

School Board Meetings

School Board Meeting Process and Agenda

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Adopted: 8/16/10

Revised: 11/18/14

NRHEG School Policy 203.5

Orig. 1997

Rev. 2012

203.5 SCHOOL BOARD MEETING AGENDA

I. PURPOSE

The purpose of this policy is to provide procedures for the preparation of the school board meeting agenda to ensure that the school board can accomplish its business as efficiently and expeditiously as possible.

II. GENERAL STATEMENT OF POLICY

The policy of the school board is that school board meetings shall be conducted in a manner to allow the school board to accomplish its business while allowing reasoned debate and discussion of each matter to be acted upon.

III. PROCEDURES

- A. While all school board members may provide input, it shall be the responsibility of the school board chair and superintendent to develop, prepare, and arrange the order of items for the tentative school board meeting agenda for each school board meeting.
- B. Persons wishing to place an item on the agenda must make a request to the school board chair or superintendent in a timely manner. The person making the request is encouraged to state the person's name, address, purpose of the item, action desired, and pertinent background information. The chair and superintendent shall determine whether to place the matter on the tentative agenda.

[Note: The Commissioner of Administration has issued an opinion that a government entity is limited to acting only on those matters specifically included in the notice of a special meeting.]

- C. The tentative agenda and supporting documents shall be sent to the school board members Three (3) days prior to the scheduled school board meeting.
- D. Items may only be added to the agenda by a motion adopted at the meeting. If an added item is acted upon, the minutes of the school board meeting shall include a description of the matter.
- E. 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: (i) distributed at the meeting to all members of the governing body; (ii) distributed before the meeting to all

members; or (iii) 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.

Legal References: Minn. Stat. § 13D.01, Subd. 6 (Open Meeting Law)
Minn. Stat. § 123B.09, Subd. 7 (School Board Powers)
Dept. of Admin. Advisory Op. No. 10-013 (April 29, 2010)
Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)

Cross References: MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)
MSBA/MASA Model Policy 203.2 (Order of the Regular School Board Meeting)
MSBA/MASA Model Policy 203.6 (Consent Agendas)
MSBA/MASA Model Policy 204 (School Board Meeting Minutes)
MSBA/MASA Model Policy 207 (Public Hearings)

Adopted: 8/16/99

NRHEG School Policy 203.1

Orig. 1997

Rev. 1999

Revised: _____

203.1 SCHOOL BOARD PROCEDURES; RULES OF ORDER

I. PURPOSE

The purpose of this policy is to provide specific rules of order to conduct meetings of the school board.

II. GENERAL STATEMENT OF POLICY

To ensure that school board meetings are conducted in an orderly fashion, the school board will follow rules of order which will allow the school board:

- A. To establish guidelines by which the business of the school board can be conducted in a regular and internally consistent manner;
- B. To organize the meetings so all necessary matters can be brought to the school board and decisions of the school board can be made in an orderly and reasonable manner;
- C. To insure that members of the school board have the necessary information to make decisions on substantive issues and to insure adequate discussion of decisions to be made; and
- D. To insure that meetings and actions of the school board are conducted so as to be informative to the staff and the public, and to produce a clear record of actions taken and decisions made.

III. RULES OF ORDER

- A. School board members need not rise to gain the recognition of the chair.
- B. A motion will be adopted or carried if it receives the affirmative votes of a majority of those actually voting on the matter. Abstentions are considered to be acquiescence to the vote of the majority. It should be noted that some motions by statute or Robert's Rules of Order require larger numbers of affirmative votes.
- C. All motions that require a second shall receive a second prior to opening the issue for discussion of the school board. If a motion that requires a second does not receive a second, the chair may declare that the motion fails for lack of a second or may provide the second. The names of the members making and seconding a motion shall be recorded in the minutes.

