

**SCHOOL BOARD POLICY COMMITTEE MEETING**

**OCTOBER 14, 2014**

**6:00 PM**

**EDUCATIONAL SERVICE CENTER, ROOM W-42, 11200 93RD AVENUE NORTH, MAPLE GROVE**

**Purpose:** The purpose for the School Board Policy Committee to meet is to build trust and teamwork and to leverage information in order to facilitate efficient and effective decision-making at regular Board meetings.

**Outcome:** Policy Committee members will understand the proposals and be prepared to recommend them to the full board.

**Agenda**

- |                                                         |    |
|---------------------------------------------------------|----|
| 1. Policies for First Reading - Recommend for Repeal    |    |
| A. Policy 310 - Recruitment and Selection of Principals | 2  |
| B. Policy 311 - Principal Meet and Confer               | 4  |
| C. Policy 447 - Compensation and Related Benefits       | 6  |
| 2. Old Business                                         |    |
| A. Review Chart for Periodic Review of Policies         | 9  |
| B. Intra-district open enrollment procedures            | 10 |
| 3. New Business                                         |    |
| A. Discuss Gift Ban for school district officials       | 18 |

## 300 SERIES - ADMINISTRATION

### 310 RECRUITMENT AND SELECTION OF PRINCIPALS

- I. The District will make every effort to attract, secure, and hold the highest qualified personnel for all Principal and Assistant Principal positions. All candidates will be considered on the basis of their qualifications and the District needs.
- II. There will be no discrimination in the hiring process due to race, color, creed, religion, national origin, sex, sexual orientation, age, marital or parental status, or status with regard to public assistance or handicap.

Policy 310 Adopted: 1/5/99  
(formerly Policy 2201)

Policy Revised: 2/17/98  
Policy Adopted: 5/19/87

School Board  
INDEPENDENT SCHOOL DISTRICT NO. 279  
Maple Grove, Minnesota

## 300 SERIES - ADMINISTRATION

### 310 RECRUITMENT AND SELECTION OF PRINCIPALS

#### I. Posting

- A. Following voluntary and involuntary transfers, all Principal and Assistant Principal positions that are open will be posted.
- B. In addition, the posting of Principal and Assistant Principal positions will be extended to a wide variety of educational institutions and geographical areas.
- C. Internal and external postings will be concurrent.

#### II. Selection

- A. A Principal or Assistant Principal may apply for any position for which he/she is licensed and for which he/she meets the requirements of the posted job description. Qualified candidates who are not fully licensed but are in the process of completing licensure requirements will receive consideration for positions.
- B. All current Principals and Assistant Principals will be granted an interview upon request.
- C. The ~~Director of Elementary Education or the Director of Secondary Education and the Director of Personnel~~ Assistant Superintendent providing supervision at the affected site and the Executive Director of Human Resources or designee will screen all applications. In addition, in the case of an Assistant Principal, the Principal will help screen applications.
- D. Candidates will be selected for interview and further consideration based on predetermined written criteria.
- E. The ~~appropriate Director (Elementary or Secondary)~~ Assistant Superintendent providing supervision at the affected site will present recommendations to the Superintendent for filling Principal and Assistant Principal positions.
- F. The Superintendent will recommend all Principals and Assistant Principals to the School Board for employment.
- G. Employment of all Principals and Assistant Principals will be approved by the School Board.

Procedure 310 Dated: 1/5/99  
(formerly Procedure 2201)

#### Procedure Revised:

Procedure Revised: 2/17/98  
Procedure Dated: 5/19/87

School Board  
INDEPENDENT SCHOOL DISTRICT NO. 279  
Maple Grove, Minnesota

300 SERIES - ADMINISTRATION

311 PRINCIPAL MEET AND CONFER

Pursuant to M.S. 179A.06, Subds. 4 and 5 the District provides opportunities for Meet and Confer with the Principals' exclusive bargaining unit relative to all matters not subject to negotiation as Terms and Conditions of Employment.

Policy 311 Adopted: 1/5/99  
(formerly Policy 2202)

Policy Adopted: 10/20/87

School Board  
INDEPENDENT SCHOOL DISTRICT 279  
Maple Grove, Minnesota

Legal References

M.S. 179A.06, Subds 4 and 5

300 SERIES - ADMINISTRATION

311 PRINCIPAL MEET AND CONFER

- I. The Superintendent's designee will represent the School Board in Meet and Confer.
- II. The Superintendent's designee will be the ~~Director of Personnel~~ Executive Director of Human Resources or designee.
- III. The Superintendent's designee will meet with the Principal representatives designated by the exclusive bargaining unit at such intervals as the parties may mutually agree, but minimally once every four months.
- IV. Items to be discussed may be presented by either party and each party will have the right to include additional parties as they may choose in the Meet and Confer sessions.
- V. The Superintendent's designee will call the first session in September annually. At this session, the parties will mutually determine the time and place of meetings, determination of matters to be discussed, and notification of the parties.

