

Policy Committee Meeting

Tuesday, February 23, 2021 4:00 PM
Online Meeting

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

2) **Adoption of Agenda**

3) **Acceptance of Minutes**

4) **Reports and Discussion**

a. Equity and Diversity Impact Assessment (EDIA)
Update

5) **New Business**

a. Proposed Changes to Board Governance Policies

6) **Adjournment**

**OFFICIAL MINUTES
MINNEAPOLIS BOARD OF EDUCATION**

**POLICY COMMITTEE MEETING
JANUARY 26, 2021**

CALL TO ORDER

Chair Josh Pauly called the meeting to order at 4:30 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, Adriana Cerrillo, Kim Ellison, Josh Pauly (4)

Absent: Siad Ali (1)

Ali arrived at 4:48 p.m.

APPROVAL OF AGENDA

Arneson moved to approve the agenda.

On roll call, the result was:

Aye: Arneson, Cerrillo, Ellison, Pauly (4)

No: (0)

Absent: Ali (1)

Adopted.

APPROVAL OF MINUTES

Arneson moved to approve the minutes.

On roll call, the result was:

Aye: Arneson, Cerrillo, Ellison, Pauly (4)

No: (0)

Absent: Ali (1)

Adopted.

REPORTS AND DISCUSSION

Staff presented an overview of proposed revisions to the 8000 chapter (Board Governance Policies), followed by a discussion among committee members.

ADJOURNMENT

Arneson moved to adjourn.

On roll call, the result was:

Aye: Arneson, Ali, Cerrillo, Ellison, Pauly (5)

No: (0)

Absent: (0)

Adopted.

The meeting was adjourned at 5:14 p.m.

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

Meeting materials: <https://meetings.boardbook.org/Public/Agenda/1807?meeting=451731>

Meeting video: <https://mps.eduvision.tv/Share.aspx?q=3SfVi13wT7TA4eZK4XxnHw%253d%253d>

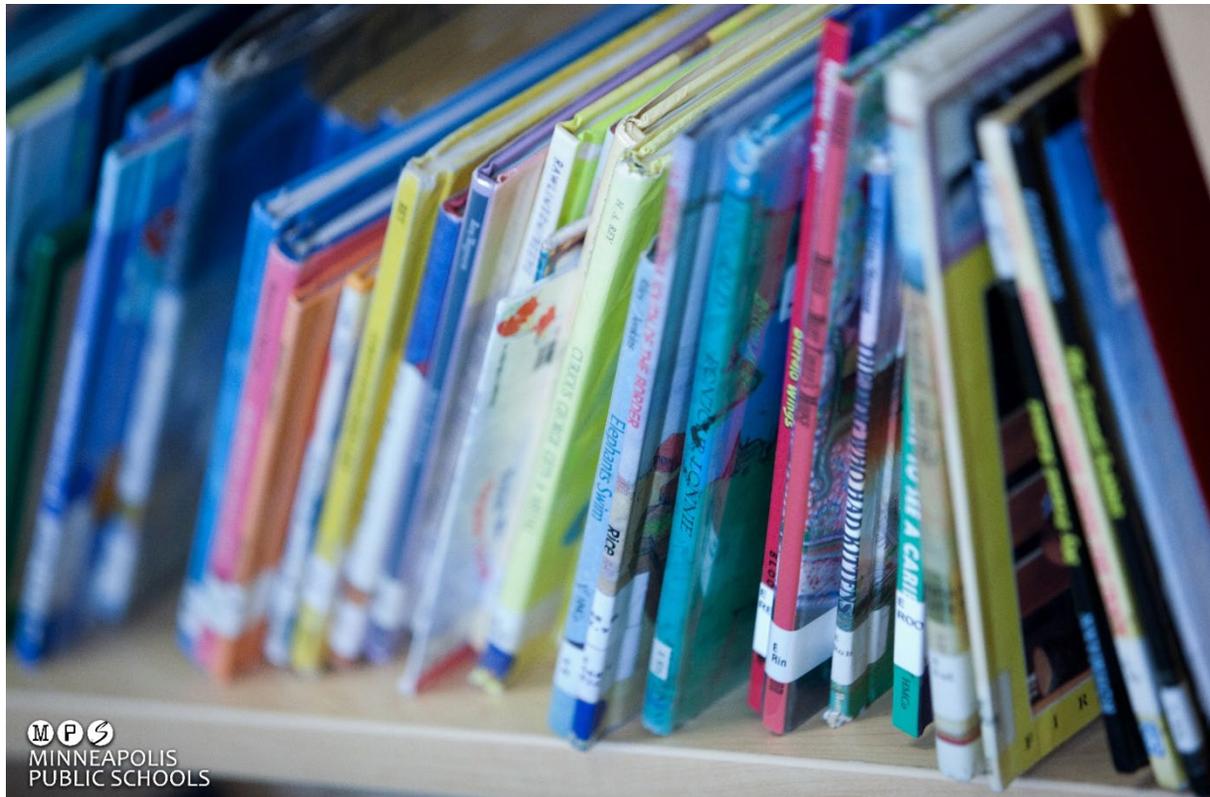
Equity and Diversity Impact Assessment (EDIA)

Community Education/Mpls Kids

February 22, 2021



MPS
MINNEAPOLIS
PUBLIC SCHOOLS



MPS
MINNEAPOLIS
PUBLIC SCHOOLS

Accountability,
Research, & Equity



EDIA Overview

MPS Equity and Diversity Policy 1304

*The Board of Directors, Superintendent and staff commit to conducting an Equity and Diversity Impact Assessment on **all future policies** that have a significant impact on student learning and resource allocation. This commitment also includes conducting assessments on **policies that are periodically reviewed and updated** through the policy development process that have a **significant impact on student learning and resource allocation**.*

Activating Threshold

<i>Significantly Impacts Student Learning</i>	<i>Significantly Impact Resource Allocation</i>
<ul style="list-style-type: none">● Impacts all students in the district● Impacts all students within an attendance zone● Impacts all students within a school● Impacts all students within a district-wide grade band● Impacts 5,000 or more students● Impacts 30% of students from a protected class*	<ul style="list-style-type: none">● Equal to/greater than 30% of your (e.g., a school, department, or division) budget● Equal to/greater than 30% of the MPS District budget

*Protected class defined in the MPS Policy 1304 include: 1. race 2. culture 3. color 4. creed or religion 5. national origin 6. gender 7. mental and physical ability 8. age 9. marital status 10. family structure 11. citizenship status 12. sexual orientation or affectional preference 13. gender identity or expression 14. economic status 15. veteran's status 16. any other protected class in conformance with federal, state and local laws.

Full Equity and Diversity Impact Assessment

The Full EDIA process **involves three phases**: 1) Conducting a **study** to identify and examine inequities in policies and its practices; 2) Developing and **implementing an Action Plan** that addresses the findings from the EDIA Study; and 3) **Monitoring Progress** by tracking progress on the action plan implementation. Additionally, **MPS partners with the EDIA Committee**, an advisory and consulting group who provides equity considerations.

Equity Considerations for Budgeting

The Equity Considerations for Budgeting process is designed to walk schools and departments through recommended steps for an **equity-driven budget planning process** that includes meaningful engagement of diverse perspectives as well as other equity considerations. Any proposed change that significantly impacts student resource allocation would also need to go through this process.

Equity Considerations for Policies

The Equity Considerations for Policies Process **supports the MPS policy review efforts established by the Board Policy Committee**. When policies are periodically reviewed and updated or when new policies are proposed that significantly impact student learning, departments and policy owners are tasks to record in an Equity Considerations for Policies document how they have used an **equity-driven lens to develop the policy revision or proposal**.

Equity Considerations for Practices

The Equity Considerations for Practices process is designed for departments to record how they have used an **equity-driven process to propose changes to practices** that significantly impact student learning. Examples of changes to a practice include but are not limited to curriculum changes for pre-K through 12th grade students, changes to grading practices, and changes to required student assessments.

