

MEETING AGENDA

*The mission of Eden Prairie Schools is to inspire each student to learn continuously so they are empowered
 To reach personal fulfillment and contribute purposefully to our ever-changing world.*

1. **Convene: 6:00 p.m.** **(Roll Call)**
Call to Order:
 School Board Roll Call
 Dave Espe, Ranee Jacobus, John Kohner, Elaine Larabee, Greg Lehman, Holly Link, Adam Seidel
2. **Pledge of Allegiance: 6:00 p.m.**
3. **Agenda Review and Approval: 6:05 p.m.** **(Action)**
 Approval of the agenda for the Monday, August 28, 2017 meeting of the School Board of Independent School District 272, Eden Prairie Schools.

Motion _____ Seconded _____
4. **Approval of Previous Minutes: 6:05 p.m.** **(Action)**
 Approval of the June 26, 2017 & July 24, 2017 Regular Business Meeting Unofficial Minutes

Motion _____ Seconded _____

A. June 26, 2017 UNOFFICIAL Minutes	3
B. July 24, 2017 UNOFFICIAL Minutes	7
5. **Public Comment: 6:05 p.m.** **(Information)**
6. **Announcements: 6:10 p.m.** **(Information)**
7. **Spotlight on Success - EPIC Summer Program Update: 6:15 p.m.** **(Information)**
 Presenter: Community Ed
8. **Board Work: 6:25 p.m.** **(Action)**

A. Resolution: Absentee Ballot Board Resolution	9
	Motion _____ Seconded _____
B. Policy Monitoring: EL 2.1, 2.2, 2.7 Monitoring	
1) EL 2.1 Emergency Superintendent Succession	11
	Motion _____ Seconded _____
2) EL 2.2 Treatment of Students	14
	Motion _____ Seconded _____
3) EL 2.7 Asset Protection	33
	Motion _____ Seconded _____
C. Record of Board Self-Evaluation	(No Action Required)
1) Record of Board Policy Monitoring - Ends & EL's	49
2) Record of Board Self-Evaluation - Board Management Delegation (BMD) & Governance Policies (GPs)	53
D. Board Action on Committee Reports & Minutes	
	Motion _____ Seconded _____

9. Superintendent Consent Agenda: 6:40 p.m.

(Action)

Motion _____ Seconded _____

A. Monthly Reports

- 1) Update - MDE Identified Official with Authority 58
- 2) Resolution of Acceptance of Donations 59
- 3) Human Resources Report 60
- 4) Business Services Reports
 - a. Board Business 64
 - b. June 2017 Financial Report 65

B. Radon Testing - Executive Summary 66

10. Board Education & Required Reporting: 6:50 p.m.

(Information)

11. Superintendent's Incidental Information Report: 6:55 p.m.

(Information)

Incidental Information is considered as "nice to know" information regarding district business. Monitoring and decision-making information are handled elsewhere on the agenda. These items are not open for debate, but rather for awareness and understanding. (Supports EL 2.9 in general and 2.9.6 specifically)

12. Other Board Updates (TIES, AMSD, WMEP, ISD 287, PTO): 7:00 p.m.

(Information)

- A. TIES
Presenter: Greg Lehman
- B. AMSD
Presenter: Ranee Jacobus & Adam Seidel
- C. WMEP
Presenter: Dave Espe
- D. ISD 287
Presenter: John Kohner

13. Board Work Plan: 7:10 p.m.

- A. "Proposed" Work Plan Changes Document (Action) 67
Motion _____ Seconded _____
- B. 2017-2018 Annual Work Plan 68
- C. 2017-2018 School Board Calendar of Events & Activities 76

14. Adjournment: _____ p.m.

(Action)

MOTION to adjourn the Monday, August 28, 2017 Meeting of the Eden Prairie School Board at _____ p.m.

Motion _____ Seconded _____

UNOFFICIAL Minutes of the June 26, 2017 School Board Meeting

**INDEPENDENT SCHOOL DISTRICT 272 ~ EDEN PRAIRIE SCHOOLS
UNOFFICIAL MINUTES OF THE JUNE 26, 2017
SCHOOL BOARD MEETING**

The regular business meeting of the Independent School District 272 School Board was held on the 26TH day of June 2017 in the Administrative Services Center, located at 8100 School Road, Eden Prairie, Minnesota.

1. Convene

A. Call to order

Chair Elaine Larabee called the meeting to order at 6:00 p.m.

B. School Board Roll Call

Board Members Present: Dave Espe, Ranee Jacobus, Elaine Larabee, Holly Link, Greg Lehman, Adam Seidel

Board Member Not Present: John Kohner

Superintendent: Curt Tryggestad

2. Pledge of Allegiance

3. Agenda Review and Approval

MOTION by H. Link, Seconded by G. Lehman, and passed unanimously to approve the agenda for the June 26, 2017 meeting of the School Board of Independent School District 272, Eden Prairie Schools.

AMENDMENT by D. Espe, Seconded by G. Lehman to add 7 "C" to the agenda under Board Work for Acceptance of Superintendent Resignation Letter.

Original **MOTION** with amendment passed unanimously.

4. Approval of Previous Minutes:

MOTION by R. Jacobus, Seconded by G. Lehman, and passed unanimously to approve the Unofficial Minutes of the Regular Business Meeting held on May 22, 2017 & June 12, 2017.

5. Public comment

6. Announcements

7. Board Work

A. Required Action

1. Adopted Budget

MOTION by R. Jacobus, Seconded by H. Link to approve the Adopted Budget presented by roll call vote: 6-0. Passed unanimously.

- Dave Espe Yes X
- Ranee Jacobus Yes X
- Elaine Larabee Yes X
- Holly Link Yes X
- Greg Lehman Yes X
- Adam Seidel Yes X

2. ISD 287 10-Year Facilities Maintenance Resolution

MOTION by R. Jacobus, Seconded by G. Lehman to approve the Intermediate School District No. 287's Long-Term Facility Maintenance Program Budget as presented by roll call vote: 6-0. Passed unanimously.

- Dave Espe Yes X
- Ranee Jacobus Yes X
- Elaine Larabee Yes X

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- Holly Link Yes X
- Greg Lehman Yes X
- Adam Seidel Yes X

3. ISD 287 Agreement for Tuition Contributions to Alternative Learning Programs

MOTION by R. Jacobus, Seconded by H. Link to approve the Intermediate School District No. 287's Agreement for Tuition Contributions to Alternative Learning Programs as Long-Term Facility Maintenance Program Budget as presented by roll call vote: 6-0. Passed unanimously.

- Dave Espe Yes X
- Ranee Jacobus Yes X
- Elaine Larabee Yes X
- Holly Link Yes X
- Greg Lehman Yes X
- Adam Seidel Yes X

4. West Metro Fiber Joint Powers Agreement (JPA)

MOTION by R. Jacobus, Seconded by G. Lehman to approve the West Metro Fiber Joint Power's Agreement as presented by roll call vote: 6-0. Passed unanimously.

- Dave Espe Yes X
- Ranee Jacobus Yes X
- Elaine Larabee Yes X
- Holly Link Yes X
- Greg Lehman Yes X
- Adam Seidel Yes X

5. School Board Elections

MOTION by R. Jacobus, Seconded by G. Lehman to accept "Option C": *The School Board General Elections shall be held in even-numbered years beginning in 2020.*

- Dave Espe No X
- Ranee Jacobus Yes X
- Elaine Larabee Yes X
- Holly Link No X
- Greg Lehman Yes X
- Adam Seidel Yes X

Passed by Roll Call Vote: 4-2 vote: YEAS (4): E. Larabee, R. Jacobus, G. Lehman & A. Seidel
NAYS (2): H. Link & D. Espe

6. Designing Pathways Recommendation

MOTION by H. Link, Seconded by D. Espe that Administration is authorized to continue planning of the items developed by "Internal work groups" within the existing budget parameters.

