

## **Policy Committee Meeting**

Tuesday, January 26, 2021 4:30 PM  
Online Meeting

1) **Call to Order and Roll Call**

2) **Adoption of Agenda**

3) **Acceptance of Minutes**

4) **Reports and Discussion**

a. Proposed Revisions to 8000 Chapter (Board of  
Education)

5) **Adjournment**

**OFFICIAL MINUTES  
MINNEAPOLIS BOARD OF EDUCATION**

**POLICY COMMITTEE MEETING  
DECEMBER 15, 2020**

**CALL TO ORDER**

Chair Josh Pauly called the meeting to order at 4:04 p.m., a quorum being present.

Pursuant to Minnesota Statutes Section 13D.021, the meeting was held by electronic means and Directors participated remotely due to the local public health emergency (COVID-19 pandemic).

**ROLL CALL**

Present: Directors Jenny Arneson, Kim Ellison, Josh Pauly (3)

Absent: KerryJo Felder, Siad Ali (2)

**APPROVAL OF AGENDA**

Arneson moved to approve the agenda.

On roll call, the result was:

Aye: Arneson, Ellison, Pauly (3)

No: (0)

Absent: Felder, Ali (2)

Adopted.

**APPROVAL OF MINUTES**

Ellison moved to approve the minutes.

On roll call, the result was:

Aye: Arneson, Ellison, Pauly (3)

No: (0)

Absent: Felder, Ali (2)

Adopted.

**REPORTS AND DISCUSSION**

Staff presented an overview of the policies in two sub-chapters (Operations, Directors) and Board Protocols.

**NEW BUSINESS**

**Revision of Policy 6800**

Arneson moved to forward the proposed revision of Policy 6800 (Naming Of School Symbols, Teams, Mascots) to update language to current standards.to the full board with the committee's recommendation.

On roll call, the result was:

Aye: Arneson, Ellison, Pauly (3)

No: (0)

Absent: Felder, Ali (2)

Adopted.

#### **Repeal of Policy 6420**

Ellison moved to forward the proposed repeal of Policy 6420 (Copyright) to the full board with the committee's recommendation.

On roll call, the result was:

Aye: Arneson, Ellison, Pauly (3)

No: (0)

Absent: Felder, Ali (2)

Adopted.

#### **ADJOURNMENT**

Arneson moved to adjourn.

On roll call, the result was:

Aye: Arneson, Ellison, Pauly (3)

No: (0)

Absent: Felder, Ali (2)

Adopted.

The meeting was adjourned at 4:25 p.m.

Minutes submitted by Ryan Strack, Administrator of Board and Government Relations.

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Meeting materials: <https://meetings.boardbook.org/Public/Agenda/1807?meeting=445584>

Meeting video: <https://mps.eduvision.tv/Share.aspx?q=3SfVi13wT7RUzpkHgO%252bv1w%253d%253d>

# Overview of Proposed Changes to 8000 Chapter

Policy Committee

January 26, 2021



MINNEAPOLIS  
PUBLIC SCHOOLS  
Urban Education. Global Citizens.

# Process

When	Who	What
Jan 26	Policy Committee, with full board invited	Overview and discussion of initial proposed changes
Jan 26–Feb 16	Board members	Share thoughts and/or suggestions with Director Pauly and Ryan
Feb 23	Policy Committee, with full board invited to participate (only committee members vote)	Markup and recommend changes to full board
March 9	Full Board	First reading of recommended changes
April 13	Full Board	Vote on recommended changes

# Overview of Proposed Changes

- Subchapter reorganization and subsequent revisions

## **Current**

Board Organization (6 policies)  
Meetings (5 policies)  
Officers (1 policy)  
Directors (3 policy)  
Operations (7 policies)

## **Proposed**

Board Organization (8 policies)  
Meetings (4 policies)  
~~Officers~~ (deleted, subsumed elsewhere)  
~~Directors~~ (deleted, subsumed elsewhere)  
Operations (8 policies)

- Relevant items from board protocols incorporated into policy
- Subsume majority of Policy 1200 into revised and renamed Policy 8550
- New social media requirements

# Walkthrough of Proposed Changes

# Walkthrough of Proposed Changes (1)

1. Repeal Policy [8230](#) (Parliamentary Procedure)
2. Adopt a new Policy 8112 (Governing Rules), under the 'Board Organization' subchapter:

## 1. PURPOSE

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

## 2. GENERAL STATEMENT OF POLICY

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

## 3. RULES OF ORDER

Rules of order for school board meetings shall be as follows:

- a. Minnesota statutes where specified;
- b. Specific rules of order as provided by the school board policy consistent with Minnesota statutes; and
- c. Robert's Rules of Order, Revised 11th Edition where not inconsistent with A. and B., above.



