

## **Policy 203 OPERATION OF THE SCHOOL BOARD OF EDUCATION - BYLAWS**

### **I. NAME**

The name of this body is the Independent School District 659 Board of Education. "School board" or "board" means the governing body of Northfield Public Schools.

### **II. LEGAL BASIS**

The school board is the governing body of the school district. As such, the school board has responsibility for the care, management, and control over public schools in the school district. The basis for the establishment and operation of the school board lies in the State of Minnesota Constitution, Minnesota Statutes, court interpretations of these laws, and the powers implied under them.

### **III. RESPONSIBILITIES OF THE SCHOOL BOARD**

The board will create policy, delegate responsibility for, and/or take action to:

- A. Hire the superintendent, delegate operational responsibilities, and evaluate them as outlined in Policy 302.
- B. Review the district vision statement and strategic plan at least every five years.
- C. Review progress as presented in the superintendent's annual "state of the district" presentation and the state-required World's Best Workforce report presentation.
- D. Provide for the evaluation and improvement of instructional programs and the services that support them.
- E. Establish a learning environment for education by providing necessary buildings and equipment, materials, and staffing to support the instructional process and to provide for the comfort, health, and safety of students, staff, and visitors when they are in attendance at school or engaged in school-sponsored activities.
- F. Provide for the recruitment, assignment, supervision, evaluation, professional growth, compensation, and termination of all permanent, temporary, and part-time employees.
- G. Designate district staff to enroll students for instruction. Excuse, exclude, suspend, or expel students from instruction for sufficient cause in accordance with Minnesota Statutes and current board policy.
- H. Provide transportation for students to and from school, in accordance with Minnesota Statutes and other applicable laws.
- I. Set standards for student conduct and clear guidelines for employee responses in the case of unacceptable student behavior. Inform students and their parents/guardians/caregivers of their rights and their responsibilities.
- J. Maintain and preserve essential student and other governmental records according to federal law and Minnesota Statutes.
- K. Establish graduation requirements and provide reports to students and parents on educational progress.
- L. Disseminate district information to residents of the district in accordance with Minnesota Statutes.

- M. Pursuant to law, provide for levying of taxes as necessary for the operation of schools, and for the payment of indebtedness and all proper expenses of the district. These levies are to be certified to the county auditor by the date established by statute unless otherwise provided for by special directive.
- N. Approve the budget for all funds of the district before July 1 of each year.
- O. Authorize an annual financial audit.
- P. Approve a school calendar for each academic year.
- Q. Finance the district through the receipt of state and federal aid, the adoption of local tax levies, the sale of bonds, the borrowing of money, and the receipt of gifts, grants, fees, and other revenues.
- R. Designate depositories for school funds.
- S. Maintain a financial accounting and reporting system.
- T. Approve payment of all bills and disbursements.
- U. Coordinate services of the district with those of other governmental agencies and districts.
- V. Provide for the use of school facilities by the general public.
- W. Participate in local, state, regional, and national board organizations, as deemed appropriate by the board.
- X. Perform such other duties and carry out such other responsibilities as may be authorized or required by law.
- Y. Advocate for the district within the community and state.

The board freely subscribes to tenets of the School Board Member Code of Ethics of the Minnesota School Boards Association and will strive to uphold those principles in carrying out its responsibilities.

#### **IV. MEMBERSHIP**

- A. The board will consist of seven elected members and the superintendent as a non-voting ex-officio member.
- B. Newly elected members will be sworn in at the organizational meeting in January following the election.
- C. The term of office for members will be four years and until a successor qualifies.
- D. The board will fill a vacancy in accordance with Minnesota statutes with guidance from the Minnesota School Boards Association.
- E. The board may remove for proper cause any member or officer of the board and fill the vacancy in accordance with Minnesota statutes.

#### **V. COMPENSATION**

Members of the board will receive compensation as fixed by the board at the annual organizational meeting.

#### **VI. OFFICERS**

- A. At the first meeting in January, the board will select a chairperson, vice-chairperson, clerk, and treasurer for a term of one year. If elected, board members may serve multiple consecutive terms.

