

INDEPENDENT SCHOOL DISTRICT NO. 625
Saint Paul, Minnesota
ANNUAL MEETING OF THE BOARD OF EDUCATION
Administration Building
360 Colborne Street
Saint Paul, Minnesota 55102

January 9, 2024
4:30 PM

A G E N D A

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **SWEARING-IN CEREMONY**
 - A. Chauntyll Allen
 - B. Yusef Carrillo
 - C. Carlo Franco
 - D. Erica Valliant
4. **APPROVAL OF THE ORDER OF THE MAIN AGENDA**
5. **ELECTION OF OFFICERS**
 - A. Chair - Board of Education
 - B. Vice Chair - Board of Education
 - C. Clerk - Board of Education
 - D. Treasurer - Board of Education
6. **ANNUAL MEETING ACTION ITEMS** **3**
 - A. Appointment of the Assistant Treasurer
 - B. Appointment of the Assistant Clerk
 - C. Resolution Naming Depository Accounts
 - D. Resolution Naming Banks as Custodians for Safekeeping of Collateral
 - E. Resolution Authorizing Investments of School District Funds
 - F. Resolution Naming Brokerage Accounts
 - G. Resolution Authorizing Entry into Joint Purchasing Agreements
 - H. Resolution Naming the Official Newspaper
 - I. Resolution to Adopt and Confirm All Policies Contained in the SPPS Policy Manual
 - J. Resolution to Approve the 2024 Board of Education Meeting Schedule
 - K. Acknowledgment of Review of All 200-Level Board Policies 28
7. **COMMITTEE/SUBCOMMITTEE/WORK GROUP SELECTION AND SCHOOL AREAS SELECTION** **70**
8. **2024 GRADUATION CEREMONIES** **80**
9. **FUTURE MEETING SCHEDULE** **81**

- A. Board of Education Meetings (6:05 unless otherwise noted)
- B. Committee of the Board Meetings (4:30 unless otherwise noted)

10. **ADJOURNMENT**

#BoldSubject#

**INDEPENDENT SCHOOL DISTRICT NO. 625
BOARD OF EDUCATION
SAINT PAUL PUBLIC SCHOOLS**

DATE: January 9, 2024

TOPIC: Appointment of the Assistant Treasurer

A. PERTINENT FACTS:

1. The Board of Education annually appoints an Assistant Treasurer of the school district.
2. The Assistant Treasurer has the authority to sign appropriate documents in the absence of the Board Treasurer as well as other assigned duties.
3. This meets the District Strategic Initiative: Program Evaluation and Resource Allocation.
4. This item is submitted by Joe Gothard, Superintendent.

B. RECOMMENDATION:

That the Board of Education approve the attached resolution naming Tom Sager, Executive Chief of Financial Services, as the Assistant Treasurer of Independent School District No. 625 for the year 2024.



Board File No. _____
Date _____

INDEPENDENT SCHOOL DISTRICT NO. 625
Board of Education
Saint Paul Public Schools
APPOINTMENT OF ASSISTANT TREASURER

BE IT RESOLVED, by the Board of Education of Independent School District No. 625, that it herewith appoints Tom Sager, Executive Chief of Financial Services, as the Assistant Treasurer of this school district for 2024.

Adopted January 9, 2024

CHAIR Board of Education

CLERK Board of Education

**INDEPENDENT SCHOOL DISTRICT NO. 625
BOARD OF EDUCATION
SAINT PAUL PUBLIC SCHOOLS**

DATE: January 9, 2024

TOPIC: Appointment of the Assistant Clerk

A. PERTINENT FACTS:

1. The Board of Education annually appoints an Assistant Clerk of the school district.
2. The Assistant Clerk has the authority to sign appropriate documents in the absence of the Board Clerk as well as other assigned duties.
3. This meets the District Strategic Initiative: Program Evaluation and Resource Allocation.
4. This item is submitted by Joe Gothard, Superintendent.

B. RECOMMENDATION:

That the Board of Education approve the attached resolution naming Sarah Dahlke as the Assistant Clerk of Independent School District No. 625 for the year 2024.



Board File No. _____
Date _____

INDEPENDENT SCHOOL DISTRICT NO. 625
Board of Education
Saint Paul Public Schools

APPOINTMENT OF THE ASSISTANT CLERK

BE IT RESOLVED, by the Board of Education of Independent School District No. 625, that it herewith appoints Sarah Dahlke as the Assistant Clerk of this school district for 2024.

Adopted January 9, 2024

CHAIR Board of Education

CLERK Board of Education

**INDEPENDENT SCHOOL DISTRICT NO. 625
BOARD OF EDUCATION
SAINT PAUL PUBLIC SCHOOLS**

DATE: January 9, 2024

TOPIC: Resolution Naming Depository Accounts

A. PERTINENT FACTS:

1. Minnesota Statutes require the Board of Education to name at its annual organizational meeting the banks that are to serve as depositories for school district funds.
2. This meets the District Strategic Initiative: Program Evaluation and Resource Allocation.
3. This item is submitted by Tom Sager, Executive Chief of Financial Services.

B. RECOMMENDATION:

That the Board of Education approve the attached resolution naming the banks that are to serve as depositories of school district funds for the year 2024.



Board File No. _____

Date _____

INDEPENDENT SCHOOL DISTRICT NO. 625

Board of Education Saint Paul Public Schools

RESOLUTION NAMING DEPOSITORY ACCOUNTS

BE IT RESOLVED, by the Board of Education of Independent School District No. 625, that it hereby authorizes, approves and designates the following listed banks as depositories for school district funds, according to the terms and provisions of this resolution and the requirements contained in Minnesota Statutes, Chapter 118A.

Bank of America
US Bank
US Bank Trust
Wells Fargo
Associated Bank

BE IT FURTHER RESOLVED, that the Treasurer and Assistant Treasurer shall deposit the funds of said school district in said depositories according to provisions of the above statutes and in accordance with the provisions of this resolution.

BE IT FURTHER RESOLVED, that the funds of said school district are to be deposited in the depositories as follows:

BANK OF AMERICA
Workers Compensation Petty Cash

US BANK

1. General Operating and Community Service Funds
2. Construction Funds
3. Debt Service Funds
4. Nutrition Service Operating Funds
5. Select Account
6. Certificates of Deposit
7. School Food Service Petty Cash

ASSOCIATED BANK

1. General Operating and Community Service Funds
2. Construction Funds
3. Debt Service Funds

4. Nutrition Service Operating Funds
5. Select Account
6. Certificates of Deposit
7. School Food Service Petty Cash

Adopted January 9, 2024

CHAIR Board of Education

CLERK Board of Education

Page 2 (Resolution Naming Depository Accounts)

ASSOCIATED BANK
US BANK TRUST
1. Bond Proceeds

WELLS FARGO
Other Post Employment Benefits (OPEB) Revocable Trust

BE IT FURTHER RESOLVED, that the above named Banks, (hereafter called "Banks") are hereby designated as a depository of this Organization and that a checking or deposit account be opened and maintained in the name of this Organization with said Bank and that all checks, drafts or other orders for the payment of money from said account be signed by the facsimile signatures of the corporate officers and physical signatures of two designated individuals (Superintendent, Chief Financial Officer, Chief of Staff, Controller, Accountant 4, or Senior Budget Analyst) when checks exceed \$25,000. The signature cards shall stipulate these signing agreements. The Treasurer and Assistant Treasurer are authorized to endorse all notes, drafts, checks, bills, certificates of deposit or other items payable to or owned or held by this Organization for deposit in said account or for collection or discount by said Bank; and to accept drafts and other items payable at said Bank and to waive protest of any check, note, bill or other item made, drawn or endorsed by or to the order of this Organization.

BE IT FURTHER RESOLVED, that the Bank is hereby directed to accept and pay without further inquiry any note, draft or check against said account bearing the signature or signatures of authorized officers even though drawn or endorsed to the order of any officer signing the same or tendered by such officer for cashing or in payment of the individual obligation of such officer or for deposit to his personal account and the Bank shall not be required or be under any obligation to inquire as to the circumstances of the issue or use of any item signed in accordance with the foregoing resolution, or the application, or disposition of such item or the proceeds thereof.

FURTHER RESOLVED, that the Assistant Clerk shall certify to said Bank the names of the presently duly elected and qualified officers of the organization and shall from time to time hereafter, as changes in the

personnel of said officers are made, immediately certify such changes to the Bank and the Bank shall be fully protected in relying on such certifications of the Assistant Clerk and shall be indemnified and saved harmless from any claims, demands, expenses, loss or damage resulting from or growing out of honoring the signature of any officer so certified or for refusing to honor any signature not so certified.

FURTHER RESOLVED, that the foregoing resolutions shall remain in full force and effect until written notice of their amendment or rescissions shall have been received by Bank and that receipt of such notice shall not affect any action taken by Bank prior thereto; and

FURTHER RESOLVED, that the Assistant Clerk be, and he/she is hereby authorized and directed to certify to said Bank the foregoing resolutions and that the provisions thereof are in conformity with the constitution, articles, rules and by-laws of this Organization.

Page 3 (Resolution Naming Depository Accounts)

I further certify that the following are the names and official signatures of the present officers and designated signers of this Organization:

<u>OFFICER</u>	<u>NAME</u>	<u>SIGNATURE</u>
<u>Chair</u>		
<u>Clerk</u>		
<u>Treasurer</u>		
<u>Superintendent</u>	<u>Joe Gothard</u>	
<u>Chief of Staff</u>	<u>Jackie Turner</u>	
<u>Exec. Chief of Financial Services</u>	<u>Tom Sager</u>	
<u>Controller</u>		
<u>Controller</u>	<u>Lori Doehne</u>	
<u>Senior Budget Analyst</u>		

IN WITNESS WHEREOF, I have hereunto subscribed by name and affixed the seal of the organization, this 9rd day of January, 2024.

Attest

Sarah Dahlke
Assistant Clerk

**INDEPENDENT SCHOOL DISTRICT NO. 625
BOARD OF EDUCATION
SAINT PAUL PUBLIC SCHOOLS**

DATE: January 9, 2024

TOPIC: Resolution Naming Banks as Custodians for Safekeeping of Collateral

A. PERTINENT FACTS:

1. This resolution names the banks that can be used to hold the collateral that has been pledged as security for the school district bank deposits.
2. This meets the District Strategic Initiative: Program Evaluation and Resource Allocation.
3. This item is submitted by Tom Sager, Executive Chief of Financial Services.

B. RECOMMENDATION:

That the Board of Education approve the attached resolution naming the banks that are to be used as custodians for safekeeping of pledged security for school district deposits.



Board File No. _____

Date _____

INDEPENDENT SCHOOL DISTRICT NO. 625

Board of Education Saint Paul Public Schools

RESOLUTION NAMING BANKS AS CUSTODIANS FOR SAFEKEEPING OF COLLATERAL

WHEREAS, to the extent that funds deposited are in excess of available federal deposit insurance, the school district shall require the financial institution to furnish collateral security or a corporate surety bond executed by a company authorized to do business in the state, and

WHEREAS, M.S.A. 118A.01-118A.03 governing the depositories of the public funds states that “all collateral shall be placed in safekeeping in a restricted account at a Federal Reserve Bank or in an account at a trust department of a commercial bank or other “financial institution” and “the selection shall be approved by the government entity” and

WHEREAS, the collateral pledged remains under the control of the Assistant Treasurer of the school district; now, therefore

BE IT RESOLVED, that upon the recommendation of the Assistant Treasurer, banks designated as depositories of school district funds shall be permitted to designate any one of the following named banks to act as custodians for safekeeping of the collateral pledged to secure school district deposits; provided, however, that no collateral furnished by any depository bank shall ever be held by such bank:

1. Bank of New York
2. Bankers Trust New York
3. The Federal Reserve Bank of Minneapolis
4. The First National Bank of Chicago
5. J.P. Morgan Chase Bank
6. Morgan Stanley
7. UBS Financial Services, Inc.
8. US Bank
9. US Bank Trust
10. Wells Fargo
11. Associated Bank
12. BMO Harris

Adopted _____ January 9, 2024 _____

CHAIR _____ Board of Education

CLERK _____ Board of Education

**INDEPENDENT SCHOOL DISTRICT NO. 625
BOARD OF EDUCATION
SAINT PAUL PUBLIC SCHOOLS**

DATE: January 9, 2024

TOPIC: Resolution Authorizing Investments of School District Funds

A. PERTINENT FACTS:

1. This is an annual resolution passed by the Board of Education authorizing the Assistant Treasurer to invest surplus school district funds from time to time, as provided by Minnesota Statutes and the School Board Investment Policy.
2. This meets the District Strategic Initiative: Program Evaluation and Resource Allocation.
3. This item is submitted by Joe Gothard, Superintendent.