- D. The chair shall decide the order in which school board members will be recognized to address an issue. An attempt should be made to alternate between pro and con positions if appropriate to the discussion. A member shall only speak to an issue after the member is recognized by the chair.
- E. The chair shall rule on all questions relating to motions and points of order brought before the school board.
- F. A ruling by the chair is subject to appeal to the full school board pursuant to Robert's Rules of Order.
- G. The school board shall have authority to recognize any member of the audience regarding a request to be heard at the school board meeting. Members of the public who wish to be heard shall follow school board procedures.
- H. The chair has the authority to declare a recess at any time for the purpose of restoring decorum to the meeting or for any other necessary purpose.
- I. The chair shall repeat a motion or the substance of a motion prior to the vote. The chair shall call for an affirmative and a negative vote on all motions.
- J. The order in which names will be called for roll call votes will be determined by the school board.
- K. The chair has the same right and responsibility as each school board member to vote on all issues.
- L. 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, it may be reflected as unanimous in the minutes if the minutes also reflect the members present.
- M. A majority of the voting members of the school board constitute a quorum. The absence of a quorum may be raised by the chair or any member. Generally any action taken in the absence of a quorum is null and void. The only legal actions the school board may take in the absence of a quorum are to fix the time at which to adjourn, to adjourn, to recess or to take measures to obtain a quorum.

[Note: In addition, school boards may have other rules or local customs they wish to incorporate to reflect their normal processes and procedures.]

Legal References: Minn. Stat. § 13D.01, Subd. 4 (Open Meeting Law)
Minn. Stat. § 122A.40 (Employment Contracts, Termination)
Minn. Stat. § 123B.09, Subds. 6 and 7 (School Board Powers)
Minn. Stat. § 126C.53 (Enabling Resolution; Form of Certificates of Indebtedness)
Minn. Stat. § 331A.01, Subd. 6 (Newspapers; Definitions)

Minn. Stat. § 331A.04, Subd. 6 (Newspapers; Exception to Designation Priority)

Minn. Stat. § 471.88 (Exceptions)

Cross References: MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)
MSBA/MASA Model Policy 204 (School Board Meeting Minutes)
MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
MSBA/MASA Model Policy 207 (Public Hearings)

Parliamentary Procedure

Parliamentary Procedure is a set of rules for conduct at meetings that allows everyone to be heard and to make decisions without confusion.

Why is Parliamentary Procedure Important?

Because it's a time-tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization. Today, *Robert's rules of Order Newly Revised* is the basic handbook of operation for most clubs, organizations and other groups. It is important that everyone know these basic rules.

Organizations using parliamentary procedure usually follow a fixed order of business.

Below is a typical example:

1. Call to Order
2. Adoption of Agenda
3. Public Comment
4. Consent Agenda
5. Information Items (reports)
6. Action Items
7. Board Member Reports
8. Adjourn

The method used by members to express themselves is in the form of making motions. A motion is a proposal that the board take action or a stand on an issue. Each individual member can:

- Make motions
- Second motions
- Debate motions
- Vote on motions

There are Four Basic Types of Motions:

1. **Main Motions:** The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motions is on the floor, and yield to privileged, subsidiary, and incidental motions.
2. **Subsidiary Motions:** Their purpose is to change or affect how a main motion is handled and is voted on before a main motion.
3. **Privileged Motions:** Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business.
4. **Incidental Motions:** Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.

There are Three Other Motions that are commonly Used that Relate to Voting:

1. **Motion to Table** – This motion is often used in the attempt to “kill” a motion; however, this is inappropriate. This motion is to set aside a motion temporarily at the same meeting. Once the motion is tabled, the option is always present, however, to “take from the table,” for reconsideration by the membership at the same meeting.

2. Motion to Postpone Indefinitely – This motion is used to kill a motion by postponing it to an indefinite time.
3. Postpone Definitely – This motion is used to put off making a decision until a definite time in the future.

Parliamentary Procedure is the best way to get things done at your meetings. But, it will only work if you use it properly.

- Allow motions that are in order
- Have members obtain the floor properly
- Speak clearly and concisely
- Obey the rules of debate
- Most importantly, *BE COURTEOUS*

Adopted: _____

NRHEG School Policy 203.2

Orig. 1997

Revised: _____

Rev. 2007

203.2 ORDER OF THE REGULAR SCHOOL BOARD MEETING

I. PURPOSE

The purpose of this policy is to ensure consistency in the order of business at regular school board meetings.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school board to consider matters that come before it in a consistent and orderly manner.