# Walkthrough of Proposed Changes (2)

1. Renumber Policy [8300](#) (Duties of Directors) to 8111 and move to 'Board Organization' subchapter
2. No content changes

# Walkthrough of Proposed Changes (3)

1. Revise Policy [8120](#) (Standing Committees) to incorporate relevant language from board protocols:

- d. No committee shall have more than five (5) total members, with one (1) member being the Board Chair who shall be appointed to every committee.
- e. The Clerk shall be the chair of the Policy Committee.
- f. The Treasurer shall be the chair of the Finance Committee.
- g. The Board Chair shall be the chair of the Committee of the Whole.
- h. All other committees shall select their Chair.

# Walkthrough of Proposed Changes (4)

1. Rename Policy [8140](#) (Election of Officers) to Board Officers
2. Subsume Policy [8300](#) (Duties of Board Officers) into new 8140 (Board Officers)
3. To align with nomenclature used elsewhere, change all instances of '*Chairperson*' to '*Chair*' and '*Vice Chairperson*' to '*Vice Chair*'
4. Repeal Policy 8300 and delete 'Officers' subchapter

# Walkthrough of Proposed Changes (5)

1. Revise Policy [8210](#) (Meetings of the Board of Directors)
  - a. Amendment 1 incorporates language from board protocols:

(3) Closed meeting topics, information, and any materials provided shall remain confidential and not public until such a time determined by the District's General Counsel and District's Responsible Data Authority.

- b. Amendment 2 deletes and moves items 4a-4e (Materials Supporting the Agenda) to Policy [8220](#) (Agenda)

# Walkthrough of Proposed Changes (6.a)

1. Revise Policy [8220](#) (Agenda)
  - a. Amendment 1 clarifies process to add items to agenda in advance and changes 'Chairperson' to 'Chair':

- a. The proposed agenda for each meeting of the board of directors shall be constructed cooperatively by the Board Chair~~person~~ and the Superintendent.
- ~~b. A request for an agenda item to be placed on any particular agenda joined in by at least three (3) directors shall cause the inclusion of the item on that proposed agenda.~~
- c. Individual board directors may suggest items for inclusion on the proposed agenda to the Board ~~C~~hair~~person~~. Such requests shall be made ten (10) days in advance of the meeting. ~~Unless the request is joined by two other directors, or similar requests are made by at least two other directors,~~ The ~~C~~hair~~person~~ has the discretion to place the item on the proposed agenda or not.



# Walkthrough of Proposed Changes (6.b)

1. Revise Policy [8220](#) (Agenda)
  - a. Amendment 2 clarifies the time during which agenda items may be added and changes 'Chairperson' to 'Chair':

- e. The proposed agenda may be amended by the Board Chair~~person~~ in consultation with the Superintendent before the motion to approve the agenda.
- f. The agenda for a regular meeting may be amended by deletions through a motion approved during the regular meeting's adoption of the agenda.
- g. The agenda is adopted only by an affirmative vote of the directors at the duly noticed meeting.
- h. Additional items not included on the published agenda may be considered under new business upon the properly made and seconded motion of a director approved by a majority vote of the quorum during adoption of the agenda.