B. Duties:

1. The chairperson will:
  - a. Preside at all meetings of the board when present.
  - b. Countersign all orders for claims approved by the board.
  - c. Sign contracts or agreements approved by the board when the signature of the chairperson is required. If a deadline must be met and the chairperson is unavailable, the vice-chairperson is authorized to sign the document as acting chairperson.
  - d. Represent the district in all appropriate actions consistent with board directives and policies.
  - e. Appoint all special committees and standing committees, serve as an ex-officio member on all such committees, and attend committee meetings at their discretion. Such appointments will be made at the organizational meeting in January but no later than the second meeting in January.
  - f. Appoint a parliamentarian.
  - g. Confer with the superintendent, as may be necessary and desirable regarding school matters, including the preparation of regular and special meeting agendas as needed.
  - h. Lead evaluation of the superintendent.
  - i. Perform such other duties as required by law, and perform all duties usually incumbent on such an officer.
  - j. Provide leadership in carrying out the powers and duties of the board and act as spokesperson for the board unless this responsibility has been delegated to others. The chair shall have completed MSBA Phase I, II, III, and IV training prior to serving as chair to ensure governance norms and protocols. If the board determines there is not a member who qualifies, this policy may be waived upon majority vote, and the appointed chair will commit to completing phases within one year.
2. The vice-chairperson will:
  - a. Perform the duties of the chairperson if they are unable to preside. Should both the chairperson and vice-chairperson be unable to preside, the remaining members will select a member to serve in that capacity until such time that the chairperson or vice-chairperson can return to their duties. The vice-chair is encouraged to complete MSBA Phase III and IV training during their terms as vice-chairperson.
  - b. Perform such other duties as required by law and perform all duties usually incumbent on such an officer.
3. The clerk, either directly or through the administrative staff of the district, will:
  - a. Keep a record of all meetings of the board.
  - b. In a timely manner, file with the board a report of the revenues, expenditures, and balances in each fund for the preceding fiscal year.
  - c. Make and transmit reports pursuant to the Uniform Financial Accounting and Reporting System for Minnesota Schools as required by state law.
  - d. Sign all orders from the treasurer for claims approved by the board.
  - e. With the chairperson, sign contracts or agreements approved by the board, when the signature of the clerk is required. If a deadline must be met and

- the clerk is unavailable, the treasurer is authorized to sign the document as acting clerk.
- f. Perform such duties as required by state election laws relative to district elections.
  - g. Perform such other duties as required by law and perform all duties usually incumbent on such an officer.
  - h. The clerk is encouraged to complete MSBA Phase III training during their terms as clerk.
4. The treasurer, either directly or through the administrative staff of the district, will:
- a. Keep detailed records of all orders processed by the board, according to law.
  - b. Have custody of all monies belonging to the district. Upon receipt of district funds, the treasurer will cause such funds to be promptly deposited in the legal depositories designated and approved by the board.
  - c. Sign all orders for claims approved by the board.
  - d. Perform such other duties as required by law and perform all duties usually incumbent on such an officer.
  - e. In the event there are insufficient funds on hand to pay valid orders presented to the treasurer, the treasurer shall receive, endorse and process the orders in accordance with Minnesota statutes section 123B.12.
  - f. The treasurer is encouraged to complete MSBA Phase III training during their terms as treasurer.

## **VII. MEETINGS OF THE BOARD**

“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 or the use of social media by members of a public body so long as the social media use is limited to exchanges with all members of the general public. For purposes of the Open Meeting Law, social media does not include e-mail.

### **A. Open Meetings**

1. Except as otherwise expressly provided by statute, all meetings of the board, including executive sessions, shall be open to the public.
2. Meeting times, dates, and locations or any changes thereof will be posted at the district office, on the district website, and given to the official newspaper of the district.

### **B. Types of Meetings**

1. Organizational meeting
  - a. The board will meet annually on the first Monday in January, or as soon thereafter as practicable, and organize by selecting a chair, a clerk, a treasurer, and such other officers as determined by the board.