Procedure Revised:

Procedure 311 Dated: 1/5/99  
(formerly Procedure 2202)

Procedure Dated: 10/20/87

School Board  
INDEPENDENT SCHOOL DISTRICT 279  
Maple Grove, Minnesota

Legal References

M.S. 179A.06, Subds 4 and 5

SERIES 400 – EMPLOYEES/PERSONNEL

447 COMPENSATION AND RELATED BENEFITS

- I. All hourly rates of pay and salaries will be approved in advance by the Director of Personnel.
- II. No compensation checks will be issued without the prior approval of the Director of Personnel.
- III. An exact schedule of pay days, including pay dates for all classifications of personnel, will be published annually and posted in all buildings.

Policy 447 Adopted: 3/2/99  
(formerly Policy 4240)

Policy Revised: 3/18/86  
Policy Adopted 7/10/72

Notification Statement

School Board  
INDEPENDENT SCHOOL DISTRICT 279  
Maple Grove, Minnesota

## 400 SERIES – EMPLOYEES/PERSONNEL

### 447 COMPENSATION AND RELATED BENEFITS

#### I. Schedule of Payments - Employees Paid on Monthly Basis

Salary checks will be issued on the fifth and twentieth of each month, or on the last preceding working day if the fifth or twentieth falls on a Saturday, Sunday or holiday.

Ten and one-half month employees will receive twenty-one payroll checks and will be paid twice a month over a ten and one-half month period, based on twenty working days per month; their salary will be pro-rated over this period by the number of working days in the school year.

#### II. Schedule of Payment - Hourly Staff

A. Salary checks for all hourly staff will be issued on the fifth and the twentieth of each month or on the last preceding working day if the fifth or twentieth falls on a Saturday, Sunday or holiday.

B. All approved time cards must be turned into the Payroll Department by the fifteenth of the month for payment on the fifth of the following month and by the last day of the month for payment on the twentieth of the following month.

Failure to meet these dates will cause the payroll check to be delayed until the next regularly scheduled pay date.

#### III. Initial Check

In order to receive a payroll check, an employee initially must work five days prior to the cutoff date.

#### IV. Resignations

When an employee resigns, he/she will receive the balance of the salary due on the pay date following the effective date of resignation.

#### V. Notification of Pay Day Schedule and Rates

A. Detailed information regarding the basic schedule and rate of pay-is available in the Terms and Conditions of Employment for each employee group.

B. An exact schedule of pay dates will be issued by the Payroll Department to all employees. This schedule will be issued annually with the September 5th paycheck.

400 SERIES – EMPLOYEES/PERSONNEL

447 COMPENSATION AND RELATED BENEFITS

Procedure 447 Dated: 3/2/99  
(formerly Procedure 4240)

Procedure Dated: 3/18/86

Notification Statement

School Board  
INDEPENDENT SCHOOL DISTRICT 279  
Maple Grove, Minnesota



	Year 1	Year 2	Year 3	Year 4		
100		104		102	2	
200	208	203	203	214	4	
300	311	310		312	3	
400	6	452	449	403	441	23
		437	406	413	414	
		442	416	417	423	
		443	430	418	436	
		447	434	419	435	
		448		420	440	
500	7	506	506	506	506	29
		519	502	507	516	506 - 4
		532	515	514	518	
		543	542	526	524	
		549	503	541	533	
		550	504	547	542	
		551	510	548	555	
		558	511		556	
			545			
600	5	608	613	650	602	23
		615	614	651	609	
		646	616	652	643	
		641	621	654	644	
			626	648	645	
			647	649		
700		705	725	727	707	6
		730				
		731				
800		810		806	811	3
900		926	905	921	901	10
		925		922	902	
				923	920	
				924		
		26	25	26	27	

**THOSE WHO NEED TO APPLY**

Families who live in District 279 that would like their student to attend an attendance area school other than his/her assigned attendance area school

**Send this application to:**

Enrollment Center  
ISD 279 - Osseo Area Schools  
7051 Brooklyn Boulevard  
Brooklyn Center, MN 55429

Fax: (763) 585-7368

Email: enrollmentcenter@district279.org

**APPLICATION WINDOW DEADLINES**

**JANUARY 15, 2015**

**MARCH 13, 2015**

**MAY 1, 2015**

Applications received after May 1, 2015, will be processed as received.



If you need help with this application, please call (763) 585-7350.

Si necesita ayuda en español para llenar esta forma, por favor llame al siguiente número de teléfono: (763) 315-9769.

Yog koj xav tau kev pab los yog muaj lus nug txog daim ntauv no, thov hu rau tus xov tooj (763) 315-9764 ext. 77112.

**ABOUT ATTENDANCE AREA SCHOOLS**

Attendance area schools each have a unique learning environment that is defined by the characteristics of the communities that they serve. The local communities accent the learning opportunities at an attendance area school and play a significant role in school accomplishments.

The communities that an attendance area school serves are established through an attendance area. An attendance area is a geographic area surrounding the school. Attendance areas optimize enrollment at each attendance area school.

