



***Future Ready. Community Strong.***

## **Regular Meeting Agenda**

Diamondhead Education Center  
200 W. Burnsville Parkway  
Burnsville, MN 55337  
October 10, 2017  
4:30 PM

Superintendent's Conference Room

- I. Welcome
- II. Review Policies with Changes
  - A. 612.1 Title I Family Involvement
  - B. 104 School District Mission Statement
  - C. 203.2 Order of the Regular School Board Meeting
- III. Review Policies with no Changes
  - A. 207 Public Hearings

2

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*Adopted: 10/1999*  
*Reviewed: 5/14/2015*  
*Revised: 05/28/2015*  
*Rescinds: BDE*

## **207 PUBLIC HEARINGS**

### **I. PURPOSE**

The school board recognizes the importance of obtaining public input on matters properly before the school board. The purpose of this policy is to establish procedures to efficiently receive public input.

### **II. GENERAL STATEMENT OF POLICY**

In order for the school board to efficiently receive public input on matters properly before the school board, the procedures set forth in this policy are established by the school board.

### **III. PROCEDURES**

#### **A. Public Hearings**

Public hearings are required by law to be held concerning certain issues, including but not limited to, school closings (Minn. Stat. § 123B.51), truth in taxation (Minn. Stat. § 375.065) education district establishment (Minn. Stat. § 123A.15), and agreements for secondary education (Minn. Stat. § 123A.30). Additionally, other public hearings may be held by the school board on school district matters at the discretion of the school board.

#### **B. Notice of Public Hearings**

Public notice of a public hearing required by law shall be given as provided by the enabling legislation. Public notice of other hearings shall be given in the manner required for a regular meeting if held in conjunction with a regular meeting, in the manner required for a special meeting if held in conjunction with a special meeting, or as otherwise determined by the school board.

#### **C. Public Participation**

The school board retains the right to require that those in attendance at a public hearing indicate their desire to address the school board and complete and file with the clerk of the school board an appropriate request card prior to the commencement of the hearing if the school board utilizes this procedure. In that case, any request to address the school board after the commencement of the hearing will be granted only at the discretion of the school board.

1. Format of Request: If required by the school board, a written request of an individual or a group to address the school board shall contain the name and address of the person or group seeking to address the school board. It shall also contain the name of the group represented, if any, and a brief statement of the subject to be covered or the issue to be addressed.
2. Time Limitation: The school board retains the discretion to limit the time for each presentation as needs dictate.
3. Groups: The school board retains the discretion to require that any group of persons who desire to address the school board designate one representative or spokesperson. In the event that the school board requires the designation of a representative or spokesperson, no other person in the group will be recognized to address the school board, except as otherwise determined by the school board.
4. Privilege to Speak: A school board member should direct any remarks or questions through the chair. 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.
5. Personal Attacks: 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.
6. Limitations on Participation: 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.

***Legal References:*** Minn. Stat. § 123A.15 (Education District Establishment)  
Minn. Stat. § 123A.30 (Agreements for Secondary Education)  
Minn. Stat. § 123B.51 (School Closings)

***Cross References:*** Burnsville-Eagan-Savage School District Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)

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*Adopted: 4/1987*  
*Reviewed: 5/14/2015*  
*Revised: 5/28/2015*  
*Rescinds: BBFA*

## **210 CONFLICT OF INTEREST – SCHOOL BOARD MEMBERS**

### **I. PURPOSE**

The purpose of this policy is to observe state statutes regarding conflicts of interest and to engage in school district business activities in a fashion designed to avoid any conflict of interest or the appearance of impropriety.

### **II. GENERAL STATEMENT OF POLICY**

The policy of the school board is to contract for goods and services in conformance with statutory conflict of interest laws and in a manner that will avoid any conflict of interest or the appearance thereof. Accordingly, the school board will contract under the statutory exception provisions only when it is clearly in the best interest of the school district because of limitations that may exist on goods or services otherwise available to the school district.