III. ORDER

A. The school board shall conduct an orderly school board meeting. The school board will, at all regular school board meetings, follow an agenda order similar to:

1. Call to order.
2. Approval of agenda.
3. Recognition of visitors.
4. Approval of prior meeting minutes.
5. Consent agenda.
6. Presentation of additional bills for payment.
7. Reports.
8. Written communications.
9. Superintendent's announcements.
10. Other old or unfinished business.
11. New business.
12. Adjournment.

[Note: The school board should incorporate its preferred order of business into this

policy.]

- B. Items in this order may be considered as part of a consent agenda.
- C. The school board may depart from the order of business with the consent of the majority of members present.

Legal References: Minn. Stat. § 123B.09, Subd. 7 (School Board Powers)

Cross References: MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)
MSBA/MASA Model Policy 203.5 (School Board Meeting Agenda)
MSBA/MASA Model Policy 203.6 (Consent Agendas)

NRHEG PUBLIC SCHOOL ISD #2168
BOARD OF EDUCATION REGULAR MEETING
Monday, November 16, 2020 6:30PM, S School Media Center

Board of Education

Rick Schultz, Chair
Dan Schmidt, Vice Chair
Karen Flatness, Clerk
Travis Routh, Treasurer
JoAnn Maloney
Neil Schlaak
Rich Mueller

Our Mission: *Empowering students with knowledge and skills to succeed.*

Our Vision: *To be the school district of choice, inspiring excellence in academics, arts, and activities.*

Strategic Plan Focus Areas: The School Board has identified six (6) priority focus areas believed to be essential for the District to execute its Mission and achieve its Vision. The focus areas are: **Student Achievement, Student Support, Workforce, Facilities, Communication & Marketing, and Finance.**

Due to the current guidance about limiting person-to-person contact due to the COVID-19 (coronavirus) pandemic, the November 16, 2020, regular School Board meeting will take place with one or more board members possibly participating by telephone or other electronic means in accordance with Minnesota Statute 13D.021 – *Meetings by Telephone or Other Electronic Means.*

The public may access a YouTube livestream and/or recording of the meeting by going to the District Website under *Our District – School Board – School Board Meeting Live Stream/Recordings* or by going to <https://www.youtube.com/channel/UCeJxHiECoUTI90UwNd2p0KA>.

* **Bolded agenda items indicate action items.**

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. **Ceremonial Oath of Office**
5. **Approve Agenda**
6. Teaching and Learning Feature – N/A
7. **2019-2020 Audit Report (Finance)**
8. Public Comments

Residents of the NRHEG Public Schools may request permission to speak at a regular scheduled school board meeting on any topic that is relevant to the operation of the school district. A resident citizen

wishing to address the school board shall register their name, address, and topic they will be addressing on the "School Board Public Comment Sign-Up" form (available at the meeting). The form must be filled out and submitted to the Superintendent at least ten (10) minutes prior to the start of the meeting. At the discretion of the board chair, the speaker may address the topic either during the public portion of the meeting or at the time the item is being addressed by the Board.

The chair will recognize each speaker. Each speaker will be called upon individually to step forward. Each speaker will give their name, address, and topic to be addressed. Each speaker will limit their remarks to five (5) minutes, unless an extension is granted by the chair. Citizens are expected to use proper etiquette, decorum and respect when addressing the board.