ADMENDMENT by D. Espe, Seconded by H. Link to change wording of "Choice Schools" to "Choice Strand within Schools". Passed unanimously.

Original **MOTION** by H. Link, withdrawn

MOTION by H. Link, Seconded by R. Jacobus to table any board action related to the recommendations regarding grade reconfiguration and/or construction in order to gather additional information prior to a board decision making process. Passed unanimously.

B. Policy Monitoring: Ends, EL, BMD & GP Monitoring

1. **EL 2.9** Communications & Support to the School Board (Semi-Annual) – The Superintendent shall not cause or allow the School Board to be uninformed or unsupported in its work.

UNOFFICIAL Minutes of the June 26, 2017 School Board Meeting

Operational Interpretation

MOTION by H. Link, Seconded by G. Lehman by exception the Operational Interpretation presented is reasonable. Passed unanimously.

Evidence

MOTION by R. Jacobus, Seconded H. Link that the Evidence presented supports the Operational Interpretation. Passed unanimously.

2. Ends 1.1, 1.2, 1.3 OI (2017-2018)

1.1.1 OI – Each student is reading at grade level by the end of third grade.

MOTION by H. Link, Seconded by D. Espe that the Operational Interpretation on 1.1.1 is reasonable. Passed unanimously.

1.1.2 OI – Each student achieves individual growth and proficiency expectations annually in, but not limited to, Language Arts, Math and Science.

MOTION by G. Lehman, Seconded by A. Seidel that the Operational Interpretation on 1.1.2 is reasonable. Passed unanimously.

1.1.3 OI – Each student receives a broad-based education that exceeds the Minnesota State Graduation Requirements.

MOTION by A. Seidel, Seconded by G. Lehman that the Operational Interpretation on 1.1.3 is reasonable. Passed unanimously.

1.1 Each student graduates and is academically prepared to progress to multiple opportunities after high school.

MOTION by R. Jacobus, Seconded by H. Link that the over-arching Operational Interpretation is reasonable. Passed unanimously.

1.2 Each student has the 21st century skills needed to succeed in the global economy.

MOTION by A. Seidel, Seconded by H. Link that the Operational Interpretation is reasonable. Passed unanimously.

1.3 Each student has the knowledge that citizens and residents of the United States need to contribute positively to society.

MOTION by A. Seidel, Seconded by D. Espe that the Operational Interpretation is reasonable. Passed unanimously.

C. Superintendent Resignation

MOTION by D. Espe, Seconded by H. Link to accept the resignation of Superintendent Dr. Tryggestad via his Resignation Letter. Passed unanimously.

8. **Superintendent Consent Agenda**

MOTION by H. Link, Seconded by D. Espe to accept the Superintendent Consent Agenda as presented. Passed unanimously.

9. **Board Education & Required Reporting**

10. **Superintendent Incidental Information**

A. Data Request

11. **Other Board Updates (TIES, AMSD, WMEP)**

12. **Board Work Plan**

A. Proposed Annual Work Plan Changes

MOTION by H. Link, Seconded by A. Seidel to accept the Work Plan Changes as noted. Passed unanimously.

UNOFFICIAL Minutes of the June 26, 2017 School Board Meeting

Eden Prairie School Board
2016-2017 WORK PLAN CHANGES
Proposed: 06/26/17

Date of Meeting/Workshop	Changes Requested
Monday, June 26, 2017	

*There was discussion about future workshops involving policy and post-secondary partnerships.

Placeholders
<ul style="list-style-type: none"> • Board Reimbursement Policy • Prep work for January Organizational Meeting • Policy Language Review for February 2018

Eden Prairie School Board
2017-2018 WORK PLAN CHANGES
Proposed: 6/26/17

Date of Meeting/Workshop	Changes Requested
Monday, July 24, 2017	<ul style="list-style-type: none"> - <i>School Board Candidate Information Meetings 10:00 a.m. & 7:00 p.m. – ASC/EDC</i> - <i>Annual Joint City Council/School Board Meeting Available Date (Tentative):</i> <ul style="list-style-type: none"> - <i>Tuesday, September 5 or</i> - <i>Tuesday, September 19</i>
Monday, August 28, 2017	<ul style="list-style-type: none"> - <i>4:30 p.m. Workshop – Add: Designing Pathways Information Session</i>
Monday, September 11, 2017 – <i>Workshop</i>	<ul style="list-style-type: none"> - <i>NEW Policy Development Workshop (Ends Policy & ELs)</i>

13. Adjournment

MOTION by R. Jacobus , Seconded by G. Lehman to adjourn the June 26, 2017 Regular School Board Meeting of the Eden Prairie School Board at 7:39 p.m. Passed unanimously.

John Kohner, Board Clerk

**INDEPENDENT SCHOOL DISTRICT 272 ~ EDEN PRAIRIE SCHOOLS
UNOFFICIAL MINUTES OF THE JULY 24, 2017
SCHOOL BOARD MEETING**

The regular business meeting of the Independent School District 272 School Board was held on the 24TH day of July 2017 in the Administrative Services Center, located at 8100 School Road, Eden Prairie, Minnesota.

1. Convene

A. Call to order

Chair Elaine Larabee called the meeting to order at 8:00 a.m.

B. School Board Roll Call

Board Members Present: Ranee Jacobus, John Kohner, Elaine Larabee, Dave Espe, Adam Seidel and Greg Lehman

Board Member Not Present: Holly Link

Superintendent: Not Present

2. Agenda Review and Approval

MOTION by R. Jacobus, Seconded by J. Kohner, passed unanimously to approve the agenda for the Monday, July 24, 2017 meeting of the School Board of Independent School District 272, Eden Prairie Schools.

3. Public Comment

4. Board Work

A. Resolution to "Call the General Election"

MOTION by R. Jacobus, Seconded by J. Kohner, passed unanimously to approve "Call the General Election" Resolution by roll call vote:

1. Dave Espe Yes X
2. Ranee Jacobus Yes X
3. John Kohner Yes X
4. Elaine Larabee Yes X
5. Greg Lehman Yes X
6. Adam Seidel Yes X

B. Schedule Candidate Information Sessions

MOTION by R. Jacobus, Seconded by J. Kohner to strike item "4B" on agenda – no discussion. Passed Unanimously.

C. Approval of New Superintendent Contract

MOTION by J. Kohner, Seconded by G. Lehman, passed unanimously to approve new Superintendent Contract by roll call vote:

1. Dave Espe Yes X
2. Ranee Jacobus Yes X
3. John Kohner Yes X
4. Elaine Larabee Yes X
5. Greg Lehman Yes X
6. Adam Seidel Yes X

5. Superintendent Consent Agenda

MOTION by A. Seidel, Seconded by R. Jacobus, passed unanimously to approve the Superintendent Consent Agenda.

6. **Adjournment**

MOTION by A. Seidel, Seconded by J. Kohner, passed unanimously to adjourn the July 24, 2017, meeting of the Eden Prairie School Board at 8:13 a.m.

John Kohner, Board Clerk



**A RESOLUTION ESTABLISHING ABSENTEE BALLOT BOARD FOR THE
NOVEMBER 7, 2017 GENERAL ELECTION**

WHEREAS, Minnesota Statutes, Section 203B.121 requires that a school board must establish an absentee ballot board by ordinance or resolution.

