

## **Official School District Policy**

### School Board Legislative Program

The Board, as an agent of the state, must operate within the bounds of state and federal laws affecting public education. If the Board is to meet its responsibilities to the residents and students of the community, it must work vigorously for the passage of new laws designed to advance the cause of good schools and for the repeal or modification of existing laws that impede this cause. To this end:

1. The Board will keep itself informed of pending legislation and actively communicate its concerns and made its position known to elected representatives at both the state and national level.
2. The Board will work with its legislative representatives (both state and federal), with the Association of Metropolitan School Districts, the Minnesota School Boards Association, the West Suburban Consortium, and other concerned groups in developing an annual as well as long-range legislative program. One of the major objectives of the Board's legislative program will be to seek full funding for all state and federally mandated programs.
3. The Board will annually designate a Legislative Action Committee to act as legislative representative. This committee will work with the Superintendent and Board in developing district positions and actions on legislation being considered by the Minnesota legislature.

Adopted: February 28, 1985

## **Charge to the Legislative Action Coalition (LAC)**

### **Purpose/Function**

To assist the Hopkins School Board on education related legislation by developing, proposing, and advocating for legislative positions. These activities include:

- Soliciting information on legislative activities that could affect the District's mission
- Developing positions and setting priorities for the committee's advocacy efforts
- Proposing those positions and priorities to the School Board for approval
- Developing a work plan for advocacy of those positions
- Communicating to the School Board on a regular basis as to the progress of the committee's work
- Advocating at the local and state level those positions identified by the committee and approved by the School Board

### **Term of Membership**

One school year

### **Committee Makeup**

District 270 Legislative Action Coalition is a School Board–authorized committee composed of volunteers. The committee is to be broad–based. Membership on the committee is to be solicited from the School Board, District 270 staff members, parents/guardians and the community. Legislative priorities are to be developed with community involvement.

### **Steering Committee Job Description**

Job title: Legislative Action Coalition Member

Selection: Self–selected

Accountable to: School Board

Primary function:

- To assist the School Board on education related legislation by developing, proposing, and advocating for legislative positions

Service commitment: One school year

Responsibilities:

- Developing positions and setting priorities for the committee's advocacy efforts
- Soliciting information on legislative activities that could have an impact on the District's mission
- Coordinating with other groups with like interests, i.e., AMSD, Consortium, Alliance for Student Achievement
- Proposing positions and priorities to the School Board for approval
- Organizing and facilitating, as needed, special events which aid the advocacy efforts of the coalition
  - This may or may not include rallies, meetings with legislators, visits to the Capitol, meetings of the whole coalition
- Advocating at the local and state level those positions identified by the committee and approved by the School Board
- Communicating positions and priorities to local legislators and soliciting their support
- Promoting and assisting in advocacy efforts by parents/guardians and residents in the District through communication and education on positions and priorities
- Tracking legislation and alerting members when action is needed
- Educating and communicating to the non-school community the positions and priorities of the coalition

Qualifications:

- Good communication and organizational skills
- Interest in legislative process and grass roots advocacy
- Able to compromise and work well with others
- Commitment to District's mission

Time commitment:

- Weekly meetings during the legislative session
- Meetings before and after the session as needed
- Attendance at legislative hearings and community meetings if possible
- Organizing and attending special events if possible

## **School Liaison Job Description**

Job title: School liaison to the LAC

Selection: Self-selected

Accountable to: LAC Steering Committee and/or School Liaisons Coordinator

Primary function: Facilitate advocacy efforts at each site

Service commitment: As needed

Responsibilities:

- Gaining an understanding of the positions and priorities of the Coalition
- Disseminating information and alerts from the steering committee to the site
- Coordinating advocacy efforts at the site, which may include the following:
  - Developing an email tree
  - Developing a phone tree
  - Organizing letter writing campaigns
  - Organizing visits with legislators
- Working with principals and staff at the school to facilitate the work of the Coalition
- Recruiting others to assist in the work of the Coalition, which may include the following:
  - Representation at kindergarten open house

- Use of room parents
- Neighborhood meetings

Qualifications:

- Good communication and organizational skills
- Commitment to the District's mission

Time commitment:

- One evening meeting per month during the session
- Organizational or educational meetings as scheduled by the Steering committee
- Heaviest at the beginning and end of the legislative session
- Attend Steering Committee meetings as desired

## **Business Task Force Job Description**

Job title: Business Task Force member

Selection: By recruitment—business owners and senior executives

Accountable to: Steering Committee and/or Business Task Force Coordinator

Primary function: Advocacy on behalf of the coalition

Service commitment: As determined; however, recruitment will be ongoing

Responsibilities:

- Write letters to legislators
- Call the governor
- Write letters to the editor for local and regional publications
- Invite legislators to their businesses
- Participate in a news conference/rally

Qualifications: Commitment to the District's mission

Time commitment: Self determined, but minimally, one or more of the responsibilities listed above

## **Coalition Member Job Description**

Job title: Coalition Member

Selection: By recruitment

Accountable to: School Liaison or Steering Committee

Primary function: Advocacy

Service commitment: As needed

Responsibilities:

- Communicating with legislators when action is needed by phone, letter or email
- Assisting school liaisons with development of communication networks
- Assisting and/or participating in advocacy functions at the school sites

Qualifications: Commitment to the District's mission

Time commitment: Self determined, but minimally, two letters or phone calls per legislative session