WAYZATA PUBLIC SCHOOLS

Independent School District 284
Wayzata, Minnesota

BOARD OF EDUCATION

Special Meeting - June 4, 2012 - 4:00 PM
District Administration Building
210 County Rd. 101, N, Plymouth, MN

AGENDA

1.	CALL TO ORDER - Board Chair Hesby	3
2.	FACILITIES UPDATE - *5 minutes*	
3.	MY WAY - *10 minutes*	
4.	COMMITTEE STRUCTURE - *25 minutes*	
5.	LEGISLATIVE ACTION COMMITTEE REPRESENTATIVE ASSIGNMENTS - *10 minutes*	
6.	AGREEMENT ON PARTY POLITICS - *20 minutes*	4
7.	EMAIL POLICY/GUIDELINES - *20 minutes*	5
8.	ADJOURN	10

WAYZATA PUBLIC SCHOOLS
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MISSION

Our Core Purpose:
The mission of Wayzata Public Schools is to ensure a world-class education that prepares each and every student to thrive today and excel tomorrow in an ever-changing global society.

VISION

What We Intend to Create and Experience:
The vision of Wayzata Public Schools is to be a model of excellence where all students discover their unique talents, develop a love and tenacity for learning and demonstrate confidence and capacity for success through:

Exceptional Student Learning, Experiences and Relationships:

- High achievement by each and every student–no exceptions, no excuses;
- Content-rich, rigorous and personalized education;
- Meaningful relationships with teachers, staff, mentors and peers in a welcoming, nurturing and safe environment where all are valued for who they are and the contributions they make.

Community Trust, Confidence and Partnership:

- Comprehensive learning opportunities meeting diverse learner needs and community aspirations;
- Committed to being the first choice for students and families;
- Maintaining the highest levels of satisfaction and pride by staff, parents and community.

Operational Excellence:

- Attraction, development and retention of exemplary, creative and engaged employees;
- Accountability by all staff for individual and collective performance;
- Effective and efficient use of time and human, financial and physical resources;
- Culture of continuous improvement and responsive innovation;
- High performing district governance, management and partnerships.

Agenda Item 1

WAYZATA PUBLIC SCHOOLS
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BOARD OF EDUCATION

Special Work Session – June 4, 2012

AGENDA SECTION: **1. CALL TO ORDER/ROLL CALL**

ITEM:

COMMENTS BY: **Board Chair Hesby**

Susan Gaither, Board Clerk, will call the roll:

	ABSENT	PRESENT
Ms. Linda A. Cohen	_____	_____
Ms. Sue H. Droegemueller	_____	_____
Ms. Susan Gaither	_____	_____
Mr. Jay A. Hesby	_____	_____
Mr. John A. Moroz	_____	_____
Ms. Carter G. Peterson	_____	_____
Ms. Cheryl Polzin	_____	_____
Dr. Chace B. Anderson, Ex Officio	_____	_____

School Board Protocols – Agreements on Party Politics

Board Members will:

- Put the interests of the district above the interests or platform of a particular political party
- Not allow political party involvement as individual citizens to interfere with the performance of school board duties
- Not publicly endorse a political party candidate, platform or position as a member of the Wayzata School Board[1,2]
- Not publicly endorse a school board candidate as a member of the Wayzata School Board

Board Candidates will:

- Not seek/accept endorsements from a political party

The Legislative Action Committee will:

- Advocate for legislation on behalf of the school district – not a particular political party[2]

Political Party Involvement as Individual Citizens:

- Board Members are free to support political party candidates, platforms or positions of their choosing as individual citizens:
    - Private Support – examples include financial support, word of mouth referrals (list may need to be expanded)
    - Public Support – examples include campaign chair or treasurer, literature distribution, phone calls, letters to editor, public appearances, legislative testimony (list may need to be expanded)
- All members' public support (current and proposed) of political party candidates, platforms or positions as individual citizens will be disclosed to peers in a transparent and timely manner (transparent and timely to be defined)

Peer Review Sub-group:

- Approves members' public involvement as individual citizens (approval not to be unreasonably withheld)
- Conflict Resolution (process to be determined)

[1] *Does not preclude members from political party involvement as individual citizens*

[2] *Does not preclude the Wayzata School Board as a whole from endorsing a position determined to be in the best interests of the district that coincidently aligns with a particular political party's position*

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ELECTRONIC COMMUNICATIONS	POLICY: 228

Electronic communications facilitate efficient board work and increased access to information for board members. At the same time, board members have a corresponding responsibility to ensure their use of electronic communications does not interfere with the board's commitment to public transparency and good governance. This commitment includes using electronic communications in a manner consistent with open meeting and data practices laws and with district requirements for data storage.

"Electronic communications" include email, instant messaging, texting, tweeting, social networks, blogs, chat rooms, and all similar or evolving forms of communication technology. These communications involve the use of cellular telephones, computers, browsing devices, pagers, and similar or evolving equipment, whether owned by the board member, by the district, or by a third party.

Accordingly, the board adheres to the following expectations and practices:

<u>General Practices and Expectations</u>

- Electronic communications should conform to the same standards of judgment, propriety, ethics, and respectful language as other forms of school board communications.

- As a guiding principle, board members shall not communicate electronically with the full board or a quorum about board business. Such communications become a "virtual meeting" which does not meet aspirational and legal requirements to conduct open meetings, including providing notice to and access by the public to board deliberations.