BE IT RESOLVED by the School Board of Independent School District No. 272 that the Eden Prairie Schools Absentee Ballot Board is hereby established, and that the individuals named on Exhibit A, and on file in the office of the School District Clerk, are hereby appointed to the Eden Prairie Schools Absentee Ballot Board for the November 7, 2017 General Election; and

BE IT FURTHER RESOLVED that the School Board of Independent School District No. 272 also appoints other individuals and all members appointed as Hennepin County election judges, as authorized under Minn. Stat. 204B.21, subdivision 2, to serve as members of the Independent School District No. 272 Absentee Ballot Board; and

BE IT FURTHER RESOLVED that the School District Election Clerk is hereby authorized to make any substitutions or additions as deemed necessary.

Passed and adopted by the School Board of Independent School District No. 272 this 28th day of August, 2017.

This resolution was adopted by the school board of Independent School District No. 272 on this 28th day of August, 2017 by a vote of ____ ayes and ____ nays.

School District Clerk

Attest:

Laurie Hemstock,
School District Elections Clerk

(SEAL)

EXHIBIT A
Absentee Ballot Board Appointments

Laurie Hemstock
Brenda Haynes
Kristin Knutson

<p><u>Justification:</u></p> <ol style="list-style-type: none">1. MN Statute 123B.143 SUPERINTENDENT. Subdivision 1. Contract; duties. All districts maintaining a classified secondary school must employ a superintendent who shall be an ex officio nonvoting member of the school board.<ol style="list-style-type: none">a. The succession list (#2 above) contains at least two current administrators with District Superintendent certification.2. Executive Directors and the Chief Operating Officer are knowledgeable of all major district processes.<ol style="list-style-type: none">a. These major processes are; educational programs, community education, family education, business services, technology, food services, facilities, human resources, communication and transportation. They are knowledgeable due to weekly Executive Cabinet meetings routinely held throughout the year. These meetings consist of regular discussion, problem solving, and decision making, communication or strategic planning for all major processes within the system.3. The Executive Directors and the Chief Operating Officer are knowledgeable regarding Eden Prairie school governance and able to follow the correct process for communication and implementation with the board.<ol style="list-style-type: none">a. All members of the Executive Cabinet are involved in writing the policies and are familiar with all Ends, Executive Limitations, Board Management Delegation and Governance Process Policies. They are also active in writing and reporting on all Monitoring Reports. Executive Directors work in partnership with the board governance subcommittee.4. The Executive Directors and the Chief Operating Officer are fully trained and licensed in their respective fields and have extensive leadership, supervision and organizational development experience.<ol style="list-style-type: none">a. Degrees, licensure or training for these staff members is available upon request.5. The members of the Executive Cabinet are fully trained to activate and lead the District Crisis Center (DCC).<ol style="list-style-type: none">a. The Executive Cabinet and their immediate subordinates have participated in the development of the plan itself and have participated in emergency planning exercises and drills. They have participated in debrief sessions following the drills.	
<p><u>Measurement Plan:</u></p> <ol style="list-style-type: none">1. The School Board will review EL 2.1 bi-annually.2. The effectiveness of this plan will be reviewed in debrief fashion by the Executive Committee if enacted and its findings reported to the Board.	

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<p><u>Evidence:</u></p> <ol style="list-style-type: none">1. The Assistant Superintendent, Director of Community Education, and Director of Personalized Learning and Teaching held valid Superintendent licenses issued by the Minnesota Department of Education during the monitoring period.2. A review of the Superintendent’s calendar demonstrates that the Superintendent’s Cabinet meets on a regular basis in order to share information regarding the overall status of the District and its functions.	
<p><u>Statement of Assertion:</u> Report is Reasonable and Evidence support the Operational Interpretation.</p>	
<p>Board member’s summarizing comments:</p>	

Eden Prairie School District 272 Superintendent Monitoring Report		
Policy Name: EL 2.2 Treatment of Students	Monitoring Timeframe: July 2016 to June 2017	Policy Monitoring Column FOR BOARD USE ONLY Compliance rating: <ul style="list-style-type: none"> ● OI is/is not reasonable ● Data does/does not provide adequate evidence of compliance <i>Include specific evidence for rating conclusion and recommendations.</i>
Policy Quadrant: Executive Limitations	Date of School Board Monitoring: August 28, 2017	
		Board member name:
<u>Global Constraint:</u> The Superintendent shall not cause or allow an educational environment that is unsafe, unwelcoming, inequitable, disrespectful, unnecessarily intrusive, or that otherwise inhibits the effective learning needs of each student.		<i>(enter rating and reasoning when appropriate)</i>
<u>Operational Interpretation:</u> A safe learning environment is focused on academic achievement, maintaining high standards, fostering positive relationships between staff and students, and encouraging parental and community involvement. (National Dropout Prevention Center/Network)		
<u>Justification:</u> The District approves, disseminates, reviews, and enforces the following District Policies that are intended to create and support a safe learning environment. Bullying prohibited514 Community notification, predatory offenders906 Crisis management plan806 Hazing prohibited.....526		

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<p>Healthy school meals533 Internet acceptable use524 Removal of student with IEP532 Student vehicle parking.....527 Transportation, nonpublic school students.....708 Transportation policy709 Transportation, public school students.....707 Video recording, school bus and building.....711, 712 Violence, disruption prohibited.....525 Visitors..... 903</p>	
<p>Measurement Plan: 1. District Policies required by state statute (otherwise known as Mandatory Policies) shall be reviewed and updated by the Superintendent on an annual basis. 2. District Policies that are recommended by MSBA or developed locally shall be reviewed and/or updated upon notice of change by MSBA, or at least every three years.</p>	
<p>Evidence: 1. The School Board verified the Superintendent’s annual review of mandated District Policies at its regular meeting on June 26, 2017. 2. The School Board has approved eighteen (18) updated District Policies and adopted one (1) new policy during the reporting period to maintain compliance with statute requirements.</p>	
<p>Statement of Assertion: Report is Reasonable and Evidence support the Operational Interpretation</p>	
<p>2.2.1 Furthermore, the Superintendent shall not: Allow students to be unprotected against violence or harassment.</p>	
<p>Operational Interpretation: The policy of the school district is to maintain a learning environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public</p>	

<p>assistance, sexual orientation, or disability. (District Policy 413: Harassment and Violence) Staff training and student engagement are critical components of a safe school.</p>	
<p>Justification: State law (Minn. Stat. § 121A.03) requires that school districts adopt a sexual, religious, and racial harassment and violence policy that conforms with the Minnesota Human Rights Act, Minn. Stat. Ch. 363A (MHRA). District Policy 413: Harassment and Violence complies with that statutory requirement and addresses the other classifications protected by the MHRA and/or federal law.</p>	
<p>Measurement Plan: Sociologists describe “norms” as understandings that govern individuals' behavior in society. In this context, the policy statement reflects a norm, social contract, or expectation detailing how members of the school community are expected to behave towards each other. One hundred percent compliance with this policy is the district’s goal; however, it is improbable that all instances of harassment or violence will be mitigated throughout the district during a calendar year. As stated above, violation of this norm (policy) occurs when any pupil, teacher, administrator, or other school personnel of the school violates District Policy 413. With that said, mitigation and elimination of harassment and violence are ongoing district goals. Therefore:</p> <ol style="list-style-type: none"> 1. Systemic efforts to mitigate incidents related to harassment and violence in the school setting shall be reported. 2. District actions to remain in compliance with Policy 413 shall be reported. <p>Voluntary compliance within the school community shall be measured and by the number of reportable incidents of harassment and/or violence as defined by Policy 413 and reported via the annual Discipline Incident Reporting System (DIRS) Report.</p>	
<p>Evidence:</p> <ol style="list-style-type: none"> 1. Systemic efforts to mitigate incidents related to harassment and violence in the school setting shall be reported. <ol style="list-style-type: none"> a. Student handbooks approved by the School Board on July 24, 2017 included the district policies on violence harassment and the consequences for failure to abide by the prohibitions as listed. b. Staff are expected to remain vigilant in their supervision of students and report violations to their supervisors. c. Principals, Associate Principals, Deans, staff, and security personnel provide student supervision and take appropriate actions when student behavior is contrary to Policy 506 Student Behavior and/or the Student Handbook. 	

