

Board Retreat
Tuesday, March 1, 2022 5:30 PM

Fridley Community Center
6085 7th Street NE
Fridley, MN 55432

Agenda

- A. 200 series Board Policies
Presenter: All
- B. Fridley Middle School Statistics
Presenter: Dr. Kim Hiel
- C. School Calendars SY 2023-2025
Presenter: Dr. Kim Hiel
- D. Strategic Work of the Board
Presenter: Ross Meisner
- E. School Board Group Email
Presenter: Dr. Kim Hiel
- F. Upcoming Important Dates
 - F.1. Fridley School Board Meeting
March 15, 2022
Fridley Community Center
5:30 PM - Work Session
7:00 PM - Public Forum
7:30 PM - Business Meeting
 - F.2. No School - Spring Break
March 21-25, 2022
 - F.3. School Board Work Session
April 5, 2022 at 5:30 PM
Fridley Community Center

201 Legal Status of the School Board

I. Purpose

The care, management and control of the schools is vested by statutory and constitutional authority in the School Board. The School Board shall carry out the mission of the school district with diligence, prudence, and dedication to the ideals of providing the finest public education. The purpose of this policy is to define the authority, duties and powers of the School Board.

II. General Statement of Policy

- A. The School Board is the governing body of the school district. As such, the School Board has responsibility for the care, management, and control over public schools in the school district.
- B. Generally, elected members of the School Board have binding authority only when acting as a School Board legally in session, except where specific authority is provided to School Board members or officers individually. Generally, the School Board is not bound by an action or statement on the part of an individual School Board member unless the action is specifically directed or authorized by the School Board.

III. Organization and Membership

- A. The membership of the School Board consists of six elected directors. The term of office is four years.
- B. There may be other ex officio members of the School Board as provided by law. There is one ex-officio member; the superintendent is an ex officio member.
- C. A majority of voting members constitutes a quorum. The act of the majority of a quorum is the act of the School Board.

IV. Powers and Duties

- A. The School Board has powers and duties specified by statute. The School Board's authority includes implied powers in addition to specific powers granted by the legislature.
- B. The School Board exercises administrative functions. It also has certain powers of a legislative character and other powers of a quasi-judicial character.

- C. The School Board shall superintend and manage the schools and buildings of the school district by employing a superintendent of schools; evaluate the work performance of the superintendent; adopt rules for the district organization, government, and instruction; prescribe textbooks and courses of study; and make and authorize contracts.
- D. The School Board shall have the general charge of the business of the school district, its facilities and property, and of the interest of the schools.
- E. The School Board, among other duties, shall perform the following in accordance with applicable law:
 - 1. Provide by levy of tax, necessary funds for the conduct of schools, the payment of indebtedness, and all proper expenses of the school district;
 - 2. Conduct the business of the schools and pay indebtedness and proper expenses;
 - 3. Make and authorize contracts;
 - 4. Employ and contract with necessary qualified administrators and teachers and discharge the same for cause;
 - 5. Manage the schools; adopt rules for their organization, government, and instruction; prescribe textbooks and courses of study; and make and authorize contracts;
 - 6. Provide services to promote the health of its pupils;
 - 7. Provide school buildings and erect needed buildings;
 - 8. Purchase, sell, and exchange school district property and equipment as deemed necessary by the School Board for school purposes;
 - 9. Provide for payment of claims against the school district, and prosecute and defend actions by or against the school district, in all proper cases;
 - 10. Employ and discharge necessary employees and contract for other services;
 - 11. Provide for transportation of pupils to and from school, as governed by statute; and
 - 12. Procure insurance against liability of the school district, its officers and employees.

The School Board, at its discretion, may perform the following:

- 1. Provide library facilities, public evening schools, adult and continuing education programs, summer school programs and intersession classes of flexible school year programs;
- 2. Furnish school lunches for pupils and teachers on such terms as the School Board determines;
- 3. Enter into agreements with one or more other independent school districts to provide for agreed upon educational services;
- 4. Lease rooms or buildings for school purposes;
- 5. Authorize the use of school facilities for community purposes that will not interfere with their use for school purposes;
- 6. Authorize co-curricular and extracurricular activities;



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7. Receive, for the benefit of the school district, bequests, donations, or gifts for any proper purpose;
8. Provide for evaluation of school programs; and
9. Perform other acts as the School Board shall deem to be reasonably necessary or required for the governance of the schools.