B. RECOMMENDATION:

That the Board of Education approve the attached resolution that herewith authorizes the Assistant Treasurer to invest surplus funds of the school district from time to time, as provided in Minnesota Statutes and the School Board Investment Policy.



Board File No. _____
Date _____

INDEPENDENT SCHOOL DISTRICT NO. 625
Board of Education
Saint Paul Public Schools

RESOLUTION AUTHORIZING INVESTMENTS OF SCHOOL DISTRICT FUNDS

BE IT RESOLVED, by the Board of Education of Independent School District No. 625, that it herewith authorizes the Assistant Treasurer to invest surplus funds of the District from time to time, as provided in provisions of the Minnesota Statutes and the School Board Investment Policy.

Adopted January 9, 2024

CHAIR Board of Education

CLERK Board of Education

**INDEPENDENT SCHOOL DISTRICT NO. 625
BOARD OF EDUCATION
SAINT PAUL PUBLIC SCHOOLS**

DATE: January 9, 2024

TOPIC: Resolution Naming Brokerage Accounts

A. PERTINENT FACTS:

1. Minnesota Statutes require the Board of Education to name at its annual organizational meeting the brokerage firms that are to handle the purchase and sale of securities and other property.
2. This meets the District Strategic Initiative: Program Evaluation and Resource Allocation.
3. This item is submitted by Tom Sager, Executive Chief of Financial Services.

B. RECOMMENDATION:

That the Board of Education approve the attached resolution naming the brokerage firms that are to handle the purchase and sale of securities and other property.



Board File No. _____

Date _____

INDEPENDENT SCHOOL DISTRICT NO. 625

Board of Education Saint Paul Public Schools

RESOLUTION NAMING BROKERAGE ACCOUNTS

BE IT RESOLVED, by the Board of Education of Independent School District No. 625 (Corporation), to open with US Bank, Wells Fargo, PFM Asset Management LLC, PMA Financial LLC, and Associated Bank, its successor firms, subsidiaries, correspondents or affiliates ("US Bank, Wells Fargo, PFM, PMA Financial LLC, and Associated Bank") brokerage accounts for the purchase and sale of securities and other property. "Securities" means, but is not limited to money, stocks, bonds, options including stock index options, interest rate options, foreign currency options and other securities and property.

BE IT RESOLVED, that the Corporate Officers names in the spaces below are authorized to act on behalf of the Corporation with respect to opening an account, to execute on behalf of the Corporation any and all relevant documents, including, but not limited to documents granting a limited or general power of attorney that delegate authority (including discretionary authority) over the account, margin agreements and/or option agreements and to deal with US Bank, Wells Fargo, PFM, PMA Financial LLC, and Associated Bank in connection with all aspects of said account individually, with no limits as to the amount (hereinafter called "Authorized Person.")

<u>OFFICER</u>	<u>NAME</u>	<u>SIGNATURE</u>
<u>Superintendent</u>	<u>Joe Gothard</u>	_____
<u>Chief of Staff</u>	<u>Jackie Turner</u>	_____
<u>Exec. Chief of Financial Services</u>	<u>Tom Sager</u>	_____

Adopted January 9, 2024

CHAIR Board of Education

CLERK Board of Education

BE IT FURTHER RESOLVED, that US Bank, Wells Fargo, PFM, PMA Financial LLC, and Associated Bank are authorized to deal with each Authorized Person individually, including anyone granted a limited or general power of attorney or delegated discretionary authority from any Authorized Person. (US Bank, Wells Fargo, PFM, PMA Financial LLC, and Associated Bank Investment Executives may be granted a limited power of attorney for trading purposes only.) From any such Authorized Person of the Corporation, without further inquiry as to his or her authority, US Bank, Wells Fargo, PFM, PMA Financial LLC, and Associated Bank may: accept all order for purchases, sales and distributions requested; follow instructions given verbally or in writing; receive any funds, securities or other property for the account of the Corporation; extend loans in connection with the maintenance of a margin account or US Bank, Wells Fargo, PFM, PMA Financial LLC, and Associated Bank Credit Line (if applicable); effect BankCard transactions in connection with the Corporation's account (if applicable), including use of Bank One's Line of Credit in connection with the MasterCard Business Card or Gold MasterCard; honor written instructions from any Authorized Person to write checks against the Corporation's account; send all confirmations, notices, demands, statements and other communications to the Authorized Person and to the Corporation; and US Bank, Wells Fargo, PFM, PMA Financial LLC, and Associated Bank will honor all written instructions from any individual Authorized Person to deliver in any manner or any name, including but not limited to bearer form and street certificates, any funds, securities or other property held for the account of the Corporation, attention: Tom Sager, Executive Chief of Financial Services, 360 Colborne Street, Saint Paul, MN 55102.

BE IT FURTHER RESOLVED, that any withdrawals of money, check writing, BankCard purchases (if applicable) and other non-brokerage transactions including but not limited to obtaining letters of credit and other types of credit facilities made on behalf of the Corporation with US Bank, Wells Fargo, PFM, PMA Financial LLC, and Associated Bank are ratified, confirmed and approved and that US Bank, Wells Fargo, PFM, PMA Financial LLC, and Associated Bank are authorized to rely upon the authority conferred by these resolutions until US Bank, Wells Fargo, PFM, PMA Financial LLC, and Associated Bank receive a certified copy of resolutions of the Corporation's Board of Directors revoking or modifying these resolutions. In the event that US Bank, Wells Fargo, PFM, PMA Financial LLC, and Associated Bank, for any reason, is uncertain as to the continuing effectiveness of the authority conferred by these resolutions or any other resolutions of the Corporation, US Bank, Wells Fargo, PFM, PMA Financial LLC, and Associated Bank may refrain from taking any action with respect to this account until such time as it is satisfied as to its authority and US Bank, Wells Fargo, PFM, PMA Financial LLC, and Associated Bank shall be indemnified against and held harmless from any claims, demands, expenses, loss or damage, including legal fees and costs, resulting from or arising out of its refraining from taking any action.

BE IT FURTHER RESOLVED, that the Corporation elects Cash Account.

IN WITNESS WHEREOF, I have hereunto subscribed by name and affixed the seal of the organization, this 9th day of January, 2024.

Attest

Sarah Dahlke
Assistant Clerk

INDEPENDENT SCHOOL DISTRICT NO. 625
BOARD OF EDUCATION
SAINT PAUL PUBLIC SCHOOLS

DATE: January 9, 2024

TOPIC: Resolution Authorizing Entry into Joint Purchasing Agreements

A. PERTINENT FACTS:

1. Minnesota Statute 471.59 authorizes governmental units to make cooperative purchases. In order to enjoy the mutual benefits of these cooperative purchases, the governing bodies of the units must first enter into a joint purchasing agreement.
2. In an effort to further collaboration and to enhance the District's buying power, the Purchasing and Contract Services Department wishes to continue to have the opportunity to participate in cooperative purchases, bids and contracts with school districts, counties, and other purchasing cooperatives, attached are some of those entities.
3. This is no cost to the district.
4. This project will meet the District Strategic Initiative: Program Evaluation and Resource Allocation.
5. This item is submitted by Brian Cihacek, Purchasing Manager and Tom Sager, Executive Chief of Financial Services.

B. RECOMMENDATION:

That the Board of Education authorize the administration to continue current joint cooperative purchase agreements and to enter into other various Joint Cooperative Purchasing Agreements as deemed necessary.

TOPIC: Authorization to Enter into Joint Purchase Agreements

Anoka County
Anoka-Hennepin ISD #11
Bloomington ISD #271
Brightworks
Burnsville, Eagan, Savage ISD #191
BuyBoard National Purchasing Cooperative
Carver County
Chaska ISD #112
City of Minneapolis
City of Red Wing
City of Saint Paul
Cooperative Purchasing Connection
Dakota County
E & I-Education & Institutional Coop Service Inc
Edina ESD #273
Elk River ISD #728
Farmington ISD #192
Forest Lake ISD #831
Hastings ISD #200
Hennepin County
Intermediate District #287
Intermediate District #917
Lakeville ISD #194
Mahtomedi ISD #832
MHEC-Midwestern Higher Education Compact
MICTA
Minneapolis Special School District #1
Minnesota State Colleges & Universities
Minnetonka ISD #276
Mounds View ISD #621
National Assn. of State Procurement Officials
N Saint Paul-Maplewood-Oakdale ISD #622
Northeast Metro School District 916

Olmsted County
Omnia Partners
Orono ISD #278
Osseo ISD #279
Owatonna ISD #761
Prior Lake-Savage Area ISD #719
Public Sourcing Solutions
Ramsey County
Robbinsdale Area Schools ISD #196
Rochester ISD #535
Rockford ISD #883
Rosemount Eagan Apple Valley ISD #196
Roseville Area Schools #623
Saint Cloud ISD #742
Saint Louis Park ISD #283
Saint Paul-Maplewood-Oakdale ISD #622
Scott County
Sherburne County
Sourcewell
South Washington Cty School Dist. #833
Southeast Service Cooperative
Spring Lake Park #16
St. Francis ISD #15
St. Louis County
State of Minnesota Cooperative Purchasing
Venture
Stearns County
Stillwater ISD #834
Sweatfree Purchasing Consortium
TIPS USA
United States General Services Administration
University of Minnesota
Washington County
Wayzata ISD #284
W Saint Paul-Mendota Hgts-Eagan ISD #197
White Bear Lake ISD #624



Board File No. _____
Date _____

INDEPENDENT SCHOOL DISTRICT NO. 625

**Board of Education
Saint Paul Public Schools**

RESOLUTION AUTHORIZING COOPERATIVE PURCHASING AGREEMENTS

BE IT RESOLVED, by the Board of Education of Independent School District No. 625 (Corporation) that under Minnesota Statute 471.59 authorizing governmental units to make cooperative purchases, does, in order to enjoy the mutual benefits of these cooperative purchases and to further collaborate and enhance the District’s buying power, authorize administration to continue current joint cooperative purchase agreements and to enter into other various Joint Cooperative Purchasing Agreements as deemed necessary.

Adopted January 9, 2024

CHAIR Board of Education

CLERK Board of Education

**INDEPENDENT SCHOOL DISTRICT NO. 625
BOARD OF EDUCATION
SAINT PAUL PUBLIC SCHOOLS**

DATE: January 9, 2024

TOPIC: Resolution Naming the Official Newspaper

A. PERTINENT FACTS:

1. Minnesota Statutes require the Board of Education to name annually the official newspaper of the School District.
2. This meets the District Strategic Initiative: Allocate resources more strategically.
3. This item is submitted by Tom Sager, Executive Chief of Financial Services.

B. RECOMMENDATION:

That the Board of Education approve the attached resolution naming the Saint Paul Legal Ledger Minnesota Lawyer as the official newspaper of the School District.