### **III. GENERAL PROHIBITIONS AND RECOGNIZED STATUTORY EXCEPTIONS**

- A. A school board member who is authorized to take part in any manner in making any sale, lease, or contract in his or her official capacity shall not voluntarily have a personal financial interest in that sale, lease, or contract or personally benefit financially therefrom.
- B. In the following circumstances, however, the school board may as an exception, by unanimous vote, contract for goods or services with a school board member of the school district:
  - 1. In the designation of a bank or savings association, in which a school board member is interested, as an authorized depository for school district funds and as a source of borrowing, provided such deposited funds are protected in accordance with Minn. Stat. Ch. 118A. Any school board member having said interest shall disclose that interest and the interest shall be entered upon the minutes of the school board. Disclosure must be made when such bank or savings association is first designated as a depository or source of borrowing, or when such school board member is elected, whichever is later. Disclosure serves as notice of the interest and must only be made once;
  - 2. The designation of an official newspaper, or publication of official matters therein, in which the school board member is interested when it is the only

newspaper complying with statutory requirements relating to the designation or publication;

3. A contract with a cooperative association of which the school board member is a shareholder or stockholder but not an officer or manager;
4. A contract for which competitive bids are not required by law. A contract made under this exception will be void unless the following procedures are observed:
  - a. The school board must authorize the contract in advance of its performance by adopting a resolution setting out the essential facts and determining that the contract price is as low as or lower than the price at which the goods or services could be obtained elsewhere.
  - b. In the case of an emergency when the contract cannot be authorized in advance, payment of the claims must be authorized by a like resolution wherein the facts of the emergency are also stated.
  - c. Before a claim is paid, the interested school board member must file with the clerk of the school board an affidavit stating:
    - (1) The name of the school board member and the office held;
    - (2) An itemization of the goods or services furnished;
    - (3) The contract price;
    - (4) The reasonable value;
    - (5) The interest of the school board member in the contract; and
    - (6) That to the best of the school board member's knowledge and belief, the contract price is as low as, or lower than, the price at which the goods or services could be obtained from other sources.
5. A school board member may rent space in a public facility at a rate commensurate with that paid by other members of the public.

C. In the following circumstances, the school board may as an exception, by majority vote at a meeting where all school board members are present, contract for services with a school board member of the school district: A school board member may be newly employed or may continue to be employed by the school district as an employee where there is a reasonable expectation on July 1, or at the

time the contract is entered into or extended, that the amount to be earned by that school board member under that contract or employment relationship, will not exceed \$8,000 in that fiscal year. If the school board member does not receive majority approval to be initially employed or to continue in employment at a meeting where all school board members are present, that employment must be immediately terminated and that school board member will have no further rights to employment while serving as a school board member in the school district.

- D. A contract made pursuant to the aforementioned exceptions will be void unless the following procedures are observed:
1. The school board must authorize the contract in advance of its performance by adopting a resolution setting out the essential facts and determining that the contract price is as low as or lower than the price at which the goods or services could be obtained elsewhere;
  2. In the case of an emergency when the contract cannot be authorized in advance, payment of the claims must be authorized by a like resolution wherein the facts of the emergency are also stated; and
  3. Before a claim is paid, the interested school board member must file with the clerk of the school board an affidavit stating the following:
    - a. The name of the school board member and the office held (if any);
    - b. An itemization of the goods or services furnished;
    - c. The contract price;
    - d. The reasonable value;
    - e. The interest of the school board member in the contract; and
    - f. That, to the best of the school board member's knowledge and belief, the contract price is as low as, or lower than, the price at which the goods or services could be obtained from other sources.
- E. The school board may contract with a class of school district employees, such as teachers or custodians, where the spouse of a school board member is a member of the class of employees contracting with the school board and the employee spouse receives no special monetary or other benefit that is substantially different from the benefits that other members of the class receive under the employment contract. In order for the school board to invoke this exception, it must have a majority of disinterested school board members vote to approve the contract, direct the school board member spouse to abstain from voting to approve the contract, and publicly set out the essential facts of the contract at the meeting where the contract is approved.

#### **IV. LIMITATIONS ON RELATED EMPLOYEES**

- A. The school board can hire or dismiss teachers only at duly called meetings. Where a husband and wife, brother and sister, or two brothers or sisters, constitute a quorum, no contract employing a teacher may be made or authorized except upon the unanimous vote of the full school board.
- B. The school board may not employ any teacher related by blood or marriage to a school board member, within the fourth degree as computed by the civil law, except by a unanimous vote of the full school board.