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- d. The District contracts with the Eden Prairie Police for School Liaison Officers to further enforce and provide security within our school buildings and at selected school events.
- e. The human resources department provides training on how to recognize and report sexual, racial, and religious harassment and violence to all new employees within thirty (30) days of their hire date. In addition to the new hire training, the transportation and buildings/grounds staff are retrained annually (spring/summer).
- f. Positive Behavior Interventions and Supports (PBIS) implementation with MDE-supported training began in 4 elementary schools summer of 2015. Since that time 1 additional elementary school and 2 secondary schools have begun implementation. A plan is in place to support implementation in all schools by 2018-19. This is a research based program to strengthen climate, culture, and proactively teach expectations, which has been shown to support successful school interactions for all students and reduce undesired behavior.
- g. Middle School
 - i. 7th Grade Courage Retreat. With the support of Youth Frontiers, all 7th grade students go off campus for one day with teachers on their team to develop skills in building trusting relationships with each other. The topics of bullying and harassment are a major component of the curriculum.
 - ii. In our advisories, all students' complete lessons related to bullying and harassment.
 - iii. In 7th and 8th grade health classes bullying and harassment issues are taught as part of the curriculum.
 - iv. Our deans and counselors deal with bullying and harassment issues when they occur.

2. The data below is from the FY 2017 DIRS report to MDE.

The District submitted its annual DIRS Report (District Incident Report System) in Summer, 2017. The DIRS Manual lists twenty-nine student offenses that are tracked from the Infinite Campus Student Information System. The DIRS Manual provides definitions of each of the reportable offenses in order to maintain consistency of reporting. For purposes of this report, the following student offenses were used to aggregate the data.

According to the 2016-17 DIRS Report, EPS experienced the following reportable offenses in grades K-12:

a. Harassment:

HARASSMENT	2014-15	2015-16	2016-17
Sexual, Religious, Racial	0	0	0
Hazing	0	X	0

Verbal Abuse	X	0	X
Bullying/Cyberbullying	X	X	X
TOTAL	X	X	12

X=less than 10

b. Violence (categories: assault, fighting, etc.):

VIOLENCE	2014-15	2015-16	2016-17
Assault	0	X	11
Fighting	45	50	76
Terroristic Threat	X	X	X
Threat / Intimidation	18	14	17
Weapon	0	X	X
TOTAL	71	80	116

Analysis

1. The tables may contain data sets expressed as "X". Statutory data privacy provisions preclude the District from reporting data sets of less than 10 incidents.
2. The data reported is "incident data" not "student data". Incident data includes duplicated counts, which means one student may be represented in multiple data sets. (ex. A reported field of 4 incidents may include the acts of 3 students during one event).
3. District administration analyzed the data and compared the 2015-16 and 2016-17 data sets specific to violence. The analysis showed an increase of 36 incidents in the aggregate across grades K-12. Efforts were made to align the way that data was collected by sites during the 16-17 school year, which may have also increased the accuracy of the data compared to prior years. The district efforts focused on proactive strategies for teaching students' appropriate ways to

<p>solve problems and for accessing adult support before a situation becomes violent will continue to be a priority in the 2017-18 school year.</p> <p>4. The district is taking proactive steps to eliminate incidents of harassment or violence that are research based and when an incident occurs the district is taking appropriate action.</p>	
<p>Statement of Assertion: Report is Reasonable and Evidence support the Operational Interpretation</p>	
<p>2.2.2 Furthermore, the Superintendent shall not: Allow private student data to be unprotected.</p>	
<p>Operational Interpretation: The school district recognizes its responsibility in regard to the collection, maintenance, and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes.</p> <p>State law provides that all data collected, created, received, or maintained by a school district are public unless classified by state or federal law as not public or private or confidential. State law classifies all data on individuals maintained by a school district which relates to a student as private data on individuals. This data may not be disclosed to parties other than the parent or eligible student without consent, except pursuant to a valid court order, certain state statutes authorizing access, and the provisions of FERPA and the regulations promulgated thereunder. (District Policy 515: Protection and Privacy of Pupil Records)</p>	
<p>Justification: The procedures and policies regarding the protection and privacy of parents and students as provided in District Policy 515: Protection and Privacy of Pupil Records are adopted by the school district, pursuant to the requirements of 20 U.S.C. § 1232g, <i>et seq.</i>, (Family Educational Rights and Privacy Act (FERPA)) 34 C.F.R. Part 99 and consistent with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and Minn. Rules Parts 1205.0100-1205.2000</p>	
<p>Measurement Plan: The school district shall give parents of students currently in attendance and eligible students currently in attendance annual notice by such means as are reasonably likely to inform the parents and eligible students of the following:</p> <ol style="list-style-type: none"> 1. That the parent or eligible student has a right to inspect and review the student’s education records and the procedure for inspecting and reviewing education records; 	

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<p>2. That the parent or eligible student has a right to seek amendment of the student’s education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights and the procedure for requesting amendment of records;</p> <p>3. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosure without consent;</p> <p>4. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of FERPA and the rules promulgated thereunder;</p> <p>5. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest for purposes of disclosing education records to other school officials whom the school district has determined to have legitimate educational interests; and</p> <p>6. That the school district forwards education records on request to a school in which a student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student’s enrollment or transfer and that such records may include suspension and expulsion records pursuant to the federal No Child Left Behind Act and, if applicable, a student’s history of violent behavior.</p> <p>The school district shall provide for the need to effectively notify parents of students identified as having a primary or home language other than English, and shall provide for the need to effectively notify parents or eligible students identified as disabled.</p>	
<p>Evidence:</p> <p>1. The school district provided parents and eligible students currently in attendance an annual notice of their rights (per the measurement plan) via the student handbooks distributed and/or accessible by each student at the beginning of the 2016-17 school year or upon later registration in the District, through the District and school websites, and the <i>Parent Post</i> e-newsletter.</p> <p>2. There were no instances indicating an outside governmental agency finding of non-compliance with the MN Student Data Privacy Act during the reporting period.</p>	
<p>Statement of Assertion: Report is Reasonable and Evidence support the Operational Interpretation</p>	

<p>2.2.3 Furthermore, the Superintendent shall not: Unfairly or inequitably identify and address student behavior violations.</p>	
<p><u>Operational Interpretation:</u></p> <ol style="list-style-type: none"> 1. I interpret “unfairly identify” student behavior violations to mean the District student discipline policy adequately describes those behaviors or actions for which any student could reasonably expect an appropriate and consistent official action from a school staff member or administrator. 2. I interpret “inequitably address” to mean that there is a District expectation that administration and staff enforce the student discipline policy is applied equitably and consistently to all students in response to the identified student conduct violation. This includes an expectation of consistency regarding the severity of the consequence, regardless of the student’s demographic designation. 3. Failure to unfairly or inequitable identify and address student behavior is referred to as “disproportionality”. 	
<p><u>Justification:</u></p> <ol style="list-style-type: none"> 1. District Policy 506 Student Discipline was adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56. 2. Disproportionality: Suspension is associated with negative outcomes for society in general. Skiba and colleagues have found that suspension is applied disproportionately to students who are older, male, from low socio-economic background, are a racial/ethnic minority, or have been identified with a disability. Specifically, students of a minority background are suspended more often, for less serious and more subjective behaviors, and with more serious consequences (Mendez & Knoff, 2003). Instead of supporting students with risk factors, suspension often increases the disparity between student groups. <i>“Disproportionate Minority Representation in Suspension and Expulsion in Minnesota Public Schools: A report from the Minnesota Department of Education (http://tinyurl.com/jwvr7rp).</i> 	
<p><u>Measurement Plan:</u></p>	

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The Disciplinary Incident Reporting System (DIRS) enables both the Minnesota Department of Education and our school district to comply with state and federal reporting requirements. DIRS is a web-based, password-protected system through which all public school districts must report disciplinary incidents that result in either suspension or expulsion.

