



PRIOR LAKE-SAVAGE
AREA SCHOOLS

School Board Study Session
District Services Center

April 13, 2020
5:00 PM

AGENDA

- 1. NOTICE OF THE PRIOR LAKE-SAVAGE AREA SCHOOL BOARD**
- 2. WELCOME**
- 3. PURPOSE AND AGENDA**
- 4. AGENDA**
 - A. OVERSIGHT OF OPERATIONS DURING COVID-19 PANDEMIC**
 1. Overview of District Responsibilities and COVID-19 Work
 2. District Learning Plan
 - a. Teaching and Learning
 - b. Child Care
 - c. Child Nutrition Services and Student Meals
 - d. PLSAS Employee Updates
 - e. Funding and Budget Impacts
 - B. 2020-21 Budget Adjustments**
 - C. Review Draft Policies**
 1. Policy 201.1: School Board Vacancies
 2. Policy 203: Board Operating Norms
 3. Policy 204: School Board Member Violation of Policy
 4. Policy 209: Code of Ethics
 5. Policy 213: School Board Committees
 6. Policy 215: School Board Use of Electronic Communications
 - 5. ADJOURN STUDY SESSION AND OPEN MEETING FOR ROUTINE BUSINESS**



COVID-19 PLSAS UPDATE

School Board Study Session, April 13, 2020



OVERVIEW

- » **Distance Learning Plan**
 - ◇ **Teaching & Learning**
 - ◇ **Technology**
 - ◇ **Child Care**
 - ◇ **Child Nutrition Services**
 - ◇ **Operations & Transportation**
 - ◇ **Human Resources**
 - ◇ **Communications**



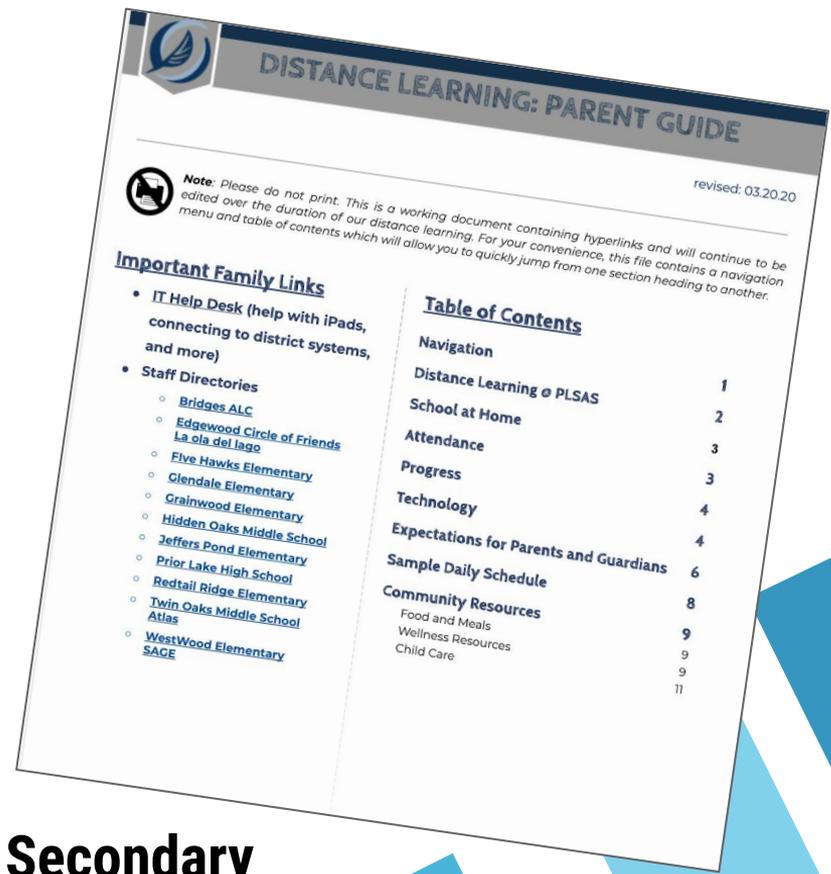
Distance Learning:

- Personalized
- Purposeful
- Empowered



Teaching & Learning

- » **District's Plan is posted**
 - ◇ **Parent Guide**
 - ◇ **Teacher Guide**
- » **Survey to gather feedback**
 - ◇ **833 Parents, 293 Teachers, 422 Secondary Students**



Teaching and Learning



**Items Posted
This Week**

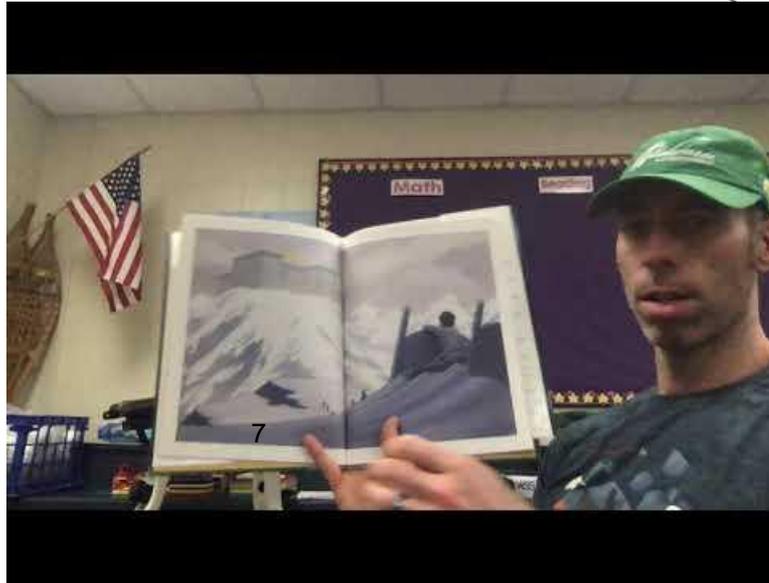
39,640

**Comments and
Feedback from
Teachers *this*
week**

25,663

**Parent Visits *This*
Week**

17,104



Thursday, April 2nd: Bates Bunch Distance Learning Schedule with Links

Reading -	Science -	Writing -	Math -
Independent Reading on Raz Kids or Epic for at least 20 minutes Raz Kids app Teacher Username: Sbatesr	Science Lesson 4/2 Watch video lesson, then do Rock Properties sheet from your DL Folder (stapled to the green science sheet) *Upload to Seesaw	Writing Lesson 4/2	Green Homework Packet p. 225, 226 *Upload one page to Seesaw