Full Equity and Diversity Impact Assessment

Start process in June, prior to the upcoming school year

Here's what the process entails:

**Board of Education
Requests a Full EDIA**

Year 1: June

Phase I: EDIA Study

Identify and examine
inequities in policies and
practices

*Year 1: July-June
(Year-Long Process)*

Phase II: Action Plan & Implementation

Efforts to Address EDIA
Findings

*Year 2: July-November
(5 month Process)*

Phase III: Progress Monitoring

Track Progress on Action Plan
Implementation

*Years 3-5: Nov-Dec
(Three-Year Process)*



Board of Education | Request for a Full Equity and Diversity Impact Assessment

The purpose of this document is for the Board of Education to complete a request for the REAA Department to conduct a Full EDIA. The information in this document may also be used to share consistent, transparent language with the public about why a Full EDIA is being conducted.

If you have any questions, feel free to reach out to the EDIA Team. *Please submit this document to any member of the EDIA Team:*

- Eric Moore, Senior Accountability, Research, and Equity Officer, eric.moore@mpls.k12.mn.us
- Sarah Hunter, Executive Director of Research, Evaluation, Assessment, & Accountability, sarah.hunter@mpls.k12.mn.us
- Leona Thao, Evaluation Specialist, leona.thao@mpls.k12.mn.us
- James Gleckner, Evaluation Specialist, james.gleckner@mpls.k12.mn.us

Date of Request

Proposal: Which policy(ies) do you propose the REAA Department conduct a Full EDIA on?

Activating Threshold: Does the policy(ies) meet one of the activating thresholds listed above? If so, which one(s)?

Name the Problem/Inequity: Describe what the data (which could include conversations with stakeholders) tell you about possible existing student inequities related to the policy(ies) and/or practice(s). Identify which specific student groups may be negatively impacted by the current policy(ies) and/or practice(s).

Additional Information: Share any additional information that would be helpful for ARE to understand the purpose, intention, and scope of the project.

The Full EDIA Request Form provides ARE with helpful information to understand the scope of the project before the process begins.

- Name of policy(ies) to examine
- Identify the activating threshold(s) that are met
- Describe the problem(s)/inequity(ies)
- Share additional information for better understanding of the Board's request



Mission: Minneapolis Community Education exists to engage youth and adults in community driven learning and enrichment opportunities.

Programs include:

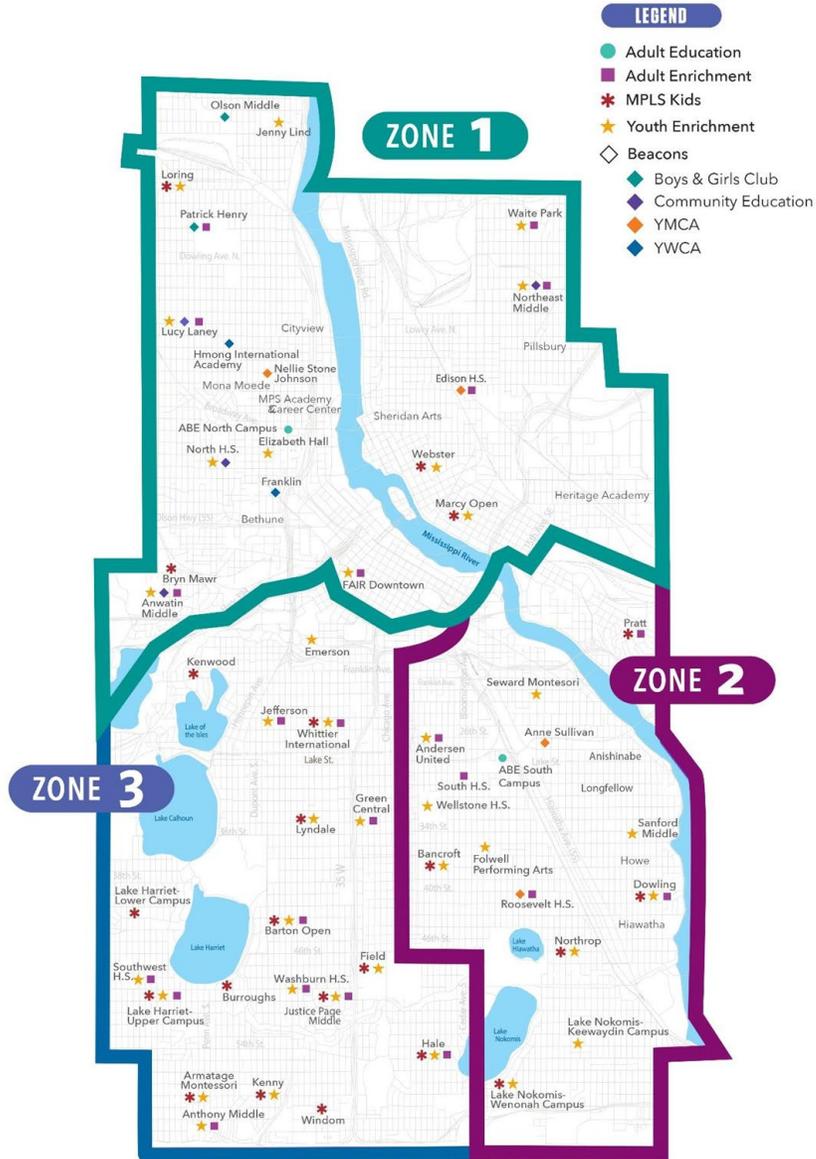
- Adult Education
- Youth Programs
- Adult Enrichment
- Minneapolis Kids
- City of Lakes AmeriCorps
- Community Use of Facilities

Funding sources:

- Community partners
- Federal, state, and local funds
- Grants
- Participation fees (collected at sites that can support a low-cost program model; scholarships and reduced rates are also available at any site)

Programming is located throughout the city of Minneapolis.

Community Education Sites - SY19



Community Education Sites - SY19



- LEGEND**
- Adult Education
 - Adult Enrichment
 - * MPLS Kids
 - ★ Youth Enrichment
 - ◇ Beacons
 - ◆ Boys & Girls Club
 - ◆ Community Education
 - ◆ YMCA
 - ◆ YWCA

2017-18 Timeline

Board request to conduct an EDIA on Minneapolis Kids (Mpls Kids). A Partial EDIA was completed for Mpls Kids and it was determined that a Full EDIA was not needed.

Decision: During the initial assessment, the EDIA Committee ***determined Minneapolis Kids does not need to complete a Full EDIA because it did not meet the EDIA activating threshold.***

Additionally, Minneapolis Kids is not funded with district dollars. Rather, the revenue is generated primarily through service fees and public funds such as the Child Care Assistance Program (CCAP).

Although Minneapolis Kids did not go through the Full EDIA process, the EDIA committee had one consideration to share with the program - to track MPS student ID on the registration form as well as provide a short description to family members of participants explaining why they are collecting race/ethnicity information and how the information will be used.



2018-19 Timeline

Board request to conduct an EDIA on Minneapolis Community Education (MCE). The Partial EDIA process began in the winter of 2018/spring of 2019 for Community Education, including Mpls Kids, Youth Programs, Adult programs, and Adult Education.

Four Partial EDIAs were begun, but in spring 2019, the work was put on pause. As a part of the Partial EDIA process, the following steps were taken:

- Interviews and focus groups were completed with program leaders and staff
- Program descriptions were completed
- Problems/inequities were identified

Next steps would have been to determine if a Full EDIA was needed, but at that time, there was a shift to focus on CDD priorities/the CDD proposal.

2019-20 Timeline

- Summer 2019, started a Full EDIA project on Student Placement.