# Walkthrough of Proposed Changes (6.c)

1. Revise Policy 8220 (Agenda)
  - a. Amendment 3 adds language from board protocols and from Policy [8210](#) (Meetings of the Board of Directors)

### 3. MATERIALS SUPPORTING THE AGENDA

~~Agenda, minutes of earlier meetings and materials requiring advanced study shall be sent to Directors in advance of the meeting at which they will be considered on a schedule agreed by the directors:~~

- a. ~~Agenda, minutes of earlier meetings, and other materials requiring advanced study prior to vote on an item proposed by the Superintendent of Schools, shall be sent to Directors no fewer than seven (7) days in advance of the meeting, except in emergency situations.~~
- b. ~~In any open meeting a copy of any printed materials, except those identified in paragraph 3c (below), shall be available for inspection by the public while the Board considers their subject matter where the materials:~~
  - i. ~~relate to the agenda items;~~
  - ii. ~~are prepared or distributed by the Board or its employees; and~~
  - iii. ~~are distributed to or are available to the Board.~~
- c. ~~Materials not classified by law as public shall not be available for inspection by the public.~~
- d. ~~Materials related to the agenda of a closed meeting are not available for inspection by the public.~~
- e. ~~The District may establish:~~
  - i. ~~a process for persons to request personal copies of materials available for public inspection at an open meeting; and~~
  - ii. ~~a schedule of fees for the production of those copies; and~~
  - iii. ~~a system for posting materials online.~~



# Walkthrough of Proposed Changes (7)

1. Revise Policy 8231 (Voting)
  - a. Amendment adds recommendation on abstentions.

e. The Superintendent, or Superintendent's designee attending the meeting for the Superintendent, shall not vote on

f. If a Director abstains from voting on an issue, it is recommended they announce their reason for the abstention.

# Walkthrough of Proposed Changes (8)

1. Revise Policy [8500](#) (Board Director Development) to incorporate language from Policy [8400](#) (Orientation of Directors)
2. Repeal Policy 8400

### 3. **ORIENTATION OF DIRECTORS**

It is important that Directors of the Board begin their service with the necessary preparation to be a full and effective member of the Board upon the commencement of their term of office. The complexities of the governance, management and control of the District are such that orientation of duly elected Directors is appropriate prior to their taking office. The purpose of this policy is to establish what orientation will be provided to duly elected board Directors.

a. The sitting Directors of the Board and the administrative staff shall assist each Director-elect, upon election or appointment, to understand:

- i. the Board's functions and organization;
- ii. the Board's policies;
- iii. the procedures and operations of the District, and
- iv. Minnesota Statutes affecting the District.

b. Orientation may be accomplished through any of the following means:

- i. Provision of reading and research materials; which may include:

(1) to a copy of the Board's policies

(2) materials selected from those prepared by the Minnesota School Boards Association and the Council of Great City Schools

(3) Superintendent's Regulations and Administrative Rules

ii. Attendance at Board meetings, whether regular, special, or discussion;

iii. Attendance at Board retreats;

iv. Attendance at required Minnesota School Boards Association new director trainings;

v. Provision as allowed by law of materials supporting the agenda of any Board meeting or retreat;

vi. Scheduled individual meetings with:

(1) the Board;

(2) the Superintendent;

(3) other administrative personnel for the purpose of discussing the person's functions; and other agencies when feasible or necessary.



# Walkthrough of Proposed Changes (9)

1. Renumber and move Policy [8420](#) (External Representation and Memberships) to 8525 in the 'Operations' subchapter
2. Delete the 'Directors' subchapter

# Walkthrough of Proposed Changes (10)

1. Revise Policy [8505](#) (Director Travel) to incorporate process language from board protocols, and add clarifying budget guidance

### 3. BUDGET AND EXPENDITURE AUTHORIZATION

- a. The Board may determine an annual professional development budget including an individual director allocation.
- b. The Board Chair, in consultation with Board Staff, shall approve director professional development and related travel expenditure requests. Provided there is sufficient budget available, no reasonable request shall be denied.

# Walkthrough of Proposed Changes (11)

1. Revise Policy [8550](#) (Electronic Communication):
  - a. To include some elements from board protocols
  - b. To subsume elements of Policy [1200](#) (Board Meetings and Public Participation), which would be repealed
  - c. To insert new language and process on social media use by Board Directors
  - d. Rename to Communications and Community Relations

# Walkthrough of Proposed Changes (11.a)

1. New title (Communications and Community Relations), purpose, and general statement

1. **PURPOSE**

Effective communication and board/community relations benefit the entire school district and community.

2. **GENERAL STATEMENT OF POLICY**

The purpose of this policy is to establish clear, consistent, and compliant procedures for all electronic communications involving School Board Directors. Use of electronic communication (e-mail, blogs, and social media) should conform to the same standards of judgment, propriety and ethics as other forms of school board related communication.