Teaching and Learning



schoolology®

PRIOR LAKE-SAVAGE AREA SCHOOLS COURSES GROUPS RESOURCES TOOLS

You are not currently enrolled as an admin in this course. [Enroll now](#)

Chalupsky_Health7: 1920_Semester 2, Day 1

Week of April 6-10

[Add Materials](#) [Options](#) [Student Progress](#)

- WATCH FIRST! - Mr. Chalupsky's ...**
Must view the item
- WEEKLY PLAN - HEALTH 7, DAY 1 - April 6-10**
Must view the item
- KEY - Body Systems 2 Study Packet**
Must view the item
- QUIZZLET! - Body Systems 2**
Must view the item
- HEALTH 7: Body Systems 2 TEST**
Must make a submission

Course Options

Materials

- Updates
- Gradebook
- Grade Setup
- Mastery
- Badges
- Attendance
- Members
- Analytics
- Workload Planning
- Conferences

PRIOR LAKE-SAVAGE AREA SCHOOLS COURSES GROUPS RESOURCES TOOLS

You are not currently enrolled as an admin in this course. [Enroll now](#)

Science7_1920: Clemmerson Science, Clemmerson Science 2

[Add Materials](#) [Options](#) [Student Progress](#)

- Sci: Weekly Checklist: 4/6-4/10**
2 sections
- Life Science Modified Checklist 4/6-4/10**
Please use this checklist for the modified version for life science class.
1 section - Due Friday, April 10, 2020
- Sci: Week 2: 4/6/2020-4/10/2020 Ch 6.3: Evidence for Evolution**
2 sections - Available 4/05/20 3:00pm - 4/13/20 7:00am
- Sci: Week 1: 3/30/20-4/5/2020**

Reminders

1 ungraded assignment submissions

Upcoming

- Sci: Weekly Life Science Newsletter Apr 5 at 12:00 am - Apr 10 at 12:00 am
- Friday, April 10, 2020
- Sci: 4j 6.3 Evolution Quiz 7:00 am
- Sci: 3j Share what you learned Google Form 7:00 am
- Sci: 1j 6.3 Text Book Reading 7:00 am
- Sci: 4j Modified B: 6.3 Evolution Quiz 7:00 am
- Sci: 4j Modified: 6.3 Evolution Quiz 7:00 am
- Life Science Modified Checklist 4/6-4/10
- Monday, April 13, 2020
- Sci: 4/13-3/17: Weekly Science Newsletter Apr 13 - Apr 17

Stats since March 23, 2020



DISTRICT ACHIEVEMENT

THIS YEAR, WE'VE ANSWERED **379,498** QUESTIONS!





Survey Overview

Top Three Positive Actions Teachers Taking:

- » **Being available to students and families**
- » **Hosting/posting lessons**
- » **Posting clear schedules and directions**

Aspects of Distance Learning to Refine:

- » **Incorporating more ways to be connected with classes and teachers**
- » **Support for technology**
- » **Managing workload and schedule**



Technology

Device Deployment

- » **One thousand three hundred iPads have been deployed to 6th & 7th-grade students to expand the District's 1:1 initiative.**
- » **Offered an Elementary iPad opt-in process and deployed over 1,600 iPads to families.**
- » **We have implemented a plan to provide Internet access to families in need.**¹¹





Child Care

Child Care at WestWood/Edgewood

- » **Provided for children of Tier 1 workers**
- » **120 students registered**
 - ◇ **35-40 students attending each day**



Child Nutrition Services

School Meals

- » **Summer Food Service Program**
 - ◇ **Meals are free to all students (ages 3-18) regardless of need**
 - ◇ **Reimbursement received goes back into the CNS program**





Child Nutrition Services

40 Child Nutrition Team Members Working

- » Average 3,500 meals per day, 27,960 to date
- » 2 service kitchens, 1 production kitchen
- » Curbside pick-up, Bus Delivery, Child Care
 - ◇ Curbside pick up ~1,800/day
 - ◇ Bus Delivery - 5 buses, 18 bus stops, ~2,000/day





Operations & Transportation

- » **Supporting CNS w/meal deliveries**
- » **Sanitizing school sites**
- » **Deep cleaning**
- » **Construction on schedule**
- » **Cost avoidance w/utility savings**
- » **Planning 2020/21 boundary routes**





Human Resources

- » **Staff Assignments and Accountability**
 - ◇ **Community Education Employees**
- » **Expectations for Staff Working Remotely**
- » **New State and Federal Legislation impacting personnel and benefits**
- » **Leaves under COVID-19**
- » **Staff Resources**

Communications

- » Email
- » Text
- » Video
- » Social Media
- » E-Newsletters
- » Laker Connections (May)
- » www.priorlake-savage.k12.mn.us/covid-19