**Phase I: Student Placement
EDIA Study**

July 2019-November 2019

**Phase II: Student Placement
Action Plan & Implementation**

December 2019-August 2020

**Phase III: Student Placement
Progress Monitoring**

Started Year 1: August 2020

- Comprehensive District Design Partial EDIA Document was completed in May 2020.
 - Policy, practice, and program changes were identified
 - Recorded engagement efforts
 - Identified who would be impacted by potential changes, existing inequities/problems and their root causes or factors, and mitigation plans for students groups negatively impacted
 - Included annotated bibliographies on class sizes, community schools, early literacy development, mental health, restorative practice, school integration, and teacher of color research

APPENDIX

Equity Considerations for Budgeting

Complete during Budget-Tie-Out

Here's what the process entails:

Complete the Equity Considerations Document

The School Leader or Department Leader completes and submits the Equity Considerations for Budgeting Document to the EDIA Team

Review Document

The Research, Evaluation, Assessment, and Accountability (REAA) staff reviews and provides feedback on the Equity Considerations for Budgeting Document

Revise Document

The School Leader or Department Leader makes revisions to the Equity Considerations for Budgeting Document

Final Review

The REAA staff ensures the document is completed

The Equity Considerations for Budgeting document will ask schools and departments to describe how their budget aligns to their values or core functions, to identify any trade-offs and anticipated impacts, what meaningful engagement was carried out, and what mitigation plan is in place to address potential negative impacts.

Equity Considerations for Policies

Complete as needed, during the year

Here's what the process entails:

Complete the Equity Considerations Document

The Department Leader or Senior Officer completes and submits the Equity Considerations for Policies Document to the EDIA Team

Review Document

The EDIA Team reviews and provides feedback on the Equity Considerations for Policies Document

Revise Document

The Department Leader/Senior Officer makes revisions to the Equity Considerations for Policies Document

Review Final Proposal

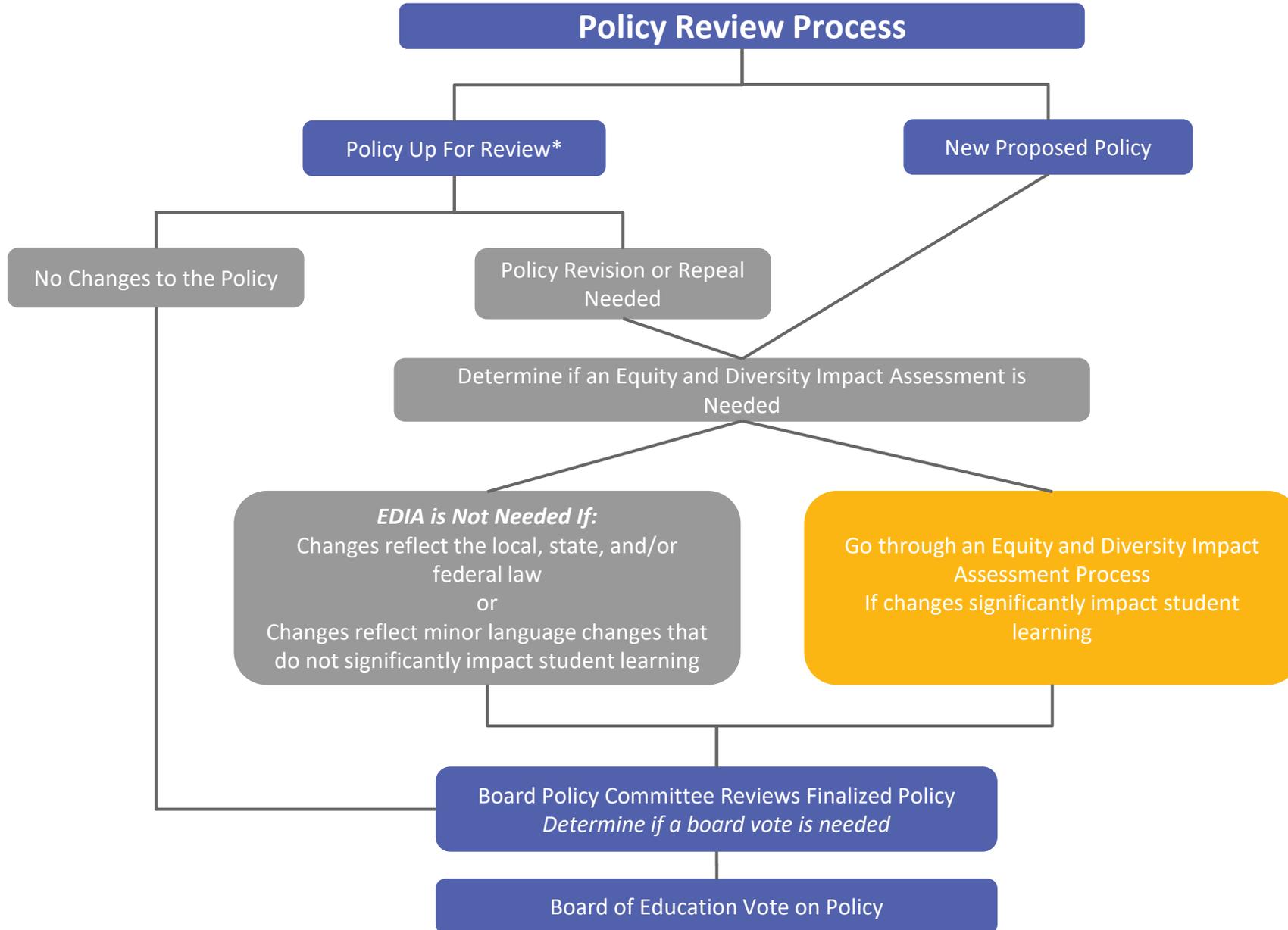
The Board Policy Committee reviews the policy proposal and determines if a Board of Education vote is needed

Board of Education Vote

If required, the Board of Education votes on the proposed policy change

The Equity Considerations for Policies document will ask department leaders/senior officers to describe their proposal, any anticipated impacts, what meaningful engagement was carried out, what current problem or inequity is being addressed, and what mitigation plan is in place to address potential negative impacts.

Board Policy Review Process



*A policy up for review includes policies that are periodically reviewed and updated.

Equity Considerations for Practices

Complete as needed, during the year

Here's what the process entails:

Complete the Equity Considerations Document

The Department Leader or Senior Officer completes and submits the Equity Considerations for Practices Document to the EDIA Team

Review Document

The EDIA Team reviews and provides feedback on the Equity Considerations for Practices Document

Revise Document

The Department Leader/Senior Officer makes revisions to the Equity Considerations for Practices Document

Final Review

The EDIA Team review and determine whether or not to approve a practice

The Equity Considerations for Practices document will ask department leaders/senior officers to describe their proposal, any anticipated impacts, what meaningful engagement was carried out, what current problem or inequity is being addressed, and what mitigation plan is in place to address potential negative impacts.

SECTION 1: **RENUMBER** “Policy 8410: Duties Of Directors” of the Minneapolis Public Schools Policies & Regulations is hereby *renumbered* as follows:

RENUMBER

Policy 8410: Duties Of Directors

Policy ~~8410~~8111: Duties Of Directors

SECTION 2: **ADOPTION** “Policy 8112: Governing Rules” of the Minneapolis Public Schools Policies & Regulations is hereby *added* as follows:

ADOPTION

Policy 8112: Governing Rules(*Added*)

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 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.

SECTION 3: **REPEAL** “Policy 8230: Parliamentary Procedure” of the Minneapolis Public Schools Policies & Regulations is hereby *repealed* as follows:

REPEAL

~~Policy 8230: Parliamentary Procedure~~ (*Repealed*)

1. PURPOSE

The business of the District may more easily be conducted with an agreed upon set of rules of procedure. The purpose of this policy is to establish the standard to be used in conducting Board meetings.

2. GENERAL STATEMENT OF POLICY

- a. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with Board policy and any special rules of order the Board may adopt from time to time.
- b. The Chairperson may appoint a parliamentarian to advise the Board who shall not be a Director.
- c. The Board may adopt a standard order of business for its meetings.

Original Adoption:-

04/25/1967 (as Policy 9335)

Revision Dates:

10/12/1971, 07/05/1972, 12/12/1972, 09/09/1975, 11/30/1976, 10/30/1979, 08/18/1992, 08/11/2009

MPS Policy Cross References:

- Policy 8200 (Annual Meeting)
- Policy 8210 (Meetings of the Board of Directors)
- Policy 8220 (Agenda)

SECTION 4: AMENDMENT “Policy 8140: Election Of Officers” of the Minneapolis Public Schools Policies & Regulations is hereby *amended* as follows:

A M E N D M E N T

Policy 8140: ~~Election Of~~Board Officers

1. PURPOSE

The purpose of this policy is to establish the titles, duties, and terms of the officers of the Board of Directors and the procedure for their election.

