

SAINT PETER INDEPENDENT SCHOOL DISTRICT 508
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002. THE SCHOOL BOARD

002.1 Legal Status and Authority of the Board of Education

The Board of Education is the governing board of the School District. Its legal authority is determined by the state of Minnesota constitution, the statutes of the state legislature, regulations of the Minnesota Department of Education, and that authority conferred by School District elections.

Reviewed: 12/99
04/04

002. THE SCHOOL BOARD

002.2 Role and Purpose of the Board of Education

The Board of Education is responsible for the fair and uniform application of all federal, state, and local laws in the operation of the School District schools. These schools will be operated for the educational benefit of all residents of the School District.

The Board of Education is the policy-making body of the School District. It will exercise leadership primarily through the formulation and adoption of policies.

Reviewed: 12/99
04/04

002. THE SCHOOL BOARD
002.3 Bylaws of the Board of Education

The internal operations of the Board of Education will be governed by codified bylaws.

Reviewed: 12/99
04/04

002. THE SCHOOL BOARD
002.3 Bylaws of the Board of Education
002.31 Membership of the Board of Education

The Board of Education of the School District shall consist of seven members. The term of office shall be four years.

Elections take place in the odd-numbered years.

Reviewed: 12/99
04/04

002. THE SCHOOL BOARD

002.3 Bylaws of the Board of Education

002.32 Officers of the Board of Education

The officers of the Board of Education of the School District 508 shall be: (a) chairperson, (b) vice-chairperson, (c) clerk, and (d) treasurer, who shall be elected annually by a majority of the members present at the organizational meeting, provided that a minimum of four members are in attendance. The officers shall hold office for a period of one year. The Superintendent shall serve as an ex-officio member of the Board of Education.

If a vacancy occurs in the position of any officer of the Board of Education, the Board shall elect a new officer from its membership at the first regular or special meeting of the Board of Education following the vacancy, provided that a minimum of four members are present.

Reviewed: 12/99
04/04

002. THE SCHOOL BOARD

002.3 Bylaws of the Board of Education

002.33 Vacancies on the Board of Education

Should a member of the Board of Education leave the Board for any reason prior to the expiration of his/her elected term, the Board of Education shall appoint a replacement within a forty-five day period by a resolution at a regular or special Board of Education meeting.

Reviewed: 12/99
04/04

002. THE SCHOOL BOARD

002.3 Bylaws of the Board of Education

002.34 Committees of the Board of Education

I. PURPOSE

The purpose of this policy is to provide for the structure and the operation of committees of the Board of Education.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the Board of Education to designate committees when it is determined that a committee process facilitates the mission of the Board of Education.
- B. The Board of Education determines that certain permanent standing committees, as described in this policy, do facilitate the operation of the Board of Education and the School District.
- C. A Board of Education committee will be formed by resolution which shall outline the duties and purpose of the committee.
- D. A committee is advisory in nature and has only such authority as specified by the Board of Education.
- E. The Board of Education will receive reports or recommendations from a committee for consideration. The Board of Education, however, retains the right and has the duty to make all final decisions related to such reports or recommendations.
- F. The Board of Education reserves the right to limit, create, or abolish any committee as it deems appropriate.
- G. A committee of the Board of Education shall not appoint a subcommittee without the approval of the Board.

III. APPOINTMENT OF COMMITTEES

- A. The Board of Education hereby appoints the following standing committees:
 - 1. Instructional Program Committee 2-3 members
 - 2. Co-curricular Program Committee 2-3 members
 - 3. Communication Committee 2-3 members
 - 4. Negotiations Committee 3 members

- B. For each standing committee, the Board of Education will establish by resolution the number of members, the term, and the charge or mission of each committee.
- C. The Board of Education chair shall appoint the members of each standing committee and designate the chair thereof.

IV. PROCEDURES FOR BOARD OF EDUCATION COMMITTEES

- A. All meetings of committees shall be open to the public in compliance with the Open Meeting Law, and notice shall be given as prescribed by law.
- B. A committee shall act only within the guidelines and mission established for that committee by the Board of Education.
- C. Actions of a committee shall be by majority vote and be consistent with the governing rules of the Board of Education.
- D. The committee shall designate a secretary who will record the minutes of the actions of the Board of Education committee.
- E. The power of a committee of the Board of Education is advisory only and is limited to making recommendations to the Board.
- F. A committee of the Board of Education shall, when appropriate, clarify in any dealings with the public that its powers are only advisory to the Board.