Communications



» facebook.com/PLSAS



» twitter.com/isd719

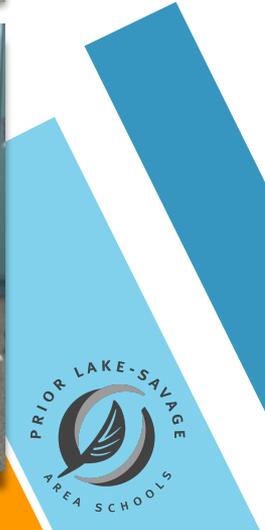
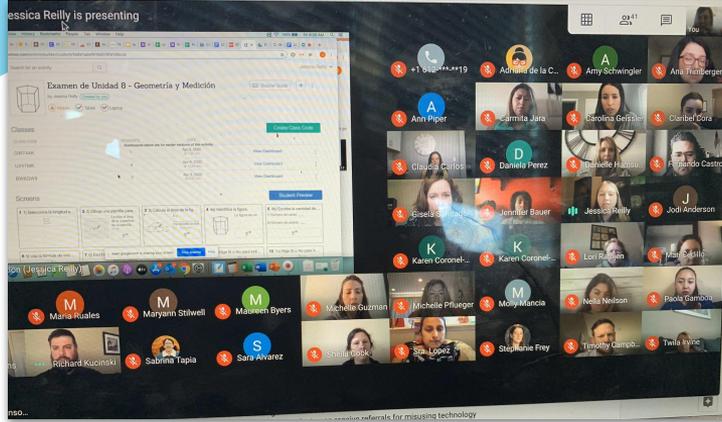


» instagram.com/isd719

#WeArePLSAS #RelationshipsMatter



Thank You #WeArePLSAS #RelationshipsMatter





Budget Presentation

School Board Meeting
April 13, 2020



OUR FRAMEWORK FOR THE FUTURE

OUR MISSION Our mission is to educate all learners to reach their full potential as contributing and productive members of our ever-changing global community.

CORE VALUES

What drives our words and actions

Partnership: Collaboration of resources and talents to achieve high mutual goals for the benefit of all

Innovation: Creative problem solving connecting creativity with usefulness

Respect: Valuing ourselves, each other and our world across all differences

Wise Stewardship: Developing and effectively using our knowledge, human, financial, physical and environmental resources

Accountability: Holding ourselves and each other accountable for our actions and words

Strive for Excellence: Committing to continuous learning and improvement

July 2019

VISION

A compelling educational picture of what we intend to create

Sustainable environmental focus recognized at the state and national levels

Challenging, diverse and personalized learning

A culture of excellence fostering a love of learning and appreciation of the arts and activities

Safe and respectful schools

A district of stakeholder partnerships

Technology enhancing instruction, communication and administration

Innovative and flexible staffing through wise financial stewardship

22

STRATEGIC DIRECTIONS

Goals that guide educational programs, services and applied resources

Increase measurable student learning and reduce achievement gaps as we provide equitable student opportunities through personalized learning and student engagement

Continue fiscal accountability through operational excellence and the alignment of human, financial and physical resources to district goals

Expand innovation to improve the learner experience

Integrate E-STEM focus across the district

Provide a safe, secure and supportive environment that nurtures the social and emotional well-being of all learners

Engage students, parents, families and community to strengthen a culture of respect and inclusion

○ Presentation Outcomes

- Present budget adjustment recommendations
- Review the timeline for action at the May 4th Board meeting

○ Key Reasons for the Budget Shortfall

- Projected \$3 Million Shortfall:
 - 200 less students than projected: \$2M less is revenue in 2019-2020 and ongoing in 2020-21 and beyond
 - State funding has not kept pace with inflation
 - Projected Health Insurance Increase: \$1M in projected additional expenditures

○ Budget Focus Guiding Principles

- Balance meeting the educational needs of the district's students while being fiscally responsible to the district students, staff and community
- All recommendations to be based on student achievement, fiscal integrity and the strategic plan
- Ensure successful learning and safety for all students, keeping in mind the whole child
- Transparency in discussions
- Balanced budget in 2020-21
- Maximize financial resources
- Maintain fund balance, per Board policy, between 8-12%
- Align resources of time, talent and funds to achieve strategic priorities
- Continue to analyze future health care insurance costs and other contractual budget obligations

○ Timeline

June, 2019

Board approved budget for 2019-20

- Revenue Assumptions \$3,188,360
- Expenditure Assumptions \$5,322,020 = **\$2.1M Gap**
- Board approved using fund balance reserve

Oct/Nov 2019

Provide administration direction on 2020-21 budget parameters

- Maintain district fund balance policy between 8-12%
- Restore class size ratios
- OE parameters (board approved Dec, 2019)
 - K – 100 students
 - Grades 1-5 – 30 students per grade level
 - Grades 6-8 30 students per grade level or 90 students total
 - Grades 9-12 – 30 students per grade level or 120 students total

June, 2019 board approved revenue assumption: increase enrollment by 252 students in 2019-20 school year

December, 2019 board approved final budget: increase in enrollment by 50 students in 2019-20 school year

2020/21 revenue budget assumption: increase enrollment by 125 students

○ Timeline

School Board

January 27, 2020, Study Session

20-21 Budget Parameter Discussion

- Enrollment Projections
- Revenue, Expenditure, Staffing, Legislative Assumptions

February 10, 2020, Study Session

District Budget, Enrollment & Long-Range Planning

Study Session:

- Preliminary Budget Update | Parameter Discussion
- Enrollment Projections | Revenue Assumptions
- Expenditure Assumptions | Legislative Assumptions
- Preliminary Kindergarten Numbers

March 9, 2020, Board Meeting

Approval of 2020-21 Budget Parameters & Reduction Amount

March 16, 2020, Study Session

Review Preliminary Staff Input

April 13, 2020, Board Meeting

Board Review & Discussion of Budget Recommendations

April 27, 2020, Study Session

Board Review & Discussion of Budget recommendations

May 4, 2020, Board Meeting

Board Action on Budget Reductions for 2020-21

February - March

Administration

- Form budget reduction process
- Identify expenditures for 2020-21 budget aligned to Strategic Plan

Stakeholder Input

- Staff communication and input at each site and department

Administration

- Admin review staff input
- Develop final budget recommendations for School Board