9. Superintendent's Report

Superintendent
Elementary Principal
Secondary Principal

10. Board Member Comments

11. Information and Communications

- a. Truth in Taxation Meeting, Monday, December 21, 2020 at the Secondary School Media Center at 6pm.
- b. Next regular meeting scheduled for Monday, December 21, 2020 at the Secondary School Media Center at 6:30pm.
- c. Organizational Meeting, Board Room—Monday, January 4, 2021 at 5:30 pm

12. Consent Agenda Items

For the consent agenda, the board has been furnished with background materials on each item or has discussed it at a previous meeting. These will be acted upon with one vote without discussion. If a board member wants to discuss any item, it will be pulled out of the consent agenda and will be voted on separately.

a. Board Meeting Minutes for the October 19, 2020; November 9, 2020; November 13, 2020

b. Finance

1) Board Bills of \$1,344,784.76

- Between Board Bills Summary
- Between Board Bills
- Board Bills Summary
- Board Bills
- Wires
- Investments

2) Donations

3) 2019-2020 Staff Development Funding Waiver

c. Workforce

1) Teacher 2020 Seniority List and License Expiration Dates

d. Board Governance

1) Policies – 2nd Reading

- a) Policy 533 - Wellness

e. Statewide Enrollment Options

13. Reports

- a. 2019-2020 World's Best Workforce Summary Report

14. Recommended Actions

a. Student Achievement and Support

- 1) 2020-2021 School Year Learning Model Update
- 2) Status of Co-Curricular, Athletic and Community Education Activities While in Distance Learning
- 3) Use of School Facilities by Non-School District Sponsored Organizations During Distance Learning and/or Pandemic

b. Workforce

- 1) Memorandum of Understanding (MOU) with Teacher's Association to Address Executive Order 20-94 and 20-95.

c. Finance

- 1) 2020-2021 Budget Revisions

d. Board Governance

- 1) Resolution to Combine Polling Places

15. Adjournment

SAMPLE

**NRHEG PUBLIC SCHOOL ISD #2168
BOARD OF EDUCATION REGULAR MEETING
Monday, October 19, 2020 6:30PM, Secondary Media Center**

Board of Education
Rick Schultz, Chair
Dan Schmidt
Karen Flatness, Clerk
Travis Routh, Treasurer
Neil Schlaak
JoAnn Maloney
Rich Mueller

Our Mission: *Empowering students with knowledge and skills to succeed.*

Our Vision: *To be the school district of choice, inspiring excellence in academics, arts, and activities.*

Strategic Plan Focus Areas: The School Board has identified six (6) priority focus areas believed to be essential for the District to execute its Mission and achieve its Vision. The focus areas are: **Student Achievement, Student Support, Workforce, Facilities, Communication & Marketing, and Finance.**

*** Bolded agenda items indicate action items.**

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. **Approve Agenda**
5. Teaching and Learning Feature – N/A

6. **Public Comments**

Residents of the NRHEG Public Schools may request permission to speak at a regular scheduled school board meeting on any topic that is relevant to the operation of the school district. A resident citizen wishing to address the school board shall register their name, address, and topic they will be addressing on the "School Board Public Comment Sign-Up" form (available at the meeting). The form must be filled out and submitted to the Superintendent at least ten (10) minutes prior to the start of the meeting. At the discretion of the board chair, the speaker may address the topic either during the public portion of the meeting or at the time the item is being addressed by the Board.

The chair will recognize each speaker. Each speaker will be called upon individually to step forward. Each speaker will give their name, address, and topic to be addressed. Each speaker will limit their remarks to five (5) minutes, unless an extension is granted by the chair. Citizens are expected to use proper etiquette, decorum and respect when addressing the board.

7. **Superintendent's Report**
Superintendent
Elementary Principal
Secondary Principal
8. **Board Member Comments**
9. **Information and Communications**

- a. Next regular meeting scheduled for Monday, November 16, 2020 at the Secondary School Media Center at 6:30pm.
- b. School Board Members may meet socially after tonight's school board meeting at the Willows; no board business will be conducted at that time.

10. Consent Agenda Items

For the consent agenda, the board has been furnished with background materials on each item or has discussed it at a previous meeting. These will be acted upon with one vote without discussion. If a board member wants to discuss any item, it will be pulled out of the consent agenda and will be voted on separately.

a. Minutes of School Board Meeting September 21, 2020

b. Finance

1) Board Bills of \$2,563,332.65

- Between Board Bills Summary
- Between Board Bills
- Board Bills Summary
- Board Bills
- Program Guidelines
- Wires
- Investments

2) Donations

c. Workforce

1) Employment

- a) Macayla Helgeson—Secondary Health Office Assistant
- b) Crystal Studier—Elementary Health Office Assistant
- c) Loren Haroldson—Secondary Paraprofessional

These contracts are contingent on acquiring proper licensure, official transcripts and a successful background check.

