

Hastings Area Public Schools - ISD 200
School Board Meeting Agenda

Wednesday, April 12, 2023
Work Session
Middle School Media Center

- I. **Items for Discussion**
 - a. Policies
 - i. 209 Code of Ethics
 - ii. 212 School Board Member Development
 - iii. 908 Naming Policy
 - b. Bond Projects
 - c. Referendum Update
 - d. Board Ground Rules - from Dec. 22nd SB Survey

RESOLUTION

Accepting the Eleven Tools of Civility

WHEREAS, The residents of Duluth Public Schools ISD 709 place a high value on respect and civility in their lives and they understand that these characteristics are essential to any healthy community; and

WHEREAS, The School Board of Independent School District No. 709 supports opportunities for civil discourse and discussion in the community and within the School District; and WHEREAS, The School Board of Independent School District No. 709 addresses sometimes controversial issues about which people often feel passionately and which at times leads to uncivil behavior; and

WHEREAS, An atmosphere of incivility and disrespect can have a damaging effect on the proceedings, on the quality of debate, and on the practice of democracy itself. THEREFORE, BE IT RESOLVED THAT the School Board of Independent School District No. 709 recognizes eleven tools of civility as encouraged by Speak Your Peace: The Civility Project that will provide increased opportunities for civil discourse in order to find positive resolutions to the issues that face our community. These tools include:

- 1. Pay attention**
- 2. Listen**
- 3. Be inclusive**
- 4. Don't gossip**
- 5. Show respect**
- 6. Be agreeable**
- 7. Apologize**
- 8. Give constructive criticism**
- 9. Take responsibility**
- 10. Be honest and care for others**
- 11. Show your evidence; share your reasoning**

BE IT FURTHER RESOLVED THAT the School Board of Independent School District No.

709 shall promote the use and adherence of these tools in conducting the business of the School Board.



209 CODE OF ETHICS

I. PURPOSE

The purpose of this policy is to assist the individual school board member in understanding his or her role as part of a school board and in recognizing the contribution that each member must make to develop an effective and responsible school board.

II. GENERAL STATEMENT OF POLICY

Each school board member shall follow the code of ethics stated in this policy.

A. AS A MEMBER OF THE SCHOOL BOARD, I WILL:

1. Attend school board meetings.
2. Come to the meetings prepared for discussion of the agenda items.
3. Listen to the opinions and views of others (including, but not limited to, other school board members, administration, staff, students, and community members).
4. Vote my conscience after informed discussion, unless I abstain because a conflict of interest exists.
5. Support the decision of the school board, even if my position concerning the issue was different.
6. Recognize the integrity of my predecessors and associates and appreciate their work.
7. Be primarily motivated by a desire to provide the best possible education for the students of my school district.
8. Inform myself about the proper duties and functions of a school board member.

B. IN PERFORMING THE PROPER FUNCTIONS OF A SCHOOL BOARD MEMBER, I WILL:

1. Focus on education policy as much as possible.
2. Remember my responsibility is to set policy – not to implement policy.

3. Consider myself a trustee of public education and do my best to protect, conserve, and advance its progress.
4. Recognize that my responsibility, exercised through the actions of the school board as a whole, is to see that the schools are properly run – not to run them myself.
5. Work through the superintendent – not over or around the superintendent.
6. Delegate the implementation of school board decisions to the superintendent.

C. TO MAINTAIN RELATIONS WITH OTHER MEMBERS OF THE SCHOOL BOARD, I WILL:

1. Respect the rights of others to have and express opinions.
2. Recognize that authority rests with the school board in legal session – not with the individual members of the school board except as authorized by law.
3. Make no disparaging remarks, in or out of school board meetings, about other members of the school board or their opinions.
4. Keep an open mind about how I will vote on any proposition until the board has met and fully discussed the issue.
5. Make decisions by voting in school board meetings after all sides of debatable questions have been presented.
6. Insist that committees be appointed to serve only in an advisory capacity to the school board.

D. IN MEETING MY RESPONSIBILITIES TO MY COMMUNITY, I WILL:

1. Attempt to appraise and plan for both the present and future educational needs of the school district and community.
2. Attempt to obtain adequate financial support for the school district's programs.
3. Insist that business transactions of the school district be ethical and open.
4. Strive to uphold my responsibilities and accountability to the taxpayers in my school district.