Minnesota Statutes, section 121A.06, Subdivision 3, requires the Minnesota Department of Education (MDE) to annually report on disciplinary incidents, and incidents involving dangerous weapons, that occur in Minnesota public schools. Data for this report is obtained from MDE's Disciplinary Incident Report System (DIRS).

Eden Prairie Schools submits its DIRS data each July to the Minnesota Department of Education. Longitudinal and current year data from this report shall be used to inform in the monitoring report.

Evidence:
 The data included in this report is from the FY 2017 DIRS report to MDE.

1. Number of expulsions in 2016-17 = 0 students
2. Out-of School Suspensions by MDE demographic

2016-17 comparison	OSS Incidents			Percent of OSS Reported			Total Number of Student Body			Percent of Student Body		
	SCHOOL YEAR	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16
American Indian	X	X	X	0.00%	1.7%	3.65%	28	33	35	0.3%	0.4%	0.4%

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23	Asian	X	X	X	3.3%	2.2%	2.84%	1089	1135	1162	12.2%	12.8%	13.14%	
	Black	87	84	118	41.2%	46.7%	47.97%	1072	1100	1143	12.1%	12.4%	12.93%	
	Hispanic	21	18	27	9.95%	10%	10.97%	582	631	666	6.54%	7.1%	7.53%	
	White	87	51	63	41.2%	28.3%	25.61%	5683	5480	5368	63.9%	62%	60.72%	
	Native Hawaiian / Pacific Islander	X	X	X	10%	0.56%	0.40%	6	X	11	0.07%	0.08%	0.12%	
	Two or More Races	X	19	21	41.2%	10.6%	8.53%	435	452	453	4.9%	5.1%	5.12%	

Undefined	n/a	0	0	0.00%	0.00%	0%	X	X	X	0.02%	0.02%	0.01%
TOTAL	211	180	246	n/a	n/a	n/a	8897	8840	8839	n/a	n/a	n/a

3. Out-of-School Suspension--Special Education

Demographic Group	OSS Incidents	Percent of Total OSS Reported	Total number of student body	Percent of Student Body
16-17 Special Education	105	42.68%	920	10.41%
15-16 Special Education	80	44.44%	996	11.27%
14-15 Special Education	97	45.97%	991	11.14%

The Minnesota Department of Education annually reviews district discipline data to determine if a district is disproportionate in student discipline specific to any student subgroup population. To date, Eden Prairie Schools has not been identified as being “disproportionate”. Administration continues to examine programs and services and recognizes the need to direct additional efforts toward creating alternatives to suspension for our students. These efforts are focused around culturally responsive instruction and positive behavior supports for all students.

Statement of Assertion:

Report is Reasonable and Evidence support the Operational Interpretation

2.2.4 Furthermore, the Superintendent shall not: Hire paid personnel without first completing an appropriate background check.

Operational Interpretation:

The purpose of Policy 404 Employment Background Checks is to maintain a safe educational environment in the school district in order to promote the physical, social, and psychological well-being of its students. To that end, the school district will seek a criminal history background check for applicants who receive an offer of employment with the school district.

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<p><u>Justification:</u> State Statute (123B.03) requires school districts to conduct criminal background checks on all employees.</p>	
<p><u>Measurement Plan:</u> Compliance is demonstrated by consistent application of Policy 404 Employment Background Checks.</p>	
<p><u>Evidence:</u> All paid personnel who were newly employed by the District during the reporting period completed an appropriate background check prior to hire.</p>	
<p><u>Statement of Assertion:</u> Report is Reasonable and Evidence support the Operational Interpretation</p>	
<p>2.2.5 Furthermore, the Superintendent shall not: Allow any volunteer unsupervised time with students without first completing an appropriate background check.</p>	
<p><u>Operational Interpretation:</u> Parent involvement is an important aspect of Eden Prairie Schools as it helps create a sense of community where our students, staff, parents, and community members work together to ensure the success of all students. Eden Prairie Schools offers many opportunities for parents and community members to be involved in our schools. To that end, the school district will seek a criminal history background check for all volunteers using the following criteria:</p> <ol style="list-style-type: none"> 1. Will the person have significant student contact (such as one-on-one contact with students, driving, and overnight field trips)? 2. Does the volunteer work require a significant amount of time alone with students with a low level of staff supervision (such as volunteer coaches or mentors)? 	
<p><u>Justification:</u> State Statute (123B.03) requires school districts to conduct criminal background checks on all employees, student activities staff, and student activities volunteers (with the exception of <i>enrolled</i> student volunteers).</p>	
<p><u>Measurement Plan:</u></p> <ol style="list-style-type: none"> 1. If the decision matrix listed above indicates that a background check is necessary, the background check process is required, and the Human Resources Department and the responsible staff member review its results. If there are no concerns, the responsible staff member contacts the potential volunteer. 	

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<p>2. If the decision matrix indicates that a background check is not necessary and there are no concerns voiced by school personnel, the responsible staff member contacts the potential volunteer as appropriate.</p>	
<p>Evidence: The school district conducted criminal background checks on all volunteers (with the exception of <i>enrolled</i> student volunteers) per the Operational Interpretation during the reporting period.</p>	
<p>Statement of Assertion: Report is Reasonable and Evidence support the Operational Interpretation</p>	
<p>2.2.6 Furthermore, the Superintendent shall not: Neglect to assure an equitable system for access to academic programming.</p>	
<p>Operational Interpretation: Educational equity is based on the principles of fairness and justice in allocating resources, opportunities, treatment, and success for every student. Educational equity programs promote the real possibility of equality of educational results for each student and between diverse groups of students. Equity strategies are planned, systematic, and focused on the core of the teaching and learning process. (Source: Northwest Regional Education Laboratory).</p> <p>Equity is defined as: fairness, justice, and impartiality. Equal Access means impartiality in opportunity. Equal Educational Opportunities means providing appropriate resources, opportunities, and treatment for each student.</p>	
<p>Justification: The four key action components that ensure educational excellence by incorporating equitable and effective school practices are:</p> <p>Access Educational institutions must ensure every student has an equal opportunity to participate in all aspects of the educational process, including learning facilities, resources, and extracurricular and curricular programs.</p> <p>Instruction Educational institutions must use instructional practices that promote positive images of diverse groups and a strong commitment to an equitable approach to teaching and learning.</p> <p>Materials Educational institutions and staff members must review textbooks, audiovisuals, and other materials to minimize bias in content, graphics, pictures, and language.</p>	

Assessment Educational institutions must account for variances in student learning styles and cultural backgrounds, and align assessment with school curricula, instruction, and systemic improvement goals.

Measurement Plan:

This policy shall be measured against the four key components (Access, Instruction, Materials, Assessment) listed in the justification of this policy.

