

School Board**Operation of the School Board During a Pandemic****I. Purpose**

This policy provides direction to the School Board and notice to the public on how School Board business and meetings will be conducted during a health pandemic or other significant state emergency declared under Chapter 12 of the Minnesota State Statutes.

II. General Statement of Policy

Operating School Board meetings during a pandemic or other emergency may require board members to participate in discussions and make decisions regarding school district issues at a time when it is not prudent or practical for members to be physically present in the same room with each other or members of the public. In order to ensure that Board Meetings are conducted in a manner that keeps the public, District staff and Board Members safe, while also complying with the Open Meetings Law and ensuring that the public still has access to such meetings, the following changes will be made to School Board operations during a health pandemic or other significant state emergency, as determined by the School Board.

III. Procedures

- A. If the Board Chair or administration determines that it is necessary, the School Board may hold meetings pursuant to Minnesota Statutes section 13D.021. For each meeting that will be held remotely pursuant to that statute, the Board Meeting agenda must contain a notice compliant with that statute outlining the basis for the remote meeting, and notifying the public of its rights related to the same.
- B. Board Members may participate remotely in School Board meetings, as allowed and appropriate under Minnesota Statutes section 13D.021. Board Members may attend Board Meetings in-person if reasonable means may be provided to protect the Board Members' health and safety.
- C. The Board may elect to temporarily delegate all rights and legal obligations of the School Board Clerk to the Director of Business Services, or the Superintendent's designee, in order to ensure the continuity of services. Such action may be made by a motion approved by the Board at any meeting, and may be for the time period determined appropriate by the Board. The Board may rescind this delegation of rights and responsibilities by a motion approved by the Board at any subsequent meeting.

- D. During the time of any health pandemic or emergency, the procedure for “community input” or public comment per Policy 206 may be suspended or replaced as deemed appropriate by the School Board. Such action may be made by a motion approved by the Board at any meeting.

- E. In the event that both the Board Chair and Vice Chair are unable to perform the duties of the Board Chair, the acting Board Chair will designate another Board Member to perform the Chair’s duties. No formal School Board action is necessary for such designation.

Legal References:

Minn. Stat. Ch. 13D (Open Meeting Law)
Policy 205 (Open Meetings and Closed Meetings)
Policy 206 (Public Hearings and Public Participation in School Board Meetings, Data Privacy Considerations)
Policy 208 Development, Implementation, and Adoption of Policy, Section IV, Subdivision C

Policy
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INDEPENDENT SCHOOL DISTRICT 273
Edina, Minnesota