First Reading: 08/08/96

Adopted: 09/12/96

Reviewed: 12/99
04/04

**COMMITTEES OF THE BOARD OF EDUCATION
AS AUTHORIZED UNDER BOARD POLICY NO. 002.34**

1. Instructional Program Committee:

Purpose: To review proposals affecting Board-adopted K-12 curriculum and staff-development programs that need the approval of the Board of Education prior to change or implementation. This includes NCA recommendations, department or grade level recommendations, and staff-development opportunities.

It is not the intention of the Board of Education to have this committee make recommendations that do not need Board of Education approval.

This committee will consist of two to three members appointed by the Board of Education chair at the January organizational meeting to serve a term of one year in length.

The Board of Education chair designates the chairperson of the sub-committee.

2. Co-curricular Program Committee:

Purpose: To review proposals affecting the co-curricular activity program offered to K-12 that need Board of Education approval prior to change or implementation. This includes athletics, student publications, music, academic competitions, field trips, fund-raising practices, and student government.

It is not the intention of the Board of Education to have this committee make recommendations that do not need Board of Education approval.

This committee will consist of two to three members appointed by the Board of Education chair at the January organizational Board meeting to serve a term of one year in length.

3. Communication Committee:

Purpose: To receive proposals from School District staff, community groups, and other government agencies on communication-related concerns. This committee serves as a clearinghouse for the Board of Education for communication proposals requiring Board approval prior to implementation. This committee will also address data privacy issues and all policies relating to the dissemination of information regarding School District programs and staff.

This committee will consist of two to three members appointed by the Board of Education chair at the January organizational Board meeting to serve a term of one year in length.

4. Negotiations Committee:

Purpose: To work with the Superintendent on the negotiations of all public employee bargaining units under the supervision of the Board of Education. This also includes all individual or group contracts that are not organized bargaining units.

This committee will consist of three members appointed by the Board of Education chair to serve two-year terms. They will be appointed in January of the odd-numbered years and serve through December of the next even-numbered year or through the completion of the current negotiation period.

002. THE SCHOOL BOARD
002.4 Methods of Operation
002.41 Adoption of Policies

The procedure for adopting policies is as follows:

1. The Superintendent, or someone designated by the Superintendent, will draft the proposed policy.
2. The draft will be presented at a regular meeting of the Board of Education for the first reading at least fourteen days prior to adoption.
3. During the fourteen-day waiting period, the draft will be made available to any interested party.
4. At the second reading, the Board of Education will consider reactions to the draft policy. The policy may be reworded and adopted at this or any subsequent regular meeting.

Reviewed: 12/99
04/04

002. THE SCHOOL BOARD
002.4 Methods of Operation
002.42 Board Review of Policies

Unless otherwise directed by statute or rule, in September of all even-numbered years, the Board chairperson will appoint a temporary committee of three Board of Education members to review all the policies that should be reevaluated, revised, or deleted.

Reviewed: 12/99
04/04

002. THE SCHOOL BOARD

002.4 Methods of Operation

002.43 Formulating Administrative Regulations

Administrative regulations are the detailed arrangements governing the operation of the School District. They are to be formulated by the Superintendent or the Superintendent's designee. Administrative regulations must be consistent with the policies adopted by the Board of Education.

The Board of Education will formulate regulations only when required to do so by state law or when the Superintendent recommends Board formulation in light of strong community attitudes.

Reviewed: 12/99
04/04

002. THE SCHOOL BOARD

002.5 Meetings

002.51 Regular Meetings

The location, time, and place of regular meetings of the Board of Education will be determined at the annual organizational meeting in January.

Unless otherwise specified, all Board of Education meetings will be held on the second Thursday of every month at 6:30 p.m. at the Governors' Room of the Saint Peter Community Center, 600 South Fifth Street, Saint Peter, Minnesota 56082.

Reviewed: 12/99
04/04

002. THE SCHOOL BOARD

002.5 Meetings

002.52 Special and Emergency Meetings

The Board of Education chairperson, clerk, or any three members of the Board of Education may call special Board of Education meetings. Notices for special Board of Education meetings shall be given three days in advance. If the three-day notice is impossible, in the case of an emergency, the Board of Education chairperson shall sign a waiver of the three-day notice.

Reviewed: 12/99
04/04

002. THE SCHOOL BOARD

002.5 Meetings

002.53 Taped Meetings for Negotiations

The Board of Education at any regular meeting on a majority vote may call closed meetings for negotiations strategy. Only matters of negotiation strategy may be discussed at these meetings. The meeting shall be taped and all tapes shall be maintained for a period of two years after the contract is signed and shall be made available to the public after all labor contracts for the current budget period have been signed by the Board of Education.