○ Parameters

- Fund balance within 8-12%, per Board policy
- Restore class size ratios
 - Projected FTE adjustment in elementary and secondary classroom due to student enrollment
- Open Enrollment (continue to track through Spring/Summer)
 - Kindergarten: 100 students
 - Grades 1-5: 30 students/grade level
 - Grades 6-8: 30 students/grade level or 90 students total
 - Grades 9-12: 30 students/grade level or 120 students total



○ 2020-21 Revenue Budget Assumptions *(Presented Feb/March Board Meetings)*

- Increase in General Education Formula by 2% or 126 PPU
 - \$6,438 to \$6,567
- Increase in enrollment by 125 students
- Increase in Special Education Revenue
- Additional Achievement & Integration Revenue

Estimated additional revenue: \$3,273,746

Additional Revenue Assumption Projections & Allocations

- \$200,000 MNCAPS *(Add'l Students/Farmington Tuition Agreement Revenue)*
- \$400,000 Special Education *(Add'l Funding/Coding Rules Adjustment)*

Additional estimated additional revenue: \$600,000

Total estimated revenue: \$3,873,746²⁹



○ 2020-21 Budget Parameters

2020-21 Expenditures Assumptions

- 1) Wages and benefits - 4 year average cost
- 2) Health insurance increase 12.5%
- 3) 2 buses for transportation - enrollment & boundary changes
- 4) Increase in Transportation Contract
- 5) Determine FTE needs for student/staff ratios
- 6) Special Education staffing needs
- 7) Additional custodial staffing for opening new building spaces
- 8) Additional expenditure for utilities and other fixed costs for new building spaces
- 9) Increases in Property/Liability/Workers' Comp Insurance
- 10) Additional custodial budgets for new building spaces

Total estimated increase in expenditures: \$5,020,000

○ Updated Expenditure Projections

- Health Insurance Rates projected increase to 8%: Projected Savings: \$300,000
- Life Insurance and Long Term Disability Insurance Projected savings: \$120,000
- Transportation Projected Savings: \$250,000

Updated Expenditure Savings Projection: \$670,000

○ Recommendations

There are several recommendations that we are proposing to help us achieve the needed budget adjustments.

○ Restore Classroom Ratios

- Elementary School: 6.0 FTE
- Middle School: 2.7 FTE
- High School: 1.8 FTE

- Total adjustment: 10.5 FTE

Savings: \$650,000

○ Teaching and Learning Restructure

- Currently 4.0 FTE = Technology Integrationists
- Proposed Restructure for 2020-2021:
 - New 1.0 FTE K - 12 Instructional Literacy Coach
 - New 1.0 FTE K - 12 Instructional Math Coach
 - 2.0 FTE Reduction

Savings: \$215,000

○ Staff Vacancies Adjustment

- Staff Vacancies: (not fill these positions)
 - 1.0 FTE District Naturalist Position
 - 1.0 FTE Peer Coach Position
(incl. Extended Contract)
 - .5 FTE Synergy Position
 - 1.0 FTE Elementary Dean of Students
(incl. Extended Contract)

Savings: \$500,000

○ Administration Adjustment

- Administration:
 - Negotiation parameters on Salary/Benefits
 - 1st Year Impact/2nd Year Impact

Or

- Reduction of an Administrative position

Savings: \$130,000

○ Special Education Adjustment

- 1 FTE in 1:1 Nursing reductions due to lack of student IEP needs: \$50,000
- 2.0 FTE SPED Staff Resignation/Retirements (Not fill these positions): \$275,000
- 2.0 FTE Sign Language Interpreters due to lack of student IEP needs: \$80,000
- Reduction in Paraprofessional Support due to lack of student IEP needs: \$50,000

Savings: \$455,000

○ Operational Adjustments

- Energy Efficiency: \$75,000
- Reduce Supply/Technology Budgets: \$100,000

Savings: \$175,000

○ Summary of Recommended Adjustments

Additional Revenue Assumption Projections & Allocations

- \$200,000 MNCAPS (*Add'l Students/Farmington Tuition Agreement Revenue*)
- \$400,000 Special Education (*Add'l Funding/Coding Rules Adjustment*)

Additional estimated revenue: \$600,000

Recommended Budget Adjustments

- Health Insurance Rates increase to 8% Projected Savings: \$300,000
- Life Insurance and Long Term Disability Insurance Projected Savings: \$120,000
- Transportation Projected Savings: \$250,000
- Restore Classroom Ratios: \$650,000
- Teaching and Learning Restructure: \$215,000
- Staff Vacancies Adjustment: \$500,000
- Administrative Adjustment: \$130,000
- Special Education Adjustment: \$455,000
- Operational Adjustments: \$175,000

Total All Adjustments:

\$3,395,000

Budget Adjustment Total: \$2,795,000

○ Potential Revenue Strategies

Additional Revenue Themes - Long Term Strategies

- Maximum Levy Authority
- Additional Operating Levy
- Technology Levy
- Additional Achievement & Integration Levy Authority
- Increase parking fees, activities fees

○ Presentation Outcomes

- Present budget adjustment recommendations
- Review the timeline for action at the May 4th Board meeting



Discussion



INDEPENDENT SCHOOL DISTRICT 719
PRIOR LAKE - SAVAGE AREA SCHOOLS

(This is State Statute)

201.1 SCHOOL BOARD VACANCIES

I. PURPOSE

The purpose of this policy is to establish procedures for filling board member vacancies for unexpired terms and ensuring an efficient and smooth-running school board.

II. DEFINITION

III. GENERAL STATEMENT OF POLICY

1. Board Vacancy

1.1. A board vacancy occurs when a member:

1.1.1. Dies

1.1.2. Resigns

1.1.2.1. Whenever possible, a board member wishing to resign shall give written notice to the board at least one month prior to the resignation date.