3. **APPLICABILITY AND DEFINITIONS**

This policy applies to all communication by School Board Directors conducted via electronic means related to official district business, whether by a district-issued or personal device.

# Walkthrough of Proposed Changes (11.b)

## 1. Definitions (Communications and Community Relations)

### a. **Definitions:**

- i. *“Electronic communication”* means any communication conducted other than verbally, including but not limited to via email, social media, text messages, chat system, or comment functions.
- ii. *“Social media platform”* means internet and mobile-based applications, websites and functions, other than email, with a focus on immediacy, interactivity, user participation, and information sharing. These venues include social networking sites, forums, blogs, vlogs, microblogs, online chat sites, and video/photo posting sites or any other such similar output or format. Examples include Facebook, Instagram, Twitter, YouTube, Nextdoor, TikTok, Snapchat, Vimeo and emerging new web-based platforms generally regarded as social media or having many of the same functions as those listed.
- iii. *“Content”* means any posts, writings, material, documents, photographs, graphics, videos, links, or other information that is created, posted, distributed, or transmitted via Social Media.

# Walkthrough of Proposed Changes (11.c)

## Definitions, continued

- iv. “*Official district business*” means any matter over which School Board or School District has any authority, administrative duties, or advisory duties.
- v. “*District-utilized social media platforms*” means any system used in an official and consistent capacity by the District’s Communication Department
- vi. “*Government Data*” means data, both public and not public, as defined by the MN Government Data Practices Act and/or FERPA.
- vii. “*Constituent*” means a person residing with the election district of a School Board Director.
- viii. “*Board Staff*” means the Board Administrator and Executive Assistant to the Board.

# Walkthrough of Proposed Changes (11.d)

## 1. ELECTRONIC COMMUNICATION AMONG DIRECTORS (in current policy)

- a. Directors shall not use electronic communication as a substitute for deliberations at duly called and noticed board meetings.
- b. Directors should be aware that electronic communications, including attachments, received or prepared for use in official district business or containing information relating to official district business are likely to be regarded as public records, which may be inspected by any person upon request, unless otherwise made not public by law.
- c. Directors shall avoid reference to confidential information about employees, students or other matters in electronic communications because of the risk of improper disclosure. Directors should comply with the same standards as district employees with regard to confidential information.
- d. Electronic communication of meeting materials should generally be conducted in a one-way communication from the Chair, Clerk, or their designee to the Directors.

# Walkthrough of Proposed Changes (11.e)

## ELECTRONIC COMMUNICATION AMONG DIRECTORS, continued

- e. Inquiries regarding meeting materials should be directed directly back to the Chair, Clerk, or their designee. If the clarification or answer to the inquiry is one of value to other Directors, Chair, Clerk, or their designee may send follow-up materials or information to the entire Board.
- f. During a public meeting, Directors shall not communicate via electronic means with members of the public. Directors may communicate with District Staff or other Directors about meeting process issues.
- g. Directors wishing to share information with other directors should do so through the Chair, Clerk, or their designee. Such information shall not invite response or discussion outside of a public meeting. Any materials so distributed that relate to agenda items must be made available to the public.

# Walkthrough of Proposed Changes (11.f)

## ELECTRONIC COMMUNICATION AMONG DIRECTORS, continued

- h. Directors may communicate with one other Director via electronic means.
- i. Directors shall not forward individual communications to other directors.
- j. Directors who receive list-serve distributions, electronic newsletters, or participates in electronic discussion forums where other Directors are likely to participate should not reply to any distribution or comment so that the reply is copied to the entire distribution group, or any part of the group that might include other Directors. The Director may reply directly to a sender of a message.

# Walkthrough of Proposed Changes (11.g)

## 1. COMMUNICATION WITH CONSTITUENTS (in current board protocols)

- a. Individual communication between one director and one constituent are considered not public data, unless either party decides to make it public. Communication involving more than one director, or any district staff, are presumed to be public data.
- b. Directors must not convey any message on behalf of the entire board, unless that matter that has been approved by majority vote of the Board.
- c. Directors shall submit any constituent inquiry that requires district staff support for a response by e-mail to Board Staff.
- d. Board staff will coordinate with district staff to provide a response to the Director and/or Constituent.
- e. The Board office and district staff will make every effort to respond consistently within a reasonable amount of time. If a substantial amount of time is required to prepare a response, staff will let the director know.