Board File No. _____
Date _____

INDEPENDENT SCHOOL DISTRICT NO. 625
Board of Education
Saint Paul Public Schools

RESOLUTION NAMING THE OFFICIAL NEWSPAPER

BE IT RESOLVED, by the Board of Education of Independent School District No. 625, that the SAINT PAUL LEGAL LEDGER MINNESOTA LAWYER is herewith approved as the official newspaper of the school district.

Adopted _____ January 9, 2024 _____

CHAIR Board of Education

CLERK Board of Education

**INDEPENDENT SCHOOL DISTRICT NO. 625
BOARD OF EDUCATION
SAINT PAUL PUBLIC SCHOOLS**

DATE: January 9, 2024

TOPIC: Resolution to Re-Adopt and Confirm All Policies Contained in the Board Policy Manual

A. PERTINENT FACTS:

1. It has been the policy of the Board of Education to confirm and re-adopt annually all policies contained in the Board Policy Manual.
2. This meets the District Strategic Plan Initiatives: Positive School and District Culture.
3. This item is submitted by Joe Gothard, Superintendent.

B. RECOMMENDATION:

That the Board of Education approve the attached resolution confirming and re-adopting all policies contained in the Board Policy Manual.



Board File No. _____
Date _____

INDEPENDENT SCHOOL DISTRICT NO. 625
Board of Education
Saint Paul Public Schools

**RESOLUTION TO RE-ADOPT AND CONFIRM ALL POLICIES CONTAINED IN THE
BOARD POLICY MANUAL**

BE IT RESOLVED, by the Board of Education of Independent School District No. 625, that it
herewith confirms and re-adopts all policies contained in the Board Policy Manual.

Adopted January 9, 2024

CHAIR Board of Education

CLERK Board of Education

**INDEPENDENT SCHOOL DISTRICT NO. 625
BOARD OF EDUCATION
SAINT PAUL PUBLIC SCHOOLS**

DATE: January 9, 2024

TOPIC: Resolution to Approve the 2024 Board of Education Meeting Schedule

A. PERTINENT FACTS:

1. The Board of Education typically meets once a month for Committee of the Board meetings (except July), and once a month for Regular Meetings of the Board of Education.
2. Meetings will typically be held on Tuesdays. Committee of the Board meetings begin at 4:30 p.m. in Conference Room 5A of the District Administration Building at 360 Colborne Street, Saint Paul, MN 55102. Regular Meetings of the Board of Education begin at 5:30 p.m. in Conference Rooms A and B of the District Administration Building at 360 Colborne Street, Saint Paul, MN 55102.
3. Meeting dates and times may be modified with notice in accordance with applicable policies and laws.
4. Special business meetings, emergency meetings, and meetings closed to the public shall be separately posted and duly noticed in accordance with applicable policies and laws.
5. This item is submitted by Sarah Dahlke, Assistant Clerk.

B. RECOMMENDATION:

That the Board of Education approve the attached resolution confirming the meeting dates of Regular Meetings of the Board of Education and Committee of the Board Meetings of the Board of Education for the year 2024.

**BOARD OF EDUCATION
SAINT PAUL PUBLIC SCHOOLS
RESOLUTION**



Board File No. _____

Date _____

**RESOLUTION TO APPROVE THE 2024 BOARD OF EDUCATION
MEETING SCHEDULE**

WHEREAS the Board of Education regular business meetings will typically be held on the second or third Tuesday of each month from 5:30 p.m. until adjournment, and will take place in Conference Rooms A and B at the District Administration Office (360 Colborne Street, Saint Paul, MN 55102) per the schedule below (unless otherwise noticed); and

WHEREAS the proposed regular business meeting dates for the 2024 calendar year are as follows:

- January 9, 2024 (Annual Organizational Meeting at 4:30pm)
- January 23, 2024
- February 20, 2024
- March 19, 2024
- April 23, 2024
- May 21, 2024
- June 11, 2024 (Special Meeting – Non-Renewals) | 4:00 p.m. | Conference Room 5A
- June 18, 2024
- July 16, 2024
- August 20, 2024
- September 17, 2024
- October 22, 2024
- November 19, 2024
- December 17, 2024

WHEREAS the Board of Education will also hold Committee of the Board (discussion) meetings on topics determined by the Chair in consultation with the Superintendent, during the 2024 calendar year. These meetings will typically be held on the first or second Tuesday of each month (except July) from 4:30 p.m. to adjournment, and will take place in Conference Room 5A at the District Administration Office (360 Colborne Street, Saint Paul, MN 55102) per the schedule below (unless otherwise noticed); and

WHEREAS the proposed Committee of the Board meeting dates for the 2024 calendar year are as follows:

- January 9, 2024 | 6:00pm or following adjournment of Annual Meeting
- February 6, 2024
- March 6, 2024 - Wednesday
- April 3, 2024 - Wednesday
- May 7, 2024
- June 11, 2024
- August 7, 2024 – Wednesday
- September 10, 2024
- October 8, 2024
- November 6, 2024 – Wednesday
- December 3, 2024

WHEREAS Board of Education committees will determine their own meeting schedules, which shall be posted, duly noticed, and will typically occur on Tuesdays; and

WHEREAS special business meetings, emergency meetings, and meetings closed to the public shall be separately posted and duly noticed in accordance with applicable policies and laws.

THEREFORE BE IT RESOLVED that the Board of Education, Independent School District No. 625, hereby adopt the 2024 schedule of board meetings.

FURTHER BE IT RESOLVED that the Board Chair, in consultation with the Superintendent and in accordance with all meeting notice requirements, may modify dates and times as needed to adjust for unforeseen circumstances.

Adopted _____

CHAIR Board of Education

CLERK Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 625
Saint Paul, Minnesota
360 Colborne Street

ACKNOWLEDGEMENT OF BOARD POLICY

1. Saint Paul Public Schools Policy 203.00, Annual Organizational Meeting and Selection of Officers, states:

ACKNOWLEDGEMENT OF BOARD POLICY

At the annual January organizational meeting, Board members will be asked to sign a form that they have reviewed all 200-level Board policies.

2. I have hereby reviewed all 200-level Board policies, which include:

- 201.00 Code of Conduct for School Board Members
- 202.02 Vacancies on the School Board
- 203.00 Annual Organizational Meeting and Selection of Officers
- 203.01 Non-Voting Auxiliary Officers of the Board
- 203.03 Facsimile Signatures
- 204.00 School Board Procedures; Rule of Order
- 204.01 School Board Meeting Agenda
- 204.02 Consent Agenda
- 204.03 Board Compensation
- 204.07 Service on Boards and Councils
- 205.00 School Board Meeting Minutes
- 206.00 Board Meetings
- 206.01 Public Participation in Board Meeting
 - 206.01.01 – EXHIBIT Guidelines for Public Comment
- 209.00 Development, Adoption and Implementation of Policies
 - 209.00.1 – PROCEDURE Site-Based Shared Decision Making Policy
 - 209.00.2 – PROCEDURE Board Monitoring of Existing Policy
 - 209.00.2 – FORM Assessment of Existing Policy Procedure
- 209.01 Regulatory System
- 210.00 Conflict of Interest
- 211.00 Board Member Development
- 211.01 Appointed Committees/Councils Advisory to the Board
- 211.02 Board of Education Committees
- 211.03 Student Advisory
- 212.00 Complaints Against a Member of the Board of Education
- 213.00 Board of Education Professional Development

Signed: _____

Printed: _____

Date: _____

201.00 CODE OF CONDUCT FOR SCHOOL BOARD MEMBERS

Members of the Saint Paul Public Schools Board of Education agree that the following standards shall guide their work:

BOARD RELATIONS

Maintain a respectful and supportive working environment with other members of the Board.

FUNCTIONS AND RESPONSIBILITIES

1. Comply with all federal, state and local laws governing the roles and responsibilities of a school board member.
2. Keep informed of the proper duties and functions of a school board member and comply with all school district policies as adopted by the School Board.
3. Recognize that individual board members have no authority to bind the Board and that school business may be transacted only in legal session of the School Board.
4. Formulate written policy for the administration of schools that shall be reviewed regularly and revised as necessary.
5. Ensure that the mission and programs of the school district meet the diverse educational needs of the Saint Paul community.
6. Establish and maintain a procedure for resolving complaints and responding to criticism of district policy or personnel.
7. Ensure that all business transactions of the school district are conducted in an ethical and transparent manner.
8. Initiate and implement all reasonable efforts to secure adequate financial support for the school district's educational mission.
9. Understand the critical responsibility that board members have for selecting a superintendent, and to define with the Superintendent the Superintendent's roles and responsibilities and the goals of the district.
10. Respect the rights of others, including board members, to hold and express differing opinions.
11. Recognize that each board member functions as part of one policymaking body in the care, management and control of the District.

RELATIONSHIP WITH SUPERINTENDENT AND STAFF

1. Work collaboratively with the Superintendent and staff.
2. Hold the Superintendent accountable for the implementation of Board policies and the overall management of the school district.
3. Recognize that it is the responsibility of the Board to ensure that all schools are properly administered but that individual board members do not act in the role of administrator or district staff.

4. Provide the Superintendent with counsel and advice when requested or as seems appropriate.
5. Support the efforts of the Superintendent and staff so that they may perform their assigned responsibilities in the most effective manner.
6. Encourage and promote professional development of school staff so that quality of instruction and support services may be continually improved.
7. Collaborate with the Superintendent to regularly evaluate the Superintendent's performance.

COMMUNITY RELATIONS:

1. Actively solicit feedback from all sectors of the community regarding school district policy and the educational mission of Saint Paul Public Schools.
2. Maintain regular communication with the public so as to promote understanding and respect between the school district and all sectors of the community.

All members of the Saint Paul Public Schools Board of Education shall sign, annually, a statement acknowledging that they will abide by this Code of Conduct.

LEGAL REFERENCES:

CROSS REFERENCES:

- 210.00, Conflict of Interest
- 301.00, Board/Superintendent Relationship

202.02 VACANCIES ON THE SCHOOL BOARD

APPOINTMENT PROCEDURE

1. When a vacancy occurs on the Board, the Board shall make an appointment to complete the unexpired term.
2. When a vacancy on the Board occurs through resignation, the resigning director shall submit her or his written resignation either on paper or through electronic mail. In case of the latter, the resigning member shall certify his or her intention by voice to the Chair (or to the Vice-Chair, if the Chair is resigning).
3. Except when otherwise provided by law, when a vacancy occurs on the Board, the Board shall determine an application and interview process prior to implementation of a search for candidates.
4. The Board shall publish in the district's newspaper of record and on the district's website the details of the application process, including the deadline for submission of applications.
5. In filling the vacancy, the Chair shall call for nominations from the members of the board. No member of the Board may nominate more than one person; no second for the nomination is required. The appointment shall be filled by roll-call vote.
6. Appointment shall require a majority vote of the total membership of the Board. If no nominee receives a majority vote, the Chair shall reopen nominations.

LEGAL REFERENCES:

Minn. Stat. § 123B.09, subds. 3-5b

CROSS REFERENCES:

Robert's Rules of Order Newly Revised (10th ed.), §45

Adopted: 1974
Revised: 6/17/2008; 8/18/2015

Saint Paul Public Schools Policy

203.00

203.00 ANNUAL ORGANIZATIONAL MEETING AND SELECTION OF OFFICERS

SELECTION OF OFFICERS

1. At the time established on the agenda of the annual January organizational meeting to select officers, the currently serving Chair shall call for nominations from the Board for the Chair for the new calendar year. The Chair shall be elected by a majority roll-call vote. However, in the case of only one nomination, the Chair may declare, absent objection, the election of the Chair by unanimous consent.
2. Following the election of the Chair, the Chair shall conduct the nomination and election of the Vice-Chair, the Clerk, and the Treasurer by the method fixed in this policy for the nomination and election of the Chair.
3. No director shall hold the same Board office consecutively for more than two terms.

VICE-CHAIR'S RESPONSIBILITIES.