Legal References:

Minn. Stat. 123.33 (School Board Powers)

Minn. Stat. 123.34 (School District Officers)

Minn. Stat. 123.35 (General Powers)

Minn. Stat. 123.351 (Cooperative Centers)

Minn. Stat. 123.36 (Schoolhouses and Sites; Access for Non-curricular Purposes)

Minn. Stat. 123.38 (Co-curricular and Extracurricular Activities; Insurance)

Minn. Stat. 123.40 (Specific powers and duties)

Minn. Stat. 123.41 (Liability insurance)

Minn. Stat. 123.77, Subd. 4 (definition)

Jensen v. Indep. Consol. Sch. Dist. No. 85, 160 Minn. 233, 199 N.W. 911 (1924)

School Board Action:

Adopted as Policies 4.100, 4.200, 4.201, 4.203

Revised as Policy 201 December 21, 1999

202 School Board Officers

I. Purpose

School Board officers are charged with the duty of carrying out the responsibilities entrusted to them for the care, management, and control of the public schools of the school district. The purpose of this policy is to delineate those responsibilities.

II. General Statement of Policy

- A. The School Board shall meet annually and organize by selecting a chair, a vice-chair, a clerk, a treasurer and such other officers as determined by the School Board.
- B. The School Board shall appoint a superintendent who shall be an ex officio, non-voting member of the School Board.

III. Organization

The School Board shall hold an organizational meeting each year on the first Monday in January, or as soon thereafter as practicable, and organize by selecting a chair, a vice-chair, a clerk, a treasurer, and such other officers as determined by the School Board. These officers shall hold office for one year and until their successors are elected and qualify.

- A. The persons who perform the duties of clerk and treasurer need not be members of the School Board.
- B. The School Board by resolution may combine the duties of the offices of clerk and treasurer in a single person in the office of business affairs.

IV. Officer's Responsibilities

A. Chair

The Chair has the following duties and responsibilities:

1. The chair when present shall preside at all meetings of the School Board, countersign all orders upon the treasurer for claims allowed by the School Board, represent the school district in all actions and perform all duties a chair usually performs.
2. In case of absence, inability, or refusal of the clerk to draw orders for the payment of money authorized by a vote of the majority of the School Board to be paid, the chair may draw the orders, or the office of the clerk may be declared vacant by a majority vote of the School Board and filled by appointment.



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3. Provide leadership to the Board and ensures the faithful execution of the Board's processes, exercises interpretive responsibilities with integrity, reflect the spirit and intent of the Board's policies.
4. Monitor Board actions to assure they are consistent with the Board's own rules and policies and with other obligations imposed by agencies whose authority supersedes the board's own authority.
5. Conduct Board meetings using the authority normally vested in the Chair as described in Minnesota Statute and Robert's Rules of Order.
6. Ensure that deliberations are fair, open, productive, efficient and orderly and that only Board matters are discussed.
7. Lead periodic Board self-assessments to ensure continuous process improvement.
8. Facilitate the annual transition of Board officers.
9. Make interpretive decisions of Board policies using reasonable judgment.
10. Compile and facilitate the Board's annual evaluation of the Superintendent.
11. Represent the Board as its official spokesperson about issues decided by the Board and other matters related to official board business.
12. Delegate authority, when appropriate, to other Board members.
13. Execute all documents authorized by the Board, except as otherwise provided by law or board action.
14. Take into consideration agenda items proposed by Board members, works in collaboration with the Superintendent to develop proposed Board meeting agendas consistent with the Board's annual calendar.

B. Vice-Chair

The Vice-Chair has the following authority and duties:

1. Serve, with all the power and duties, in the absence of the Chair.
2. Assist Chair as requested in the execution of Chair responsibilities.