1.1.3. Ceases to be a resident, as defined by MN Statute, of the district

1.1.4. Is unable to serve on the board and attend its meetings for 90 days or more because of illness or prolonged absence from the district

1.1.5. Is removed from the board through board action

2. Vacancy Caused by an Ill or Absent Member

2.1. When a board vacancy is caused by an ill or absent member, the position shall be filled as follows:

2.1.1. The board, by resolution, shall declare a vacancy to exist.

2.1.2. Applications to fill the vacancy shall be accepted from district residents.

2.1.3. The board shall fill the vacancy by a majority vote of the remaining elected members of the board at a regular or special meeting.

2.1.4. The vacancy shall be filled by appointment and put into a resolution, which shall be recorded in the minutes of the meeting

2.1.5. The vacancy shall be filled for the remainder of the unexpired term or until the ill or absent member is able to resume duties as a member of the board, whichever occurs first.

3. Vacancies for Reasons other than an Ill or Absent Member

- 3.1 When a board vacancy is caused by reasons other than an ill or absent member, the position shall be filled as follows:
- 3.1.1 Applications to fill the vacancy shall be accepted from district residents.
 - 3.1.2 The board shall fill the vacancy by a majority vote of the remaining elected members of the board at a regularly scheduled or special meeting of the board. The appointment shall be evidenced by a resolution entered into the minutes and shall be effective 30 days following adoption of the resolution.
 - 3.1.2.1 An appointment to fill a vacancy shall not be effective if a petition to reject the appointee is filed with the school district clerk. To be valid, a petition to reject an appointee must be signed by a number of eligible voters residing in the district equal to at least 5% of the total number of voters voting in the district at the most recent state general election, and must be filed within 30 days of the board's adoption of the resolution making the appointment. If a valid petition is filed according to the requirements, the appointment by the school board is ineffective and the board must name a new appointee. The board shall make the appointment by a majority vote of the remaining elected members of the board at a regular scheduled or special meeting of the board.
 - 3.1.3 If an appointment to a vacant position becomes effective, it shall continue until:
 - 3.1.3.1 A special election is held no later than the first Tuesday after the first Monday in November following the vacancy; or
 - 3.1.3.2 If the vacancy occurs less than 90 days prior to the first Tuesday after the first Monday in November in the year in which the vacancy occurs, the special election must be held no later than the first Tuesday after the first Monday in November of the following calendar year; or
 - 3.1.3.3 If the vacancy occurs less than 90 days prior to the first Tuesday after the first Monday in November in the third year of the term, no special election is required.
 - 3.1.4 All required elections or appointments to fill vacancies shall be for the unexpired term.

School Board Adoption: ~~November 14, 2016~~
State Statute

An Equal Opportunity School District

INDEPENDENT SCHOOL DISTRICT 719
PRIOR LAKE - SAVAGE AREA SCHOOLS

203 SCHOOL BOARD OPERATING NORMS

I. PURPOSE

The purpose of this policy is to provide governing expectations, rules and consistency for the conduct of meetings of the school board.

II. DEFINITION

III. GENERAL STATEMENT OF POLICY

Board members recognize that the highest care, management and control of the district is vested in the board. The board shall carry out this responsibility through the establishment of district policies by which the schools are to be administered. The administration of the educational and operational management shall be delegated to the superintendent.

1. The board shall cultivate a sense of group responsibility. The board shall be solely responsible and accountable for excellence in governing. The board shall use the expertise of individual Board members to enhance the ability of the board as a body but shall not substitute individual judgments for the board's collective judgment.
2. Board member accountability to the entire school district supersedes:
 - 2.1. Any loyalty a board member may have to other advocacy or interest groups
 - 2.2. Any loyalty based upon membership on other boards or staffs
 - 2.3. Any conflicts based upon the personal interests of any board member
3. How We Relate to One Another
 - 3.1. Board members should feel free to express their opinions and beliefs about issues. Discussions will be open and candor encouraged. Honest disagreements are legitimate and have an appropriate place on the board; however, board members shall respect one another's opinions and shall not criticize one another in an inappropriate manner.
 - 3.2. Board members shall focus on issues rather than personalities.
4. How We Communicate
 - 4.1. Board members shall establish and maintain open channels of communication with each other.

- 4.2. Board members shall receive the same information and data which are necessary for decision making. Information will come from the office of the superintendent and s/he shall ensure that each member has equal access to this information.
- 4.3. Board members who are absent or late to meetings shall take the initiative to find out what they may have missed. If board members know they are going to be absent, they must notify the board chair or the superintendent.
- 4.4. Board members shall channel requests for information and reports, as well as clarifications and questions through the superintendent or board chair.
- 4.5. Board members shall remain informed concerning state and federal laws and regulations affecting education.
- 4.6. Board members shall exercise honesty in all written and interpersonal interactions.
- 4.7. Board members shall protect the integrity and promote the positive image of the district and one another.
- 4.8. Private and confidential data must always be protected in accordance with the Minnesota Government Data Practices Act. Communication among board members via email, or any other channel/form of communication, shall be in compliance with the Minnesota Government Data Practices Act.

5. How We Govern

- 5.1. Board members shall seek and, whenever possible, support solutions that they believe will provide the greatest benefit to the largest number of students.
- 5.2. The board shall work in partnership with the superintendent, staff, students, parents and the community.
- 5.3. The board shall deliberate in many voices prior to board action, but govern in one voice representing the district.
- 5.4. Once the board has taken action, board members shall support the official position of the district.
- 5.5. Board members should take risks in confronting differences of opinion. Board members are encouraged to fully participate and to disagree about issues to ensure full discussion in board meetings, however, they must be careful that adherence to a point of view does not prolong discussion.
- 5.6. In order to facilitate constructive resolution of problems at the most appropriate administrative level, when board members receive questions and concerns from members of the community or employees, they shall direct the individual to the appropriate administrator in the district, **or and** the superintendent if appropriate administrator is unknown.
- 5.7. Board members shall recognize and respect that their authority only exists when a quorum of the board meets and not as individual board members, except as authorized by law or delegated by the board, through board action.