- b. The agenda will include the following topics:
  - 1. Administration of the oath of office to all members.
  - 2. Election of officers.
  - 3. Compensation for board members.
  - 4. Approval of a mileage reimbursement rate for the use of private automobiles on district business.
  - 5. Designation of an official newspaper.
  - 6. Designation of official depositories for district funds.
  - 7. Designation of official depositories for district investments.
  - 8. Authorization of procedures for the investment of excess funds in accordance with Minnesota Statutes.
  - 9. Authorization of payments for goods and services in advance of board approval.
  - 10. Authorization of use of facsimile signatures and surety bonds pursuant to Minnesota Statutes.
  - 11. Approval of board membership in local, state, and national organizations.
  - 12. Appointment of board representatives to other groups and committees.
  - 13. Other items deemed appropriate by members for the proper organization of the board.

To align with fiscal and planning calendars, certain of these topics may be included in the agenda of a meeting held the prior July.

- c. Adjournment:

The meeting will be adjourned following the organization of the board. Other business may be introduced at regular or special meetings following the organizational meeting.

## 2. Regular meeting

- a. Regular meetings of the board will be held at 6:00 p.m. on the second and fourth Mondays of each month in the District Office Boardroom. Meetings of the board shall be adjourned at or before 9:00 p.m. whenever possible. Meetings may be extended later than 9:00 p.m. by a majority vote of the board. The board may change the time, date, or location of regular meetings by majority action, and must notify the official newspaper accordingly.
- b. Order of business: Business topics at regular meetings will normally be treated in the following order:
  - 1. Call to order
  - 2. Approval of the agenda
  - 3. Public comment
  - 4. Announcements and recognitions
  - 5. Items for discussion and reports
  - 6. Committee reports
  - 7. Consent agenda
  - 8. Items for individual action

9. Items for information
10. Future meetings
11. Adjournment

Items that usually do not require discussion or explanation prior to board action, are non-controversial and/or routine items of business, or are items that have already been discussed and/or explained and do not require further discussion or explanation will be included as part of the consent agenda and passed as one motion. At the request of any board member, an item will be removed from the consent agenda for separate discussion and action.

3. Special meeting

- a. Special meetings of the board may be called by the chairperson, clerk or by any four members of the board who file such a request with the clerk.
- b. Unless specifically provided to the contrary, special meetings will be held in the District Office Boardroom. The clerk or designee will notify members of special meetings in writing by mail or electronic transmission received at least three days prior to the date set for the meeting.
- c. Closed meetings will be held as allowed by law.
- d. Work sessions may be called by the chairperson as needed.
- e. The Minnesota Department of Education 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.

4. Emergency meeting

- a. An emergency meeting may be called by the chairperson, clerk or any four members of the board or their designee, when, and only when, the immediate action of the board is required. While the statute leaves the question to the board of whether the circumstances require immediate consideration at an emergency meeting, the advisory opinions of the Minnesota Department of Education would limit such meetings to responding to natural disasters, health epidemics, or a crisis caused by an event such as an accident or terrorist attack.
- b. All such meetings will, if possible, be held in the District Office Boardroom.
- c. No business may be transacted at an emergency meeting except as noted in the request for the meeting.

5. Recessed or Continued meeting

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 meeting

Meetings shall be closed only when expressly authorized by law. The notice requirements of the Minnesota Open Meeting Law apply to closed meetings.

7. Meeting during Pandemics or Chapter 12 Emergency  
In the event of a health pandemic or an emergency declared under Minn. Stat. Ch. 12, a meeting may be conducted by telephone or interactive technology in compliance with Minnesota Statute 13D.021.
8. Meeting by Interactive Technology  
A meeting may be conducted by interactive technology, internet conference calling or other similar electronic means in compliance with [Minnesota Statute 13D.02](#).

#### C. Quorum

A majority of the voting members of the board constitute a quorum. Generally, any action taken in the absence of a quorum is null and void, The only legal actions the board may take in the absence of a quorum are to fix the time at which to adjourn, adjourn, recess, or take measures to obtain a quorum.