Families who live in District 279 are assigned to an attendance area school based upon their address, but may apply to attend a different attendance area school through a Resident Transfer Application.

**TRANSPORTATION**

When students are approved to attend a school outside of their assigned attendance area school, transportation is the responsibility of the parent/guardian. However, transportation may be provided from an existing bus stop that serves the approved school under the following conditions:

1. The student registers for bus service each school year and is approved to use an existing bus stop.
2. Space is available on existing bus routes.
3. Parents accept ultimate responsibility for ensuring that their student can get safely to and from the assigned bus stop.

Note: Existing bus stops are located within each school's attendance area and are not guaranteed to be in a convenient location for your student. From time to time, enrollments change, bus routes change, and available seats on bus routes change.

Consider your options carefully if your student is dependent upon District transportation to attend school.

2015-2016 RESIDENT TRANSFER APPLICATION

## TO BEGIN THE APPLICATION PROCESS, PLEASE FOLLOW THESE STEPS:

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- 1** Determine your Attendance Area School by using the **DISTRICT MAP** at [www.district279.org](http://www.district279.org), or by contacting the Enrollment Center at (763) 585-7350 or [enrollmentcenter@district279.org](mailto:enrollmentcenter@district279.org). *If your address is "out of district," please apply through a Non-resident Transfer Application (Open Enrollment).*
  
- 2** Select the schools that you are interested in. **A list of the District 279 attendance area schools is included on the next page.** Choices will be considered in the order that they are listed on your application.  
  
 To attend a District 279 magnet school (Birch Grove School for the Arts, Weaver Lake Elementary: A Science, Math, and Technology School, North View Middle School - An IB World School, Brooklyn Middle School - A Science Technology, Engineering, Arts and Mathematics School, and Park Center Senior High - An IB World School), please apply through **MAGNET SCHOOL CHOICE**.
  
- 3** Finally, complete the Resident Transfer Application attached to this packet. An application must be completed for each student who wishes to attend an alternate attendance area school. **To have the best chance of acceptance to your school(s) of choice, please submit your application to the Enrollment Center by JANUARY 15, 2015.**

## APPLICATION TIMELINE

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	APPLICATION DEADLINE	DATE NOTIFICATION WILL BE MAILED	ENROLLMENT DEADLINE
APPLICATION WINDOW #1	January 15, 2015	February 3, 2015	March 5, 2015
APPLICATION WINDOW #2	March 13, 2015	March 24, 2015	May 1, 2015
APPLICATION WINDOW #3	May 1, 2015*	May 19, 2015	June 24, 2015

\* Applications received after May 1, 2015, will be processed as received.

## APPROVAL GUIDELINES

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Resident Transfer Applications are approved in order of priority on a space-available basis. A lottery (random selection) will be used if the number of applications exceeds the number of spaces available. Application priority is given in the following order:

1. Sibling - if the student's sibling already attends the requested school.
2. Daycare - if the student's daycare is in the attendance area of the requested school.
3. Employee - if the student's parent/guardian is employed by the district.

Note: Priority does not guarantee that the student will be accepted to the requested school(s).

**All first choice schools will be considered first, remaining spots will be filled by the second choice, and then lastly by the third choice.**

## WAITING POOL

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Applications not selected for approval will automatically be entered in a waiting pool for consideration in the next application window or as space becomes available when disapproved after May 1, 2015. After our 3rd lottery, applications in the waiting pool are selected in order of date received.

# ATTENDANCE AREA SCHOOL CHOICE OPTIONS AND LOCATIONS

## Elementary Schools

SCHOOLS	START/END TIME
<b>Basswood Elementary</b> Grades K - 5 15425 Bass Lake Road Maple Grove, MN 55311	Grades K-5 ► 8:60 a.m. - 3:20 p.m.
<b>Cedar Island Elementary</b> Grades K - 5 6777 Hemlock Lane Maple Grove, MN 55369	Grades K-5 ► 9:30 a.m. - 4:00 p.m.
<b>Crest View Elementary</b> Grades K - 5 8200 Zane Avenue North Brooklyn Park, MN 55443	Grades K-5 ► 8:50 a.m. - 3:20 p.m.
<b>Edinbrook Elementary</b> Grades K - 5 8925 Zane Avenue North Brooklyn Park, MN 55443	Grades K-5 ► 8:50 a.m. - 3:20 p.m.
<b>Elm Creek Elementary</b> Grades K - 5 9830 Revere Lane North Maple Grove, MN 55369	Grades K-5 ► 8:50 a.m. - 3:20 p.m.
<b>Fair Oaks Elementary</b> Grades K - 5 5600 65th Avenue North Brooklyn Park, MN 55429	Grades K-5 ► 9:30 a.m. - 4:00 p.m.
<b>Fernbrook Elementary</b> Grades K - 5 9661 Fernbrook Lane Maple Grove, MN 55369	Grades K-5 ► 8:50 a.m. - 3:20 p.m.
<b>Garden City Elementary</b> Grades K - 5 3501 65th Avenue North Brooklyn Center., MN 55429	Grades K-5 ► 9:30 a.m. - 4:00 p.m.