Evidence:

1. Access:

AP Course Enrollment Data	2013-14 Unduplicated Count			2014-15 Unduplicated Count			2015-16 Unduplicated Count			2016-17* Unduplicated Count		
	# Enrolled in AP Course	Total Enrollment	% Enrolled in AP	# Enrolled in AP Course	Total Enrollment	% Enrolled in AP	# Enrolled in AP Course	Total Enrollment	% Enrolled in AP	# Enrolled in AP Course	Total Enrollment	% Enrolled in AP
American Indian	0	X	0	2	10	20.0%	1	10	10.0%	1	22	4.5%
Asian	131	257	51%	133	285	46.7%	147	306	48.0%	211	373	56.6%
Hispanic	25	137	18.3%	19	174	10.9%	25	170	14.7%	44	202	21.8%
Black	34	285	11.93%	38	286	13.3%	38	271	14.0%	58	394	14.7%
White	771	2184	35.3%	768	2124	36.2%	649	2054	31.6%	757	2062	36.7%

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Grand Total	961	2871	33.5 %	982	2976	33.0%	860	2811	30.6%	1071	3053	35.1%				
X=less than 10; *Data retrieved from Infinite Campus course records on 8/9/17.																
K-6 Gifted / Talent ed	2013-14				2014-15				2015-2016				2016-2017*			
	% of Students in District K-6		% of Students in GT		% of Students in District K-6		% of Students in GT		% of Students in District K-6		% of Students in GT		% of Students in District K-6		% of Students in GT	
Ethnicity	Male	Female	Male	Female												
American Indian	0.3 %	0.2%	0.1 %	0%	0.2 %	0.1%	0%	0%	0.4 %	0.3%	0.3%	0%	0.4%	0.3%	0.4%	0.0%
Asian	7.0 %	5.9%	10.7%	9.0%	7.2 %	6.3%	7.6%	8.8%	8.8 %	8.9%	14.8 %	12.6 %	8.4%	8.4%	12.9 %	12.2 %
Hispanic	2.7 %	2.9%	0.9 %	1.1%	3.4 %	3.7%	2.6%	2.4%	3.5 %	3.8%	1.5%	1.9 %	3.7%	3.9%	1.3%	2.0%
Black	7.3 %	7.4%	3.4 %	3.9%	6.83 %	7.2%	6.0%	4.8%	8.2 %	8.4%	3.7%	5.4 %	8.6%	8.8%	5.2%	5.1%
White	34.2 %	32.2 %	39.9%	33.1 %	29.9 %	29.2 %	34.6 %	24.3 %	29.6 %	28.1 %	33.8 %	25.9 %	29.7 %	27.8 %	34.7 %	26.2 %
Total	51.5 %	48.5 %	55.0%	45.0 %	50.5 %	49.6 %	54.5 %	45.6 %	50.4 %	49.5 %	54.3 %	45.7 %	50.8 %	49.2 %	54.6 %	45.4 %
*Data retrieved from Infinite Campus enrollment records on 8/9/17.																

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2. Instruction:
 - a. Sheltered Instruction Operating Protocols (SIOP): research-based and validated model of sheltering instruction for English Language Learners.
 - b. All Eden Prairie Schools employees completed a Culturally Responsive Practices online course.
 - c. Beyond Diversity and Site based equity teams build racial and cultural awareness and capacity toward culturally responsive teaching, focused on eliminating the racial achievement gap.
 - d. Kinder Camp: August camp for students transitioning into kindergarten, focused on children who have not had a preschool experience and/or may not yet be kindergarten ready. Opportunity for informal evaluation to target instruction earlier in the school year and make the most appropriate placement decisions for the student and family.
 - e. The Brotherhood and Sisterhood – high school organizations for students at risk, under-represented, and/or of color toward outcomes of student engagement, self-advocacy, and successful high school outcomes.
 - f. Dare 2 Be Real WMEP student program in place at the high school. This program promotes, addresses and discusses racial equity and leadership. Students undergo intensive training and structured discussions that are intended to prepare a new generation for global readiness.
 - g. Advancement Via Individual Determination (AVID) program implemented in 6 schools.
 - h. High school students of color participate in the WMEP Civil Rights Research Tour, a powerful opportunity for students and staff to impact the way history and ethnic studies are taught in the region.
3. Materials
 - a. Educational institutions and staff members must review textbooks, audiovisuals, and other materials to minimize bias in content, graphics, pictures, and language
 - b. Curriculum Improvement Committee (CIC) program cycle
 - c. Professional Development (Deconstruct & Reconstruct Curriculum and How do you recognize bias in the curriculum)
 - d. The World's Best Workforce parent advisory group reviews equitable learning opportunities with an emphasis in the area of curriculum, instruction and assessment.
4. Assessment
 - a. AVID (advancement via individual determination) is a set of strategies to help students become college and career ready. A large component of the middle school and high school AVID programming is a requirement that students take enriched or advanced course work. To empower students, AVID offers a series of research based strategies, structures, and supports to eliminate opportunity gaps and increase success while students engage in challenging work. AVID at the elementary level lays the groundwork for success as students' progress through middle and high school. The AVID strategies have a long track record of benefiting each student, but are particularly effective at helping traditionally underserved students perform at high levels.

Site	2014-15	2015-16	2016-17
Central Middle School Elective Students	23 students	58 students (grades 7 & 8)	109 students (grades 7 & 8)
High School Elective Students	x	26 students (grades 9)	56 students (grades 9 & 10)
Eden Lake Elementary	x	106 students (grade 6)	146 students (grade 6)
Oak Point Elementary	x	110 students (grade 6)	310 students (grades K, 1, 6)
Prairie View Elementary	x	x	119 students (grade 5 & 6)
Forest Hills Elementary	x	x	145 students (grade 5 & 6)

Statement of Assertion:
 Report is Reasonable and Evidence supports the Operational Interpretation

2.2.7 Furthermore, the Superintendent shall not: Allow students to be uninformed of their protections under this policy.

Operational Interpretation:
 Students have a right to be active participants in their education and the environment in which they work and learn. The District is responsible for informing students and parents of their rights and responsibilities as members of the school community. Parents represent their child until the “age of majority.”

 When using the term “parent” I am referring to a child’s guardian or to any other adult allowed and/or permitted by law to access private educational records and/or make educational decisions for the child.

Justification:
 The practice of annual notification of student rights and responsibilities is supported by state statute and requirements as set forth in District Policy.

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<p>It is the practice of the School District to develop Student Handbooks each school year that include the rights and responsibilities of students. The Student Handbook is distributed and posted online for easy access. The following District Policies require annual notification:</p> <table border="0" style="margin-left: 40px;"> <tr> <td>Harassment</td> <td>413</td> </tr> <tr> <td>Student Discipline</td> <td>506</td> </tr> <tr> <td>Bullying</td> <td>514</td> </tr> <tr> <td>Hazing</td> <td>526</td> </tr> </table> <p>Parents are required to acknowledge in writing that they have read and understand the Student Handbook, as under the law they are required to make educational decisions on behalf of their child until that child has reached the “age of majority.” The “age of majority” is the age at which a person, formerly a minor, is recognized by law to be an adult, capable of managing his or her own affairs and responsible for any legal obligations created by his or her actions. The “age of majority” in Minnesota is age 18.</p>	Harassment	413	Student Discipline	506	Bullying	514	Hazing	526	
Harassment	413								
Student Discipline	506								
Bullying	514								
Hazing	526								
<p><u>Measurement Plan:</u> Compliance with this policy shall be evidenced by the annual process of student handbook creation, dissemination, and acknowledged receipt and understanding by students and parents.</p>									
<p><u>Evidence:</u> The District complied with the expectations of this policy as evidenced by the annual process of student handbook creation, dissemination, and acknowledged receipt and understanding by Eden Prairie students and parents during the reporting period.</p>									
<p><u>Statement of Assertion:</u> Report is Reasonable and Evidence support the Operational Interpretation</p>									
<p>2.2.8 Furthermore, the Superintendent shall not: Neglect to assure that all allegations of student maltreatment are handled in a timely manner.</p>									
<p><u>Operational Interpretation:</u> “Neglect” is interpreted as <i>failing to act</i></p>									