#### D. Agenda Preparation and Dissemination

1. The superintendent will prepare the agenda for all meetings of the board and they will consult with the board chairperson, other board members as needed, and members of the administrative staff when appropriate.
2. Items of business may be suggested by any board member, staff member, student, business or property owner, resident, or parent/guardian/caregiver of the district. Items suggested may be included at the discretion of the superintendent and the chairperson of the board. Individuals may address the board under the rules of the public comment as listed on the board agenda.
3. The agenda will be distributed to board members on the Thursday before each board meeting. Supporting materials will normally be distributed to board members with the agenda on the Thursday before each board meeting but may be distributed as late as Friday in special circumstances as agreed upon by the superintendent and the board chair.
4. The agenda will also be made available to the press, representatives of the community, staff, and student organizations, and to others upon request.
5. Late items will be distributed to board members via the table file.
6. The board may not, unless required by urgent circumstances, revise current or adopt new board policies unless such action has been scheduled.

#### E. Voting

Each elected member of the board will have one vote. A roll call vote will be taken when required by law or when requested by one or more board members.

#### F. Minutes

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. The district will 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 Minnesota Statutes.

- G. Rule of Order and Parliamentary Authority. Rules of order for board meetings shall be as follows:
1. Minnesota statutes where specified.
  2. Specific rules of order as provided by the school board consistent with Minnesota statutes.
  3. Robert's Rules of Order Newly Revised will govern the parliamentary procedure of the board in its deliberations.
  4. A motion will be adopted or carried if it receives the affirmative votes of a majority of those 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 Rule of Order require larger numbers of affirmative votes.
  5. The chair shall decide the order in which board members will be recognized to address an issue. A member shall only speak to an issue after the member is recognized by the chair.

## **VIII. SCHOOL BOARD COMMITTEES AND REPRESENTATIVES**

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

## **IX. APPOINTMENT OF COMMITTEES**

- A. The board hereby appoints the following standing committees:
  1. Meet and confer
  2. Negotiations
  3. Policy



- B. The board will establish, by resolution, for each standing or ad hoc committee the number of members, the term, and the charge or mission of each such committee.

## **X. PROCEDURES FOR SCHOOL BOARD ADVISORY COMMITTEES**

- A. Advisory committees will be representative of the community in relation to the tasks delegated to them. Based on the recommendation of the superintendent, the board may approve the members of a committee and/or the method of their selection.
- B. Advisory committees will serve in an advisory capacity only, proposing recommendations based on analysis of a problem, and will exist only as long as necessary for the study and the report to the board on particular projects assigned to them. The board will give careful consideration to all recommendations from advisory committees, although final action and responsibility will remain with the board. The board may dissolve advisory committees as needed.
- C. The superintendent or their designee will be an ex-officio member of all advisory committees.
- D. All meetings of committees or subcommittees shall be open to the public in compliance with the Open Meeting Law, and notice shall be given as prescribed by law.

## **XI. AMENDMENTS TO BYLAWS**

A quorum of the board may temporarily suspend these bylaws at any regular or special board meeting by a unanimous vote of the board members present.

## **XII. APPLICATION OF LAWS**

These bylaws or any portion thereof will be superseded by subsequent changes in the applicable laws.

### **Policy 203 Operation of the School Board - Bylaws**

Adopted: 12.13.2004; Revised: 05.13.2013, 07.01.2019, 12.02.2019, 12.13.2021; Non-Substantive Update: 02.08.2022; Updated: 08.22.2022, 04.10.2023, 01.08.2024

Board of Education  
INDEPENDENT SCHOOL DISTRICT NO. 659  
Northfield, Minnesota

**Legal References:** Minn. Stat. § 13D (Open Meeting Law)  
Minn. Stat. § 123B.09, Subd. 10 (Publishing Proceedings)  
Minn. Stat. § 123B.09, Subd. 7 (School Board Powers)  
Minn. Stat. § 123B.14, Subd. 7 (Record of Meetings)  
Minn. Stat. § 331A.01 (Definition)  
Minn. Stat. § 331A.05, Subd. 8 (Notice Regarding Published Summaries)  
Minn. Stat. § 331A.08, Subd. 3 (Publication of Proceedings)  
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)  
Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. Ch. 13D (Open Meeting Law)  
Minn. Stat. § 121A.47, Subd. 5 (Exclusion and Expulsion Procedures)  
Minn. Stat. § 122A.33, Subd. 3 (Coaches; Opportunity to Respond)