2. OFFICERS AND TERMS OF OFFICE

- a. The following officers shall be elected from the duly elected and seated directors of the Board of Education.
 - i. Chair~~person~~;
 - ii. Vice Chair~~person~~;
 - iii. Clerk; and

- iv. Treasurer.
- b. They shall hold their respective offices for one calendar year from the date of election, or to the end of their respective term of directorship whichever occurs first, or until their successors have been elected.
- c. Consecutive terms for officers are permitted.
- d. An officer may be elected for a different office for the term following their service in the first office.

3. ELECTION OF OFFICERS

- a. Officers shall be elected at the annual meeting of the Board of Directors.
- b. Any director may nominate any director, including him or herself, for any office.
- c. No second is required for a nomination.
- d. A slate of officers may be nominated for election.
- e. Voting for officers may be oral or by written ballot.
 - i. The default method is oral voting.
 - ii. A written ballot shall be done if a properly made and seconded motion is approved by a majority vote of the quorum of the meeting.
 - (1) A written ballot may be requested for each office separately.
 - (2) A written ballot may be requested for a single ballot electing all officers.
 - iii. If by written ballot:
 - (1) Each voter shall identify her or himself on the ballot.
 - (2) The chair shall announce the individual votes identifying each voter.
- f. Election to office requires the affirmative vote of a majority of the voters. Directors who abstain from a vote are not counted in the total of voters.
- g. In the event that no nominee receives the votes of a majority of those voting, a second ballot shall be taken, eliminating from nomination all but the two candidates receiving the most votes on the previous vote. If this is not possible, successive ballots will be taken until it is possible, or until a vote results in an election.
- h. Directors may vote for themselves.
- i. Directors may not vote for someone not placed in nomination.

4. OFFICER ELECTION RESPONSIBILITY

- a. The Chair whose term is ending is responsible for conducting the elections of all officers. The newly elected chair will assume the duties of the office following the close of elections.
- b. The Clerk whose term is ending is responsible for providing such written ballots as may be called for in the election.

5. DUTIES AND RESPONSIBILITIES

a. Chair

- i. The chair, when present, shall preside at all meetings of the Board of Directors, in the absence of the chair:
 - (1) If the vice chair is in attendance, the vice chair shall preside at the meeting.

(2) if the vice chair is not in attendance, the clerk shall preside at the meeting.

(3) if the clerk is not in attendance, the treasurer shall preside at the meeting.

- ii. The chair shall represent the district in all actions and perform all the duties usually incumbent on such an officer.
- iii. In case of the absence, inability or refusal of the clerk to perform any of that office's duties, the chair may perform those duties, or may appoint a clerk pro tempore for that purpose.
- iv. In the case of the absence, inability or refusal of the treasurer to perform any of that office's duties, the chair shall appoint a treasurer pro tempore for that purpose.
- v. The chair shall act as the official spokesperson of the Board of Directors.
- vi. The chair shall respond on behalf of the Board in a timely manner to inquiries, requests, and correspondence directed to the Board as a whole.
- vii. The chair shall communicate with other directors regarding emergency matters and seek consensus on resolution of those matters, following the requirements of call and notice of emergency meetings.
- viii. The chair is not prohibited from offering resolutions, making or seconding motions, engaging in discussion or debate, or voting.
- ix. The chair shall chair the executive committee of the Board, which consists of the duly elected officers of the Board and the Superintendent of Schools.

b. Vice Chair

- i. The vice chair shall preside over any duly called and noticed meeting of the Board of Directors at which the Chair is not in attendance.
- ii. The vice chair shall act in the place of the chair for any of the chair's described duties in the case of the inability of the chair to act due to illness, incapacity or emergency.
- iii. The vice chair shall execute such other duties as may be assigned from time to time by the chair.

c. Clerk

- i. The clerk shall keep a record of all meetings of the district, the Board of Directors, and the committees of the Board of Directors.
- ii. The clerk shall notify all persons elected to the Board of their election.
- iii. The clerk shall perform all other duties specified by law.
- iv. The clerk shall act as time-keeper during delegations to the Board.

d. Treasurer

- i. The treasurer shall cause the funds of the district to be deposited in the official depository.
- ii. The treasurer shall cause the creation of all reports which may be called for by the Board and shall be responsible to provide for the payment of

- money authorized by a majority vote of the Board.
- iii. The treasurer shall perform all such duties as are otherwise required by law.

6. OFFICERS APPOINTED PRO TEMPORE

- a. The term of office of offices appointed pro-tempore by the chair, or vice chair acting as chair in the chair's absence, is the duration of the meeting at which the officer is appointed, or until the arrival of the elected officer, whichever is shorter.
- b. Officers appointed pro-tempore shall have the same rights and responsibilities as the duly elected officer during their term of appointment.
- c. Officers appointed pro-tempore are charged with additional responsibility to inform the duly elected officer of actions taken that do not appear in official minutes of the meeting.

7. RESIGNATION, REMOVAL AND REPLACEMENT OF OFFICERS

- a. An officer may resign by submitting a written statement resigning the office to which they have been elected by the Board to the Clerk. The Clerk shall submit a resignation to the Chair.
- i. The officer receiving the resignation shall request the placement of the information as an agenda item at the next scheduled meeting of the Board.
- ii. An officer may resign their office without simultaneously resigning their directorship.
- b. An officer may be removed by action of a majority of the remaining directors for cause at a regularly called and noticed meeting. The removal of an officer shall be included in the proposed agenda for the meeting. Removal from a board office shall not constitute removal from the Board. Cause shall include, but is not limited to:
- i. Failure to attend three consecutive regularly scheduled board meetings without a reasonable excuse;
- ii. Refusal to perform the duties of the office on more than two occasions;
- iii. Malfeasance in the execution of the duties of the office.
- c. In the event the officer proposed to be removed is the chair, the vice chair shall preside over the motion to remove the chair.
- d. An election of a replacement for a resigned or removed officer shall be held at the same meeting at which the resignation is announced or the removal is completed, following the regular procedure for the election of officers.

Original Adoption:

04/25/1967 (as Policy 9130)

Revision Dates:

12/12/1972, 09/09/1975, 08/11/2009, 01/11/2011

Legal References:

- Minn. Stat. §123B.14 (Officers of Independent School Districts)
- Minn. Stat. §128D.04 (District Like Independent District; Exception)

MPS Policy Cross References:

- Policy 8115 (Membership and Quorum)
- Policy 8200 (Annual Meeting)
- Policy 8230 (Parliamentary Procedure)
- Policy 8300 (Duties of Board Officers)

SECTION 5: **REPEAL** “Policy 8300: Duties Of Board Officers” of the Minneapolis Public Schools Policies & Regulations is hereby *repealed* as follows:

REPEAL

~~Policy 8300: Duties Of Board Officers~~ (*Repealed*)

1. PURPOSE

The purpose of this policy is to delineate the duties, responsibilities and authority of the duly elected Officers of the Board of Directors.

2. CHAIRPERSON

- a. The chairperson, when present, shall preside at all meetings of the Board of Directors. in the absence of the chairperson:
 - i. If the vice chairperson is in attendance, the vice chair shall preside at the meeting.
 - ii. if the vice chair is not in attendance, the clerk shall preside at the meeting.
 - iii. if the clerk is not in attendance, the treasurer shall preside at the meeting.
- b. The chairperson shall represent the district in all actions and perform all the duties usually incumbent on such an officer.
- c. In case of the absence, inability or refusal of the clerk to perform any of that office’s duties, the chairperson may perform those duties, or may appoint a clerk pro tempore for that purpose.
- d. In the case of the absence, inability or refusal of the treasurer to perform any of that office’s duties, the chairperson shall appoint a treasurer pro tempore for that purpose.
- e. The chairperson shall act as the official spokesperson of the Board of Directors.
- f. The chairperson shall respond on behalf of the Board in a timely manner to inquiries, requests, and correspondence directed to the Board as a whole.
- g. The chairperson shall communicate with other directors regarding emergency matters and seek consensus on resolution of those matters, following the requirements of call and notice of emergency meetings.