#### **V. CONFLICTS PRIOR TO TAKING OFFICE**

A school board member with personal financial interest in a sale, lease, or contract with the school district which was entered before the school board member took office and presents an actual or potential conflict of interest, shall immediately notify the school board of such interest. It shall thereafter be the responsibility of the school board member to refrain from participating in any action relating to the sale, lease, or contract. At the time of renewal of any such sale, lease, or contract, the school board may enter into or renew such sale, lease, or contract only if it falls within one of the enumerated exceptions for contracts relating to goods or services provided above and if the procedures provided in this policy are followed.

#### **VI. DETERMINATION AS TO WHETHER A CONFLICT OF INTEREST EXISTS**

The determination as to whether a conflict of interest exists is to be made by the school board. Any school board member who has an actual or potential conflict shall notify the school board of such conflict immediately. The school board member shall thereafter cooperate with the school board as necessary for the school board to make its determination.

***Legal References:*** Minn. Stat. § 122A.40, Subd. 3 (Teacher Hiring, Dismissal)  
Minn. Stat. § 123B.195 (Board Member's Right to Employment)  
Minn. Stat. § 471.87 (Public Officers; Interest in Contract; Penalty)  
Minn. Stat. § 471.88, Subds. 2, 3, 4, 5, 12, 13, and 21 (Exceptions)  
Minn. Stat. § 471.89 (Contract, When Void)  
Op. Atty. Gen. 90-A (Aug. 14, 1957)  
Op. Atty. Gen. 90-C-5 (July 30, 1940)  
Op. Atty. Gen. 437-A-4 (March 15, 1935)

***Cross References:*** Burnsville-Eagan-Savage School District Policy 101 (Legal Status of the School Board)  
Burnsville-Eagan-Savage School District Policy 209 (Code of Ethics)  
MSBA Service Manual, Chapter 1, School District Governance, Powers and Duties

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*Adopted: 7/1985*  
*Reviewed: 5/14/2015*  
*Revised: 5/28/2015*  
*Rescinds: BH*

*Burnsville-Eagan-Savage School District Policy 212*

**212 SCHOOL BOARD MEMBER DEVELOPMENT**

**I. PURPOSE**

In recognition of the need for continuing inservice training and development for its members, the purpose of this policy is to encourage the members of the school board to participate in professional development activities designed for them so that they may perform their responsibilities.

**II. GENERAL STATEMENT OF POLICY**

- A. New school board members will be provided the opportunity and encouragement to attend the orientation and training sessions sponsored by the Minnesota School Boards Association (MSBA). School board members shall receive training in school finance and management developed in consultation with MSBA.
- B. All school board members are encouraged to participate in school board and related workshops and activities sponsored by local, state, and national school boards associations, as well as in the activities of other educational groups.
- C. School board members are expected to report back to the school board with materials of interest gathered at the various meetings and workshops.
- D. The school board will reimburse the necessary expenses of all school board members who attend meetings and conventions pertaining to school activities and the objectives of the school board, within the approved policy and budget allocations of the school district relating to the reimbursement of expenses involving the attendance at workshops and conventions.

***Legal References:*** Minn. Stat. § 123B.09, Subd. 2 (School Board Member Training)

***Cross References:*** Burnsville-Eagan-Savage School District Policy 214 (Out-of-State Travel by School Board Members)  
Burnsville-Eagan-Savage School District Policy 412 (Expense Reimbursement)

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*Adopted: 10/1999*  
*Reviewed: 05/14/2015*  
*Revised: 5/28/2015*  
*Rescinds: BCE*

*Burnsville-Eagan-Savage School District Policy 213*

**213 SCHOOL BOARD COMMITTEES**

**I. PURPOSE**

The purpose of this policy is to provide for the structure and the operation of committees or subcommittees of the school board.

**II. GENERAL STATEMENT OF POLICY**

- A. The policy of the school board is to designate school board committees or subcommittees when it is determined that a committee process facilitates the mission of the school board.
- B. The school board has determined that certain permanent standing committees, as described in this policy, do facilitate the operation of the school board and the school district.
- C. A school board committee or subcommittee will be formed by school board resolution which shall outline the duties and purpose of the committee or subcommittee.
- D. A committee or subcommittee is advisory in nature and has only such authority as specified by the school board.
- E. The school board will receive reports or recommendations from a committee or subcommittee for consideration. The school board, however, retains the right and has the duty to make all final decisions related to such reports or recommendations.
- F. The school board also may establish such ad hoc committees for specific purposes as it deems appropriate.
- G. The school board reserves the right to limit, create or abolish any standing or ad hoc committee as it deems appropriate.
- H. A committee of the school board shall not appoint a subcommittee of that committee without approval of the school board.