- 5.8. Individual board members shall not contact board legal counsel without approval of the board.
- 5.9. Legal matters, other than superintendent performance evaluation, shall be forwarded to the superintendent to investigate as necessary.
- 5.10. Board members recognize that the superintendent is bound only to directions and decisions made by the board.
- 5.11. Board members shall contact the superintendent at least one work day (Friday 9:00 a.m.) prior to a board meeting if they have concerns or questions about agenda items and/or materials (Wednesday, 12:00 p.m.). Late additions and/or changes shall contain the date and time for board member concerns and questions. This does not limit board discussion or questions after presentation of materials. Questions posed in meetings not previously disclosed to the superintendent, do not require a response by the superintendent in the meeting, nor be a reason for the board to not take action as described in the agenda.
- 5.12. Board members shall maintain focus on District Mission, Core Values, Vision and Strategic Directions.

6. How We Conduct Meetings

- 6.1. Generally, the board shall conduct one business meeting and one work session each month. Business meetings shall take place on the second Monday of the month and work sessions shall take place on the fourth Monday of the month, with exceptions in cases of holidays, school vacation conflicts, or other unanticipated conflicts. The annual calendar of meetings is established at a board meeting in March.
 - 6.1.1. During work sessions, the board shall discuss such things as planning, orientation and learning on specific issues, and other topics deemed appropriate by the board or the superintendent and chair. Work sessions may provide an opportunity for the board to discuss items of interest for future work sessions or business meetings, in consultation to the board chair and superintendent. Work sessions may also be a time for either a listening session with the public on issues as prescribed by the board or open to public feedback after the meeting, limited to items discussed during the work session.
 - 6.1.2. The board may vary from the number and/or timing of business meetings and work sessions in order to accommodate the business of the district in compliance with the requirements of the Minnesota Open Meeting Law.
- 6.2. A special meeting of the board may be called by providing written notice at least three days before the date of the meeting. Notice shall include the date, time, place and purpose of the meeting and shall be posted on the district's website, the front window of the administrative office of the district, and mailed or otherwise delivered to each person who has filed a written request for notice of special meetings with the district.
- 6.3. An emergency meeting of the board may be called by the chair, or a quorum, by telephone or by any other method to notify the members of the board. Notice shall be provided to each news medium which has filed a written request for notice as soon as reasonably practicable after notice has been given to the board members. Notice

shall include the subject of the meeting. Posted or published notice of an emergency meeting is not required. No action shall be taken at an emergency meeting, except related to emergency for which it is called.

- 6.4. The first meeting in January shall be an organizational meeting. During this meeting, the board shall select a chair, vice chair/clerk, treasurer and other officers as the board sees fit and shall establish any changes to the annual schedule of regular monthly meetings of the board.
- 6.5. Meetings of the board shall be open to the public, unless closed by the board pursuant to the Open Meeting Law.
- 6.6. The board recognizes the importance of public notice of all meetings. Prior to each meeting, the district shall post the agenda on the district website and furnish a copy of the agenda to district's official newspaper and to any citizen who requests the information.
- 6.7. Board members shall make all reasonable effort to attend all board meetings and work sessions.
- 6.8. Board members shall prepare for discussions in advance and review the materials distributed prior to a meeting. Neither the superintendent nor individual board members shall put one another in a position to discuss items or make recommendations in the absence of appropriate information and preparation.
- 6.9. The board shall transact all business at meetings of the board with a quorum of members, in accordance with the Open Meeting Law.
- 6.10. Board meetings and deliberations shall be conducted according to Minnesota Statute where applicable and then by Robert's Rules of Order, using the authority normally vested in the board chair as described in Robert's Rules of Order. The use of Robert's Rules may be suspended at any meeting by a majority vote. Work sessions do not use Robert's Rules of Order.
- 6.11. Board members shall limit discussion to the agenda.
- 6.12. Prior to the board business meeting or work session, the superintendent, in consultation with the board chair, shall prepare the agenda for each meeting.
 - 6.12.1. Board members may request to have an item(s) added to a business meeting or work session by:
 - 6.12.1.1. Making a request at a board work session to add the topic to an upcoming meeting agenda. If the addition of the topic is supported by a majority of board members, the recommendation shall be forwarded to the board chair.
 - 6.12.1.2. Generally, items shall not be added to the agenda during a meeting unless they cannot be delayed until a subsequent meeting. Board members should make every effort to submit their request for the addition of an agenda item through

discussion at a board work session; however, if an item cannot be delayed until a subsequent meeting, during the “Accept Agenda” portion of the meeting, a board member may make a motion to add it to the agenda. If there is a second to the motion and majority support, the item shall be added.

- 6.13. Input from students, staff, parents, and community members in major decisions can be a valuable form of assistance to the board. Open forum is an opportunity to address the board. Individuals who wish to address the board may do so on a topic not on the agenda, unless exception is granted by the board chair.
 - 6.13.1. At least 10 minutes prior to each meeting, a sign-up sheet will be available at the meeting site for individuals to sign up to address the board. Only those whose names and addresses appear on the sign-up sheet at the time the meeting is called to order shall be permitted to address the board.
 - 6.13.2. Up to 5 speakers shall be provided a maximum of three minutes (15 minutes total) to address the board, unless an exception is granted by the board chair.
 - ~~6.13.3. If no one speaks at open forum, the board chair may call the board meeting to order.~~
 - 6.13.4. Speakers will not be allowed to verbally attack, disparage, or potentially defame individual board members, employees or students, nor may speakers use vulgar or profane language. Also, speakers may be precluded from disclosing personally identifiable private data regarding employees or students.
 - 6.13.5. Speakers unwilling to conform to the rules or time constraints may be told his/her privilege of speaking has ended.
 - 6.13.6. Board members shall listen respectfully to issues brought to them by the community, but not engage the individuals during their time. The board shall not deliberate or take action during the open forum regarding an issue presented.
 - 6.13.7. If follow-up by administration is necessary, the chair shall request that the superintendent follow up on the matter.
 - 6.13.8. When the board chair proceeds with the meeting, audience comments are no longer in order; however, the board members retain the right to call on district administrators for information to assist the board in its deliberations.
- 6.14. The minutes of the proceedings of the board at the previous meeting, together with the next agenda and related materials, shall be provided to the board before the time of the next regular meeting. A DRAFT agenda will be sent to all board members on the Monday preceding the board meeting.
 - 6.14.1. The minutes of the preceding meeting shall be approved by the board at the next regular business meeting.