- h. The chairperson is not prohibited from offering resolutions, making or seconding motions, engaging in discussion or debate, or voting.
- i. The chairperson shall chair the executive committee of the Board, which consists of the duly elected officers of the Board and the Superintendent of Schools.

3. VICE CHAIRPERSON

- a. The vice chairperson shall preside over any duly called and noticed meeting of the Board of Directors at which the Chairperson is not in attendance.
- b. The vice chairperson shall act in the place of the chairperson for any of the chairperson's described duties in the case of the inability of the chair to act due to illness, incapacity or emergency.
- c. The vice chairperson shall execute such other duties as may be assigned from time to time by the chairperson.

4. CLERK

- a. The clerk shall keep a record of all meetings of the district, the Board of Directors, and the committees of the Board of Directors.
- b. The clerk shall notify all persons elected to the Board of their election.
- c. The clerk shall perform all other duties specified by law.
- d. The clerk shall act as time-keeper during delegations to the Board.

5. TREASURER

- a. The treasurer shall cause the funds of the district to be deposited in the official depository.
- b. The treasurer shall cause the creation of all reports which may be called for by the Board and shall be responsible to provide for the payment of money authorized by a majority vote of the Board.
- c. The treasurer shall perform all such duties as are otherwise required by law.

6. OFFICERS APPOINTED PRO TEMPORE

- a. The term of office of officers appointed pro-tempore by the chair, or vice chairperson acting as chair in the chair's absence, is the duration of the meeting at which the officer is appointed, or until the arrival of the elected officer, whichever is shorter.
- b. Officers appointed pro-tempore shall have the same rights and responsibilities as the duly elected officer during their term of appointment.
- c. Officers appointed pro-tempore are charged with additional responsibility to inform the duly elected officer of actions taken that do not appear in official minutes of the meeting.

7. RESIGNATION, REMOVAL AND REPLACEMENT OF OFFICERS

- a. An officer may resign by submitting a written statement resigning the office to which they have been elected by the Board to the Clerk. The Clerk shall submit a resignation to the Chair.
 - i. The officer receiving the resignation shall request the placement of the information as an agenda item at the next scheduled meeting of the Board.
 - ii. An officer may resign their office without simultaneously resigning their directorship.

- b. An officer may be removed by action of a majority of the remaining directors for cause at a regularly called and noticed meeting. The removal of an officer shall be included in the proposed agenda for the meeting. Removal from a board office shall not constitute removal from the Board. Cause shall include, but is not limited to:
 - i. Failure to attend three consecutive regularly scheduled board meetings without a reasonable excuse;
 - ii. Refusal to perform the duties of the office on more than two occasions;
 - iii. Malfeasance in the execution of the duties of the office.
- c. In the event the officer proposed to be removed is the chairperson, the vice chairperson shall preside over the motion to remove the chairperson.
- d. An election of a replacement for a resigned or removed officer shall be held at the same meeting at which the resignation is announced or the removal is completed, following the regular procedure for the election of officers.

~~Original Adoption:~~

~~04/25/1967 (as Policies 9210, 9220, 9240)~~

~~Revision Dates:~~

~~12/12/1972, 08/11/2009, 01/11/2011~~

~~Legal References:~~

- Minn. Stat. §123B.14 (Officers of Independent School Districts)
- Minn. Stat. 128D.04 (District Like Independent Districts; Exception)

~~MPS Policy Cross References:~~

- Policy 1150 (Media Relations)
- Policy 8110 (Purposes and Role of the Board)
- Policy 8140 (Election of Officers)
- Policy 8230 (Parliamentary Procedure)

SECTION 6: **AMENDMENT** “Policy 8210: Meetings Of The Board Of Directors” of the Minneapolis Public Schools Policies & Regulations is hereby *amended* as follows:

AMENDMENT

Policy 8210: Meetings Of The Board Of Directors

1. PURPOSE

The Board shall conduct its discussions and act on its business under a presumption of openness. At the same time, the Board recognizes and respects the privacy rights of individuals as provided by law. The Board recognizes that the Minnesota Open Meeting Law allows for exceptions to open meetings in order to transact certain business of the Board when the public interest is best served by closing a meeting. The purpose of this policy is to provide guidelines to assure the rights of the public to be present at Board meetings, while also protecting the individual's rights to privacy, and to close meetings when the public interest so requires as recognized by law.

2. GENERAL STATEMENT OF POLICY

- a. Except as otherwise expressly provided by statute, all meetings of the Board shall be open to the public.
- b. Board meetings shall be closed only when expressly authorized by law.
- c. For the purpose of this policy the term "meeting" shall mean any gathering, excepting chance or social gatherings but including executive sessions, at which Directors discuss, decide or receive information as a group on issues related to the official business of the board, where:
 - i. at least a quorum or more of Directors of the School Board is present,
or
 - ii. at least a quorum or more of members of a Board committee or subcommittee is present.
- d. The Board of Education may call the following types of meetings:
 - i. Regular Business Meetings
 - (1) The Board shall establish a regular schedule of meetings to conduct its business, receive recommendations from the Superintendent and vote on resolutions brought before the Board as a whole.
 - (2) The Board shall publish the schedule of such meetings annually.
 - ii. Discussion Meetings The Board shall establish a schedule of discussion meetings in order to receive background information from the Superintendent and or district staff, to answer questions from the board, to consider different policy options and to allow for the sharing of perspectives of individual Board directors. No votes and no official actions will be taken at discussion meetings.
 - iii. Retreats The Board shall hold periodic retreats to deliberate and consider issues related to the internal development of the board, to plan for future meetings and to consider different scenarios and options at the early stage of planning and policy discussions. No votes and no official action will be taken at retreats.
 - iv. Special Meetings
 - (1) Special meetings of the Board may be called by the chairperson or clerk of the Board, or by three Directors acting collectively, if the chairperson refuses or fails to set such a meeting upon the request of three Directors.
 - (2) Only business that is specifically noted in the call of the

meeting may be transacted, unless a unanimous vote of the total membership of the Board agrees to amend the agenda to allow other business.

v. Emergency Meetings.

(1) In the event that circumstances, as determined by the judgment of the Board, require a meeting for immediate consideration of an issue, a special meeting may be called on an emergency basis.

(2) An emergency meeting, unless otherwise indicated in this policy, is a special meeting.

vi. Recessed or Continued Meetings. Meetings of any type may be recessed or continued to another time and/or place. Such meetings shall continue the original condition of the meeting so recessed or continued.

vii. Closed Meetings.

(1) Meetings may be closed for the following reasons, or as provided by law:

(A) Labor Negotiations Strategy

(B) Sessions Closed by the Bureau of Mediation Services

(C) Preliminary Consideration of Allegations or Charges

(D) Performance Evaluations

(E) Attorney-Client Discussions

(F) Certain Dismissal Hearings of Students or Teachers

(G) Certain Meetings with Non-renewed Coaches

(H) Discussions of Certain Not Public Data

(I) Strategic Decisions on Purchases and Sales of Property, however the actual purchase or sale of property must be approved at an open meeting.

(J) Security Matters

(2) A regular or special meeting may be closed by a public, majority vote at the meeting. The specific statutory authority for closing the meeting shall be stated and a general description of the subjects to be discussed in the closed meeting shall be disclosed.

(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 Responsible Data Authority.

viii. Other Meetings.

In the event of a health pandemic or an emergency declared under Minnesota Statutes Ch. 12 (Minnesota Emergency Management Act of 1996, as amended) a meeting of the Board may be held by telephone or other electronic means in compliance with law.

3. NOTICE REQUIREMENTS

a. Any person may request in writing that notice be given to them for any special meeting called.