- Although email discussion is generally discouraged, emails between two persons is acceptable as long as a "serial" email involving additional board members does not ensue.

- In general, electronic communications should be limited to one-way communication; requesting or inviting a response or reaction should be avoided and helps to prevent unintentional violations of this policy.

- The Executive Assistant to the board, rather than an individual board member, is the preferred source or coordinator to send materials to the entire board.

General Exceptions

- This policy does not apply to "housekeeping", logistical, or similar communications such as assignments for board representation at district events, meeting locations, or car-pool arrangements. The policy also does not apply to communications regarding social activities or events.

E-mail addresses, record keeping, and equipment

- Board members should use their assigned district email addresses, rather than personal or employment addresses, for sending and receiving electronic correspondence and materials related to board or district activities. Use of the district email helps the district comply with state laws regarding storage and retention of data, and minimizes the possibility of access by outside parties to the board member's personal or employment correspondence.

- In instances where a board member does not use the district email address, the board member is responsible for retaining district-related electronic communications according to the requirements of law.

- Board members should avoid reference to confidential information about employees, students or other matters in email communications because of the risk of improper disclosure.

Board meeting and work session communications

- During meetings and work sessions, board members do not communicate electronically with each other, with staff, with audience members, or with any persons not in attendance. There is a limited exception for personal emergencies unrelated to board business or for use in facilitating meeting logistics, such as the arrival of a guest speaker.

- Electronic sending of formal meeting materials, such as agendas and reports, is conducted as a one-way communication to the board from the Executive Assistant. In the alternative, the Assistant may choose to send materials to an off-site vendor/server accessible by board members. Questions/comments about the materials should be directed to the Assistant. If the question/response is of interest to all members, the Assistant can send that information to the full board.

- Electronic communications between three or more members which regard the business of a particular meeting should be distributed to other board members and available to members of the public.

Electronic communications between meetings

- Emails or similar communications are not a substitute for discussion, deliberation, or decision-making at board work sessions and meetings. They are also not used to avoid public discussion of an issue, to forge a majority in advance of a public meeting, or to hide improper influences.

- The board should be careful not to conduct serial electronic communications, where board business is conducted in a continuing manner from one member to next, because the result is the same as communicating initially with the full board.

- A board member who wishes to share reports, news and journal articles, websites, and other information with fellow board members should request distribution through the Executive Assistant. The Assistant may establish an appropriate schedule, such as a weekly distribution, in conjunction with the Board Chair and Superintendent. The shared document should identify the originating board member and topic of board business to which it relates; the originating board member may include a cover memorandum. The sender should not invite responses and recipients should not respond to the sender or further discuss the item with other board members outside of a noticed meeting. The Assistant will provide a copy of all distributed documents at public meetings which use the content.

- In lieu of direct distribution by the Assistant distribution, the Assistant may upload the document to a dedicated location on the school board section of the district website. The location and documents should be accessible by the public.

Communications with the Superintendent

- Board members may communicate electronically in both a one-way and two-way fashion with the superintendent, but neither the board member nor the superintendent should forward to or copy more than one other board member on the communication.

Board Committees

- At a minimum, expectations and requirements about email and other electronic communications also apply to board committees. However, no substantive committee business can be discussed by email, even between two members, because two persons is committee quorum.

- Board committee reports to be distributed to the rest of the board should be forwarded to the Assistant, as described above.

Communications with the public or in public forums

- Board members who must communicate electronically with members of the public should not copy or forward the original communication or the board member's response to other board members.

- When communicating with members of the public, board member communications should include the following notice: "Electronic and written board communications are considered government information and may be subject to public inspection, unless protected by law as confidential information. In addition, board communications which are distributed or copied to other board members may be a violation of the open meeting law."

- If it is preferable for the Board Chair to communicate on behalf of the board to a sender, the electronic communication may be forwarded to the Board Chair if the sender agrees.

- If a board member participates in a list serve or electronic newsletter or discussion forum in which other board members also participate, a board member should not send or respond to a communication to the full group about a matter pending before the board. The board member may respond to the sender only.

KEEP THIS BACKGROUND INFORMATION IN MIND (Regarding email)

Email and similar communications, including attachments, received or sent for use in board business or containing information relating to board business are generally considered public records, which **may be inspected by any person upon request,** unless otherwise made confidential by law. Therefore, any one, including our districts parents and the media, have a right to access the emails you have sent.

Using your personal/work email or your personal computer does NOT protect you from public access to your emails, etc. (It can mean more hassle for you and a greater possibility that someone will see your personal communications which have nothing to do with your school board role.)

In addition, if you as an individual board member or the board as a whole is sued over violations of the open meeting law, etc., litigation may allow even greater access to your communications and your equipment by the attorneys.

If you violate the open meeting or data practice laws, our district insurance may not cover your fines and legal expenses because board indemnity insurance typically only covers negligence-- not willful or knowing behavior/violations of the law.

You are not imaging things: Some implications of open meeting law are counterintuitive to good communications among board members. But remember that the purpose is public access, not to make things easy for the board.

Agenda Item 8

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BOARD OF EDUCATION

Special Work Session – June 4, 2012

AGENDA SECTION: 8. ADJOURN

ITEM:

COMMENTS BY: Board Chair Hesby

If there is no additional business before the School Board, the Chair will adjourn the meeting.