2) Job Share Request Forms

- a) Karen Nafe/Loren Haroldson—Secondary Paraprofessionals
- b) Lori Tomsche/Megian Bell—Secondary Paraprofessionals

3) Retirement

- a) Jolene Viktora—Elementary Food Service

4) Coaching Contracts

- a) Marc Kruger—Head Football Coach
- b) Duane Ferber—Assistant Football Coach
- c) Neil Fuchs—JV Football Coach
- d) Shawn Larson—JH Football Coach
- e) Jake Stork—JH Football Coach
- f) Onika Peterson—Head Volleyball Coach
- g) Corrine Schuller—JV Volleyball Coach
- h) Jen Hatton—C-Squad Volleyball Coach
- i) Kim Schlaak—JH Volleyball Coach

5) **Owatonna Public Schools Special Education Deaf/Hard of Hearing Services Agreement for 2020-2021**

6) **Assurance of Compliance with State and Federal Law Prohibiting Discrimination**

d. Board Governance

1) Policies – 2nd Reading

- a) Policy 522 (Sex Nondiscrimination Policy, Title IX Grievance Procedure and Process) and Policy 413 (Harassment and Violence)

e. Statewide Enrollment Options

11. Recommended Actions

a. Finance

- 1) MSHSL COVID-19 Fees
- 2) Budget Transfers
 - a) General Fund (LTFM) to Construction Fund
 - b) General Fund (Unassigned) to Food Service Fund
 - c) General Fund (Unassigned) to Community Service Fund
 - d) Early Childhood Family Education to Community Education

b. Board Governance

- 1) Set Date for January 2021 Organizational Meeting
- 2) Set Regular Board Meeting Dates for January and February
- 3) Set Special Board Meeting to Canvass November 3, 2020, Election Results
- 4) 1st Reading of Board Policy 533 (Wellness)

c. Workforce

- 1) Karen Flatness—JH Volleyball Coach
- 2) 2020-2021 Superintendent Work Goals

d. Student Achievement and Support

- 1) 2020-2021 School Year Learning Model Update

12. Adjournment

Adopted: 6/18/12

NRHEG Public Schools Policy 206

Orig. 1995

Revised: 9/17/18

Rev. 2017

206 PUBLIC PARTICIPATION IN SCHOOL BOARD MEETINGS/COMPLAINTS ABOUT PERSONS AT SCHOOL BOARD MEETINGS AND DATA PRIVACY CONSIDERATIONS

I. PURPOSE

- A. The school board recognizes the value of participation by the public in deliberations and decisions on school district matters. At the same time, the school board recognizes the importance of conducting orderly and efficient proceedings, with opportunity for expression of all participants' respective views.
- B. The purpose of this policy is to provide procedures to assure open and orderly public discussion as well as to protect the due process and privacy rights of individuals under the law.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school board is to encourage discussion by persons of subjects related to the management of the school district at school board meetings. The school board may adopt reasonable time, place, and manner restrictions on public expression in order to facilitate free discussion by all interested parties.
- B. The school board shall, as a matter of policy, protect the legal rights to privacy and due process of employees and students.

III. DEFINITIONS

- A. "Personnel data" means government data on individuals maintained because the individual is or was an employee or applicant for employment. For purposes of this policy, "employee" includes a volunteer or an independent contractor.