- i. The written request may be sent to the Clerk of the Board either in physical or electronic form.
 - ii. The notice must be mailed or delivered, either physically or electronically at least three (3) days before the date of the meeting, the means of delivery to be at the Directors' discretion;
 - iii. The requestor may limit their request to specific subjects, in which case the Board shall only be required to give notice to those meeting when such a subject is part of the agenda.
 - iv. The Board may establish an expiration date on requests for notice of special meetings. If the Board establishes such a date, requestors shall be notified at least 60 days before the expiration date that a refileing is required for continued notice.
- b. Any news medium may request in writing that notice be given them for any emergency meeting called.
- i. Notice shall be given as soon as practicable after notice has been given to the Directors.
 - ii. The written request must include a contact name and telephone number for such notices and may request an electronic address for such notices.
 - iii. Notice may be by electronic means when available at the discretion of the Directors.
- c. If a person receives actual notice of a meeting of the Board at least 24 hours before the meeting, all notice requirements are satisfied with respect to that person, regardless of the method of receipt of notice.
- d. Notice of Regular Meetings that have been changed from the published schedule as to time and/or place must be given as though the meeting is a special meeting.
- e. If at a meeting that is recessed or continued the time and place of the continued or reassembled meeting is established, and the minutes of the recessed or continued meeting include that information, no further notice is required.

4. MATERIALS SUPPORTING THE AGENDA

- ~~a. 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.~~
- ~~b. In any open meeting a copy of any printed materials, except those identified in paragraph 4.C (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~~

5. RECORDINGS OF CLOSED MEETINGS

- a. All closed meetings, except those closed due to attorney-client privilege, shall be electronically recorded.
 - i. If a meeting is closed during an otherwise open meeting which is being recorded electronically, the portion of the meeting that is closed will be recorded in a separate recording to be maintained separately from the recording of the open meeting.
 - ii. If a closed meeting has more than one (1) agenda item, each agenda item shall be recorded separately and maintained separately.
- b. Recordings of closed meetings shall be preserved by the district at a minimum for the following time periods, after which they shall be preserved according to the district's Records Retention Schedule:
 - i. Meetings closed to discuss labor negotiations strategy shall be preserved for two (2) years after the date the contract or agreement is signed.
 - ii. Meetings closed to discuss security matters shall be preserved for four (4) years after the date of the meeting.
 - iii. Meetings closed to discuss the purchase or sale of property, real or personal, shall be preserved for at least eight (8) years after the date of the meeting.
 - iv. Meetings closed for all other permissible reasons shall be preserved for three (3) years after the date of the meeting.
- c. Recordings of closed meetings are classified as protected, non-public data which is not accessible to the public or any subject of the data, with the following exceptions:
 - i. Recordings of labor negotiations strategy meetings shall be reclassified as public data and made accessible to the public after all labor contracts for the budget period are signed.
 - ii. Recordings of meetings related to the purchase or sale of property shall be reclassified as public data and made accessible to the public after all real or personal property discussed at the meeting has been purchased or sold or the District has abandoned the purchase or sale.
 - iii. Any other closed meeting may be reclassified or released as required by the order of a court of competent jurisdiction.
- d. Recordings able to be reclassified as public data above shall be monitored to assure that reclassification and refileing occurs as a matter of course.
- e. Recordings of closed meetings shall be separately maintained from the recordings of open meetings, except those recordings that have been reclassified as public data under Paragraph 5.C. above.
- f. Recordings of closed meeting shall be preserved in a secure location separate from recordings of open meetings.
- g. All recordings of closed meetings shall be labeled with the following

information:

- i. the date of the closed meeting;
- ii. the reason the meeting was closed (See above).
- iii. the classification of the data as non-public, and in the case of reclassification under Paragraph 5.C. above, the date the data was reclassified, and the reason for the reclassification;
- iv. the name of the staff member securing the recording;
- v. the date the recording is filed.

Original Adoption:

04/25/1967 (as Policy 8330)

Revision Dates:

10/12/1971, 12/12/1972, 01/14/1975, 09/09/1975, 11/12/1991, 08/11/2009, 02/09/2010, 08/13/2013

Legal References:

- Minn. Stat. Ch 12 (Minnesota Emergency Management Act of 1996)
- Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
- Minn. Stat. Ch. 13D (Open Meeting Law)
- Minn. Stat. §121A.47, Subd. 5 (Student Dismissal Hearing)
- Minn. Stat. §122A.33, Subd. 3 (Coaches; Opportunity to Respond)
- Minn. Stat. §122A.40, Subd. 14 (Teachers Discharge Hearing)
- Minn. Stat. §179A.14, Subd. 3 (Labor Negotiations)
- Dept. of Administration Advisory Opinion 04-004 (February 3, 2004)
- Brown v. Cannon Falls Township, 723 N.W.2d 31 (Minn. App. 2006)
- Brainerd Daily Dispatch v. Dehen, 693 N.W.2d 435 (Minn. App. 2005)
- The Free Press v. County of Blue Earth, 677 N.W.2d 471 (Minn. App.2004)
- Prior Lake American v. Mader, 642 N.W.2d 729 (Minn. 2002)
- Star Tribune v. Board of Education, Special School District No. 1, 507 N.W.2d 869 (Minn. App. 1993)
- Minnesota Daily v. University of Minnesota, 432 N.W. 2d 189 (Minn. App. 1988)
- Moberg v. Independent School District No. 281, 336 N.W. 2d 510 (Minn. 1983)
- Sovereign v. Dunn, 498 N.W. 2d 62 (Minn. App. 1993), rev. denied. (Minn.1993)

MPS Policy Cross References:

- Policy 1040 (Student and Staff Data Protection)
- Policy 5200 (Citywide Discipline Policy)
- Policy 8115 (Membership and Quorum)
- Policy 8220 (Meeting Agenda)
- Policy 8230 (Parliamentary Procedure)

SECTION 7: AMENDMENT “Policy 8120: Standing Committees” of the Minneapolis Public Schools Policies & Regulations is hereby *amended* as follows:

A M E N D M E N T

Policy 8120: Standing Committees

1. PURPOSE

Work of the Board of Directors is complex. To more properly serve the students and community the Board is permitted to designate committees to conduct preparatory work on matters that will be considered by the Board as a whole.

2. GENERAL STATEMENT OF POLICY

- a. The Board may establish standing committees.
- b. Committee appointments shall be agreed upon by the directors at the annual meeting.
- c. The Superintendent shall appoint members of the administration to serve the needs of the standing committees.
- d. All committees will report on their work, their recommendations and findings to the full Board at a duly noticed regular, special or emergency meeting of the Board.
- e. 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.
- f. The Clerk shall be the chair of the Policy Committee.
- g. The Treasurer shall be the chair of the Finance Committee.
- h. The Board Chair shall be the chair of the Committee of the Whole.
- i. All other committees shall select their chair.
- j. Each Standing Committee shall determine its own meeting schedule.
 - i. Meetings shall be noticed in the same manner as regular board meetings.
 - ii. Agenda for each meeting shall be available to the public at the meeting.
 - iii. A copy of all materials prepared for a standing committee meeting that is given to the Directors shall be available at the meeting for public review.

Original Adoption:

04/25/1967

Revision Dates:

12/12/1972, 01/14/1975, 10/09/1990, 11/12/1991, suspended 3/1/0/2009, 08/11/2009

Cross References:

- Policy 8110 (Purposes and Role of the Board)
- Policy 8200 (Annual Meeting)

- Policy 8210 (Meetings of the Board of Directors)
- Policy 8220 (Agenda)

SECTION 8: AMENDMENT “Policy 8220: Agenda” of the Minneapolis Public Schools Policies & Regulations is hereby *amended* as follows:

A M E N D M E N T

Policy 8220: Agenda

1. PURPOSE

The purpose of this policy is to establish the parameters of Board meeting agenda, the process for the construction of the agenda and the distribution of agenda supporting materials prior to the meeting.