**III. APPOINTMENT OF COMMITTEES**

- A. For each standing or ad hoc committee, the school board will establish the number

of members and the term and the charge or mission of each such committee by resolution.

- B. The school board chair, in consultation with the vice chair, shall appoint the members of each standing or ad hoc committee and designate the chair thereof after receiving input from individual school board members on their preferences. Assignments should be rotated when appropriate. School board members shall be responsible for finding another school board member to attend any meeting they are unable to attend whenever possible.
- C. The school board may, as it deems necessary for carrying out its duties create committees. These committees may include the following:
  - 1. Committee of the Whole—A committee comprised of the entire school board to provide a school board forum to discuss matters of policy and work on specific tasks.
  - 2. Ad Hoc Committees—Two or three school board members research an issue facing the school board and make recommendations for consideration by the entire school board. These committees shall be of limited duration to cover the charge of the committee.
  - 3. Board Advisory Committees—Broad representation of the communities of the school district study and make a report to the school board on a specific issue. The school board will provide the committee with a detailed charge and timeline. The duration of such a committee will be determined by the committee or by applicable statute. School board members may serve as non-voting members on any committee formed to advise the school board.
  - 4. Standing Committees—Two or three school board members will serve on standing committees for terms of up to two years, when the school board decides this is necessary for the efficient management of school board affairs. Standing committees will be reviewed by the board annually for the duration of the committee.
- D. School board members will be assigned to represent the school district on boards or committees of organizations of which the school board or school district is a member.
- E. For school board members to represent the school board on other boards or committees, the appointment must be approved by the school board.
- F. Exceptions to the policy may be made by the school board.

#### **IV. PROCEDURES FOR SCHOOL BOARD COMMITTEES**

- A. All meetings of committees or subcommittees shall be open to the public in

compliance with the Open Meeting Law, and notice shall be given as prescribed by law.

- B. A committee or subcommittee shall act only within the guidelines and mission established for that committee or subcommittee by the school board.
- C. Actions of a committee or subcommittee shall be by majority vote and be consistent with the governing rules of the school board.
- D. The committee or subcommittee shall designate a secretary who will record the minutes of actions of the school board committee.
- E. The power of a committee or subcommittee of the school board is advisory only and is limited to making recommendations to the school board.
- F. A committee or subcommittee of the school board shall, when appropriate, clarify in any dealings with the public that its powers are only advisory to the school board.

***Legal References:*** Minn. Stat. Ch. 13D (Open Meeting Law)

***Cross References:*** Burnsville-Eagan-Savage School District Policy 201 (Legal Status of the School Board)  
Burnsville-Eagan-Savage School District Policy 203 (Operation of the School Board – Governing Rules)  
MSBA Service Manual, Chapter 13, School Law Bulletin “C”  
(Minnesota’s Open Meeting Law)

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*Adopted:* 10/1999  
*Reviewed:* 5/14/2015  
*Revised:* 5/28/2015  
*Rescinds:* DLCA

*Burnsville-Eagan-Savage School District Policy 214*

**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 out-of-state meetings, such as regional or national meetings of the National School Boards Association, for which the member intends to seek reimbursement from the school district must be preapproved by the school board at a regularly scheduled meeting of the board.

**IV. REIMBURSABLE EXPENSES**

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

**V. REIMBURSEMENT**

A. Requests for reimbursement must adhere to the district's expense reimbursement regulations, be itemized on the appropriate school district form, and are to be submitted to the superintendent. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.

- B. Automobile travel shall be reimbursed at the mileage rate set by the school board. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.
- C. Amounts to be reimbursed for school board member out-of-state travel, including registration fees, shall be within the school board's approved budget allocations.

**VI. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES**

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

**VII. RESPONSIBILITIES**

*Board Chair* – Ensure out-of-state travel for board members is preapproved at a regularly scheduled meeting of the board.

