the School Board on policy proposals.
 - B. The final vote to adopt or not to adopt will be scheduled at least four weeks from the meeting at which policy proposals are presented for first reading
 - 1. Prior to enactment, all policy proposals will be titled and coded as appropriate to subject and in conformance with the codification system used for school district policies. Insofar as possible, each policy statement will be limited to one subject. Policies and amendments to policies adopted by the School Board will be attached to and made part of the minutes of the meeting at which they are adopted and will also be posted on the school district website.
 - 2. Policies and amendments to policies will be effective immediately upon adoption, unless a specific effective date is stated.
- II. Policy Dissemination
 - A. The Superintendent is directed to establish and maintain an orderly plan for preserving and making accessible the policies adopted by the School Board and the school district procedures needed to put them into effect.
 - B. Policies will be accessible to all employees of the school system, to members of the School Board, and, as much as possible, to all persons in the school district. Policies will be posted on the school district website.
 - C. The District Policy Manual will be considered a public record and will be posted on the school district website.
- IV. Policy Review
 - A. In an effort to keep its written policies current so that they may be used consistently as a basis for School Board action and administrative decision, the School Board will review its policies on a continuing basis.
 - B. The School Board will evaluate how the policies have been implemented by school district staff. It will rely on school district staff, students, and community to provide evidence of the effect of the policies which it has adopted.
 - C. The Superintendent is given the responsibility of calling the School Board's attention to all policies that are out of date or for other reasons appear to need revision.

Procedure Revised: 9/23/14

Procedure Dated: 11/17/98

POLICY 209 - SCHOOL BOARD STANDARDS

- I. The purpose of this policy is to assist the individual school board member in understanding his or her role as part of the ISD 279 School Board and in recognizing the contribution that each member must make to develop an effective and responsible school board.
- II. The ISD 279 School Board formulates goals, defines outcomes and sets the course for its schools with input and participation from the communities it serves.
 - A. School Board members keep the school district focused on the educational welfare of all ISD 279 Osseo Area Schools' students.
 - B. School Board members consider both the present and future educational needs of the school district and communities it serves.
 - C. School Board members support and further the school district's mission and core values.
 - D. School Board members will regularly review, update and communicate the school system's mission and core values to the communities it serves.
 - E. School Board members support long and short range plans to work toward achieving the mission and core values of the school system.
- III. The ISD 279 School Board establishes and creates an environment to ensure all students the opportunity to attain maximum potential through a sound organizational framework.
 - A. School Board members will regularly review its policies to assure that the policies reflect the current law, and the mission and core values of the school district.
 - B. School Board members oversee district management by employing a superintendent and evaluating his or her performance in providing leadership, managing operations and performing duties assigned by law.
 - C. The School Board adopts a budget that incorporates sound fiscal practices and allocates resources to best achieve its mission and core values.
 - D. The School Board exercises its authority in employment matters after considering the superintendent's recommendation.
 - E. The School Board provides facilities for its students and staff that are safe and conducive to achieving its mission.
 - F. The School Board encourages and supports working cooperatively with families, businesses, community organizations and other agencies.
- IV. The ISD 279 School Board regularly critically reviews student achievement, its staff resources and all conditions affecting education as part of its accountability to the communities it serves.
 - A. The School Board regularly reviews key performance indicators for student and staff achievement.
 - B. The School board provides ample opportunities for itself, the superintendent and all staff for professional growth and increased competency through training.
 - C. The School Board reviews indicators for student and staff progress toward the achievement of the system's mission and goals.
 - D. The School Board demonstrates fiscal responsibility.
 - E. The School Board's business transactions are ethical and open.
- V. The ISD 279 School Board serves as education's key advocate on behalf of students and their schools in the communities it serves in order to advance its mission and core values.
 - A. The School Board promotes the welfare of the school system and all children through the political process at the local, state and national level.
 - B. The School Board recognizes the achievements of students, staff and others in education.
 - C. The School Board takes leadership in securing community support for the school system's mission and core values and for the resources needed to achieve them.

- VI. The ISD 279 School Board and individual school board members perform their duties in a manner that reflects service to the communities it serves on behalf of students by conducting school district business in a fair, respectful and responsible manner.
- A. The School Board and its members create an atmosphere of openness and respect by seeking input from students, staff and community members on specific issues when appropriate.
 - B. The School Board, individual school board members and the superintendent work together in a climate of trust and mutual respect.
 - C. The School Board and individual school board members redirect specific complaints and requests to the superintendent or other staff members as appropriate.
 - D. The School Board members develop skills in teamwork, problem-solving and decision-making.
 - E. The School Board members respect the majority decision after honoring the right of members to express opposing viewpoints and vote their convictions.
 - F. The School Board and its members establish and follow laws and local policies, procedures and ethical standards governing the conduct and operation of the school board.
 - G. School Board members attend meetings and come prepared to discuss agenda items.
 - H. School Board members 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.