The Vice-Chair of the Board shall preside at Committee of the Board meetings and meetings in the absence of the Chair or at the request of the Chair.

ABSENCE OF CHAIR AND VICE-CHAIR AT A MEETING OF THE BOARD.

In the absence of the Chair and Vice-Chair at a duly called meeting of the Board, the Clerk shall call the roll. If the Clerk establishes a quorum, the Board shall nominate and elect by majority vote a Chair Pro Tempore, who shall preside at the meeting until the Chair or Vice-Chair arrives.

ACKNOWLEDGEMENT OF BOARD POLICY

At the annual January organizational meeting, Board members will be asked to sign a form that they have reviewed all 200-level Board policies.

LEGAL REFERENCES:

Minn. Stat. § 123B.14

CROSS REFERENCES:

203.01, Non-Voting Auxiliary Officers of the Board
204.00, School Board Procedures: Rules of Order

203.01 NON-VOTING AUXILIARY OFFICERS OF THE BOARD

ASSISTANT CLERK

At the January annual organizational meeting, the Board shall appoint by resolution a district employee to serve as Assistant Clerk and to be known as Secretary to the Board of Education, who shall,

1. Maintain an accurate and complete record of the proceedings of the Board;
2. Manage the issuance, mailing and delivery of notices of meetings;
3. Prepare the agenda and other memoranda for the information of the Board; and
4. Perform such other duties as may be directed by the Board or the Superintendent.

ASSISTANT TREASURER

At the January annual organizational meeting, the Board shall appoint by resolution a district employee to serve as Assistant Treasurer to carry out the duties of the Treasurer's office under the direction of the Treasurer.

LEGAL REFERENCES:

Minn. Stat. § 13D.01, subds. 4-6
Minn. Stat. § 123B.09, subd. 7
Minn. Stat. § 123B.12
Minn. Stat. § 123B.14

CROSS REFERENCES:

203.00, Annual Organizational Meeting and Selection of Officers
205.00, School Board Meeting Minutes

Adopted: 1974 *Saint Paul Public Schools Policy* 203.03
Revised: 6/17/2008

203.03 FACSIMILE SIGNATURES

Facsimile signatures of Board officers may be used upon any instrument or contract requiring a manual signature as authorized by provisions of the law.

LEGAL REFERENCES:

Minn. Stat. § 47.41
Minn. Stat. § 645.44, subd. 14

CROSS REFERENCES:

204.00 SCHOOL BOARD PROCEDURES; RULES OF ORDER

PARLIAMENTARY DOCUMENT OF AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the conduct of meetings of the Board in all cases to which they apply and in which they are not in conflict with statutory requirements and/or the policies or any special rules of order adopted by the Board.

SPECIAL RULES OF ORDER

1. Members shall make motions and speak while seated.
2. The Assistant Clerk shall enter in the minutes the names of the members making and seconding each motion.
3. The Chair shall decide the order in which Board members will be recognized to address an issue. The Chair shall make a good-faith effort to alternate between pro and con positions, if germane to the discussion. A member shall speak to an issue only after the member is recognized by the Chair.
4. The Chair may declare a recess at any time.
5. The Chair shall repeat a motion or the substance of a motion prior to voting.
6. The Chair shall call for affirmative and negative voice votes on all motions.
7. The order in which names will be called for roll-call votes shall be rotated by one name each month.
8. The Chair shall announce the result of each vote. The vote of each member, including abstentions, shall be recorded in the minutes. If the vote is unanimous, the result may be entered as unanimous in the minutes provided that the minutes record the members present.
9. When abstaining from a vote of the Board owing to conflict of interest, a member shall state the reasons for his/her abstention.
10. Rules of the board may be suspended until the next successive meeting by a vote of two-thirds of the Board members present or four Board members, whichever is greater.

MAJORITY ROLL-CALL VOTE

A majority affirmative vote of a quorum shall be sufficient to transact business of the district except in cases where Minnesota statutes require a specific number of votes.

LEGAL REFERENCES:

Minn. Stat. § 13D.01, subd. 4
Minn. Stat. § 122A.41, subd. 10
Minn. Stat. § 123B.09, subds. 6 & 7
Minn. Stat. § 126C.53
Minn. Stat. § 331A.04, subd. 6
Minn. Stat. § 471.88

CROSS REFERENCES:

203.00, Annual Organizational Meeting and Selection of Officers
206.00, Board Meetings

204.01 SCHOOL BOARD MEETING AGENDA

1. The Assistant Clerk, in consultation with the Superintendent and Chair, shall develop, prepare and arrange the order of items for the final agenda for each school board meeting.
2. The recommended procedure is as follows:
 - Items to be placed on the agenda must be received by the Assistant Clerk, Chair or Superintendent no later than five (5) days prior to the Board meeting.
 - The agenda and supporting documents will be delivered to each Board member not less than four (4) days prior to the scheduled meeting of the Board of Education.
 - Items may be added to the agenda by a motion adopted at the meeting.
3. Agenda items shall fall under one or more of the current Strategic Plan Goals as established by administration and the Board of Education.
4. At least one copy of any printed materials, including electronic communications, relating to the agenda items of the meeting prepared or distributed by or at the direction of the school board or its employees and:
 - distributed at the meeting to all members of the governing body;
 - distributed before the meeting to all members; or
 - available in the meeting room to all members shall be available in the meeting room for inspection by the public while the school board considers their subject matter.

This does not apply to materials classified by law as other than public or to materials relating to the agenda items of a closed meeting.
5. The order of business of the Board of Education shall be established by Board action.

LEGAL REFERENCES:

Minn. Stat. § 13D.01

Minn. Stat. § 123B.09, subd. 7

CROSS REFERENCES:

Adopted: 1974

Revised: 6/17/2008

Last Reviewed: 9/21/2022

Saint Paul Public Schools Policy

204.02

204.02 CONSENT AGENDA

1. For each regular meeting of the Board of Education, the Assistant Clerk, in consultation with the Chair and Superintendent, shall prepare a consent agenda containing items of routine business, which shall be considered by the Board en masse.
2. Consent Agenda Items shall fall under one or more of the current Strategic Plan Goals as established by administration and the Board of Education.
3. Items may be removed from the consent agenda for individual consideration by a request of a Board member prior to the vote on the consent agenda. Such request does not require a second or a vote.
4. A consent agenda item that has been removed to the regular agenda shall be considered immediately following the consideration of the consent agenda.
5. The result of the vote on the consent agenda shall be separately recorded in the minutes.

LEGAL REFERENCES:

Minn. Stat. § 123B.09, subd. 7

CROSS REFERENCES:

203.00, Annual Organizational Meeting and Selection of Officers
204.00, School Board Procedures: Rules of Order
204.01, School Board Meeting Agenda

Adopted: 4/5/1977

Saint Paul Public Schools Policy

204.03

Revised: 8/7/1982, 6/17/2008

Reviewed: 1/31/2023

204.03 BOARD COMPENSATION

Members of the Board of Education shall be compensated for performing their duties and responsibilities. Compensation shall be set by the Board.

LEGAL REFERENCES:

Minn. Stat. § 123B.09, subd. 12

Minn. Stat. §§ 471.87-88

CROSS REFERENCES:

Adopted: 12/16/1975
Revised: 6/17/2008; 7/21/2015
Reviewed: 2/23/2023

Saint Paul Public Schools Policy

204.07

204.07 SERVICE ON BOARDS AND COUNCILS

1. The Board shall appoint its members to serve on boards, committees or councils of educational, civic, service and similar organizations as required by law, written agreement, invitation or organizational structure. The Board shall annually review such appointments and assignments.
2. Members appointed by the Board to such bodies shall not take action which in any way binds the Board or School District without a prior vote by the Board to authorize said action.
3. Members appointed to such bodies shall make a report of their service at the next regular Board meeting that follows their last participation either by making an oral report at the meeting or by submitting a written report to the Assistant Clerk for inclusion in the Board Book.

LEGAL REFERENCES:

Minn. Stat. § 123B.09, subds. 7 & 8
Minn. Stat. § 128C.01
Minn. Stat. § 471.59

CROSS REFERENCES:

210.00, Conflict of Interest

205.00 SCHOOL BOARD MEETING MINUTES

I. PURPOSE

The purpose of this policy is to establish procedures relating to the maintenance of records of the school board and the publication of its official proceedings.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school district to maintain its records so that they will be available for inspection by members of the general public and to provide for the publication of its official proceedings in compliance with law.

III. MAINTENANCE OF MINUTES AND RECORDS

- A. The clerk shall keep and maintain permanent records of the school board, including records of the minutes of school board meetings and other required records of the school board. All votes taken at meetings required to be open to the public pursuant to the Minnesota Open Meeting Law must be recorded in a journal or minutes kept for that purpose. Public records maintained by the school district must be available for inspection by members of the public during the regular business hours of the school district. Minutes of meetings shall be available for inspection at the administrative offices of the school district after they have been prepared. Minutes of a school board meeting shall be approved or modified by the school board at a subsequent meeting, which action shall be reflected in the official proceedings of that subsequent meeting.
- B. Recordings of Closed Meetings
 - 1. All closed meetings, except those closed as permitted by the attorney-client privilege, must be electronically recorded at the school district's expense. Recordings of closed meetings shall be made separately from the recordings of an open meeting to the extent such meetings are recorded. If a meeting is closed to discuss more than one (1) matter, each matter shall be separately recorded.
 - 2. Recordings of closed meetings shall be preserved by the school district for the following time periods:
 - a. Meetings closed to discuss labor negotiations strategy shall be preserved for two (2) years after the contract is signed.
 - b. Meetings closed to discuss security matters shall be preserved for at least four (4) years.
 - c. Meetings closed to discuss the purchase or sale of property shall be preserved for at least eight (8) years after the date of the

- meeting.
- d. All other closed meetings shall be preserved by the school district for at least three (3) years after the date of the meeting.
 - e. Following the expiration of the above time periods, recordings of closed meetings shall be maintained as set forth in the school district's Records Retention Schedule.
3. Recordings of closed meetings shall be classified by the school district as protected non-public data that is not accessible by the public or any subject of the data, with the following exceptions:
- a. Recordings of labor negotiations strategy meetings shall be classified as public data and made available to the public after all labor contracts are signed by the school district for the current budget period.
 - b. Recordings of meetings related to the purchase or sale of property shall be classified as public data and made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the school district has abandoned the purchase or sale.
 - c. Recordings of any other closed meetings shall be classified and/or released as required by court order.
4. Recordings of closed meetings shall be maintained separately from recordings of open meetings, to the extent recordings of open meetings are maintained by the school district, with the exception of recordings that have been classified as public data as set forth in Section III.B.3. above. Recordings of closed meetings classified as non-public data also shall be maintained in a secure location, separate from recordings classified as public data.
5. Recordings of closed meetings shall be maintained in a manner to easily identify the data classification of the recording. The recordings shall be identified with at least the following information:
- a. The date of the closed meeting;
 - b. The basis upon which the meeting was closed (i.e.: labor negotiations strategy, purchase or sale of real property, educational data, etc.); and
 - c. The classification of the data.
6. Recordings of closed meetings related to labor negotiations strategy and the purchase or sale of property shall be maintained and monitored in a manner that reclassifies the recording as public upon the occurrence of an event reclassifying that data as set forth in Section III.B.3. above.