*Superintendent or designee*– Assist board members in securing registrations, housing, and travel accommodations for board approved out-of-state travel. Receive and review requests for reimbursement in accordance with district regulations.

**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. 1035 (Aug. 23, 1999) (Retreat Expenses)  
 Minn. Op. Atty. Gen. 161b-12 (Aug. 4, 1997) (Transportation Expenses)

**Cross References:** Burnsville-Eagan-Savage School District Policy 212 (School Board Member Development)  
 Burnsville-Eagan-Savage School District Policy 412 (Expense Reimbursement)

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*Adopted: 5/28/2015*  
*Reviewed: 5/14/2015*  
*Revised: 5/28/2015*  
*Rescinds:*

## **301 SCHOOL DISTRICT ADMINISTRATION**

### **I. PURPOSE**

The purpose of this policy is to clarify the role of the school district administration and its relationship with the school board.

### **II. GENERAL STATEMENT OF POLICY**

- A. Effective administration and sound management practices are essential to realizing educational excellence. It is the responsibility of the school district administration to develop a school environment that recognizes the dignity of each student and employee, and the right of each student to access educational programs and services.
- B. The school board expects all activities related to the operation of the school district to be administered in a well-planned manner, conducted in an orderly fashion, and to be consistent with the policies of the school board.
- C. The school board shall seek specific recommendations, background information and professional advice from the school district administration, and will hold the administration accountable for sound management of the schools.
- D. Although the school board holds the superintendent ultimately responsible for administration of the school district and annual evaluation of each principal, the school board also recognizes the direct responsibility of principals for educational results and effective administration, supervisory, and instructional leadership at the school building level.
- E. The school board and school administration shall work together to share information and decisions that best serve the needs of school district students within financial and facility constraints that may exist.

**Legal References:** Minn. Stat. § 123B.143 (Superintendent)  
Minn. Stat. § 123B.147 (Principals)

**Cross References:** MSBA Service Manual, Chapter 3, Superintendent of Schools

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*Adopted: 2/1990*  
*Reviewed: 8/10/2017*  
*Revised: 8/24/2017*  
*Rescinds: CBB*

### **303 SUPERINTENDENT SELECTION**

#### **I. PURPOSE**

The purpose of this policy is to convey to the school community that the authority to select and employ a superintendent is vested in the school board.

#### **II. GENERAL STATEMENT OF POLICY**

The school board shall employ a superintendent to serve as the chief executive officer of the school district and to conduct the daily operations of the school district.

#### **III. QUALIFICATIONS**

- A. The school board shall consider applicants who meet or exceed the licensing standards set by the Minnesota Board of School Administrators and qualifications established in the job description for the superintendent position. State and federal equal employment and nondiscrimination requirements shall be observed throughout the recruitment and selection process.
- B. The school board will consider professional preparation, experience, skill, and demonstrated competence of qualified applicants in making a final decision. The school board will conduct a search to find the person it believes can most effectively translate into action its policies and the aspirations of the community.

#### **IV. SELECTION**

- A. A process for recruitment, screening, and interviewing of candidates shall be developed by the school board.
- B. The school board may seek the advice and counsel of interested individuals or of an advisory committee, or it may employ a consultant to assist in the superintendent selection. However, the final selection will rest with the school board after a thorough consideration of qualified applicants.
- C. The school board shall provide the contract for the superintendent and specifically identify all conditions of employment mutually agreed upon with the superintendent. In so doing, the school board shall observe all requirements of state and federal law and school board policy.

***Legal References:*** Minn. Stat. § 123B.143 (Superintendent)  
Minn. Rules, Chapter 3512

***Cross References:*** MSBA Service Manual, Chapter 3, Superintendent of Schools

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*Adopted: 5/2004*  
*Reviewed: 5/14/2015*  
*Revised: 5/28/2015*  
*Rescinds: AFB*

## **304 SUPERINTENDENT CONTRACT, DUTIES, AND EVALUATION**

### **I. PURPOSE**

The purpose of this policy is to provide for the use of an employment contract with the superintendent, a position description, and the use of an approved instrument to evaluate performance.