2. GENERAL STATEMENT OF POLICY

- 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~~chair~~person~~. Such requests shall be made ten (10) days in advance of the business meeting. Unless the request is joined by two other directors, or similar requests are made by at least two other directors, tThe ~~C~~chair~~person~~ has the discretion to place the item on the agenda or not.
- d. A proposed agenda may include an item designated as the consent agenda comprised of many individual items intended to be voted on as a block.
 - i. Consent agenda items may not include:
 - (1) major policy, budget or taxing decisions;
 - (2) bond awards;
 - (3) items related to the Superintendent’s contract; or
 - (4) items related to the evaluation of the Superintendent’s performance.
 - ii. Consent agenda items may include previously budgeted or authorized matters.
 - iii. The consent agenda public details shall be published along with the main agenda.
 - iv. Prior to the approval of the meeting agenda, consent agenda items may be tabled, removed to the main agenda, or deferred to a date certain. This action requires a properly made and seconded motion of a director approved by a majority vote of the quorum.
- 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.

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.

Original Adoption:

04/25/1967 (as Policy 9332)

Revision Dates:

10/12/1971, 12/12/1972, 10/30/1979, 08/11/2009

MPS Policy Cross References:

- Policy 8200 (Annual Meeting)
- Policy 8230 (Parliamentary Procedure)

SECTION 9: **AMENDMENT** “Policy 8231: Voting” of the Minneapolis Public Schools Policies & Regulations is hereby *amended* as follows:

A M E N D M E N T

Policy 8231: Voting

1. PURPOSE

There may be occasions when the full board is not in attendance at a regularly noticed and called meeting, and an even number of directors shall constitute the board of directors present and able to conduct the business of the meeting. The purpose of this policy is to establish the required number of votes to approve a matter when an even number of directors is voting.

2. GENERAL STATEMENT OF POLICY

- a. In all cases where board policy states that a majority of the directors, a simple majority, or a majority of the quorum must approve a motion, resolution or complete an election, the word majority shall mean:
 - i. in the case where a quorum of the board is established by an even number of directors, but less than the full board is in attendance, half of the quorum number plus one is required, and
 - ii. in the case where the full board is in attendance, half of the number of those in attendance rounded up to the next full number.
- b. In all other matters not directly controlled by board policy requiring a vote of the board of directors, approval of the motion made or resolution proposed shall be:
 - i. in the case where a quorum of the board is established by an even number of directors, but less than the full board is in attendance, a vote of half of the quorum number plus one is required, and
 - ii. in the case where the full board is in attendance or quorum is established by an odd number of directors, a vote of half of the number of those in attendance rounded up to the next full number is required.
- c. Except as otherwise allowed or required by board policy votes taken during a meeting of the board of directors may be by voice vote at the discretion of the chairperson.
- d. Any Student Representative appointed to the Board shall not vote on any proposed board action.
- e. The Superintendent, or Superintendent’s designee attending the meeting for the Superintendent, shall not vote on any proposed board action.
- f. If a Director abstains from voting on an issue, it is recommended they announce their reason for the abstention.

Original Adoption:
11/11/2011

Revision Dates:

08/13/2019

MPS Policy Cross References:

- Policy 8115 (Membership and Quorum)
- Policy 8140 (Election of Officers)
- Policy 8220 (Agenda)
- Policy 8520 (Policy Development)

SECTION 10: **AMENDMENT** “Policy 8500: Board Director Development” of the Minneapolis Public Schools Policies & Regulations is hereby *amended* as follows:

A M E N D M E N T

Policy 8500: Board Director Development

1. PURPOSE

The purpose of this policy is to guide Board and Board Director orientation, training, development and self-evaluation necessary in order to fulfill their obligation to be prepared for their duties. Board members shall be prepared to manage board governance, budget planning and monitoring, and issues arising due to their identity as employers.

2. GENERAL STATEMENT OF POLICY

- a. In order to perform their responsibilities to the electorate, the State and the students, and in recognition of the need for training and development for its directors, the Board encourages its directors to participate in professional development activities.
- b. Directors have an obligation to:
 - i. become informed on the proper duties and functions of a school board member,
 - ii. become familiar with issues that may affect the school district,
 - iii. acquire a basic understanding of school finance, and
 - iv. acquire sufficient knowledge to comply with federal, state and local laws, rules, regulations and school district policies.
- c. The Board shall determine at its January board meeting a proposed two-year calendar of board training. A minimum of two (2) training sessions per calendar year shall be established. Sessions may include, but are not limited to topics such as:
 - i. Board Governance
 - (1) Activities designed to improve the workings of the board as a whole, which may include, but is not limited to the following:
 - (A) communications

- (B) teamwork
- (C) shared decision making processes
- (D) effective school boards
- (E) leadership
- (F) shared responsibility
- (2) The processes of budget planning and monitoring, including, but not limited to:
 - (A) Capital Planning and budgeting
 - (B) School Finance, Levy determinations
 - (C) Specific Budget allocations (Integration, Transportation, Nutrition, Special Education, Community Education, Compensatory funding)
- (3) The processes involved in employer issues
 - (A) Negotiation of Collective Bargaining Agreements
 - (B) Employee Discipline
- (4) Other topics chosen by the board.
- d. Board Directors shall not discuss, decide or receive information as a group relating to the official business of the district during Board professional development training sessions.
- e. Occasionally, it may be appropriate for school board Directors to travel out of state to fulfill their obligations.
- f. Board Directors are expected to report back to the Board with materials of interest gathered at out of district meetings and workshops attended by individual members.
- g. Directors shall engage annually in an evaluation of their collective performance as a school board. The evaluation shall be a used to guide further development sought by the Board.

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

Original Adoption:

11/12/1991 (as Policy 8220)

Revision Dates:

08/14/2007, 08/11/2009, 01/09/2018, 09/10/2019

Legal References:

- Minn. Stat. § 123B.09, Subdivision 2 (School Board Member Training)

MPS Policy Cross References:

- Policy 3331 (Travel Expenses-Non Employees)
- Policy 8410 (Duties of Directors)
- Policy 8505 (Director Travel)

SECTION 11: **REPEAL** “Policy 8400: Orientation Of Directors” of the Minneapolis Public Schools Policies & Regulations is hereby *repealed* as follows:

REPEAL

~~Policy 8400: Orientation Of Directors~~ (*Repealed*)

1. PURPOSE

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.

2. GENERAL STATEMENT OF POLICY

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

Original Adoption:
04/25/1967 (as Policy 8210)

Revision Dates:
12/12/1972, 11/12/1991, 08/11/2009

Legal References:

- Minn. Stat. §123B.09 Subd. 2 (School Board Member Training)

MPS Policy Cross References:

- Policy 8500 (Board Director Development)
- Policy 8505 (Director Travel)

SECTION 12: **RENUMBER** “Policy 8420: External Representation And Memberships” of the Minneapolis Public Schools Policies & Regulations is hereby *renumbered* as follows:

RENUMBER

Policy 8420: External Representation And Memberships

Policy ~~8420~~8525: External Representation And Memberships

SECTION 13: AMENDMENT “Policy 8505: Director Travel” of the Minneapolis Public Schools Policies & Regulations is hereby *amended* as follows:

AMENDMENT

Policy 8505: Director Travel

1. PURPOSE

The purpose of this policy is to establish the limits of travel within and without the state for the purposes of Board Director Development.

2. APPROPRIATE TRAVEL

- a. Travel for which the Director intends to seek reimbursement from the school district must be pre-approved by the Board Chair.
- b. Out of State Travel.
 - i. Travel outside the state is appropriate when the school board finds it proper for Directors to acquire knowledge and information necessary to allow them to carry out their responsibilities as school board directors.
 - ii. Travel to regional or national meetings of school board associations is presumed to fulfill this purpose.
 - iii. The Board, on a case by case basis will determine and limit the numbers of Directors authorized to attend specific workshops and conventions where the expenses involved warrant such limitations and the travel is to be paid from the Board budget.
- c. Within State Travel. Travel within the State of Minnesota is appropriate when the Board finds it proper for Directors to acquire knowledge and information necessary to allow them to carry out their responsibilities as directors.
- d. All airfare, hotel accommodations and car rental shall be arranged through the district-approved vendor.