# Walkthrough of Proposed Changes (11.h)

## 1. COMMUNICATION WITH DISTRICT STAFF (in current board protocols)

- a. Outside of a duly noticed Board or Committee meeting, any requests for information must be submitted through the Board Office and not directly to district staff.
- b. Beyond basic information, any requests for staff action must be made directly to the Superintendent and a copy to the Board Administrator in writing to prevent the Board from directing the work of District staff or expecting District staff to adjust their work schedules.

# Walkthrough of Proposed Changes (11.i)

## 1. SOCIAL MEDIA (substantially new language)

Social media has become an increasingly important part of our ability to communicate with families, students, staff, and the community. The Board recognizes the need to embrace this valuable avenue of communication and engagement in order to serve our students and constituents. The Board also recognizes the need to use these powerful tools responsibly in an ever-changing environment. The purpose of this section is to establish procedures and limitations to ensure effective and legal use of these tools.

# Walkthrough of Proposed Changes (11.j)

## SOCIAL MEDIA, continued

- a. If a Director wishes to utilize any social media platform to communicate on official district business matters or on any subject or topic using their title of School Board Director, they must adhere to the provisions in this section, including:
  - i. Compliance with Board Policy [4038](#) and any related regulations or procedures
  - ii. Limit use to district-utilized platforms through the accounts established by District Staff, which shall be retained by the district after the director leaves office
  - iii. Requirements of the MN Open Meeting Law
  - iv. Requirements of the MN Data Practices Act

# Walkthrough of Proposed Changes (11.k)

## SOCIAL MEDIA, continued

- b. Any communication regarding official district business on any personal social media platforms is subject to this policy, whether the Director uses a district-issued account or personal device.
- c. Campaign-related activity is prohibited on district-established social media platforms. Directors shall maintain a separate account for these purposes, while using caution to not engage in official district business.
- d. Directors must consult with Board Staff, Communications Staff, or the District's General Counsel before blocking users or deleting or hiding posts or comments on district-established social media accounts.

# Walkthrough of Proposed Changes (11.1)

## 1. SCHOOL VISITS (in current board protocols)

- a. Directors shall work with the Board Office to schedule a visit and to communicate the purpose of the visit.
- b. The visit should be scheduled so as to provide the school principal the courtesy of advance notice, to avoid potential conflicts with student testing, staff evaluations, or other critical activity necessitating the attention or presence of the school principal.
- c. In the event of such conflict, the Board Office will schedule the visit for a mutually convenient time.
- d. The principal or designee will accompany Directors while visiting their school and be available to answer any questions that may arise and/or provide additional context to what is being observed.

# Walkthrough of Proposed Changes (11.m)

## 1. PUBLIC PARTICIPATION AND BOARD MEETINGS (primarily current in Policy 1200, which would be repealed)

The Board of Directors of Special School District No. 1 encourages all citizens to support the District's mission. The Board is dedicated to compliance with the Minnesota Open Meeting law. Board Meetings also serve as a means of communication with the public regarding district business. The Board also recognizes the importance of hearing the interests and concerns of citizens regarding the schools in formulating District policy and pursuing the District's mission.

# Walkthrough of Proposed Changes (11.n)

## PUBLIC PARTICIPATION AND BOARD MEETINGS, continued

- a. All citizens are welcome to attend Board meetings not legally closed to the public.
- b. Meetings of the Board are conducted for the purpose of carrying on the business of the schools. They are therefore not public meetings, but meetings held in public.
- c. A journal recording the action taken at the meeting shall be kept showing how each director voted on resolutions and motions. The journal may be posted online and shall be available during regular business hours for public view at the District's central office.
- d. In order that the Board may fairly and adequately discharge its responsibility, citizens shall be requested to direct requests, presentations and proposals to the Superintendent. The Superintendent or Superintendent's designee will advise the proposer according to presentation rules established by the Board.
- e. The Board may establish a process to receive comments during regular business board meetings. The current process can be found here: <https://board.mpls.k12.mn.us/comment>.