### **II. GENERAL STATEMENT OF POLICY**

- A. The superintendent's contract shall be used to formalize the employment relationship and to specifically identify and clarify all conditions of employment with the superintendent.
- B. Evaluation is a summative description of the superintendent's performance in all areas of his/her responsibility. The purpose of the performance evaluation is to recognize effective leadership and management, encourage improved performance, communicate and clarify school board expectations, generate mutual understanding, improve communication, and facilitate the process of planning to meet future needs. The specific duties for which the superintendent is accountable shall be set forth in a position description for the superintendent
  - 1. The school board will periodically evaluate the superintendent's performance and will formally evaluate the superintendent at least annually.
  - 2. The superintendent and school board members will establish a clear set of expectations for the evaluation, including the goals to be accomplished and the instrument(s) to be used, to provide a consistent and fair process for the evaluation.
- C. The school board may use the model contract approved by the boards of the Minnesota School Boards Association and the Minnesota Association of School Administrators as a model instrument.

### **III. PROCESS FOR CONDUCTING THE SUPERINTENDENT'S EVALUATION**

- A. School board members will complete as much of the evaluation form as possible before the evaluation meeting.
- B. At the evaluation meeting, the superintendent will meet with the school board to present information regarding the status of annual goal accomplishment, overall

performance relative to the job description, and input from others regarding performance. School board members may ask clarifying questions.

- C. The school board and superintendent together will engage in discussion using the information provided by the superintendent in addition to school board members' individual evaluative comments. Following this joint discussion, the school board may ask the superintendent for time by itself to determine evaluation outcomes. If granted, the superintendent will be invited to rejoin the school board for a final review and comment.
- D. The vice chair will prepare a summative evaluation draft based on the discussion noted above and on written comments from individual school board members. All school board members will review the draft. Following that review, the vice chair will meet with the superintendent to share the summative evaluation and the school board's perspective regarding the superintendent's performance. A copy of the summative evaluation instrument will be provided to the superintendent for his/her personnel file.
- E. The vice chair will summarize the findings of the performance evaluation at the next public meeting of the school board following the evaluation.

**Legal References:** Minn. Stat. § 123B.143 (Superintendent)

**Cross References:** MSBA Service Manual, Chapter 3, Superintendent of Schools (See Model Contract, Sample Performance Appraisals, and Model Job Description)

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*Adopted: 5/28/2015*  
*Reviewed: 5/14/2015*  
*Revised: 5/28/2015*  
*Rescinds:*

## **306 ADMINISTRATOR CODE OF ETHICS**

### **I. PURPOSE**

The purpose of this policy is to establish the requirements of the school board that administrators adhere to the standards of ethics and professional conduct in this policy and Minnesota law.

### **II. GENERAL STATEMENT OF POLICY**

- A. An administrator's professional behavior must conform to an ethical code. The code must be idealistic and at the same time practical, so that it can apply reasonably to all administrators. The administrator acknowledges that the schools belong to the public they serve for the purpose of providing educational opportunities to all. However, the administrator assumes responsibility for providing professional leadership in the school and community. This responsibility requires the administrator to maintain standards of exemplary professional conduct. It must be recognized that the administrator's actions will be viewed and appraised by the community, professional associates, and students. To these ends, the administrator must subscribe to the following standards.
- B. The Administrator:
1. Makes the well-being of students the fundamental value of all decision-making and actions.
  2. Fulfills professional responsibilities with honesty and integrity.
  3. Supports the principle of due process and protects the civil and human rights of all individuals.
  4. Obeys local, state, and national laws and does not knowingly join or support organizations that advocate, directly or indirectly, the overthrow of the government.
  5. Implements the school board's policies.
  6. Pursues appropriate measures to correct those laws, policies, and regulations that are not consistent with sound educational goals.

7. Avoids using positions for personal gain through political, social, religious, economic, or other influence.
8. Accepts academic degrees or professional certification only from duly accredited institutions.
9. Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.
10. Honors all contracts until fulfillment, release, or dissolution is mutually agreed upon by all parties to the contract.
11. Adheres to the Code of Ethics for School Administrators in Minnesota Rule.

***Legal References:*** Minn. Stat. § 122A.14, Subd. 4 (Code of Ethics)  
Minn. Rules Part 3512.5200 (Code of Ethics for School Administrators)

***Cross References:***

- IV. Wrap up
- V. Adjourn