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C. Treasurer

The Treasurer, in collaboration with the Director of Finance and Operations, has the following authority and duties:

1. The treasurer shall deposit the funds of the school district in the official depository.
2. The treasurer shall make all reports which may be called for by the School Board and perform all duties a treasurer usually performs.
3. In the event there are insufficient funds on hand to pay valid orders presented to the treasurer, the treasurer shall receive, endorse, and process the orders in accordance with Minn. Stat. § 123B.12
4. The School Board shall designate the duties of Treasurer to a School District employee.

D. Clerk

The Clerk, in collaboration with the Administration staff, has the following authority and duties:

1. The clerk shall keep a record of all meetings in the books provided.
2. Within three days after an election, the clerk shall notify all persons elected of their election.
3. On or before September 15 of each year, the clerk shall:
 - a) File with the School Board a report of the revenues, expenditures and balances in each fund for the preceding fiscal year.
 - b) Make and transmit to the commissioner certified reports, showing:
 - (1) Revenues and expenditures in detail, and such other financial information required by law, rule, or as may be called for by the commissioner;
 - (2) Length of school term and enrollment and attendance by grades; and
 - (3) Other items of information as called for by the commissioner.
4. The clerk shall enter into the clerk's record book copies of all reports and of the teachers' term reports, and of the proceedings of any meeting, and keep an itemized account of all expenses of the school district.



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5. The clerk shall furnish to the county auditor, on or before September 30 of each year, an attested copy of the clerk's record, showing the proposed property tax voted by the school district or the School Board for school purposes.
6. The clerk shall draw and sign all orders upon the treasurer for the payment of money for bills allowed by the School Board for salaries of officers and for teachers' wages and all claims, to be countersigned by the chair.
7. The clerk shall perform such duties as required by the Minnesota Election Law or other applicable laws relating to the conduct of elections.
8. The clerk shall perform the duties of the chair in the event of the chair's and the vice-chair's temporary absences.
9. The School Board shall designate the duties of Clerk to a School District employee.

E. Individual Board Members

1. Individual Board Members are not authorized to exercise any authority as an individual to supervise or direct the Superintendent or staff. The Board speaks and acts as a single voice after discussion on issues involving the district, not as individuals.

F. Superintendent

1. The superintendent shall be an ex officio, non-voting member of the School Board.
2. The superintendent shall perform the following:
 - a) Manage the implementation of School Board policies;
 - b) Visit and supervise the schools in the school district, report and make recommendations about their condition when advisable or on request by the School Board;
 - c) Recommend to the School Board employment and dismissal of administrators, teachers, and all other employees;
 - d) Annually evaluate each school principal assigned responsibility for supervising a school building within the district;
 - e) Oversee school grading practices and examinations for promotions;



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- f) Make reports required by the commissioner;
- g) Attend all meetings of the School Board;
- h) Perform other duties prescribed by the School Board.

Legal References:

Minn. Stat. 123B.12 (Finance)
Minn. Stat. 123B.14 (Officers)
Minn. Stat. 123B.143 (Superintendent)
Minn. Stat. 126C.17 (Referendum Revenue)
Minn. Sta. Ch. 205A (School District Elections)

Cross References:

Policy 101 (Legal Status of the School District)
Policy 201 (Legal Status of the School Board)
Policy 203 (Operation of the School Board – Governing Rules)
MSBA Service Manual, Chapter 1, School District Governance, Powers and Duties

SCHOOL BOARD ACTION:

Adopted December 21, 1999
Revised August 17, 2010
Revised July 17, 2012
Revised April 16, 2019

203 Governing Rules for the School Board

I. Purpose

The purpose of this policy is to provide governing rules and standards for the general operation of the School Board.

II. General Statement of Policy

The School Board will approach its task in a manner which emphasizes strategic leadership more than administrative detail, with clear distinction of board and staff roles, looking to the future more than the past or present, and proactivity rather than reactivity.