SCHOOLS	START/END TIME
<b>Oak View Elementary</b> Grades K - 5 6710 East Fish Lake Road Maple Grove, MN 55369	Grades K-5 ► 9:30 a.m. - 4:00 p.m.
<b>Palmer Lake Elementary</b> Grades K - 5 7300 West Palmer Lake Dr. Brooklyn Park, MN 55429	Grades K-5 ► 8:50 a.m. - 3:20 p.m.
<b>Park Brook Elementary</b> Grades K - 5 7400 Hampshire Avenue N. Brooklyn Park, MN 55428	Grades K-5 ► 8:50 a.m. - 3:20 p.m.
<b>Rice Lake Elementary</b> Grades K - 5 13755 89th Avenue North Maple Grove, MN 55369	Grades K-5 ► 8:50 a.m. - 3:20 p.m.
<b>Rush Creek Elementary</b> Grades K - 5 8801 Country Road 101 Maple Grove, MN 55311	Grades K-5 ► 9:30 a.m. - 4:00 p.m.
<b>Woodland Elementary</b> Grades K - 5 4501 Oak Grove Parkway Brooklyn Park, MN 55443	Grades K-5 ► 9:30 a.m. - 4:00 p.m.
<b>Zanewood Elementary</b> Grades K - 5 7000 Zane Avenue North Brooklyn Park, MN 55429	Grades K-5 ► 9:30 a.m. - 4:00 p.m.

**Note:** If you are interested in attending Birch Grove School for the Arts or Weaver Lake Elementary: A Science, Math, and Technology School, please apply through **MAGNET SCHOOL CHOICE**.

## Middle Schools

SCHOOLS	START/END TIME
<b>Maple Grove Middle</b> Grades 6-8 7000 Hemlock Lane Maple Grove, MN 55369	Grades 6-8 ► 8:10 a.m. - 2:40 p.m.

SCHOOLS	START/END TIME
<b>Osseo Middle</b> Grades 6-8 10223 93rd Avenue North Osseo, MN 55389	Grades 6-8 ► 8:10 a.m. - 2:40 p.m.

**Note:** If you are interested in attending North View Middle School - An International Baccalaureate (IB) World School, or Brooklyn Middle School—A Science, Technology, Engineering, Arts and Math School, please apply through **MAGNET SCHOOL CHOICE**.

## Senior High Schools

SCHOOLS	START/END TIME
<b>Maple Grove Senior High</b> Grades 9-12 9800 Fernbrook Lane Maple Grove, MN 55369	Grades 9-12 ► 7:30 a.m. - 2:00 p.m.

SCHOOLS	START/END TIME
<b>Osseo Senior High</b> Grades 9-12 317 Second Avenue NW Osseo, MN 55369	Grades 9-12 ► 7:30 a.m. - 2:00 p.m.

**Note:** If you are interested in Park Center Senior High - An International Baccalaureate (IB) World School, or Osseo Senior High's Health Science Magnet Program, please apply through **MAGNET SCHOOL CHOICE**.

2015-2016 RESIDENT TRANSFER APPLICATION

# 2015-2016 RESIDENT TRANSFER APPLICATION

## APPLICATION WINDOW DEADLINES

**JANUARY 15, 2015**

**MARCH 13, 2015**

**MAY 1, 2015**

Applications received after  
May 1, 2015, will be processed  
as received.

**?** If you need help with this application, please call (763) 585-7350.

Si necesita ayuda en español para llenar esta forma, por favor llame al siguiente número de teléfono: (763) 315-9769.

Yog koj xav tau kev pab los yog muaj lus nug txog dalm ntawv no, thov hu rau tus xov tooj (763) 315-9764.

### Send this application to:

Enrollment Center  
ISD 279 - Osseo Area Schools  
7051 Brooklyn Boulevard  
Brooklyn Center, MN 55429

Fax: (763) 585-7368

Email: enrollmentcenter@district279.org

### FOR OFFICE USE ONLY:

DATE RECEIVED

STUDENT ID#

ASSIGNED SCHOOL (C/A AND A/A)

SIBLING PRIORITY (ID #)

DAYCARE PRIORITY (C/A AND A/A)

EMPLOYEE PRIORITY (NAME)

OSSEO AREA SCHOOLS

ISD  279

## 1. STUDENT INFORMATION

### Legal Name:

EXACTLY AS IT APPEARS ON BIRTH CERTIFICATE OR OTHER LEGAL DOCUMENT

Last (family)

First

Middle

Gender:  Male  Female

### Birth Date:

STUDENT MUST BE AGE 5 BEFORE SEPTEMBER 2

Month

Day

Year

Applying For Grade:

Current or Last School Attended:

Requested Start Date:

Month / Day / Year

## 2. FAMILY APPLICATION (Optional) (Application required for each sibling)

The following siblings of this student are applying to the same school(s). Please process their applications as a family. If the siblings are processed as a family, and all siblings cannot be approved to the same school, then none of the applications for the family will be approved. Note: Requesting that your students' applications be processed together as a family may decrease the chances of approval to your selected schools.

Siblings applying to the same school (List more on back if necessary):

Sibling Name			Birth Date		
Last (family)	First	Middle Initial	Month	Day	Year
			/	/	
			/	/	

## 3. SCHOOL CHOICE - List school choices in order of preference

1<sup>st</sup>:

2<sup>nd</sup>:

3<sup>rd</sup>:

This student has a sibling that will be attending the FIRST CHOICE school in 2016-2018:

Sibling Name			Birth Date		
Last (family)	First	Middle Initial	Month	Day	Year
			/	/	

This student has a daycare provider in the attendance area of the FIRST CHOICE school:

Daycare Provider Name: \_\_\_\_\_ Telephone: ( ) - \_\_\_\_\_  
Area Code

Address: \_\_\_\_\_ Apt. \_\_\_\_\_  
Number and Street

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

## 4. PARENT/GUARDIAN INFORMATION

### Parent/Guardian Name:

Last (family)

First

M.I.

### Address:

Number and Street

Apt.

City

State

Zip Code

Primary

Alternate

Telephone: ( ) - ( ) -

Area Code

Area Code

Is the student's parent/guardian a District 279 employee?  Yes  No

Signature:

Date:

Month / Day / Year

2015-2016 RESIDENT TRANSFER APPLICATION

## **PROCEDURE 558 – ENROLLMENT OPTIONS PROGRAM**

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### I General Procedure

This procedure applies to any student who wishes to enroll at a school other than the school to which their residence is assigned. This includes students eligible under the Enrollment Options Program (M.S. 124D.03), School Boards Approval to Enroll in Nonresident District (M.S. 124D.08), and Graduation Incentives Program (M.S. 124D.68).

#### A. Definitions

##### 1. Non-Resident

In order for the student to receive a free education, the primary purpose of a student's residence in a district must be for personal care, support, supervision, and nurturing, such as is usually provided in a home and not for the purpose of obtaining free education. The primary source of a student's nurturing, personal care, supervision, emotional, and financial support is the prime determinant of residency for schooling purposes. If the student receives primary care and support at an address outside of the district, even though lodging within the school district, the student is considered a nonresident (Op: Atty. Gen. 180g, Dec. 27, 1928).

##### 2. Resident

Resident students in Independent School District 279 will refer to students who are:

- a. Receiving their primary care and support as defined above in a residence within the legal boundaries of the school district, and from age five through completion of high school, but not beyond the twenty-first birthday, if not disabled; or
- b. From birth through completion of high school, or until July 1 after the twenty-first birthday, if disabled.

#### B. Application Process

##### 1. Application Form

The application form is available at all school sites or on the District 279 website. The magnet school application form is available online at Northwest Suburban Integration School District's website the majority of the year. When unavailable, contact the Enrollment Center. The parent/legal guardian is required to come to the Enrollment Center to enroll their student. By submitting an application, the parent/legal guardian is providing notice that, upon authorization, the student intends to enroll in the requested school for the applicable school year.

Upon notification to the parent/legal guardian of the authorization of the application, the student is obligated to attend the new school for the applicable school year, unless a new application to return to the resident district or school or a different non-

resident district or school has been authorized under this policy and these procedures.

2. Applicable School Year

Applications must be for the current school year or the subsequent school year. No applications beyond the subsequent school year will be processed.

C. Authorization Process

1. The Assistant Superintendent, DLTL or their designee(s) will authorize enrollment options applications.

2. Applications will be processed as received.

3. Eligibility

a. For enrollment to begin at the start of the subsequent school year: Applications for enrollment under the Enrollment Options (Open Enrollment) Law will be approved provided that acceptance of the application will not exceed the capacity of a program, class, grade level, or school building.

b. The school district may not authorize an application from a student who has been expelled for possessing a dangerous weapon, possessing, using, selling, or soliciting the sale of an illegal drug or controlled substance, or committing a third-degree assault. (M.S. 124D.03 Subd. 1(b))

c. An application may be authorized at the discretion of the Assistant Superintendent, DLTL.

D. Notification/Communication

1. Parent/Legal Guardian Notification

The parent/legal guardian will be notified by the Enrollment Center of the authorization of the application.

2. Resident District Notification

The resident district or school will be notified in writing of the authorization of the application.

E. Enrollment

Parent/Legal Guardian Responsibility

Upon receipt of the authorization notice, the parent/legal guardian is responsible to contact the Enrollment Center to initiate the enrollment and registration process.

F. Continuation

1. Once enrolled, no further application is necessary if:

a. a resident student wishes to attend the authorized school for subsequent years.

b. a non-resident student wishes to continue to attend in District 279 for subsequent years.

2. School assignment in subsequent years is determined by:

a. Year-to-year

The student will remain in the authorized building through the grades served at that building.

b. Promotion to next level (6th to 7th and 9th to 10th)

(i) In buildings where promotion to the next level is into a single school, transfer students will be promoted to the next level building with their class.

(ii) In buildings where promotion to the next level is split between two or more schools, transfer students will be promoted to the next level school which corresponds to the census area where the point of entry into the current school attendance area is located. The school district will determine the most direct route from the student's home into the attendance area.

c. Boundary Changes

In the event of an adjustment to the school attendance boundaries under School Board Policy 725:

(i) Resident students residing within the affected census areas will attend the school assigned to their census areas.

(ii) Transfer students will attend the school which corresponds to the census area where the point of entry into the current school attendance boundary is located. The school district will determine the most direct route from the student's home into the attendance area.

(iii) No new transfer applications will be authorized into the affected schools for the first year the adjustment goes into effect.

G. Termination of Enrollment

1. The school district will terminate the enrollment of a non-resident student at the end of a school year if the student meets the definition of a habitual truant under M.S. 260.007, subdivision 19, the student has been provided appropriate services under M.S. chapter 260A, and the student has been referred to juvenile court.
2. The school district will terminate the enrollment of a non-resident student over the age of 16 if the student is absent without lawful excuse for one or more periods on 15 school days and has not otherwise withdrawn from school.
3. The school district may terminate the enrollment of a non-resident student if the information provided on the application form is found to be false.

H. Transportation

1. The parent/legal guardian is responsible to provide transportation from their home to the school or to an existing bus stop that serves the authorized school. The school district will transport the student from the existing bus stop to the authorized school.



2. Reimbursement for transportation costs to a non-resident district is available to families at or below the federal poverty level. The parent/legal guardian must contact the non-resident district for instructions to claim this reimbursement.

## II Magnet School Transportation

Transportation will be provided within the school district to any student whose application to attend a magnet school has been authorized and who lives more than one mile (1/2 mile for Kindergarten) from the school.

### ***Appendices:***

Application Form  
Transportation Reimbursement Form

Procedure 558 Revised: 9/10/13  
Procedure 558 Revised: 12/20/05  
Procedure 558 Adopted: 9/2/03

### ***Legal References:***

Minn. Stat. § 124D.03 Enrollment Options Program  
Minn. Stat. § 124D.08 School Boards Approval to Enroll in Nonresident District  
Minn. Stat. § 124D.68 High School Graduation Incentives Program  
Minn. Stat. § 260A Truancy Programs  
Minn. Stat. § 260C.007 Subd. 19 Habitual Truant  
O P: Atty Gen 180g, Dec. 27, 1928 Definition of Residence for School Attendance

### ***Cross References:***

725 Establishing School Attendance Boundaries

School Board  
INDEPENDENT SCHOOL DISTRICT 279  
Maple Grove, Minnesota

Date: October 10, 2014

To: ISD279 School Board Policy Committee  
Superintendent Kate Maguire

From: Margaret J. Westin, General Counsel

Re: Gift Ban for School District Employees

#### EXPANDED GIFT BAN

The Minnesota Legislature recently amended a gift ban that has covered employees of counties and cities to now include any “elected or appointed school board member” and “district school officer of any independent school district.” The effect of the amendment is to prohibit school district officials from accepting anything of more than nominal value from any entity doing business with the school district.

The statute does not provide any definition “district school officer” beyond including district school officer within the definition of “local official.” The law does define “interested person” as “a person or representative of a person or association that has a direct financial interest in a decision that a local official is authorized to make.” Applying the definition of interested person helps to identify a school officer as an employee who is able to make a decision that would commit public resources. For purposes of this memorandum, I will assume that a school officer is an employee who has the authority to make recommendations to select vendors or other service providers. Elected school officials are also included within the definition of “local official.”

#### Gift Ban Restrictions

The law allows only gifts of services of “insignificant monetary value” or “trinkets or mementos” costing no more than \$5.00. Food and beverages are allowed only if they are part of a meeting where the official is appearing as part of a program, if the food and beverages are given to all those attending, provided that the conference is a conference of governmental organizations or the official is a member of a group that is not a group of public officials and the food is available to all members. See Minn. Stat. § 471.895, Subd. 3. There are also exceptions if the gift is given by a member of the recipient’s family or is in the form of a plaque.

#### Benchmark Districts’ Policies Addressing Gifts to Employees

The Minnesota School Boards Association has a model policy #421 that addresses gifts to employees. Several school districts have adopted this model or another policy that addresses gifts to employees.

### *MSBA Model Policy for Gifts to Employees*

The model policy applies to school district employees. It defines a gift as “money, real or personal property, a service, a loan, a forbearance or forgiveness of indebtedness, or a promise of future employment, that is given without something of equal or greater value being received in return.” The policy prohibits employees from accepting any gift of more than “nominal” value and encourages students, parents, and others who wish to show appreciation to a teacher to write a note, instead. Employees may accept promotional items of insignificant value.

### *Other Districts’ Policies Relating to Gifts to Employees*

I looked at the policies for 11 other districts, Anoka-Hennepin, St. Paul, Minneapolis, Rosemount-Apple Valley-Eagan, South Washington, North St. Paul-Maplewood-Oakdale, Robbinsdale, Edina, Wayzata, Minnetonka and Hopkins.

St. Paul and Minneapolis had existing policies that prohibited employees from accepting anything of value from potential vendors. The Minneapolis policy in essence applied the standard in the gift ban law prior to being required to do so. North St. Paul-Maplewood-Oakdale prohibits staff members from using their positions to solicit purchases of service or materials.

South Washington, Edina and Hopkins have adopted the Model Policy with minor variations.

The other five school districts did not have policies that directly addressed acceptance of gifts by employees.

### Policies on Gifts to School Board Members

School board members continue to be subject to laws that define conflicts of interest in contracts, Minn. Stat. § 471.87-.88, as well as the new gift ban. In addition, there are school board policies that address acceptance of gifts. The MSBA has model policies on school board Code of Ethics and Conflicts of Interest. ISD279 Policy #203, III incorporates the MSBA School Board Member Code of Ethics. The Code of Ethics states in general that a school board conducts its business “in a fair, respectful, legal, and responsible manner.” Policy #209—School Board Standards, section IV.e. requires school board members to engage in business transactions that are “ethical and open.”

### *Other Districts’ Policies Relating to Gifts to Board Members*

All of the benchmark districts have either adopted the MSBA model policies of a Code of Ethics and identifying Conflicts of Interest or have adopted their own versions of those policies. As stated above, while the specific gift ban in Minn. Stat. § 471.895 was only recently amended to include elected and appointed school district officials, school board members have been subject to laws identifying and prohibiting conflicts of interest in contract matters since 1951.

## ADOPTION OF POLICIES

As we have discussed before, there are several reasons a school board may decide to enact a policy. First, if the Minnesota Legislature or Congress requires a written policy; second, if the school district wishes to legislate in an area that is not covered by state or federal law; and third if the school board wishes to emphasize the importance or clarify the school board's position on a particular topic. ISD279 *Policy #208—Development, Adoption and Implementation of Policies* establishes the enactment of policies as a chief function of the school board. In accordance with this Policy #208, policies are intended to “chart a course of action” and “serve as a source of information and guidance” for all people connected with the schools.

School boards are not required to adopt policies addressing gifts. ISD279 currently addresses conflicts of interest for school district employees connected with purchasing in the Administrative Procedures Manual. Also, under our recently revised procedures for contract approval, potential conflicts of interest can be more easily identified.

## 2014 Minnesota Statutes

Authenticate

### 471.895 CERTAIN GIFTS BY INTERESTED PERSONS PROHIBITED.

§ Subdivision 1. **Definitions.** (a) The definitions in this subdivision apply to this section.

(b) "Gift" has the meaning given it in section 10A.071, subdivision 1.

(c) "Interested person" means a person or a representative of a person or association that has a direct financial interest in a decision that a local official is authorized to make.

(d) "Local official" means:

(1) an elected or appointed official of a county or city or of an agency, authority, or instrumentality of a county or city; and

(2) an elected or appointed member of a school board, a school superintendent, a school principal, or a district school officer of any independent school district.

§ Subd. 2. **Prohibition.** An interested person may not give a gift or request another to give a gift to a local official. A local official may not accept a gift from an interested person.

§ Subd. 3. **Exceptions.** (a) The prohibitions in this section do not apply if the gift is:

(1) a contribution as defined in section 211A.01, subdivision 5;

(2) services to assist an official in the performance of official duties, including but not limited to providing advice, consultation, information, and communication in connection with legislation, and services to constituents;

(3) services of insignificant monetary value;

(4) a plaque or similar memento recognizing individual services in a field of specialty or to a charitable cause;

(5) a trinket or memento costing \$5 or less;

(6) informational material of unexceptional value; or

(7) food or a beverage given at a reception, meal, or meeting away from the recipient's place of work by an organization before whom the recipient appears to make a speech or answer questions as part of a program.

(b) The prohibitions in this section do not apply if the gift is given:

(1) because of the recipient's membership in a group, a majority of whose members are not local officials, and an equivalent gift is given or offered to the other members of the group;

(2) by an interested person who is a member of the family of the recipient, unless the gift is given on behalf of someone who is not a member of that family; or

(3) by a national or multistate organization of governmental organizations or public officials, if a majority of the dues to the organization are paid from public funds, to attendees at a conference sponsored by that organization, if the gift is food or a beverage given at a reception or meal and an equivalent gift is given or offered to all other attendees.

**History:** 1994 c 377 s 6; 2001 c 93 s 1; 2005 c 156 art 6 s 66; 2014 c 279 s 13

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Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 421  
Orig. 1995

Revised: \_\_\_\_\_

**421 GIFTS TO EMPLOYEES**

**I. PURPOSE**

The purpose of this policy is to avoid the appearance of impropriety or the appearance of a conflict of interest with respect to gifts given to school district employees.