Reviewed: 12/99
04/04

002. THE SCHOOL BOARD

002.5 Meetings

002.54 Organizational Meeting of the Board of Education

The Board of Education shall meet as soon as possible on or after the first Monday of January in order to organize the Board of Education by selecting a chairperson, clerk, vice-chairperson, and treasurer who shall hold their offices for one year and until their successors are selected and qualify. The Superintendent shall act as chairperson during the selection of a chairperson.

Reviewed: 12/99
04/04

002. THE SCHOOL BOARD

002.5 Meetings

002.55 Publication of Agenda

The agenda for meetings of the Board of Education shall be provided to the local media no later than the business day preceding the Board of Education meeting and shall be posted at the main entrance of the District Office and on the School District website on the day preceding the Board of Education meeting.

Reviewed: 12/99
04/04

002. THE SCHOOL BOARD

002.6 Communications with Students, Staff, and the Media

002.61 Dissemination of Information

The Board of Education shall maintain open communication with members of the School District and community by providing opportunities to speak at open meetings, and by providing free access to public information at the School District Office.

Reviewed: 12/99
04/04

002. THE SCHOOL BOARD

002.6 Communications with Students, Staff, and the Media

002.62 Solicitation of Information

The Board of Education shall provide the public, staff, and students of the School District with opportunities to present their views concerning aspects of School District operation such as instructional programs, budgets, facility needs, personnel matters, and other items of similar importance.

Reviewed: 12/99
04/04

002. THE SCHOOL BOARD

002.7 Board of Education Travel

002.71 Attendance at State and Local Meetings

The Board of Education encourages all members to attend state and local meetings that they consider valuable to their office. It shall be the policy of the Board of Education to reimburse members for registration for all such meetings. Mileage, meals, and rooms for attendance at Minnesota School Boards Association (MSBA) and Schools for Equity in Education (SEE) meetings will be fully reimbursed. Expenses for mileage, meals, and rooms for all other meetings may be reimbursed at the discretion of the full Board of Education.

Reviewed: 12/99
07/08/04

002. THE SCHOOL BOARD

002.7 School Board Travel

002.72 Attendance at National Conventions

Attendance of individual members of the Board of Education at the National School Board's convention shall be at the discretion of the full Board of Education.

Reviewed: 12/99
04/04

002. THE SCHOOL BOARD

002.8 Code of Ethics

002.81 School Board Responsibilities

I. AS A MEMBER OF THE BOARD OF EDUCATION I WILL:

- A. Listen;
- B. Recognize the integrity of my predecessors and associates;
- C. Appreciate the merit of their work;
- D. Be motivated only by a desire to serve the students of my School District;
- E. Attempt to inform myself of the proper duties and functions of a Board of Education member;
- F. Recognize that it is my responsibility, together with other Board of Education members, to see that the schools are properly run, not to run them myself;
- G. Work through the administrative employees of the Board of Education—not over or around them; and
- H. Recognize that School District business may be legally transacted only in an open meeting of the Board of Education.

II. PERFORMING THE PROPER FUNCTIONS OF A BOARD OF EDUCATION MEMBER I WILL:

- A. Perform under general educational policies unless necessity requires otherwise;
- B. Function in meeting the legal responsibility that is mine as part of a policy-forming body—not as an administrative officer; and
- C. Consider myself a trustee of public education and do my best to protect, conserve, and advance its progress.

III. TO MAINTAIN DESIRABLE RELATIONS WITH OTHER MEMBERS OF THE BOARD OF EDUCATION I WILL:

- A. Respect the right of others to have and express opinions;

- B. Recognize that authority rests with the Board of Education in legal session—not with the individual members of the Board of Education except as authorized by law;
- C. Make no disparaging remarks, in or out of Board of Education meetings, about other members of the Board of Education or their opinions;
- D. Recognize that to promise in advance of a meeting how I will vote on any proposition is to close my mind and agree not to think through other points of view which may be presented to the meeting;
- E. Make decisions in Board of Education meetings only after all sides of debatable questions have been presented;
- F. Delegate details of Board of Education action to administrative employees; and
- G. Recognize that appointed special committees serve only in an advisory capacity to the Board of Education.