- 6.14.2. A copy of all motions and resolutions shall be carefully recorded. The names of those who make motions, those who second motions, and those voting “aye” or “nay” shall be recorded, except when the vote is unanimous.
- 6.14.3. The official minutes shall be kept as the permanent record of the board after being reviewed by the clerk of the board.
- 6.14.4. All records of the board shall be available to citizens for inspection primarily through the district website and also at the District Services Center (DSC), except data classified as private or confidential under the Minnesota Government Data Practices Act.
- 6.14.5. The official proceedings of the board or a summary of the proceedings must be published in the official newspaper within 30 days of the meeting at which the proceedings occurred.

67.15 The school board will, at all regular school board meetings, follow an agenda order similar to:

- ~~1. Open Forum~~
- 2. Call to Order by Chair
- 3. Pledge of Allegiance
- 4. Roll Call
- 5. Open Forum**
- 6. Approval of Agenda
- 7. Consent Agenda
- 8. Laker Pride, Special Recognitions, or Program Presentations
- 9. Personnel
- 10. Unfinished Business
- 11. New Business
- 12. Policy
- 13. Board and Administrative Reports
- 14. Adjournment

The school board may depart from the order of business with consent of the majority of members present.

School Board Adoption: ~~February 13, 2017~~

An Equal Opportunity School District

INDEPENDENT SCHOOL DISTRICT 719
PRIOR LAKE - SAVAGE AREA SCHOOLS

204 SCHOOL BOARD MEMBER VIOLATION OF POLICY

I. PURPOSE

The purpose of this policy is to provide the process through which school board member violation or perceived violation of district policy has occurred.

II. DEFINITION

III. GENERAL STATEMENT OF POLICY

The school board and its members are committed to faithful compliance with the provisions of the district's policies. In the event of a member's willful and continuing violation of policy, the school board will seek remedy by the following process in the sequence articulated:

1. Conversation in a private setting between the offending member and the school board chair or other individual member; such conversation will be reported to the balance of the board.
2. Discussion in a public meeting between the offending member and the full school board.
3. Public censure and/or removal from appointed assignments of the offending member of the school board.
4. Board removal of the offending member of the school board in accordance with State Statute 123B.09 Subd 9.

Most of the issues and situations are intended to fall into Category 1. Category 2, 3, and 4 are intended for extreme and/or repeated instances of violations where process step 1 has not resulted in a change in a board member's behaviors.

School Board Adoption: ~~November 14, 2016~~

INDEPENDENT SCHOOL DISTRICT 719
PRIOR LAKE - SAVAGE AREA SCHOOLS

209 CODE OF ETHICS

I. PURPOSE

The purpose of this policy is to establish a school board Code of Ethics for individual school board members to commit to while serving on the Prior Lake-Savage Area School Board.

II. DEFINITION

III. GENERAL STATEMENT OF POLICY

Each school board member shall follow the Code of Ethics, without exception:

1. Individually and collectively, we shall:
 - 1.1. Make decisions based upon the best interests of students.
 - 1.2. Represent all school district constituents' interests honestly and equally and fulfill my board responsibilities without preference to special interest or partisan political groups.
 - 1.3. Not use board public office for personal gain or publicity and shall avoid any conflict of interest or the appearance of impropriety.
 - 1.4. Have no legal authority as an individual to speak or act in the name of the board and understand that decisions can be made only by a majority vote at a board meeting, unless otherwise authorized by policy.
 - 1.5. Be personally liable for expenses incurred without prior board approval, especially as they relate to consultant, vendor and/or legal expenses.
 - 1.6. Recognize the responsibility of the board to work with the superintendent and fellow board members to see that the schools are well-run through effective policies, clear planning and decision making, and effective performance and resource management.
 - 1.7. Have no direct authority over staff or operations, and understand that the superintendent and staff are not required to act on any individual board member's opinions or instructions.
 - 1.8. Not individually render judgments on the performance of the superintendent or staff apart from policies regarding staff evaluation.
 - 1.9. Take no private action that might compromise the board or the administration and shall respect the privacy of information that is protected under applicable laws.
 - 1.10. Avoid involvement in staff disputes or negotiations except as authorized.
 - 1.11. Refer questions of and concerns from community members, parents, students and staff to the appropriate administrator or the superintendent to facilitate constructive resolution and follow-up of problems.
 - 1.12. Operate with unity of voice after board action, while retaining the right to seek

changes to such action through processes defined in board governance policies and Robert's Rules of Order.

- 1.13. Encourage and respect the free expression of opinion by fellow board members and others who address the board.
 - 1.14. Be involved in, and knowledgeable about, not only local educational concerns, but also state and national issues.
2. In order to build efficient and effective relationships, board members commit to communications that build mutual expectations and trust. Accordingly, the board shall:
- 2.1. Focus on issues, not personalities.
 - 2.2. Build and practice trust.
 - 2.3. Maintain focus on shared goals.
 - 2.4. Communicate in a timely manner to avoid surprises.
 - 2.5. Withhold judgment on issues until fully informed and discussed.
 - 2.6. Criticize privately, praise publicly.
 - 2.7. Share information and knowledge which constructively contributes to the work of the Board.
 - 2.8. Protect the integrity and promote the positive image of the district and one another.