- B. Personnel data on current and former employees that is "public" includes:

Name; employee identification number, which must not be the employee's social security number; actual gross salary; salary range; terms and conditions of employment relationship; contract fees; actual gross pension; the value and nature of employer paid fringe benefits; the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary; bargaining unit; job title; job description; education and training background; previous work experience; date of first and last employment; the existence and status of any

complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action; the final disposition of any disciplinary action as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the public body; the complete terms of any agreement settling any dispute arising out of the employment relationship, including a buyout agreement as defined in Minn. Stat. § 123B.143, Subd. 2, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money; work location; work telephone number; badge number; work-related continuing education; honors and awards received; and payroll time sheets or other comparable data that are only used to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

- C. Personnel data on current and former applicants for employment that is "public" includes:

Veteran status; relevant test scores; rank on eligible list; job history; education and training; and work availability. Names of applicants shall be private data except when certified as eligible for appointment to a vacancy or when applicants are considered by the appointing authority to be finalists for a position in public employment. For purposes of this subdivision, "finalist" means an individual who is selected to be interviewed by the appointing authority prior to selection.

- D. "Educational data" means data maintained by the school district which relates to a student.
- E. "Student" means an individual currently or formerly enrolled or registered in the school district, or applicants for enrollment, or individuals who receive shared time services.
- F. Data about applicants for appointments to a public body, including a school board, collected by the school district as a result of the applicant's application for appointment to the public body are private data on individuals, except that the following are public: name; city of residence, except where the appointment has a residency requirement that requires the entire address to be public; education and training; employment history; volunteer work; awards and honors; prior government service; any data required to be provided or that is voluntarily provided in an application to a multimember agency pursuant to Minn. Stat. § 15.0597; and veteran status. Once an individual has been appointed to a public body, the following additional items of data are public: residential address; either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee; the first and last dates of service on the public body; the existence and status of any complaints or charges against an appointee; and, upon completion of an investigation of a complaint or charge against an appointee, the final investigative report unless access to the data would jeopardize an active investigation. Any electronic mail address or telephone number provided by a

public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

IV. RIGHTS TO PRIVACY

A. School district employees have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:

1. right to a private hearing for teachers, pursuant to Minn. Stat. § 122A.40, Subd. 14 (Teachers Discharge Hearing);
2. right to privacy of personnel data as provided by Minn. Stat. § 13.43 (Personnel Data);
3. right to consideration by the school board of certain data treated as not public as provided in Minn. Stat. § 13D.05 (Not Public Data);
4. right to a private hearing for licensed or nonlicensed head varsity coaches to discuss reasons for nonrenewal of a coaching contract pursuant to Minn. Stat. § 122A.33, Subd. 3.

B. School district students have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:

1. right to a private hearing, Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing);
2. right to privacy of educational data, Minn. Stat. § 13.32 (Educational Data); 20 U.S.C. § 1232g (FERPA);
3. right to privacy of complaints as provided by child abuse reporting and discrimination laws, Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors) and Minn. Stat. Ch. 363A (Minnesota Human Rights Act).

V. THE PUBLIC'S OPPORTUNITY TO BE HEARD

The school board will strive to give all persons an opportunity to be heard and to have complaints considered and evaluated, within the limits of the law and this policy and subject to reasonable time, place, and manner restrictions. Among the rights available to the public is the right to access public data as provided by Minn. Stat. § 13.43, Subd. 2 (Public Data).

VI. PROCEDURES

A. Public Comment at Regular Scheduled Board Meetings

1. Persons of the NRHEG Public Schools may request permission to speak at a regular scheduled school board meeting on any topic that is relevant to the operation of the school district. A person wishing to address the school board shall register their name, address, and topic they will be addressing on the "School Board Public Comment Sign-Up" form (available at the meeting). The form must be filled out and submitted to the Superintendent at least ten (10) minutes prior to the start of the meeting. At the discretion of the board chair, the speaker may address the topic either during the public portion of the meeting or at the time the item is being addressed by the Board.

The chair will recognize each speaker. Each speaker will be called upon individually to step forward. Each speaker will give their name, address, and topic to be addressed.

Each speaker will limit their remarks to five (5) minutes, unless an extension is granted by the chair. Persons are expected to use proper etiquette, decorum and respect when addressing the board.