E. IN WORKING WITH THE SUPERINTENDENT OF SCHOOLS AND STAFF, I WILL:

1. Hold the superintendent responsible for the administration of the school district.
2. Give the superintendent authority commensurate with his or her responsibilities.
3. Assure that the school district will be administered by the best professional personnel available.
4. Consider the recommendation of the superintendent in hiring all employees.
5. Participate in school board action after considering the recommendation of the superintendent and only after the superintendent has furnished adequate information supporting the recommendation.
6. Insist the superintendent keep the school board adequately informed at all times.
7. Offer the superintendent counsel and advice.
8. Recognize the status of the superintendent as the chief executive officer and a non-voting, ex officio member of the school board.
9. Refer all complaints to the proper administrative officer or insist that they be presented in writing to the whole school board for proper referral according to the chain of command.
10. Present any personal criticisms of employees to the superintendent.
11. Provide support for the superintendent and employees of the school district so they may perform their proper functions on a professional level.

F. IN FULFILLING MY LEGAL OBLIGATIONS AS A SCHOOL BOARD MEMBER, I WILL:

1. Comply with all federal, state, and local laws relating to my work as a school board member.
2. Comply with all school district policies as adopted by the school board.
3. Abide by all rules and regulations as promulgated by the Minnesota

Department of Education and other state and federal agencies with jurisdiction over school districts.

4. Recognize that school district business may be legally transacted only in an open meeting of the school board.
5. Avoid conflicts of interest and refrain from using my school board position for personal gain.
6. Take no private action that will compromise the school board or administration.
7. Guard the confidentiality of information that is protected under applicable law.

Legal References: Minn. Stat. § 123B.02, Subd. 1 (General Powers of Independent School District)
Minn. Stat. § 123B.09 (Boards of Independent School Districts)
Minn. Stat. § 123B.143, Subd. 1 (Superintendent)

Cross References:

Policy Reviewed: 08.11.2022
Policy Adopted: 02.26.2020
Policy Revised:



212 SCHOOL BOARD MEMBER DEVELOPMENT

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

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

Cross References: MSBA/MASA Model Policy 214 (Out-of-State Travel by School Board Members)
MSBA/MASA Model Policy 412 (Expense Reimbursement)

Policy Reviewed: 02.19.2020

Policy Adopted: 02.26.2020

Policy Revised:



908 Naming Facilities

I. Purpose

The purpose of this policy is to establish the criteria and procedures for granting naming rights in relation to school district facilities, including buildings and grounds.

II. General Statement of Policy

Hastings Public Schools recognizes the importance and significance of naming school district facilities, memorials, and grounds. All School District owned facilities hold meaning for students and community members during the expected lifetime of the facility. Facilities are district-owned buildings and properties and names will be consistent with the School District's mission, values, and align with the strategic plan. Facility names may reflect geographic locations, topographical characteristics, significant historical or social events, concepts central to democracy, or properly vetted prominent persons of local, national or international repute who have made lasting contributions to society.

III. Definitions

- A. "Facilities" are school district-owned buildings, properties and structures, including but not limited to spaces within buildings, outdoor fields, streets, donated property, and other areas.
- B. "Naming in recognition" is naming a facility or education program in recognition of individuals who have attained achievements of extraordinary and lasting distinction.
- C. "Naming rights in consideration" is recognition for financial contributions, sponsorship or other commercial transactions.
- D. "Naming rights in recognition" is recognition of a significant contribution to the school district that the district wishes to honor.

IV. Authority

The school board exercises approval authority for naming all facilities.

V. Procedures for Naming District Property

- A. When a new facility is acquired or constructed or a request for naming a facility is made, the superintendent will forward the facility naming considerations or request to the school board.

- B. At the direction of the school board, the board may request that the superintendent convene a committee to study the potential names and make a recommendation. In the circumstance of a newly constructed facility, the school board will direct the superintendent or designee to establish such a committee.
- C. If a committee is established, the superintendent or designee will be charged with the responsibility of determining a process for soliciting and evaluating names. The superintendent will make the final recommendation(s) to the school board for approval. The superintendent will supply the school board with a history of the name recommendation and rationale to support recommendation.
- D. If a committee is not established, the superintendent will make a recommendation to the school board for approval. The superintendent will supply the school board with a history of the name recommendation and rationale to support recommendation.