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<p>“Assure” is interpreted as <i>making something certain</i> “Timely Manner” in this context means <i>as soon as possible but in no event longer than 24 hours</i></p>	
<p>Justification: District Policy 414 MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE fully complies with Minn. Stat. § 626.556 requiring school personnel, as mandated reporters, to report suspected child neglect or physical or sexual abuse as soon as possible but in no event longer than 24 hours after becoming aware of the alleged maltreatment. “Mandated reporter” means any school personnel who knows or has reason to believe a child is being neglected or physically or sexually abused. The statute requires that reports be made directly to law enforcement and/or MDE by the person who “has reason to believe...”, not by his/her supervisor.</p>	
<p>Measurement Plan:</p> <ol style="list-style-type: none"> 1. DISSEMINATION OF POLICY AND TRAINING <ol style="list-style-type: none"> a. This policy shall appear in school personnel handbooks. b. The school district will develop a method of discussing this policy with school personnel. c. This policy shall be reviewed at least annually for compliance with state law. 2. MANDATED REPORTING 3. Compliance will be demonstrated by adhering to all requirements of Minn. Stat. § 626.556 and District Policy 414 MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE 	
<p>Evidence: The school district reports all instances of child neglect, physical and sexual abuse. The school district has not been found in violation by MDE.</p>	
<p>Statement of Assertion: Report is Reasonable and Evidence support the Operational Interpretation.</p>	
<p>School Board member’s summarizing comments:</p>	

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Eden Prairie School District 272 Superintendent Monitoring Report		
Policy Name: 2.7 Asset Protection	Monitoring Timeframe: July 2016 to June 2017	Policy Monitoring Column FOR BOARD USE ONLY Compliance rating: <ul style="list-style-type: none"> ● OI is/is not reasonable ● Data does/does not provide adequate evidence of compliance <i>Include specific evidence for rating conclusion and recommendations.</i>
Policy Quadrant: Executive Limitations	Date of School Board Monitoring: August 28, 2017	
		Board member name:
<u>Global Constraint:</u> The Superintendent shall not cause or allow district assets to be unprotected, inadequately maintained, inappropriately used, or unnecessarily risked.		(enter rating and reasoning when appropriate)
<u>Operational Interpretation:</u> I interpret compliance with the overall policy to mean that all twelve (12) policy provisions are in compliance. Furthermore: 1. I interpret “assets” to mean physical and intellectual property of the District with a value greater than \$5,000. 2. I interpret “unprotected” to mean assets without insurance and/or a plan/guiding procedures. 3. I interpret “inadequately maintained” to mean a lack of preventive maintenance, repair, or renovation which may cause an asset to deteriorate and experience an accelerated depreciation, within available financial resources. 4. I interpret “inappropriately used” to mean the utilization of assets not in accordance with the desired Ends of the district. 5. I interpret “unnecessarily risked” to mean the exposure of assets to circumstances resulting in a higher likelihood of theft or otherwise being unavailable for the asset’s intended purposes.		
<u>Justification:</u> The provisions 2.7.1 through 2.7.12 adequately summarize and categorize those district assets that this policy protects.		
<u>Measurement Plan:</u> All provisions are in compliance.		

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<p>Evidence: Presented in provisions 2.7.1 through 2.7.12.</p>	
<p>Statement of Assertion: Report is Reasonable and Evidence support the Operational Interpretation</p>	
<p>2.7.1 Furthermore, the Superintendent shall not: Develop a facilities construction, renovation and maintenance plan that is not part of a comprehensive rolling ten year plan.</p>	
<p>Operational Interpretation: I interpret “a comprehensive rolling ten-year plan” to be a master plan for facilities construction, renovation, and/or maintenance that is reviewed and updated annually. The annual update allows the District to consider alternatives to the plan in order to reflect new facility needs and educational plans for the future.</p>	
<p>Justification: A school district needs an ongoing program of assessment of existing school sites and facilities in order to identify school facility improvement issues, alternative means of addressing those issues, and to maintain a quality educational environment for students, staff, and community/partnership users. “To establish and maintain quality school facilities and a desirable learning environment for students, staff, and community users, an ongoing assessment of school facility needs and a program of public information about those needs is essential. (Guide for Planning School Construction Projects in Minnesota; MDE, 2003; p. 37)</p>	
<p>Measurement Plan:</p> <ol style="list-style-type: none"> 1. The comprehensive rolling ten year facilities plan shall be reviewed and updated on an annual basis. 2. The comprehensive rolling ten year facilities plan shall be consulted and referenced during the development of any facilities construction, renovation, and/or maintenance plan. 3. The Capital Fund budget shall be reviewed and updated on an annual basis. 	
<p>Evidence: At the January 23, 2017 school board meeting, the district sold general obligation facility maintenance bonds to fund two years of deferred maintenance projects. The school board approved on July 25, 2016 a multi-year facilities plan of proposed projects by building location as part of the 10-year long-term facility maintenance plan which was submitted to MDE for review and approval in July 2016.</p> <p>At the April 25, 2016 school board meeting, the board approved the 2016-17 capital budget which included funds to address facility improvements. Prior to approval, administration worked with principals, department leaders, facility staff, and the Superintendent’s Cabinet to determine priorities for maintaining district facilities.</p>	

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<p>Facility work completed or planned in FY17 adhered to the Comprehensive Facility Plan and included the following components:</p> <ol style="list-style-type: none"> 1. The district continued working on a long-term facility planning process geared to align with the strategic plan 2. Implemented facility changes to accommodate educational program needs and related space concerns 3. Discussed with the School Board deferred maintenance and capital fund expenditures and revenue sources 4. Planned for the updating of CMS domestic water piping, phase 1 of Cedar Ridge roof replacement, phase 3 of Eden Lake roof replacement, district-wide pavement upgrades, Prairie View window replacements, and a new bus wash in Transportation 5. Development of Designing Pathways recommendations 	
<p><u>Statement of Assertion:</u> Report is Reasonable and Evidence support the Operational Interpretation</p>	
<p>2.7.2 Furthermore, the Superintendent shall not: Fail to insure against theft and casualty losses at 100 percent of replacement value and against liability losses to School Board members, staff, and the organization itself in an amount greater than the average for comparable organizations.</p>	
<p><u>Operational Interpretation:</u></p> <ol style="list-style-type: none"> 1. Property, Casualty, Umbrella insurance coverage is in place to insure the School District for losses to real and personal property per Statement of Values on file with the insurance company. <ol style="list-style-type: none"> a. “Fail to insure against theft and casualty losses at 100 percent of replacement value” is interpreted to mean a level of theft and casualty insurance that assumes a reasonable level of risk with consideration to the overall cost of said insurance (See Justification 2.a.). 2. Equipment breakdown insurance coverage is in place specifically for boilers and machinery. 3. Automobile insurance coverage is in place to insure the School District for losses resulting from owned, financed, leased or rented school buses, vans, driver’s education vehicles and ground/facilities vehicles are as per Schedule on file with the insurance company. 4. Commercial General Liability, Umbrella Excess Liability coverages are place to insure against Bodily Injury & Property Damage Liability; Personal & Advertising Injury Liability; Medical Payments; Violent Event Response, Employee Benefits Liability and Sexual Abuse 5. School Leader’s Errors & Omissions coverage included Directors and Officers and school leader’s professional. 6. Crime coverage included for loss sustained from employee dishonesty, theft, disappearance and destruction. 7. Inland Marine coverage for the transport of goods in transit, as well as moveable property and instrumentalities of communication. These categories include items such as instruments, cameras, fine arts, signs, valuable papers, electronic data processing and miscellaneous equipment. 	