IV. IN MEETING MY RESPONSIBILITIES TO MY COMMUNITY I WILL:

- A. Attempt to appraise both the present and future educational needs of the School District;
- B. Attempt to obtain adequate financial support of the school program;
- C. Interpret the needs and attitudes of the community and do my best to translate them into the educational program of the School District; and
- D. Insist that business transactions of the School District be on an ethical, open, and above-board basis

V. IN WORKING WITH THE SUPERINTENDENT AND THE STAFF I WILL:

- A. Hold the Superintendent responsible for the administration of the School District;
- B. Give the Superintendent authority commensurate with the responsibility;
- C. Assure that the School District will be administered by the best professional personnel available;
- D. Participate in Board of Education action after considering the recommendation of the Superintendent and only after the Superintendent has furnished adequate information supporting his/her recommendations;

- E. Expect the Superintendent to keep the Board of Education adequately informed at all times through both oral and written reports;
- F. Spend adequate time in Board of Education meetings on educational policies;
- G. Give the Superintendent counsel and advice;
- H. Refer all complaints to the proper administrative officer or insist that they be presented in writing to the whole Board of Education; and
- I. Present any personal criticisms of employees to the Superintendent.

Reviewed: 12/99
04/04

002. THE SCHOOL BOARD

002.8 Code of Ethics

002.82 Staff Ethics/Conflict of Interest

I. GENERAL STATEMENT OF POLICY

Except as authorized by statute, a public officer who is authorized to take part in making any sale, lease, or contract in his official capacity, shall not voluntarily have a personal financial interest in that sale, lease, or contract, and shall not personally benefit financially therefrom. Every public officer who violates this provision is guilty of a gross misdemeanor.

II. CONFLICT OF INTEREST

- A. Board of Education members will not engage in any activity that conflicts or raises a reasonable question of conflict with their responsibilities in the school system. More specifically, employees will not:
1. Use institutional privileges for private gain;
 2. Solicit or receive compensation, other than that allowed by law, for performance of his/her duties. This precludes, among other things, acceptance of any gratuities, gifts, or favors that might impair or appear to impair professional judgment; and any personal dealings with any individual or entity with whom he/she, on behalf of the Board of Education, has any direct or indirect contact for purposes of obtaining from such individual or entity, noncompetitive contracts, services, or materials;
 3. Knowingly authorize or employ the authority or influence of his/her office to secure authorization of any public contract in which he/she, a member of his/her family, or any of his/her business associates has an interest;
 4. Offer any favor, service, or things of value to obtain special advantage;
 5. Permit commercial exploitation of his/her professional position;
 6. Engage in selling any merchandise or services for personal profit to students or parents/guardians in the attendance area served by the School District in which they work, i.e., instructional supplies, equipment, reference books, educational tours;
 7. Furnish a list of students or parents/guardians to anyone selling such materials or services; and

8. Time granted for leave, planning, and workshops must be used for the purpose for which it is intended.

III. STANDARDS FOR DETERMINING CONFLICTS OF INTEREST

- A. For the purpose of this policy, a conflict-of-interest situation is deemed to exist whenever any of the following situations occur:
 1. When a member of the staff or Board of Education has an interest, by way of ownership or employment, in any firm or company doing business with the School District;
 2. When a member of the staff or Board of Education has a relationship by way of consanguinity or marriage to an owner, officer, employee, and/or consultant of a corporation or firm doing business with the School District;
AND
 3. When a member of the staff or Board of Education uses the position to foster interests that differ or are in conflict with those of the School District.
- B. Whenever any of the above-described situations occur, the party affected must immediately file a written disclosure setting forth the nature of the conflict.
- C. Whenever a member of the staff has filed such a disclosure, he or she must obtain written approval from the Superintendent in order to function as staff on any and all projects involving that business relationship. Should any staff member fail to file such a disclosure, he or she subjects himself or herself to any sanction imposed by the Board of Education, including termination of employment.

Reviewed: 12/99
04/04

002. THE SCHOOL BOARD
002.9 Public Complaints

Complaints and grievances shall be handled and resolved as close to their origin as possible.

Although no member of the community shall be denied the right to petition the Board of Education for redress of a grievance, the complaints shall be referred back through the proper administrative channels for solution before investigation or action by the Board of Education. Exceptions are complaints that concern Board of Education actions or operations, or complaints against the Superintendent.

The Board of Education advises the public that the proper challenging of complaints involving instruction, discipline, or learning materials is as follows:

1. Teacher
2. School Principal
3. Superintendent
4. Board of Education

Any complaint about School District personnel will be investigated by the administration before consideration and action by the Board of Education.

Reviewed: 12/99
11/04