INDEPENDENT SCHOOL DISTRICT 719
PRIOR LAKE - SAVAGE AREA SCHOOLS

213 SCHOOL BOARD COMMITTEES

I. PURPOSE

The purpose of this policy is to identify school board committees and to define their duties.

II. DEFINITION

III. GENERAL STATEMENT OF POLICY

- 1.1. The board may create committees if they are deemed helpful to assist the board in the performance of its governance responsibilities, but not the management responsibilities of the superintendent. If committees are established, they shall be used exclusively to support the work of the board and shall prepare recommendations for board consideration during a work session or board meeting.
- 1.2. The school board retains the right and has the duty to make all final decisions based on the recommendations of committees.
- 1.3. Board committees and members may not speak or make decisions on behalf of the board unless specifically authorized by the board. The responsibilities and authority of all board committees are specifically stated in this policy to assure that members fully understand their duties and extent of authority, and to assure that committee work shall not usurp or conflict with the board's own authority or conflict with authority delegated to the superintendent.
- 1.4. It shall be the responsibility of the school board chair to seek input from school board members and the superintendent, possibly in a school board work session, prior to appointing school board members to committees at the yearly organizational meeting of the school board in January.
- 1.5. No more than three members of the school board may be appointed as voting members on a committee, although any may attend on a volunteer basis to hear discussion, but not participate, as this constitutes a quorum.
- 1.6. The chair may appoint additional ad hoc committees as necessary.
- 1.7. The chair and/or designee may serve as an ex-officio or member in full standing on any committee.
- 1.8. School board committee appointments shall remain in force until dissolved and reappointment occurs in accordance with the foregoing.
- 1.9. School board committee meetings shall be open to the public in compliance with the Open Meeting Law and notice shall be given as prescribed by law.
- 1.10. School board members will be compensated at the rate determined by the school board at

the annual organizational meeting for their membership on these committees.

1.11. Board established committees are as follows:

1.11.1. Executive Committee – The Executive Committee shall include the board chair, vice-chair/clerk and treasurer to work with the superintendent on issues such as, but not limited to:

- Work session and business meeting agendas
- Board evaluation processes
- Superintendent relations and evaluation processes
- Emergency items not able to be addressed by full board in a timely basis
- Negotiations
- Media interactions in situations

Based on specific issues and topics, other board members may be requested to support the Executive Committee as requested by the board chair.

1.11.2. Finance, Facilities, and Long Range Planning Committee - The Finance, Facilities and Long Range Planning Committee shall include (3) three board members and the superintendent and/or designee(s) in matters relative to the district's facility finances, facilities and facility long range 10 Year Operations Model. This committee shall provide consultation regarding district financial options and long range facilities planning to the entire board.

1.11.3. Public Engagement and Legislative Committee - The Public Engagement and Legislative Committee shall work with the superintendent and/or Director of Communications on issues related to public engagement and decision making processes, key strategies and promises from such engagement in alignment with the IAP2 Framework. In addition, the committee shall work with the superintendent and/or Director of Communications regarding legislative issues. This committee shall advocate for and monitor legislation that impacts the education of students and shall provide updates to the entire board regarding issues that affect the district.

1.11.4. Committees of the Whole (Board)

The following committees include all members of the board:

- Finance
- Policy

1.11.5 District-Wide Advisory Council Representatives

It is the intent of the school board to have a liaison to in-district advisory councils operating in the school district such as, but not limited to:

- DCAC (District Curriculum Advisory Council) including MN Statute requirements such as World's Best Workforce (WBWF)
- MNCAPS (The Minnesota Center for Advanced Professional Studies)
- Community Education Services Advisory Council
- ECFE (Early Childhood Family Education) Advisory Council
- Special Education Advisory Council (SEAC)
- Other district-wide committees

School board members will be compensated at the rate determined by the school board at the annual organizational meeting for such representation.

1.11.6 External Agency / Association Representatives

It is the intent of the school board to have a liaison to various agencies that operate outside the school district such as, but not limited to,

- S.E.E. (Schools for Equity in Education)
- Metro E.C.S.U. (Educational Cooperative Service Unit)
- SW Metro Intermediate District
- M.S.H.S.L. (Minnesota State High School League)
- S.C.A.L.E. (Scott County Area Leaders for Efficiency)
- Association of Metropolitan School Districts (AMSD)

School board members will be compensated at the rate determined by the school board at the annual organizational meeting for such representation unless paid by representing agency.

School Board Adoption: ~~February 13, 2017~~

An Equal Opportunity School District

INDEPENDENT SCHOOL DISTRICT 719
PRIOR LAKE - SAVAGE AREA SCHOOLS

MSBA does not have a policy but offers direction in Phase 3 and Phase 4 Workshops

215 SCHOOL BOARD USE OF ELECTRONIC COMMUNICATIONS

I. PURPOSE

Use of electronic communications (email, text, etc.) by school board members should conform to the same standards of judgment, propriety, and ethics as other forms of school board related communication.

II. DEFINITIONS

III. GENERAL STATEMENT OF POLICY

Board members shall comply with the following guidelines when using electronic communications in the conduct of board responsibilities:

- a. The school board shall not use electronic communications as a substitute for deliberations at board meetings or for other communications or business properly confined to board meetings. Board members shall not engage in electronic communications with the public or attendees, or other board members during board work sessions and board meetings.
- b. Board members should be aware that electronic communications and attachments received or prepared for use in board business or containing information relating to board business are regarded as public records which may be inspected by any person upon request, unless otherwise made confidential by law.
- c. Board members should avoid reference to confidential information about employees, students, or other matters in electronic communications because of risk of improper disclosure. Board members should comply with the same stands as school employees with regard to confidential information.

School Board Adoption: ~~November 14, 2016~~

An Equal Opportunity School District