2. Persons who wish to have a subject discussed at a public school board meeting must contact the superintendent no less than five (5) business days prior to the scheduled school board meeting or committee meeting and prior to the publishing of the agenda. Placement of the item on the agenda is at the discretion of the board chair, or the vice chair in the absence of the chair. The superintendent may be reached by contacting the District Office at 306 Avenue South, New Richland, or by calling 507-465-3205.
3. The school board chair will recognize one speaker at a time, and will rule out of order other speakers who are not recognized. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the school board, or the proceedings may be directed to leave.
4. The school board retains the discretion to limit discussion of any agenda item to a reasonable period of time as determined by the school board chair. If a group or organization wishes to address the school board on a topic, the school board reserves the right to require designation of one or more representatives or spokespersons to speak on behalf of the group or organization.
5. Matters proposed for placement on the agenda which may involve data privacy concerns, which may involve preliminary allegations, or which may be potentially libelous or slanderous in nature shall not be considered in public, but shall be processed as determined by the school board in accordance with governing law.

6. The school board chair shall promptly rule out of order any discussion by any person, including school board members, that would violate the provisions of state or federal law, this policy or the statutory rights of privacy of an individual.
7. Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the school board.
8. Depending upon the number of persons in attendance seeking to be heard, the school board reserves the right to impose such other limitations and restrictions as necessary in order to provide an orderly, efficient, and fair opportunity for those present to be heard.

B. Complaints

1. Routine complaints about a teacher or other employee should first be directed to that teacher or employee or to the employee's immediate supervisor.
2. If the complaint is against an employee relating to child abuse, discrimination, racial, religious, or sexual harassment, or other activities involving an intimidating atmosphere, the complaint should be directed to the employee's supervisor or other official as designated in the school district policy governing that kind of complaint. In the absence of a designated person, the matter should be referred to the superintendent.
3. Unresolved complaints from Paragraph 1. of this section or problems concerning the school district should be directed to the superintendent's office.
4. Complaints which are unresolved at the superintendent's level may be brought before the school board by notifying the school board in writing.

C. Open Forum

The school board shall normally provide a specified period of time when persons may address the school board on any topic, subject to the limitations of this policy. The school board reserves the right to allocate a specific period of time for this purpose and limit time for speakers accordingly.

The school board may decide to hold certain types of public meetings where the public will not be invited to address the school board. Possible examples are work sessions and board retreats. The public will still be entitled to notice of these meetings and will be allowed to attend these meetings, but the public will not be allotted time during the meeting to address the board.

D. No Board Action at Same Meeting

Except as determined by the school board to be necessary or in an emergency, the school board will not take action at the same meeting on an item raised for the first time by the public.

VII. PENALTIES FOR VIOLATION OF DATA PRIVACY

- A. The school district is liable for damages, costs and attorneys' fees, and, in the event of a willful violation, punitive damages for violation of state data privacy laws. (Minn. Stat. § 13.08, Subd. 1)
- B. A person who willfully violates data privacy or whose conduct constitutes the knowing unauthorized acquisition of not public data is guilty of a misdemeanor. (Minn. Stat. § 13.09)
- C. In the case of an employee, willful violation of the Minnesota data practices law, Chapter 13, and any rules adopted thereunder, including any action subject to a criminal penalty, constitutes just cause for suspension without pay or dismissal. (Minn. Stat. § 13.09)

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 13.601, Subd. 3 (Applicants for Appointment)
Minn. Stat. § 13D.05 (Open Meeting Law)
Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing)
Minn. Stat. § 122A.33, Subd. 3 (Coaches; Opportunity to Respond)
Minn. Stat. § 122A.40, Subd. 14 (Teacher Discharge Hearing)
Minn. Stat. § 122A.44 (Contracting with Teachers)
Minn. Stat. § 123B.02, Subd. 14 (Employees; Contracts for Services)
Minn. Stat. § 123B.143, Subd. 2 (Disclose Past Buyouts or Contract is Void)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
Minn. Op. Atty. Gen. 852 (July 14, 2006)

Cross References: MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)
MSBA/MASA Model Policy 207 (Public Hearings)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA Service Manual, Chapter 13, School Law Bulletin "C" (Minnesota's Open Meeting Law)
MSBA Service Manual, Chapter 13, School Law Bulletin "I" (School Records – Privacy – Access to Data)

NRHEG Public School

Independent School District No. 2168



High School
306 Ash Ave. South
New Richland, MN 56072
(507)465-3205
Fax (507)465-8633

Elementary School
600 School St.
Ellendale, MN 56026
(507)684-3181
Fax (507)684-2108

Our Mission: Empowering students with knowledge and skills to succeed.