Minn. Stat. § 122A.40, Subd. 14 (Teacher Discharge Hearing)  
Minn. Stat. § 179A.14, Subd. 3 (Labor Negotiations)  
Minn. Rules Part 5510.2810 (Bureau of Mediation Services)  
*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)  
Dept. of Admin. Advisory Op. No. 10-013 (April 29, 2010)  
Dept. of Admin. Advisory Op. No. 19-006 (April 9, 2019)  
Dept. of Admin. Advisory Op. No. 21-003 (April 19, 2021)  
Dept. of Admin. Advisory Op. No. 21-002 (January 13, 2021)  
Dept. of Admin. Advisory Op. No. 19-012 (October 24, 2019)  
Dept. of Admin. Advisory Op. No. 19-008 (May 22, 2019)  
Dept. of Admin. Advisory Op. No. 18-019 (December 28, 2018)  
Dept. of Admin. Advisory Op. No. 17-005 (June 22, 2017)  
Dept. of Admin. Advisory Op. No. 13-009 (March 19, 2013)  
Dept. of Admin. Advisory Op. No. 13-015 (December 23, 2013)  
Dept. of Admin. Advisory Op. No. 12-004 (March 8, 2012)  
Dept. of Admin. Advisory Op. No. 11-004 (April 18, 2011)  
Dept. of Admin. Advisory Op. No. 10-020 (September 23, 2010)  
Dept. of Admin. Advisory Op. No. 09-020 (September 8, 2009)  
Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)  
Dept. of Admin. Advisory Op. No. 06-027 (September 28, 2006)  
Dept. of Admin. Advisory Op. No. 04-004 (February 3, 2004)

M.S., Sec. 127.26, et. seq.	M.S. 123.33, Subd. 1	M.S. 123.34, Subd. 3,4,5,7
M.S. 123.76, et seq.	M.S. 123.33, Subd. 2,3,4	M.S. 471.705
M.S. 13.01, et. seq.	M.S. 123.33, Subd. 8	M.S. 118.005, 118.01, 124.05
M.S. 123.35, Subd. 4; M.S. 275.07	M.S. 123.34, Subd. 1	M.S. 123.335 and 471.38
M.S. 121.908, Subd. 3a.	M.S. 123.34, Subd. 2	M.S. 47.41, M.S. 47.42
M.S. 124.05	M.S. 123.34, Subd. 8	M.S. 123.33, Subd. 5
M.S. 125.12	M.S. 121.908	M.S. 123.38, Subd 11
M.S. 127.26, et. seq.	M.S. 124.19	M.S. 123.33, Sub. 6

**Cross References:** MSBA/MASA Model Policy 201 (Legal Status of the School Board)  
MSBA/MASA Model Policy 202 (School Board Officers)  
MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)  
MSBA/MASA Model Policy 203.1 (School Board Procedures; Rules of Order)  
MSBA/MASA Model Policy 203.2 (Order of the Regular School Board Meeting)  
MSBA/MASA Model Policy 203.5 (School Board Meeting Agenda)  
MSBA/MASA Model Policy 203.6 (Consent Agendas)  
MSBA/MASA Model Policy 204 (School Board Meeting Minutes)  
MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)  
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)  
MSBA/MASA Model Policy 208 (Development Adoption and Implementation of Policies)  
MSBA/MASA Model Policy 209 (Code of Ethics)  
MSBA/MASA Model Policy 201 (Conflict of Interest - School Board Members)  
MSBA/MASA Model Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)  
MSBA/MASA Model Policy 212 (School Board Member Development)  
MSBA/MASA Model Policy 213 (School Board Committees)  
MSBA/MASA Model Policy 214 (School Board Member Out-of-State Travel)  
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 1, School District Governance, Powers and Duties  
MSBA Service Manual, Chapter 13, School Law Bulletin “C” (Minnesota’s Open Meeting Law)  
MSBA Law Bulletin “C” (Minnesota’s Open Meeting Law)