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 in the requesting director's allocation, no reasonable request shall be denied.

4. REIMBURSABLE EXPENSES

Director travel expenses shall be reimbursed on the same basis as other non-employee

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

5. REIMBURSEMENT

- a. Amounts to be reimbursed shall be within the school board's approved budget allocations, including attendance at workshops and conventions.
- b. Requests for reimbursement must be itemized on the official school district form and are to be submitted to the designated administrator.
- c. Automobile travel shall be reimbursed at the Federal mileage rate set by the Internal Revenue Service.
- d. Commercial air transportation shall reflect economy fares.
- e. All credits or benefits issued by any airline, hotel or rental car company for travel arranged for Director travel shall accrue to the benefit of the district.

6. COMPLIANCE WITH OTHER DISTRICT POLICIES AND REGULATIONS

- a. Arrangement and reimbursement of travel expenses shall follow the district policy for non-employee travel.
- b. The Superintendent is authorized to promulgate regulations for travel processes including reimbursement.

7. ANNUAL REVIEW

This policy must be annually reviewed by the Board of Directors.

Original Adoption:

11/12/1991 (as Policy 8220)

Revision Dates:

08/11/2009

Legal References:

- Minn. Stat. §15.435 (Airline Travel Credit)
- Minn. Stat. § 123B.09, Subdivision 2 (School Board Member Training)
- Minn. Stat. § 471.661 (Out-of-State Travel)
- Minn. Stat. § 471.665 (Mileage Allowances)
- Minn. Op. Atty. Gen. No. 1035 (August 23, 1999) (Retreat Expenses)
- Minn. Op. Atty. Gen. No. 161b-12 (August 4, 1997) (Transportation Expenses)

MPS Policy Cross References:

- Policy 3331 (Travel Expenses: Non-employee)
- Policy 8410 (Duties of Directors)
- Policy 8500 (Board Director Development)

SECTION 14:**AMENDMENT** “Policy 8550: Electronic Communication” of the Minneapolis Public Schools Policies & Regulations is hereby *amended* as follows:

AMENDMENT

Policy 8550: ~~Electronic Communication~~Communications and Community Relations

1. PURPOSE AND GENERAL STATEMENT OF POLICY

~~The Board of Education, Special School District No. 1, Minneapolis Public Schools is committed to operating through the requirements of the Open Meeting Law. Electronic communication possibilities create special circumstances that, unless addressed, could lead to unintentional violations of that commitment. The purpose of this policy is to establish how individual directors should use electronic communications to communicate with each other and with the public.~~

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

2. 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.

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.
- 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 the Family Educational Rights and Privacy Act (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.

3. ELECTRONIC COMMUNICATION AMONG DIRECTORS

4. GENERAL STATEMENT OF POLICY

- a. ~~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.~~
- b. Directors shall not use electronic communication of any kind e-mail as a substitute for deliberations at duly called and noticed board meetings or for other communications or business properly confined to board meetings.
- c. ~~Board members~~ Directors should be aware that electronic communications, including attachments, received or prepared for use in board business or containing information relating to board business are likely to be regarded as public records, which may be inspected by any person upon request, unless otherwise made confidential by law.
- d. Directors ~~Board members~~ shall avoid reference to confidential information about employees, students or other matters in electronic communications because of the risk of improper disclosure. Board members should comply with the same standards as district employees with regard to confidential information.
- e. Electronic communication of meeting materials should generally be conducted in a one-way communication from the Chair, Clerk, or ~~Clerk’s~~ their designee to the Directors.
- f. Inquiries regarding meeting materials should be directed directly back to the Chair, Clerk or ~~the clerk’s~~ their designee. If the clarification, or answer to the inquiry is one of value to other Directors, the Chair, Clerk, or ~~Clerk’s~~ their designee may send follow-up materials or information to the Board.
- g. During a public meeting Directors shall not communicate via electronic means with members of the public. Directors may communicate with District Staff or other Board Members on process issues.
- h. Directors wishing to share information with other members should do so through the Chair, Clerk, or ~~Clerk’s~~ 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.
- i. Directors may communicate with one other Director via electronic means.
- j. Directors shall not forward individual communications to other directors.
- k. 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.

5. COMMUNICATION WITH CONSTITUENTS

- 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.

6. COMMUNICATION WITH DISTRICT STAFF

- 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.

7. SOCIAL MEDIA

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.

- 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

- 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.

8. SCHOOL VISITS BY BOARD DIRECTORS

- 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.

9. PUBLIC PARTICIPATION AND BOARD MEETINGS

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.

- 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.](https://board.mpls.k12.mn.us/comment)

10. APPLICABILITY

~~This policy applies regardless of whether the electronic communication is taking place:~~

~~a. on a:~~

~~i. district-provided computer, or electronic device;~~

~~ii. personal computer, or electronic device;~~

~~iii. computer or electronic device provided by the Director's employer~~

~~b. through a:~~

~~i. district provided e-mail account;~~

~~ii. personal e-mail account or address~~

~~iii. social network page or website~~

~~iv. email address provided by the Director's employer.~~

Original Adoption:

08/11/2009

Revision Dates:

8/14/2015

Legal References:

- Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
- Minn. Stat. Ch. 13D (Open Meeting Law)

MPS Policy Cross References:

- Policy 1040 (Student and Staff Data Protection)
- Policy 6415 (Internet and Educational Network Use)
- Policy 8210 (Meetings of the Board of Directors)
- Policy 8220 (Agenda)

SECTION 15: **REPEAL** “Policy 1200: Board Meetings And Public Participation” of the Minneapolis Public Schools Policies & Regulations is hereby *repealed* as follows:

REPEAL

~~Policy 1200: Board Meetings And Public Participation (Repealed)~~

1. PURPOSE

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.

2. GENERAL STATEMENT OF POLICY

- 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.

3. VOTING RECORDS

- a. A journal recording the action taken at the meeting shall be kept showing how each director voted on resolutions and motions.
- b. The journal shall be available during regular business hours for public view at the District's central office.

4. PUBLIC PRESENTATIONS

- a. 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.
- b. The Board may establish rules for public reports, presentations, requests and proposals. The intent of the rules includes, but is not limited to:
 - i. allowing a fair and adequate opportunity for all persons who wish to be heard;
 - ii. allowing the Superintendent to:
 - (1) take direct action; or
 - (2) recommend action to the Board when established district policies apply to the report, presentation, request or proposal.
 - iii. providing adequate time for the Board to obtain necessary information and to develop Board direction on the topic where:
 - (1) no existing district policy applies;
 - (2) a change of district policy is proposed; or
 - (3) an exception to existing policy is specifically requested.
 - iv. assuring that time so devoted does not interfere with the agenda fulfillment of the Board.
- c. Requests, presentations, and proposals to the Board from members of the public may be made at times designated by the Board.
 - i. The Board may establish time limits for individual and group presentations.
 - ii. The Board may establish time on a regular business meeting agenda for

presentations that are limited as to subject matter to those items on the meeting's agenda.

- iii. The Board may establish times for presentations on any topic.
- d. Persons wishing to address the board may be required to register their request in writing.
- e. The Board may make rules as to which public presentation times are broadcast.
- f. Board adopted rules regarding public presentation shall be published

Original Adoption:

04/25/1967

Revision Dates:

10/12/1971, 01/20/1973, 11/25/1975, 11/30/1976, 11/10/2009

Legal References:

- Minn. Stat. Chapter 13D (Minnesota Open Meeting Law)

~~MPS Policy Cross References:~~

- Policy 1040 (Student and Staff Data Protection)
- Policy 1150 (Media Relations)
- Policy 1300 (Participation by the Public)
- Policy 1541 (Response to Violence and Disruption)
- Policy 1580 (Soliciting, Peddling and Canvassing on District Grounds)
- Policy 8200 (Annual Meeting)
- Policy 8210 (Meetings of the Board of Directors)
- Policy 8220 (Meeting Agenda)
- Policy 8231 (Voting)
- Policy 8410 (Duties of Directors)

Overview of Proposed Changes to 8000 Chapter

Policy Committee

January 26, 2021

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>.