IV. PUBLICATION OF OFFICIAL PROCEEDINGS

- A. The school board shall cause its official proceedings to be published once in the official newspaper of the school district within thirty (30) days of the meeting at which the proceedings occurred; however, if the school board conducts regular meetings not more than once every thirty (30) days, the school board need not publish the minutes until ten (10) days after they have been approved by the school board.
- B. The proceedings to be published shall be sufficiently full to fairly set forth the proceedings. They must include the substance of all official actions taken by the school board at any regular or special meeting, and at minimum must include the subject matter of a motion, the persons making and seconding the motion, a listing of how each member present voted on the motion, the character of resolutions offered including a brief description of their subject matter and whether adopted or defeated. The minutes and permanent records of the school board may include more detail than is required to be published with the official proceedings. If the proceedings have not yet been approved by the school board, the proceedings to be published may reflect that fact.
- C. The proceedings to be published may be a summary of the essential elements of the proceedings, and/or of resolutions and other official actions of the school board. Such a summary shall be written in a clear and coherent manner and shall, to the extent possible, avoid the use of technical or legal terms not generally familiar to the public. When a summary is published, the publication shall clearly indicate that the published material is only a summary and that the full text is available for public inspection at the administrative offices of the school district and that a copy of the proceedings, other than attachments to the minutes, is available without cost at the offices of the school district or by means of standard or electronic mail.

LEGAL REFERENCES:

Minn. Stat. § 13D.01, Subds. 4-6
Minn. Stat. § 123B.09, Subd. 10 (Boards of Independent School Districts)
Minn. Stat. § 123B.14, Subd. 7
Minn. Stat. § 331A.01
Minn. Stat. § 331A.05, Subd. 8
Minn. Stat. § 331A.08, Subd. 3
Op. Atty. Gen. 161-a-20, December 17, 1970
Ketterer v. Independent School District No. 1, 248 Minn. 212, 79 N.W.2d 428 (1956)

CROSS REFERENCES:

206.00 BOARD MEETINGS

I. PURPOSE

- A. The school board embraces accountability and transparency in the conduct of its business, in the belief that openness produces better programs, more efficient-administration of programs, and an organization more responsive to public interest and less susceptible to private interest. The school board shall conduct its business under a presumption of openness. At the same time, the school board recognizes and respects the privacy rights of individuals as provided by law. The school board also recognizes that there are certain exceptions to the Minnesota Open Meeting Law as recognized in statute where it has been determined that, in limited circumstances, the public interest is best served by closing a meeting of the school board.
- B. The purpose of this policy is to provide guidelines to assure the rights of the public to be present at school board meetings, while also protecting an individual's rights to privacy under law, and to close meetings when the public interest so requires as recognized by law.

II. GENERAL STATEMENT OF POLICY

- A. Except as otherwise expressly provided by statute, all meetings of the school board shall be open to the public.
- B. Meetings shall be closed only when expressly authorized by law.

III. DEFINITION

"Meeting" means a gathering of at least a quorum of school board members-or quorum of a committee or subcommittee of school board members, at which members discuss, decide, or receive information as a group on issues relating to the official business of the school board. The term does not include a chance or social gathering.

IV. PROCEDURES

- A. Meetings
 - 1. Venue of Board Meetings
 - 2. Regular Meetings

- a. Schedule

A schedule of the regular meetings of the school board shall be kept on file at the school district office. If the school board decides to hold a regular meeting at a time or place different from the time or place stated in its regular meeting schedule, it shall give the same notice of the meeting as for a special meeting.

b. Place and Time of Regular Board Meetings

Unless otherwise determined by Board resolution, regular meetings of the Board shall be held in the administration building, 360 Colborne, on the third Tuesdays of each month, at 5:30 p.m. The provision of notice for all meetings of the Board shall be according to law.

3. Special Meetings

- a. For a special meeting, the school board shall post written notice of the date, time, place, and purpose of the meeting on the principal bulletin board of the school district or on the door of the school board's usual meeting room if there is no principal bulletin board. The school board's actions at the special meeting are limited to those topics included in the notice.
- b. The notice shall also be mailed or otherwise delivered to each person who has filed a written request for notice of special meetings. This notice shall be posted and mailed or delivered at least three days before the date of the meeting.
- c. As an alternative to mailing or otherwise delivering notice to persons who have filed a written request, the school board may publish the notice once, at least three days before the meeting, in the official newspaper of the school district or, if none, in a qualified newspaper of general circulation within the area of the school district.
- d. A person filing a request for notice of special meetings may limit the request to particular subjects, in which case the school board is required to send notice to that person only concerning those particular subjects.
- e. The school board will establish an expiration date on requests for notice of special meetings and require refiling once each year. Not more than sixty (60) days before the expiration date of request for notice, the school board shall send notice of the refiling requirement to each person who filed during the preceding year.

4. Emergency Meetings

- a. An emergency meeting is a special meeting called because of circumstances that, in the school board's judgment, require immediate consideration.

- b. If matters not directly related to the emergency are discussed or acted upon, the minutes of the meeting shall include a specific description of those matters.
- c. The school board shall make good faith efforts to provide notice of the emergency meeting to each news medium that has filed a written request for notice if the request includes the news medium's telephone number.
- d. Notice of the emergency meeting shall be given by telephone or electronic mail or any other method used to notify the members of the school board.
- e. Notice shall be provided to each news medium which has filed a written request for notice as soon as reasonably practicable after notice has been given to the school board members.
- f. Notice shall include the subject of the meeting.
- g. Posted or published notice of an emergency meeting shall not be required.
- h. The notice requirements for an emergency meeting as set forth in this policy shall supersede any other statutory notice requirement for a special meeting that is an emergency meeting.

5. Recessed or Continued Meetings

If a meeting is a recessed or continued session of a previous meeting, and the time and place of the meeting was established during the previous meeting and recorded in the minutes of that meeting, then no further published or mailed notice is necessary.

6. Closed Meetings

- a. Meetings may be closed for the following reasons, or as provided by law:
 - i. Labor Negotiations Strategy
 - ii. Sessions Closed by the Bureau of Mediation Services
 - iii. Preliminary Consideration of Allegations or Charges
 - iv. Performance Evaluations
 - v. Attorney-Client Privileged Discussions
 - vi. Certain Dismissal Hearings of Students or Teachers
 - vii. Certain Meetings with Non-renewed Coaches
 - viii. Discussions of Certain Not Public Data
 - ix. Strategic Decisions on Purchases and Sales of Property, however the actual purchase or sale of property must be approved at an open meeting.
 - x. Security Matters
- b. 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.

- c. 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.
- d. The notice requirements of the Minnesota Open Meeting Law apply to closed meetings.

7. Actual Notice

If a person receives actual notice of a meeting of the school board at least twenty-four (24) hours before the meeting, all notice requirements are satisfied with respect to that person, regardless of the method of receipt of notice.

8. Meetings during Pandemic or Chapter 12 Emergency

In the event of a health pandemic or an emergency declared under Minnesota Statutes chapter 12, a meeting may be conducted by telephone or interactive technology in compliance with Minnesota Statutes section 13D.021.

9. Meetings by Interactive Technology

A meeting may be conducted by interactive technology, Zoom, Skype, or other similar electronic means in compliance with Minnesota Statutes section 13D.02.

B. Written Materials

- 1. In any open meeting, a copy of any printed materials, including electronic communications, relating to the agenda items of the meeting prepared or distributed by or at the direction of the school board or its employees and distributed to or available to all school board members shall be available in the meeting room for inspection by the public while the school board considers their subject matter.
- 2. This provision does not apply to materials not classified by law as public, or to materials relating to the agenda items of a closed meeting.

C. Open Meetings and Data

- 1. Meetings may not be closed to discuss data that are not public data, except as provided under Minnesota law.
- 2. Data that are not public data may be discussed at an open meeting if the disclosure relates to a matter within the scope of the school board's authority and is reasonably necessary to conduct the business or agenda item before the school board.

3. Data discussed at an open meeting retain the data's original classification; however, a record of the meeting, regardless of form, shall be public.

V. Adjourned Board Meeting

Only the unconsidered or interrupted items on the agenda of the immediately preceding meeting may be considered at an adjourned meeting, unless the Board suspends the aforementioned special rule of order by a two-thirds vote or by four affirmative votes, whichever is greater.

LEGAL REFERENCES:

Minn. Stat. Ch. 13
Minn. Stat. Ch. 13D
Minn. Stat. § 121A.47, Subd. 5
Minn. Stat. § 122A.33, Subd. 3
Minn. Stat. § 122A.40, Subd. 14
Minn. Stat. § 179A.14, Subd. 3
Minn. Rules Part 5510.2810
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)

CROSS REFERENCES:

Robert's Rules of Order Newly Revised (10th ed.), p. 90, l. 27 – p. 91, l. 21; § 22

Adopted: 1974
Revised: 6/17/2008; 8/18/2015
Reviewed: 2/23/2023

Saint Paul Public Schools

206.01

206.01 PUBLIC PARTICIPATION

The St. Paul Public Schools Board of Education welcomes public contribution in district and Board decisions. There are opportunities for public participation in various site-based, district-wide, and community-wide decisions. Community members are encouraged to learn more from schools and the district, and participate in the decisions that affect them. Any interested person will be able to provide commentary to The Board, according to guidelines established by The Board.

LEGAL REFERENCES:

CROSS REFERENCES:

206.01.01 GUIDELINES FOR PUBLIC COMMENT

Pursuant to Board Policy 206.01, Public Comment provides multiple opportunities for the public to bring issues or comments to the attention of the Board of Education.

A. On-Line Submission of Public Comment

- a. Public Comment may be made on-line at the following web address:
<https://www.spps.org/publiccomment>.
- b. Online submissions will be provided to Board members on a regular basis.
- c. The name provided by the commenter and the topic of on-line submissions will be included in the record in the same manner as in-person public comments.

B. In-Person Public Comment.

- a. In-Person Public Comment will occur as part of the Agenda at regular meetings of the Board of Education.
- b. Submittals of pre-recorded videos in lieu of in-person comments will not be accepted.
- c. Public Comment is an opportunity for the Board to listen. The Board will not engage in dialogue and, as a general rule, the Board will not comment on or respond to any comments made by speakers.
- d. Individuals wishing to speak at Public Comment should contact the Board Secretary at (651)-767-8149 or register via the Online Public Comment Form prior to 3:00 p.m. on the day of a regular Board meeting in order to be placed on the schedule. The following information is requested to allow for follow-up as necessary:
 - i. Name;
 - ii. Mailing address;
 - iii. E-mail (if available);
 - iv. Whether the speaker is a student, parent, or community member; and
 - v. Subject to be addressed.
- e. Persons who have not signed up to speak prior to 3:00 p.m. on the day of a regular Board meeting may sign up the evening of the regular Board meeting using the sign-in sheet located outside of the Board Room prior to 5:30 p.m.
- f. All individuals wishing to address the Board must complete the Sign-In Log and may also complete an optional Public Comment Information Form with a detailed description of the topic and the action or response being requested from the Board or District administration. These forms will be at a table outside of the Board room. The Information Form may be given to either the individual handling sign-in or to the Board's secretary the evening of the Board meeting.

- g. Speakers should state their names only at the beginning of their presentation. No additional information (such as an address) is necessary.
 - h. In general, speakers will be prioritized as follows:
 - i. Students;
 - ii. Speakers wishing to speak on an Agenda item;
 - iii. Speakers who have not spoken at public comment in the last three months;
 - iv. Others.
 - i. Public comment shall occur during the regular board meeting for a maximum of 45 minutes. If there is less than 45 minutes of public comment, then the Board may proceed with the next item on the agenda.
 - i. Individuals will be allotted three minutes to speak. The meeting Chair may reduce the time allotment to accommodate additional speakers.
 - ii. The meeting chair may increase the time allotment to accommodate speakers requiring a translator.
 - iii. Each presentation will be timed. The speaker will be notified when there is one minute remaining in the allowed time and when the allowed time has expired. At that point, speakers are asked to complete their statement and allow others their turns to speak.
 - iv. If a large group wishes to address one subject, the group may be asked to coordinate among themselves in order to present their subject within the allotted time.
 - v. All speakers are advised that:
 - 1. Board meetings are telecast live as well as taped for the official record;
 - 2. For the speaker's own legal protection and the legal rights of staff, public comments should not include names, titles, or location for any staff.
 - 3. For the speaker's own legal protection and the legal rights of staff, any complaint or issue related to personnel must be made in writing.
 - 4. For the speaker's own legal protection and the legal rights of students, public comments should not include the names of students other than those of the speaker.
 - j. Speakers who have a written version of their comments are asked to bring a copy to leave with the District ombudsperson.
 - k. The speaker's name and topic of comment will be included in the public record.
- C.** These guidelines will go into effect at the January 2023 regular meeting of the SPPS Board of Education (BOE).