VI. Naming Processes and Criteria

A. Naming in Consideration

The school district will not grant naming rights in exchange for contributions (financial, sponsorship or the provision of equipment, materials, land or services) made to the district.

B Naming in Recognition

The school district may name a facility to recognize outstanding personal contributions to the district. Naming in recognition for such contributions is at the district's discretion and in support of its values and mission. When naming a facility after an individual, consideration will be given to persons who have significance to students, employees and/or the community. Except in unusual circumstances or for compelling reasons, individual names to be considered should be individuals who are deceased. One of the following criteria must be met for naming in recognition:

1. Recognition of outstanding service to the district while serving in an employment capacity or outstanding service to the Hastings community; or
2. Recognition of the achievements of distinguished alumni;
3. Recognition of a generous financial or other contribution (be it by way of donation, bequest, sponsorship, etc.), such being voluntary and not rendered in consideration of granting of naming rights.; or

4. If a portion of a school building or school grounds (media center, auditorium, gymnasium, field, etc.) is proposed to be named after an individual, that person shall have attained local or national prominence via significant contributions. Such contributions or the significance of their place in history shall be clearly established beyond the generation of the contribution. Further, the individual for whom a portion of a school building or school grounds is to be named must be shown to have broad-based, long-term impact to the school district community.
5. Naming a site or facility after a deceased person shall be done after taking the above criteria into consideration and after a waiting period of at a minimum of one year following the individual's death.

C. Specific Naming Criteria

1. The role played by the name of a facility, space or education program in assisting employees, students and visitors to orient themselves is recognized.
2. Names must always be consistent with the district's mission and vision.
3. The long-term effects of the name must be considered.
4. The department/school affected by the name to be granted must be consulted before any decision is made.
5. The district will not name a facility without the informed consent of the named party or their descendants.
6. The district retains all rights to discontinue any name to avoid the district being brought into disrepute, as determined by the district.
7. The proposed name will be vetted against any trademark or copyright infringement.
8. Due regard must be taken into consideration when naming a facility including historical or current context and reputation.

D. Granting Naming Rights

VII. Name Changes/Re-Naming

Once a facility is named, that name will remain with the facility unless changed or removed by the school board. Names will be changed using the same process outlined above. Names may be changed when the specific program or theme for which the facility was named changes, when the current name no longer supports the objective of the facility, or due to additions or renovations to an existing facility. Names may be removed at the discretion of the school board.

VIII. Granting, Limiting, or Terminating Naming Rights

A. Granting naming rights may be exclusive to a facility or space, or may be in conjunction with an existing name already in use. Facilities for which naming rights may be awarded are auditoriums/theaters, gymnasiums, libraries, gardens, donated properties, athletic fields and facilities, and other areas as approved by the school board.

B. Limit of Naming Rights

1. On the Part of the District

The school district's right to use the name and other brand elements of the named party is permitted by express agreement with the named party.

2. On the Part of the Named Party

The named party, after whom a facility or space is named, has no decision-making rights as to the purpose of the facility or space unless specifically provided for in the written agreement between the parties. The school district will not agree to any condition in an agreement that could unnecessarily limit progress toward the district's mission and purpose, statutory obligations, or the local authority of the school board. In turn, the named party has no liability in respect of that facility or space unless provided for in a specific contract between the parties. Any such limits must be included in any naming rights' agreement.

C. In addition to any remedies for breach of the written agreement granting naming rights, the parties may terminate a naming rights agreement in advance of the scheduled termination date under the following conditions:

1. Termination by the District

The school district reserves the right, at its sole discretion, to terminate the naming rights without refund of consideration, prior to the scheduled termination date, should it feel it is necessary to do so to avoid the district being brought into disrepute.

2. Termination by the Named Party

The named party may, without refund of consideration, at its sole discretion, terminate its acceptance of the naming rights prior to the scheduled termination date, in the event that the school district directly brings the named party into disrepute.

Policy Reviewed:

Policy Adopted:

Policy Revised: