



ST. CROIX PREPARATORY ACADEMY School Board Director Requests to the SCPA Administration Policy # TBD

I. PURPOSE

The purpose of this policy is to establish general parameters for SCPA Board Director's Requests made to Administrative Staff.

II. DEFINITIONS

- A. Board Director: any individual who serves on the SCPA Board as a voting member.
- B. Administrative Staff or SCPA Administration: any individual who acts in an official, administrative capacity at SCPA.

III. GENERAL STATEMENT OF POLICY

- A. The School Board acts as a body. Individual board directors, therefore, have no authority to act on their own in the absence of a delegation of authority by the entire Board. Unless directed by the board as a whole, an individual board director has no power to give orders to an SCPA employee and cannot give orders to supervise or evaluate an employee. Individual Board directors have no individual authority to investigate a complaint, to formulate a policy, to request or expect unbridled access to information, or to direct the Executive Director, Administration, or other employees to provide information that has not been requested by the Board as a body. Unless directed by the Board as a whole, a director cannot take any other action on behalf of the Board.
 - By way of example, administrative rules implementing the Minnesota Government Data Practices Act ("MGDPA") provide that the internal disclosure of private or confidential information should be limited to individuals whose assignments within the District reasonably require access.
 - Unnecessary or burdensome requests for information by Board Directors take away from the time the SCPA administration would otherwise allocate toward effectively and efficiently running the school district.
- B. If a Board Director has legal questions to assist with performing his or her duties as a Board Director, those requests should be directed to the Executive Committee.



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- C. The SCPA administration has the authority to deny an individual Board Director's request for information if the request does not appear to be reasonably related to a matter pending before the Board.

- D. If a Board Director is censured for violating this policy, the Executive Director or Board Chair will work with the board director to better understand the policy and impose, if necessary, appropriate restrictions on that board director's future communications.

Legal References:

Minn. R. 1205.0400, subp. 2; Minn. R. 1205.0600, subp. 2.

Minn. Stat. § 13.03, subd. 3(c)

Cross References:

DOCUMENT #

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