Our Vision: To be the school district of choice, inspiring excellence in academics, arts, and activities.

School Board Public Comment Sign-Up Form

Per Board Policy 206, residents of the NRHEG Public Schools may request permission to speak at a regular scheduled school board meeting on any topic that is relevant to the operation of the school district. A resident citizen wishing to address the school board shall register their name, address, and topic they will be addressing on the "School Board Public Comment Sign-Up" form (available at the meeting). The form must be filled out and submitted to the Superintendent at least ten (10) minutes prior to the start of the meeting. At the discretion of the board chair, the speaker may address the topic either during the public portion of the meeting or at the time the item is being addressed by the Board. The chair will recognize each speaker. Each speaker will be called upon individually to step forward. Each speaker will give their name, address, and topic to be addressed. Each speaker will limit their remarks to five (5) minutes, unless an extension is granted by the chair. Citizens are expected to use proper etiquette, decorum and respect when addressing the board.

Citizens who wish to have a subject discussed at a public school board meeting must contact the superintendent no less than five (5) business days prior to the scheduled school board meeting or committee meeting and prior to the publishing of the agenda. Placement of the item on the agenda is at the discretion of the board chair, or the vice chair in the absence of the chair. The superintendent may be reached by contacting the District Office at 306 Avenue South, New Richland, or by calling 507-465-3205.

Name _____
Address _____
Phone _____
Topic _____
Date _____

For District Use

Dale N. Carlson, Superintendent

David A. Bunn, High School Principal

Douglas A. Anderson, Elementary Principal



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2021 School Board Meeting Dates, Locations and Times

Monday, January 4, 2021	Secondary Board Room 5:30 Organizational
Tuesday, January 19, 2021	Elementary Media Center at 6:30pm
Tuesday, February 16, 2021	Secondary Media Center at 6:30pm
Monday, March 15, 2021	Elementary Media Center at 6:30pm
Monday, April 19, 2021	Secondary Media Center at 6:30pm
Monday, May 17, 2021	Elementary Media Center at 6:30pm
Monday, June 21, 2021	Secondary Media Center at 6:30pm
Monday, July 19, 2021	Elementary Media Center at 6:30pm
Monday, August 16, 2021	Secondary Media Center at 6:30pm
Monday, September 20, 2021	Secondary Media Center at 6:30pm
Monday, October 18, 2021	Secondary Media Center at 6:30pm
Monday, November 15, 2021	Elementary Media Center at 6:30pm
Monday, December 20, 2021	Secondary Media Center at 6:30pm

Dale N. Carlson, Superintendent

David A. Bunn, High School Principal

Douglas A. Anderson, Elementary Principal



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2020 School Board Meeting Dates, Locations and Times

Thursday, January 2, 2020	Secondary Board Room 5:30 Organizational
Tuesday, January 21, 2020	Elementary Media Center at 6:30pm
Tuesday, February 18, 2020	Secondary Media Center at 6:30pm
Monday, March 16, 2020	Elementary Media Center at 6:30pm
Monday, April 20, 2020	Secondary Media Center at 6:30pm
Monday, May 18, 2020	Elementary Media Center at 6:30pm
Monday, June 15, 2020	Secondary Media Center at 6:30pm
Monday, July 20, 2020	Elementary Media Center at 6:30pm
Monday, August 17, 2020	Secondary Media Center at 6:30pm
Monday, September 21, 2020	Secondary Media Center at 6:30pm
Monday, October 19, 2020	Secondary Media Center at 6:30pm
Monday, November 16, 2020	Elementary Media Center at 6:30pm
Monday, December 21, 2020	Secondary Media Center at 6:30pm

David A. Bunn, High School Principal

Dale N. Carlson, Superintendent

Douglas A. Anderson, Elementary Principal