**209.00 DEVELOPMENT, ADOPTION, IMPLEMENTATION AND
MONITORING OF POLICIES**

DEVELOPMENT OF POLICY

Proposed policies or ideas shall be submitted to the superintendent or Board Chair for consideration for placement on the agenda. The superintendent shall prepare the text for the first reading.

ADOPTION OF POLICY

1. The Board shall give notice of a proposed amendment, rescission, or adoption of policy by placing the amendment, rescission, or adoption resolution on the Board agenda for three successive readings.
2. The amendment, rescission, or adoption resolution shall be read at the first reading. Amendments may be offered at the first, second, and third reading. The vote on the amendment, rescission, or adoption shall take place at the third reading.
3. The Superintendent shall establish procedures to inform the public of proposed policies or substantive policy revisions. This procedure shall provide for the broad dissemination of pending policy issues and shall further provide for a system that will allow for and encourage public comment regarding these issues.
4. The proposals shall be distributed and public comment shall be allowed, according to Board guidelines, prior to final school board action.
5. A majority vote of the total membership of the school board shall be required to amend, rescind, or adopt a policy. A policy shall take effect as of the date of its Board action, unless otherwise specified in the text of the resolution or the wording of the motion.
6. In the event of an emergency, a new or amended policy may be adopted by a majority vote of a quorum of the school board at the first or second reading. A statement regarding the emergency and the need for immediate adoption of the policy shall be read and included in the minutes. The emergency policy shall expire within one year of the emergency action. Before the expiration date, the Board may adopt the emergency policy permanently by means of the procedure detailed above.

POLICY REVISIONS WITHOUT THREE READINGS

1. Revisions that are required owing to a change in statute, rule, or other governmental mandate may be made through the consent agenda rather than through the three-reading process.
2. A Board director may request to remove such policy revision from the consent agenda and require that it be considered in three successive readings, as prescribed above. No second or vote shall be required to

effect the removal of a policy revision from the consent agenda.

3. Minor editorial updates that do not affect the title or substance of the policy (purpose, scope, policy statement) do not need to go through the formal approvals process. These include correction of typographical errors or changes to:
 - Stakeholders
 - Policy owner
 - Contact person

IMPLEMENTATION OF POLICY

1. The superintendent shall implement Board policies and develop administrative procedures, guidelines, and directives to provide greater specificity and consistency in the process of implementation. These procedures, guidelines, and directives, including employee and student handbooks, shall be subject to periodic review by the Board.
2. Each Board member shall have access to the policy manual and a copy shall be placed in the office of each school. Manuals shall be available in the central office and online and made available for reference purposes to other interested persons.
3. It shall be the responsibility of the Superintendent, employees designated by the Superintendent, and individual Board members to keep policy manuals current.

REVIEW OF EXISTING POLICIES

1. Policies must be reviewed on a periodic basis. The objective of the review is to determine whether the policy is still consistent with:
 - Best practice
 - The strategic direction of the District and
 - Changes in local, state or federal policy and legislation; and
 - Whether the policy meets the needs of students, families and staff.
2. The review cycle may vary depending on the policy type and its scope, but three (3) years would be typical and there must be no more than five (5) years between policy reviews.

LEGAL REFERENCES:

Minn. Stat. § 123B.02, subd. 1

Minn. Stat. § 123B.09, subds. 1 & 7

CROSS REFERENCES:

209.00.1 PROCEDURE: NEW POLICY DEVELOPMENT

- A. School board members, District administration, employees, students, parents/guardians or a resident of the school district may identify the need for a new policy or for substantial revisions to an existing policy.
1. The request for policy development or review will be routed to the Secretary to the Board of Education who initiates the formal review process (Notification of Board chair, Chief of Staff).
 2. The Secretary to the Board and the Chief of Staff will review the policy request. Based on the review, they may recommend no action based on local, state or federal law or because the requested item is addressed in another existing policy. If this is the case, the individual submitting the request will be notified that the item is already addressed in local, state or federal law or existing policy. If this is not the case, the policy development process will continue with an e-mail notifying board members and the Superintendent that a policy request has been received and a committee may be needed for its development.
 3. A policy team, an ad hoc committee composed of a Board member and appropriate staff, will be constituted and will draft the policy.
 4. The draft policy will be presented to the Committee of the Board (COB) for review and discussion. The COB will provide feedback to the policy team regarding the proposed policy.
 5. The policy team will make any necessary revisions to the draft policy and submit it again to the COB.
 6. The COB will again review and approve the policy and submit it to the next formal Board of Education meeting for approval through the process defined in Policy 209.00.
 7. The Board Secretary will announce the new/revised policy, catalog and index the policy, post it to the website, maintain the working files used in the development of the policy and archive the policy.
 8. District Administration will implement the procedure as provided for in Policy 209.00.

209.00.2 PROCEDURE: BOARD MONITORING OF EXISTING POLICY AND PROCEDURES

A. Monitoring

1. Policies and procedures of the district must be reviewed on a regular basis. The objective of the monitoring is to determine whether the policy is still consistent with best practice, strategic directions of the District and changes in local, state or federal policy and legislation and whether the policy meets the needs of students, families and staff. The review cycle may vary depending on the policy type and its scope, but three (3) years would be typical, and there must be no more than five (5) years between policy reviews. Procedures are likely to be reviewed more frequently. Review dates should be set to allow adequate time for revision and approvals processes.
2. Minor editorial updates that do *not* affect the title or substance of the policy (purpose, scope, policy statement) do not need to go through the formal approvals process. These include correction of typographical errors or changes to:
 - stakeholders
 - policy owner
 - contact person
3. The monitoring process would include use of a Board-approved template that would be consistent across all policies.

B. Methodology:

1. The Board's policy monitoring committee selects policies with input from the board members, the superintendent and/or constituent requests and include a range from low to high-risk policies and a cross-section of older and newer policies.
2. For each of the policies to be monitored administration will complete the attached checklist and present the findings to the Board policy committee for presentation to the COB.

ASSESSMENT OF EXISTING POLICY

This form is to be utilized in all review of current policies. Assess the item based on the following questions. The assessment should determine whether or not a policy is meeting the need it was written to address or if it is in need of revision.

POLICY UNDER REVIEW:

NO. _____ TITLE: _____

1. List the policy(ies)/procedure(s) related to the policy under review:

2. Does the policy include a focus on student learning? ☐ Yes ☐ No

If not, why not?

3. Are district administrative procedures consistent with board policy? ☐ Yes ☐ No

If not, why not?

4. Does district practice comply with policy? ☐ Yes ☐ No

If not, why not?

5. Is policy current with legal requirements? ☐ Yes ☐ No

If not, why not?

6. Identify what additions, deletions or revisions (if any) need to be made.

7. What other policy or governance issues have been raised for future board review or action?

8. What other district documents require future administrative review or revision?
(Check all that apply)

- ☐ Administrative Procedures
- ☐ District Budget
- ☐ Collective Bargaining Agreements
- ☐ Strategic Plan
- ☐ School Improvement Plans
- ☐ Employee Handbooks
- ☐ Staff Development Plan
- ☐ Student Handbooks
- ☐ Other _____

209.01 REGULATORY SYSTEM

POLICY

1. Adopted policies shall be maintained together in the document of authority titled *The Policy Manual of the Board of Education of the Saint Paul Public Schools*. A current copy of the manual shall be made available in hard copy and by electronic means.
2. All policies, new and amended, shall be numbered to concord with the table of contents of the policy manual and shall not take the form of transient communications such as memoranda or bulletins.

DEFINITIONS

1. "Policy" shall be defined as a "guide for discretionary action," a norm narrow enough to set boundaries around administrative action but broad enough to permit administrative judgment within those boundaries.
2. "Procedure" shall be defined as "a stepwise prescription of serial actions to assure uniform compliance with a policy and/or to ensure the orderly operation of the schools," a series of steps that defines by rule the exact manner to carry out the intent of a policy or an administrative duty.

RESOLUTIONS APPURTENANT TO POLICY

Board resolutions that guide discretionary action, specify required action, or otherwise interpret policy shall be collected and separately indexed to specific policies and appended to the policy manual.

PROCEDURE

The Superintendent shall formulate, amend or repeal all administrative procedures, guidelines and directives. Procedures formulated on a subject of adopted policy shall be accordant with that policy as the meaning of such policy has been decided by the Board.

NON-SUBSTANTIVE CHANGES TO POLICY

The Superintendent shall bring to the attention of the Board changes to legal references as a matter of record at a regular meeting of the public body. The Superintendent may make corrections and changes necessary for accuracy, consistency and continuity to the content and format of the policy manual.

LEGAL REFERENCE:

Minn. Stat. § 123B.09, subds. 7 & 8

CROSS REFERENCE:

210.00 CONFLICT OF INTEREST

I. PURPOSE

The purpose of this policy is to observe state statutes regarding conflicts of interest and to engage in school district business activities in a fashion designed to avoid any conflict of interest or the appearance of impropriety.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school board to contract for goods and services in conformance with statutory conflict of interest laws and in a manner that will avoid any conflict of interest or the appearance thereof. Accordingly, the school board will contract under the statutory exception provisions only when it is clearly in the best interest of the school district because of limitations that may exist on goods or services otherwise available to the school district.

III. GENERAL PROHIBITIONS AND RECOGNIZED STATUTORY EXCEPTIONS

- A. A school board member who is authorized to take part in any manner in making any sale, lease, or contract in their official capacity shall not voluntarily have a personal financial interest in that sale, lease, or contract or personally benefit financially therefrom.
- B. In the following circumstances, however, the school board may as an exception, by unanimous vote, contract for goods or services with a school board member of the school district:
 - 1. In the designation of a bank or savings association, in which a school board member is interested, as an authorized depository for school district funds and as a source of borrowing, provided such deposited funds are protected in accordance with Minnesota Statutes chapter 118A. Any school board member having said interest shall disclose that interest and the interest shall be entered upon the school board minutes. Disclosure shall be made when such bank or savings association is first designated as a depository or source of borrowing, or when such school board member is elected, whichever is later. Disclosure serves as notice of the interest and need only be made once;
 - 2. The designation of an official newspaper, or publication of official matters therein, in which the school board member is interested when it is the only newspaper complying with statutory requirements relating to the designation or publication;
 - 3. A contract with a cooperative association of which the school board member is a shareholder or stockholder but not an officer or manager;
 - 4. A contract for which competitive bids are not required by law. A contract made under this exception will be void unless the following procedures are observed:
 - a. The school board shall authorize the contract in advance of its performance by adopting a resolution setting out the essential facts and determining that the contract price is as low as or lower than the price at which the goods or services could be obtained elsewhere.
 - b. In the case of an emergency when the contract cannot

be authorized in advance, payment of the claims must be authorized by a like resolution wherein the facts of the emergency are also stated.

- c. Before a claim is paid, the interested school board member shall file with the clerk of the school board an affidavit stating:

- (1) The name of the school board member and the office held;
- (2) An itemization of the goods or services furnished;
- (3) The contract price;
- (4) The reasonable value;
- (5) The interest of the school board member in the contract; and
- (6) That to the best of the school board member's knowledge and belief, the contract price is as low as, or lower than, the price at which the goods or services could be obtained from other sources.

5. A school board member may rent space in a public facility at a rate commensurate with that paid by other members of the public.