To facilitate optimum effectiveness, the School Board members will recognize the School Board's responsibility as being generally focused on establishing policies, leaving implementation and subsidiary procedures development to the superintendent. Exceptions will include legally required School Board review and approval actions as specified in policy. Certain School Board policies will direct the superintendent and staff to achieve certain results; others will establish constraints to act within acceptable boundaries of prudence and ethics. All School Board authority delegated to staff is delegated through the superintendent, who will be held accountable by the School Board for following the policy directives of the School Board.

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.

Clear standards for School Board relationships with the news media, dealing with the need for legal advice, and access to administrative support for information needs will promote informed and effective teamwork on behalf of the students and citizens of the school district.

III. Governing Manner

- A. The School Board shall strive to keep its major involvement with the intended long-term impact of the school district, not with the administrative or programmatic means of attaining the ends desired.
- B. The School Board shall direct, control, and inspire the school district through the careful deliberation and establishment of policies.

- C. The School Board shall strive to fulfill its lawful and designated powers and authority with respect to funds, raising of funds, property, contracts, textbooks and educational materials, and legal actions and suits.
- D. The School Board shall enforce upon itself whatever discipline is needed to govern with excellence. Discipline will apply to attendance, policy-making, legal actions, principles, respect of clarified roles, speaking with one voice, and self-policing of board tendencies to stray from rigorous governance.
- E. The School Board shall strive to be accountable to the general public for competent, conscientious, and effective accomplishment of its obligations as a body. It will allow no officer, individual, or committee of the board to usurp this role or deter this discipline.
- F. The School Board will strive to be an initiator of policy and responsible for its own performance.

IV. Delegation to the Superintendent

- A. The superintendent is authorized to establish procedures for policy, make all decisions, take all actions, and develop all activities which are needed to implement School Board policies. The School Board may, by revising or extending its policies, restrict or limit the superintendent's authority, but will respect the superintendent's choices so long as the delegation continues. This does not prevent the School Board from obtaining information about activities in the delegated areas.
- B. Only the School Board, by majority vote, has authority over the superintendent. Information may be requested by a board member or board committee, but if such request in the superintendent's judgment requires a substantial amount of staff time, the request may be deferred to the whole board for consideration. A board member who is also a parent may maintain their parental rights for access to information as appropriate. Any parental request for information is considered separate from their role as a board member.
- C. School board members shall direct requests for information primarily to the superintendent or designee. The administration will furnish all School Board members with information prepared at the request of an individual School Board member.
- D. The superintendent may not perform, allow or cause to be performed any act which is unlawful or violates School Board policy. If the superintendent deems it necessary to violate a School Board policy, he or she shall inform the School Board in a timely manner.

V. Order of Precedent

Order of Precedent for School Board meetings shall be as follows:



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- A. Minnesota statutes where specified;
- B. Specific rules of order as provided by the School Board consistent with Minnesota statutes; and rules of the Minnesota Department of Education.
- C. Robert's Rules of Order, Revised (latest edition) where not inconsistent with 1 and 2 above.
- D. Custom and usage.

VI. Securing Legal Services

- A. The superintendent is empowered to seek legal counsel as deemed necessary during the normal course of business and within the limits of the budget.
- B. If there are legal concerns involving the School Board and the superintendent, the School Board chair is empowered to seek legal counsel on behalf of the School Board with concurrence of the Board.

VII. News Media/School Board Relations

- A. When the School Board issues news releases and/or responds to questions from the media, the official spokesperson for the School Board will be the School Board chair or designee.
- B. Board agenda materials will be made available to the public at the same time they are delivered to School Board members. Items of new School Board business shall not be given to the public other than through release of School Board agenda materials.
- C. When individual School Board members speak to the news media, they shall issue a standards disclaimer that emphasizes: "These are my personal views and do not necessarily reflect the views of the full School Board."
- D. The School Board Chair and the superintendent's office will collaborate on all media responses according to the guidelines established under School Board policy.

Legal References:

Minn. Stat. 13D (Open Meeting Law)

Minn. Stat. 123.09, Subds. 6, 7 and 10 (School Board Matters)

Minn. Stat. 123B.14 (Officers)

SCHOOL BOARD ACTION:

Adopted December 21, 1999

Revised April 16, 2013



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Revised April 16, 2019

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