Adopted 12/14/10

Legal References:

Minn. Stat. §. 123B.02 (General Powers of Independent School Districts)

Minn. Stat. §. 123B.09 (Boards of Independent School Districts)

Minn. Stat. §. 123B.143 (Superintendent)

Cross References:

School Board Standards adopted 1/12/10

POLICY 214 - OUT OF STATE TRAVEL BY SCHOOL BOARD MEMBERS

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 must be approved prior to the actual expense being made.

Policy Adopted: 12/20/05

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)

PROCEDURE 214 OUT OF STATE TRAVEL BY SCHOOL BOARD MEMBERS

I. GUIDELINES ON PERMISSABLE EXPENDITURES

Normally, the district will cover all authorized ordinary and necessary expenses. Expenses to be reimbursed may include meals, lodging, transportation, tips, registration fees, and other reasonable and necessary school district related expenses. (Refer to Administrative Procedure BA 5004 – Administrative Procedure Statement Covering Travel Guidelines, Advances and Accommodations.)

- A. Meals – allow actual expense normally not to exceed a \$45 average cost per day or the current rate used by the District per IRS guidelines (whichever is higher). Meals should be separately identified and supported by original and itemized receipts. Requests for meal reimbursement must include an itemized receipt supporting the expenditure, a list of people at the meal, and a list of people for whom the district purchased a meal.
- B. Lodging – allow the actual expense not to exceed single room rate. If more than one district employee room together, the District will pay the actual cost or single room rate, whichever is less.
- C. Taxis, limousines, tips are normally allowed.
- D. Rental cars, personal telephone calls, laundering are normally not allowed.
- E. Mileage rate travel reimbursement is based upon the current Board of Education approved rate per mile. Miles reported should be the distance between the employee's "home base" and business related destination.
- F. Normally no differentiation is to be made between member and non-member registration fees. (The district should cover the ordinary and necessary expense of attending the event.)

II. REIMBURSEMENT

- A. The District will prepay the airfare and prepay advance registrations supported by a registration form from the outside organization.
- B. Travel advances for meals and lodging are not normally allowed except in case of a bona fide emergency. Individuals may use their personal charge account for travel expenses and then submit the original copy of the receipts to support the claim for reimbursement.
- C. Airline and hotel reservations can be made by the individual/or department secretary through our travel agency, Travel Leaders. The web address with agency information is <http://www.tvlleaders.com/district279.aspx>. Reservations may be made by phone, email, or by utilizing the online booking system. Prior to making an online booking, a secure login and password must be requested from our travel agent. Our travel agent, Ann Herder, can be reached by calling 651-789-8811 or by email at Ann@tvlleaders.com.
- D. Amounts to be reimbursed must be within the school board's approved budget allocations, including attendance at workshops and conventions.

Procedure Adopted: 12/20/05

Revised: 2/26/13
Training)

Minn. Stat. § 123B.09, Subd. 2 (School Board Member

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)

School Board Cross References:
INDEPENDENT DISTRICT 279
Maple Grove, Minnesota

Cross References:

100 SERIES: School Board

- 101 Racial Equity in Educational Achievement – Policy and Procedure
- 102 Equal Opportunity and Prohibition Against Discrimination, Harassment and Violence - Policy, Procedures A and B
- 104 School District Mission Statement - Policy

300 SERIES: Administration

- 312 Assignment & Transfer of Principals – Policy and Procedure

500 SERIES: Students

- 502 Search of Student Lockers, Desks, Personal Possessions & Student’s Person - Policy
- 503 Attendance and Absences - Policy and Procedure
- 504 Student Dress and Appearance - Policy and Procedure
- 505 Student Cell Phone and Technology - Policy and Procedure
- 506 Student Discipline - Policy and Procedure
- 507 Corporal Punishment and Prone Restraint - Policy and Procedures
- 508 Gender Inclusion - Policy
- 510 School Activities - Policy and Procedure
- 511 Student Fundraising - Policy
- 512 School Sponsored Student Publications and Activities - Policy
- 514 Students - Bullying and Hazing Prohibition - Policy and Procedure
- 515 Protection & Privacy of Education Records and Data - Policy, Procedures A-J, & Notices
- 516 Student Medications – Policy and Procedure
- 518 DNR/DNI Orders - Policy
- 519 Interviews of Students by Outside Agencies - Policy and Procedures
- 520 Student Surveys - Policy and Procedure
- 532 Use of Peace Officers and Crisis Teams to Remove Students from School Grounds - Policy and Procedure
- 533 Wellness - Policy and Procedure
- 541 Chemical Use/Abuse - Policy and Procedure
- 542 Extended Educational Field Trips - Policy and Procedure
- 543 Use of Restrictive Procedures as Behavioral Interventions – Policy and Procedure
- 544 School Meals - Policy
- 545 Student Fees - Policy and Procedure
- 546 Academic Shared Time - Policy and Procedure
- 549 Age of Entrance - Policy and Procedure
- 555 Student Recognition Plan - Policy and Procedure
- 556 Released Time for Religious Instruction - Policy
- 558 Enrollment Options Program - Policy and Procedure