- C. In the following circumstances, the school board may as an exception, by majority vote at a meeting at which all school board members are present, contract for services with a school board member of the school district: A school board member may be newly employed or may continue to be employed by the school district as an employee only if there is a reasonable expectation on July 1, or at the time the contract is entered into or extended, that the amount to be earned by that school board member under that contract or employment relationship, will not exceed \$20,000 in that fiscal year. If the school board member does not receive majority approval to be initially employed or to continue in employment at a meeting at which all school board members are present, that employment is immediately terminated and that school board member has no further rights to employment while serving as a school board member in the school district.

- D. The school board may contract with a class of school district employees, such as teachers or custodians, when the spouse of a school board member is a member of the class of employees contracting with the school board and the employee spouse receives no special monetary or other benefit that is substantially different from the benefits that other members of the class receive under the employment contract. For the school board to invoke this exception, it must have a majority of disinterested school board members vote to approve the contract, direct the school board member spouse to abstain from voting to approve the contract, and publicly set out the essential facts of the contract at the meeting in which the contract is approved.

IV. LIMITATIONS ON RELATED EMPLOYEES

- A. The school board must hire or dismiss teachers only at duly called meetings. When a married couple, brother and sister, or two brothers or sisters, constitute a quorum, no contract employing a teacher may be made or authorized except upon the unanimous vote of the full school board.
- B. The school board may not employ any teacher related by blood or marriage to a school board member, within the fourth degree as computed by the civil law, except by a unanimous vote of the full school board.

V. CONFLICTS PRIOR TO TAKING OFFICE

A school board member with personal financial interest in a sale, lease, or contract with the school district which was entered before the school board member took office and presents an actual or potential conflict of interest, shall immediately notify the school board of such interest. It shall thereafter be the responsibility of the school board member to refrain from participating in any action relating to the sale, lease, or contract. At the time of renewal of any such sale, lease, or contract, the school board may enter into or renew such sale, lease, or contract only if it falls within one of the enumerated exceptions for contracts relating to goods or services provided above and if the procedures provided in this policy are followed.

VI. DETERMINATION AS TO WHETHER A CONFLICT OF INTEREST EXISTS

The determination as to whether a conflict of interest exists is to be made by the school board. Any school board member who has an actual or potential conflict shall notify the school board of such conflict immediately. The school board member shall thereafter cooperate with the school board as necessary for the school board to make its determination.

Legal References: Minn. Stat. § 122A.40, Subd. 3 (Employment; Contracts; Termination)
Minn. Stat. § 123B.195 (Board Member's Right to Employment)
Minn. Stat. § 471.87 (Public Officers, Interest in Contract; Penalty)
Minn. Stat. § 471.88, Subds. 2, 3, 4, 5, 12, 13, and 21 (Exceptions)
Minn. Stat. § 471.89 (Contract, When Void)
Op. Atty. Gen. 437-A-4, March 15, 1935
Op. Atty. Gen. 90-C-5, July 30, 1940
Op. Atty. Gen. 90-A, August 14, 1957

Cross References: MSBA/MASA Model Policy 101 (Legal Status of the School Board)
MSBA/MASA Model Policy 209 (Code of Ethics)

Adopted: 1974

Saint Paul Public Schools Policy

211.00

Revised: 9/1/1992, 6/17/2008, 8/18/2015

211.00

BOARD MEMBER DEVELOPMENT

ORIENTATION OF MEMBERS-ELECT OR APPOINTEES

1. At the earliest possible convenience after the election or appointment of a new director of the Board of Education, the Chair and the Superintendent shall have made arrangements for an orientation program for the member(s)-elect or appointee(s). The orientation program shall familiarize the member(s)-elect or appointee(s) with (a) the policies and practices of the Board, (b) the scope of the Board's duties and responsibilities, (c) the fundamentals of parliamentary procedure, (d) the conflict-of-interest statutes, and (e) other laws and rules that govern the official actions of members of the public body. The superintendent shall furnish Board-members elect and appointees with copies of Board policies, collective bargaining agreements, copies of the administration's current strategic plan and goals, the District budget, information regarding district facilities and operations and other materials related to the governance of the District.
2. The Board authorizes the attendance of new members and appointees who have taken the oath of office at state meetings for new board members and/or other state training and orientation meetings. Upon statement of the several members furnished at the next succeeding meeting of the public body in accordance with Policy 409.00, the Board shall authorize the reimbursement of actual expenses incurred in training and orientation to the performance of their duties.
3. The Board shall invite members-elect to attend as observers the meetings of the Board of Education before they take the oath of office.

CONTINUING PROFESSIONAL DEVELOPMENT OF DIRECTORS

1. Board of Education members are expected to actively participate in professional development that supports their governance role and the district's mission. These may include but are not limited to national, state or local conferences, workshops, seminars and training opportunities.
2. The Board desires all members to participate in school-board and related workshops and activities sponsored by local, state and national school boards associations.
3. Each director who attends a member-development activity shall make a report of their service at the next regular Board meeting that follows their last participation either by making an oral report at the meeting or by submitting a written report to the Assistant Clerk for inclusion in the Board Book. Materials of interest acquired at the activity shall be made available to the Board by submitting it to the Assistant Clerk for inclusion in the Board Library.

4. The Board shall annually plan and budget for participation in such professional development activities. To the extent that Board policy and district budget allocations permit, the Board will reimburse the necessary expenses of its members who attend meetings pertaining to school activities and the objectives of the Board.

LEGAL REFERENCES:

Minn. Stat. § 123B.09, subd. 2

CROSS REFERENCES:

213.00, Board of Education Professional Development
409.00, Travel Expense Reimbursement

Adopted: 1974

Saint Paul Public Schools Policy

211.01

Revised: 3/5/1985; 6/17/2008

Reviewed: 2/23/2023

211.01 APPOINTED COMMITTEES/COUNCILS ADVISORY TO THE BOARD

1. The Board may, by resolution, appoint committees to advise the Board. Any such committees shall be advisory only and shall exist only as long as is necessary to fulfill the charge.
2. The Board shall issue a public notice of its intent to appoint members to an advisory committee at least 30 (thirty) days prior to making such appointments.
3. The Board shall give notice of the meetings of all advisory committees to each Board member and said meetings shall be open to the public.

LEGAL REFERENCES:

CROSS REFERENCES:

211.02 BOARD OF EDUCATION COMMITTEES

APPOINTMENT OF COMMITTEES

1. The Board shall establish special and standing committees of the public body by resolution. Said resolution shall specify the number of members, charge and authority, term of service, and duties of each committee so formed. Such committees are advisory in nature and have only such authority as specified by the establishing resolution.
2. The Chair of the Board shall appoint the members of each special or standing committee and designate the chair thereof.
3. The Board shall receive committee reports at the regular meeting succeeding each assembly of a special and standing committee.
4. A special or standing committee of the Board shall not appoint a subcommittee without approval by resolution of the Board.

PROCEDURES FOR SCHOOL BOARD COMMITTEES

1. All meetings of committees or subcommittees shall be open to the public. The Assistant Clerk shall give notice to other members, to the Board and to the media and public four calendar days before the scheduled date of the meeting.
2. A committee or subcommittee shall act solely within the guidelines and charge established in the enabling resolution for the committee or subcommittee.
3. Actions of a committee or subcommittee shall be authorized by majority roll-call vote and shall be consistent with the governing rules of the Board.
4. The committee or subcommittee shall designate a secretary who shall record the minutes and/or actions of the body.
5. A committee or subcommittee of the Board shall, when warranted, clarify in any transactions with the public that it acts in an exclusively advisory capacity to the Board of Education.

LEGAL REFERENCES:

Minn. Stat. § 13D

CROSS REFERENCES:

Adopted: 10/25/2016
Revised:

Saint Paul Public Schools Policy 211.03

211.03 STUDENT VOICE IN DISTRICT DECISIONS

PURPOSE

Saint Paul Public Schools recognizes the importance of student voice in District decisions. The purpose of this policy is to establish a student committee (Committee) to support authentic student engagement.

VALUING STUDENT PERSPECTIVES

1. The Board may, by resolution, establish a committee comprised of students to advise the Board on issues concerning the district. The Board will ensure ongoing engagement and involvement with the Committee.
2. The role of the Committee is to:
 - Inform students of matters important to them,
 - Design and/or conduct engagement of the greater student body to collect feedback,
 - Inform the Board and District administration of student perspectives, and
 - Advise the Board and administration based on student outreach.
3. Recruitment and selection for the Committee will be held annually. The process will be intentionally designed to solicit participation from students with diverse perspectives.
4. The Committee will be allocated resources to effectively operate.
5. The Committee may appoint student representatives to participate with the Board at Board meetings. The process for such participation is to be agreed upon by the Committee and the Board, with details outlined in the Committee manual.

LEGAL REFERENCES:

CROSS REFERENCES:

Adopted: 12/4/1984
Revised: 6/17/2008
Reviewed: 2/23/2023

Saint Paul Public Schools Policy

212.00

**212.00 COMPLAINTS AGAINST A MEMBER OF THE BOARD OF
EDUCATION**

1. A complaint against a member of the Board of Education or the School Board as a whole shall be submitted to the Chair of the Board of Education, in writing and shall be signed by the person or persons making the complaint. Should the complaint be against the individual serving as Chair, the complaint shall be submitted to the Vice Chair.
2. In consultation with the Board's legal counsel, the Board shall review the complaint and take action as necessary.

LEGAL REFERENCES:

CROSS REFERENCES:

214.00 OUT-OF-STATE TRAVEL BY SCHOOL BOARD MEMBERS**I. PURPOSE**

The purpose of this policy is to control out-of-state travel by school board members as required by law.

II. GENERAL STATEMENT OF POLICY

School board members have an obligation to become informed on the proper duties and functions of a school board member, to become familiar with issues that may affect the school district, to acquire a basic understanding of school finance and budgeting, and to acquire sufficient knowledge to comply with federal, state, and local laws, rules, regulations, and school district policies that relate to their functions as school board members. Occasionally, it may be appropriate for school board members to travel out of state to fulfill their obligations.

III. APPROPRIATE TRAVEL

Travel outside the state is appropriate when the school board finds it proper for school board members to acquire knowledge and information necessary to allow them to carry out their responsibilities as school board members. Travel to regional or national meetings of the National School Boards Association and/or Council of Great City Schools is presumed to fulfill this purpose. Travel to other out-of-state meetings for which the member intends to seek reimbursement from the school district should be pre-approved by the school board.

IV. REIMBURSABLE EXPENSES

Expenses to be reimbursed may include transportation, meals (excluding any alcohol), lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district-related expenses.

V. REIMBURSEMENT

- A. Requests for reimbursement must be itemized on the official school district form and are to be submitted to the designated administrator. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.
- B. Automobile travel shall be reimbursed at the mileage rate set by the school board. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.
- C. Amounts to be reimbursed shall be within the school board's approved budget allocations, including attendance at workshops and conventions.

VI. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

The superintendent shall develop a schedule of reimbursement rates for school district business expenses, including those expenses requiring advance approval and specific rates of reimbursement. The superintendent shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement.