**II. GENERAL STATEMENT OF POLICY**

- A. The school district recognizes that students, parents, and others may wish to show appreciation to school district employees. It is the policy of the school district, however, to discourage gift-giving to employees, and to encourage donors instead to write letters and notes of appreciation or to give small tokens of gratitude as memorabilia.
- B. It shall be a violation of this policy for any employee to solicit, accept, or receive either by direct or indirect means, a gift from a student, parent, or other individual or organization of greater than nominal value.
- C. It shall be a violation of this policy for any employee to solicit, accept, or receive a gift from a person or entity doing business with or seeking to do business with the school district. Employees may accept items of insignificant value of a promotional or public relations nature. The superintendent has discretion to determine what value is "insignificant."
- D. Teachers may accept from publishers free samples of textbooks and related teaching materials.
- E. This policy applies only to gifts given to employees where the donor's relationship with the employee arises out of the employee's employment with the school district. It does not apply to gifts given to employees by personal friends, family members, other employees, or others unconnected to the employee's employment with the school district.

**III. DEFINITION**

"Gift" means money, real or personal property, a service, a loan, a forbearance or forgiveness of indebtedness, or a promise of future employment, that is given without something of equal or greater value being received in return.

**IV. PROCEDURES**

Any employee considering the acceptance of a gift shall confer with the administration for guidance related to the interpretation and application of this policy.

**V. VIOLATIONS**

Employees who violate the provisions of this policy may be subject to discipline, which may include reprimand, suspension, and/or termination or discharge.

*Legal References:* Minn. Stat. § 10A.07 (Conflicts of Interest)  
Minn. Stat. § 10A.071 (Prohibition of Gifts)  
Minn. Stat. § 15.43 (Acceptance of Advantage by State Employee; Penalty)  
Minn. Stat. § 471.895 (Certain Gifts by Interested Persons Prohibited)

*Cross References:* MSBA/MASA Model Policy 209 (Code of Ethics)  
MSBA/MASA Model Policy 210 (Conflict of Interest – School Board Members)  
MSBA/MASA Model Policy 306 (Administrator Code of Ethics)

## The Role of the School Board

As the entity legally charged with governing a school district, each school board is responsible to its community to govern efficiently and effectively. This obligation imposes some fundamental duties on the board.

### *Vision*

The board, with community input, envisions the educational future of its community and then formulates the goals, defines the outcomes, and sets the course for its district. An effective board:

- Provides direction through its planning and goal-setting efforts and by evaluating progress toward goal achievement.
- Develops a well-crafted district vision statement, goals, and outcomes that enable the board to monitor district performance and evaluate success.
- Ensures that the district vision, goals, and outcomes are articulated in written board policy, reflected in every part of the organization, and mirrored in the budget planning and implementation efforts.
- Uses clear, focused, attainable, and measurable goals and outcomes to make sure gains in student achievement are being made.

### *Structure*

To achieve its vision, the board establishes a structure and hires a superintendent to accomplish that vision. An effective board:

- Creates an organizational structure and environment in which all students are provided the opportunity to attain their maximum potential.
- Selects and employs one person – the superintendent – as the district’s chief executive officer to lead and manage the district and holds the superintendent accountable for district performance and compliance with written board policy.
- Evaluates the superintendent’s performance and its own performance annually.
- Delegates the authority to the superintendent to recommend and evaluate all district staff within the standards established by written board policy and subsequently acts on the superintendent’s recommendation(s) at its meeting(s) as required in statute.
- Accepts ultimate responsibility for the care, management, and control of the district.
- Understands that the day-to-day operations of the district will be conducted by the staff.



### ***Accountability***

The board is accountable to the community for constantly monitoring the conditions affecting the district as a whole. An effective board:

- Has a duty to itself and the community to determine whether the authority delegated to the superintendent is being used as intended.
- Uses data and other indicators as the basis for assessing progress toward district goals and compliance with written board policy.
- Recognizes the distinction between “monitoring data” (data used by the board to address accountability) and “management data” (data used by the staff for operations).

### ***Advocacy***

The board advances its vision by focusing on student achievement, partnering with the community, and being proactive in addressing issues that affect education on local, state, and national levels. An effective board:

- Uses ongoing, two-way communications to build trust and support among community, board, superintendent, staff, and students.
- Focuses on community-wide concerns and values that best support student achievement rather than being overly influenced by special interests.
- Utilizes a system of public relations that allows it to formalize the flow of information into and out of the district.

### ***Conduct and Ethics***

The board, as a whole, provides leadership to the community on behalf of the district by conducting its business in a fair, respectful, legal, and responsible manner. An effective board:

- Takes full responsibility for its activity and behavior.
- Encourages its members to express their individual opinions, respect others’ opinions, and vote their conscience.
- Speaks with one voice after reaching a decision.
- Spends its time on board work rather than staff work.
- Provides for orientation and ongoing training for all board members.
- Follows its established policies, including the chain-of-command, by directing people with concerns to the appropriate staff.
- Sets an example of respectful and civil leadership.