- Legal References:** Minn. Stat. § 123B.09, Subd. 2 (Boards of Independent School Districts)
Minn. Stat. § 471.661 (Out-of-State Travel)
Minn. Stat. § 471.665 (Mileage Allowances)
Minn. Op. Atty. Gen. 1035 (Aug. 23, 1999) (Retreat Expenses)
Minn. Op. Atty. Gen. 161b-12 (Aug. 4, 1997) (Transportation Expenses)
- Cross References:** SPPS Policy 211.00 (School Board Member Development)
SPPS Policy 409.00 (Travel Expense Reimbursement)

INTERNAL WORK GROUPS						
Work Group	Last Meeting	Purpose	Keep/ Delete/ Modify	Meeting Schedule	2023 Members	2024 Members
SEAB	11/15/22	Response to challenges SEAB was experiencing and efforts to restart the program.			Dir. Henderson Dir. Ward Dir. Foster	
Policy	11/16/23	Review, revise, develop board policy	<i>Keep</i>	Meets monthly on Thursdays at 12:30pm virtually Next: January 18	Dir. Ellis Dir. Henderson Dir. Ward	
Evaluation	Fall 2023	Lead superintendent evaluation process	<i>Modify (timeline)</i>		Dir. Ellis Dir. Kopp Dir. Foster	Chair Dir. Vue (past Chair) +1
Executive Team	12/21/23	Board information requests; upcoming COB/BOE topics; Supt/Admin Updates	<i>Keep</i>	Monthly; last Tuesday of the month at 4:30pm virtually Next: January 30	Dir. Vue Dir. Kopp Dir. Ward - Jan-June Dir. Henderson - July-Dec	Chair Vice Chair +1

2024 | Committee, Work Group, School Area, and Graduation Schedule
January 9, 2024 | Annual Meeting

Board Governance and Operations	12/7/23	Review board processes, practice, develop as needed, guide SOFG work, review board budget	<i>Add</i>	Monthly; first Thursday Next: February 1	Dir. Ward Dir. Kopp Dir. Ellis	
SPPS*FAC	New	The purpose of the FAC is to ensure fiscal recommendations are grounded in sound financial decision making and are in alignment with the strategic priorities of Saint Paul Public Schools.		January 29: 4 to 5:30 PM March 25: 4 to 5:30 PM May 28: 4 to 5:30 PM		Chair or VC Treasurer +1 Dir.
Txuj Ci Lower	New					
African American Program					Dir. Ellis Dir. Foster Dir. Allen	
Board Retreat	New	Coordinate and plan agenda and topics for Board Retreat				

REQUIRED BY RESOLUTION, POLICY, OR STATUTE						
Group	Last Meeting	Purpose	2022 Members	Meeting Schedule	2023 Members	2024 Members
Equity Committee (policy 211.01/211.02)	3/26/2021	Identify and examine disparities impacting SPPS students, staff, families, and community				
JPTAC (policy 204.07)	9/28/2022	The Committee will meet from time to time to make appropriate recommendations for the efficient and effective use of property tax dollars raised by each jurisdiction for programs, buildings, and operations. The main purpose of JPTAC is to coordinate setting policies on budgets and taxation that jointly affect the citizens and taxpayers in the City of Saint Paul who are served and taxed by the three units of government.	Dir. Vue Dir. Ward Dir. Ellis	Quarterly – County chairing for 2024; City in 2025; SPPS in 2026 January 22 June 24 8:30am; City Hall	Dir. Vue Dir. Allen Dir. Henderson	
Tribal Consultation (policy 204.07)		Meet with staff and members of TNEC	Dir. Vue Dir. Kopp (Chair+1)	Twice yearly	Dir.Vue Dir. Kopp Dir. Allen	Chair Vice Chair

EXTERNAL BOARDS AND ORGANIZATIONS					
Organization	Cost	Purpose	Meeting Schedule	2023 Primary/Alt.	2024 Members
MSBA	\$21,140 - due in July	The Minnesota School Boards Association, a leading advocate for public education, supports, promotes and strengthens the work of public school boards.		Ira Jourdain - MPS	Veteran Board Member
CGCS	\$43,647 - due in July	The Council of the Great City Schools (CGCS) brings together 76 of nation's largest urban public school systems in a coalition dedicated to the improvement of education for children in the inner cities.	Board Meeting at Fall Conf. Next: October 16-20	Dir. Vue	Chair
AMSD	\$11,894 - due in July	It is the mission of AMSD to advocate for metropolitan school districts and advance legislation that supports student achievement.	First Fridays (mornings at 7am in Little Canada) Next: Feb. 2	Dir. Ward Dir. Kopp (alt.)	
RCLLG	\$263 - due in March	Our mission is to foster cooperation among Ramsey County units of government thereby increasing the effectiveness and efficiency of public service delivery.	Second Tuesdays (mornings), monthly programs (virtual at 7:30am), quarterly board meetings Next: January 12	Dir. Kopp Dir. Vue (alt.)	
SPARK			Dir. Henderson and Dr. Gothard will update us on status of group	Dir. Henderson - in transition period - TBD	

2024 | Committee, Work Group, School Area, and Graduation Schedule
January 9, 2024 | Annual Meeting

Children's Collaborative		The mission of the St. Paul Children's Collaborative (SPCC) is to engage policy-makers, communities, business leaders, and other stakeholders to strengthen the social and economic fabric of St. Paul to support the healthy development of children.	Monthly on Wednesdays at 8am; virtual or in person Next: January 10 at 8:00am	Dir. Allen Dir. Henderson (alt.)	
MSHSL		Minnesota State High School League		Dir. Vue Dir. Ellis (alt.)	
St. Paul Teachers Retirement Association Board of Trustees		The mission of the St. Paul Teachers' Retirement Fund Association is to: Provide our members and their beneficiaries with retirement, survivor and disability benefits; assist our members in planning a secure retirement; invest the assets of the fund to provide the optimum return while preserving principal by controlling the portfolio risk.	1x per month from 9am-2pm; SPPS is a voting member Next: January 2024	Dir. Ellis	
President's Advisory Council - St. Paul College		Advise SPC President on issues	Quarterly at 4:00pm on Thursdays at SPC Next: January 11	Dir. Foster Dir. Ellis (alt.)	

School Area Assignments | 2024

Area	Schools	2023	2024
A (9 Schools)	Frost Lake Elementary (PreK-5) The Heights (PreK-5) L'Etoile du Nord Hazel Park Prep (PreK-8) Nokomis Montessori North (PreK-5) Txuj Ci Upper (6-8) Txuj Ci Lower (PreK-5) Johnson Sr (9-12) Early Childhood Hub East E-STEM (6-8)	Zuki Ellis	
B (8 Schools)	American Indian (PreK-8) Dayton's Bluff Elementary (PreK-5) Harding Sr (9-12) Eastern Heights Elementary (PreK-5) Nokomis Montessori South (PreK-5) Battle Creek Middle (6-8) Battle Creek Elementary (PreK-5) – feeding to E-Stem Highwood Hills (PreK-5) E-STEM (6-8)	Uriah Ward	
C (9 Schools)	Farnsworth Lower (PreK-4) Farnsworth Upper (5-8) LEAP Bruce Vento (PreK-5) St. Paul Music Academy (PreK-5) Washington Technology (6-12) Creative Arts (6-12) Mississippi Creative Arts (PreK-5)	Jeanelle Foster	
D (8 Schools)	Riverview (PreK-5) Open World (6-12) Humboldt Secondary (6-12) Cherokee Heights Elementary (PreK-5)	Jim Vue	

2024 | Committee, Work Group, School Area, and Graduation Schedule
January 9, 2024 | Annual Meeting

E (12 Schools)	Murray Middle (6-8) St. Anthony Park Elementary (K-5) Hamline Elementary School (PreK-5) Early Childhood Hub West Gordon Parks (9-12) Chelsea Heights Elementary (K-5) Como Park Elementary (PreK-5) Como Park Sr (9-12) Crossroads Montessori/Science (PreK-5) Wellstone Elementary RiverEast	Jessica Kopp	
F1 (10 Schools)	Four Seasons (PreK-5) Hidden River (6-8) Central Sr (9-12) JJ Hill Montessori (PreK-5) Maxfield Elementary (PreK-5) AGAPE Randolph Heights Elementary Benjamin E. Mays (PreK-5) Capitol Hill (1-8) Groveland Elementary Global Arts Plus Lower Global Arts Plus Upper Journeys Bridge View/Focus Beyond	Chauntyll Allen	
F2 (9 Schools)	Adams Spanish Immersion (K-5) EXPO Elementary (PreK-5) Highland Park Elementary (K-5) Highland Park Middle (6-8) Highland Park Sr (9-12) Horace Mann (K-5) Jie Ming	Halla Henderson	
ECFE Adult Basic Ed Hubbs Center		Jessica Kopp	

2024 | Committee, Work Group, School Area, and Graduation Schedule
January 9, 2024 | Annual Meeting

Community Ed. Rec Check	Exploring options	Jessica Kopp Chauntyll Allen	
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2024 Graduation Schedule

Approved by Andrew Collins, Executive Chief of Schools and Learning 10/19/23

Date School	Location	Rehearsal Time	Ceremony Time	Board Of Education (TBD)		Administration (Supt/Asst Supt) Giving Remarks (TBD)
				Greeting	Conferring Diplomas	
Wednesday, May 29						
Hubbs Center (Walker)	Saint Paul College		6:30 p.m.			
Friday, May 31						
Bridge View (Nistler)	360 Colborne St. Rooms A & B	N/A	10:00 a.m.			
Monday, June 3						
Johnson (Kunz)	Roy Wilkins	10:00 a.m.	5:30 p.m.			
Harding (Paez)	Roy Wilkins	8:00 a.m.	8:00 p.m.			
Humboldt (Vang)	O'Shaughnessy	11:00 a.m.	5:30 p.m.			
OWL (Vang)	O'Shaughnessy	9:00 a.m.	7:30 p.m.			
Tuesday, June 4						
Highland Park (Morris)	Roy Wilkins	10:00 a.m.	5:30 p.m.			
Central (Paez)	Roy Wilkins	8:00 a.m.	8:00 p.m.			
AGAPE/Gordon Parks (Kunz)	O'Shaughnessy	11:00 a.m.	5:30 p.m.			
Gateway to College (Kunz)	O'Shaughnessy	9:00 a.m.	7:30 p.m.			

2024 | Committee, Work Group, School Area, and Graduation Schedule
January 9, 2024 | Annual Meeting

SPPS Online School (Kunz)	Saint Paul College	8:30 a.m.	5:00 p.m.			
LEAP (Kunz)	Saint Paul College	10:00 a.m.	7:30 p.m.			
Wednesday, June 5						
Washington (Kunz)	Roy Wilkins	10:00 a.m.	5:30 p.m.			
Como Park (Morris)	Roy Wilkins	8:00 a.m.	8:00 p.m.			
Journeys (Nistler)	Journeys Secondary	N/A	5:00 p.m.			
Creative Arts (Morris)	CASS	N/A	6:00 p.m.			
TBD						
Summer Graduation	TBD	N/A	TBD			

2024 Graduation Schedule

Approved by Andrew Collins, Executive Chief of Schools and Learning 10/19/23

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Creative Arts (Morris)	CASS	N/A	6:00 p.m.			
TBD						
Summer Graduation	TBD	N/A	TBD			

**INDEPENDENT SCHOOL DISTRICT NO. 625
BOARD OF EDUCATION
SAINT PAUL PUBLIC SCHOOLS**

TOPIC: Future Meeting Schedule

2024 Regular Meeting Schedule

Time: 5:30 p.m. (unless noted otherwise)

Location: Conference Rooms A and B – 360 Colborne Street, Saint Paul, MN 55102
(unless noted otherwise)

- January 9, 2024 (Annual Organizational Meeting)
- January 23, 2024
- February 20, 2024
- March 19, 2024
- April 23, 2024
- May 21, 2023
- June 11, 2024 (Special Meeting – Non-Renewals) | 4:00 p.m. | Conference Room 5A
- June 18, 2024
- July 16, 2024
- August 20, 2024
- September 17, 2024
- October 22, 2024
- November 19, 2024
- December 17, 2024

2024 Committee of the Board Meeting Schedule

Time: 4:30 p.m.

Location: Conference Room 5A – 360 Colborne Street, Saint Paul, MN 55102

- January 9, 2024
- February 6, 2024
- March 6, 2024 - Wednesday
- April 3, 2024 - Wednesday
- May 7, 2024
- June 11, 2024
- August 7, 2024 – Wednesday
- September 10, 2024
- October 8, 2024
- November 6, 2024 – Wednesday
- December 3, 2024