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Justification:

This policy revolves around risk management that is the identification, assessment, and prioritization of risks. The strategies to manage risk typically include transferring the risk to another party, avoiding the risk, reducing the negative effect or probability of the risk, or even accepting some or all of the potential or actual consequences of a particular risk. The business office uses Marsh & McLennan for brokerage services for this category of insurance coverage. Below are a number of considerations and coverage categories reviewed on an annual basis, the last review being May 30, 2017:

1. Policies and procedures are in place to provide assurance of protection & supervision of facilities and equipment. (District Policy 902 Use of School District Facilities and Equipment)
2. Insurance is meant to provide a reasonable assurance that the owner of the insured real property can fully replace it in case of a loss. In this case, the Administration has chosen to insure at 100% of replacement value which considers the following pertinent facts:
 - a. The current estimated property value is \$454,122,766, based on a property appraisal completed in 2013 which showed that the District's real and personal property replacement values are \$432,053,000 plus nominal increases each year.
 - b. The property insurance plan the District purchases utilizes Special Form Replacement Cost on a Blanket Property coverage basis (i.e., total property limit can be used at any one location or multiple locations), meaning the only loss situation that the full 100% coverage would be utilized would be in the case of the complete destruction of all real and personal property of the District in every location in a single event. If the District were to lose multiple buildings in a single event, the total amount of insurance coverage would be available to rebuild and refurbish those school sites.
3. School Districts are subject to Minnesota Rule: Chapter 466. Tort Liability, Political Subdivisions. (<https://www.revisor.mn.gov/statutes/?id=466&view=chapter#stat.466.02>) A school district cannot be held liable for actions that are not foreseeable when reasonable measures ... are employed to insure adequate ...duties are being performed ..., and there is adequate consideration being given for the safety and welfare of all students in the school. (<http://cousineaulaw.com/laws/minnesota-tort-laws>)
 - a. In most education-related civil lawsuits there are two main categories of tort liability relevant to educational institutions—Intentional and Negligent Torts.
 - i. Intentional Torts—occur when an individual attempts or “intends” to cause harm to another. For intent to exist, the individual must be aware that injury will, or could, be the result of the act.
 - ii. Negligent Torts—there are four elements of a negligent tort:
 1. Duty—The duty of an individual or the institution to protect those in our care
 2. Breach (of Duty)—failure of the individual or institution to exercise a standard of reasonable care.
 3. Proximate Cause—showing that the individual or institution failed to exercise a standard of reasonable care.
 4. Injury—No matter how great the duty (Element 1), how egregious the breach of that duty (Element 2), or how foreseeable the consequences and proximate cause of the individual or institution's standard of care (Element 3), there is no liability if actual injuries cannot be proven.

<p>Measurement Plan: Compliance with this policy shall be evidenced through annual review of school district risk management processes and the subsequent renewal of our insurance plans that conform to the interpretation of this policy.</p>	
<p>Evidence: Coverages in place July 1, 2016</p> <ol style="list-style-type: none"> 1. Property, Casualty, Umbrella insurance coverage is in place through Riverport (July 1, 2016-July 1, 2017) 2. Equipment breakdown insurance coverage is in place through Hartford Steam Boiler Inspection & Insurance Co. (July 1, 2016-July 1, 2017) 3. Automobile insurance coverage is in place through Riverport (July 1, 2016-July 1, 2017) 4. Commercial General Liability, Umbrella Excess Liability coverages are in place through Riverport (July 1, 2016-July 1, 2017) 5. School Leaders Errors & Omissions coverages are in place through Riverport (July 1, 2016-July 1, 2017) 6. Crime coverages are in place through Riverport (July 1, 2016-July 1, 2017) 7. Inland Marine coverages are in place through Riverport (July 1, 2016-July 1, 2017) 	
<p>Statement of Assertion: Report is Reasonable and Evidence support the Operational Interpretation</p>	
<p>2.7.3 Furthermore, the Superintendent shall not: Subject facilities and equipment to improper wear and tear or insufficient maintenance.</p>	
<p>Operational Interpretation: I interpret this to mean all facility reviews and maintenance plans are in place for all school district buildings and grounds. The School Board is informed about the financial resources needed to implement the plans and that school budgets reflect the identified facility needs (within fiscal limitations).</p>	
<p>Justification:</p> <ol style="list-style-type: none"> 1. Proactive maintenance plans, explicitly stated facility needs with associated costs, and appropriate budgets are essential to ensure school district assets are protected. 2. Facilities and equipment such as computers, school buses, boilers, air handling units, coolers and freezers, dishwashers, serving lines and ovens routinely exceed their expected useful life due to the following procedures, training and asset handling requirements: <ol style="list-style-type: none"> a. Maintenance staff, technology staff, food service staff and school bus mechanics keep detailed records of maintenance schedules for all equipment b. All staff is trained on the use of equipment that they operate and hold appropriate licensure or certification where required 	

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<p>c. Access to facilities and equipment is limited through security, either human or electronic, at all times. The proper authorities and key staff are notified in the case of breach of this security</p>	
<p>Measurement Plan: Short and long-term maintenance plans are in place for each district facility. The School Board receives facilities progress reports as needed or desired throughout the year. Budgets include funds for maintenance and equipment needs as determined in district plans within available resources. Finally, the Superintendent approves expenditures from building contingency funds as needed.</p>	
<p>Evidence: Plans as identified in the justification are in place along with a budget to support them.</p>	
<p>Statement of Assertion: Report is Reasonable and Evidence support the Operational Interpretation</p>	
<p>2.7.4 Furthermore, the Superintendent shall not: Allow external guests or user groups access to the facilities or assets without procedures in place to protect district concerns.</p>	
<p>Operational Interpretation: The District encourages maximum use of school facilities and equipment for community purposes that do not interfere with use for school purposes. The District expects members of the community who use facilities and equipment to do so with respect for school district property and an understanding of proper use. Individuals and groups shall be responsible for damage to facilities and equipment. A certificate of insurance may be required by the school district to ensure payment for these damages and any liability for injuries. The school district administration may authorize the use of school facilities by community groups or individuals. It may impose reasonable regulations and conditions upon the use of school facilities as it deems appropriate.</p>	
<p>Justification: District Policy 902 Use of School District Facilities and Equipment puts forth the processes related to the public use of school facilities and equipment.</p>	
<p>Measurement Plan: Compliance shall be evidenced by the appropriate application of District Policy 902.</p>	
<p>Evidence: Eden Prairie Community Education reserved buildings for 2,392 uses that served approximately 18,888 community members during FY 2017.</p>	

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<p>The Eden Prairie High School Student Activities Department rented its facilities (performing arts center, bubble, activity center, gyms, private instructor rooms, music areas, fields, and tennis courts) for 9,789 events during FY 2017.</p> <p>Information regarding the procedures in place for community use of District facilities can be found at: http://comed.edenpr.org/facility_use</p>	
<p><u>Statement of Assertion:</u> Report is Reasonable and Evidence support the Operational Interpretation</p>	
<p>2.7.5 Furthermore, the Superintendent shall not: Unnecessarily expose the organization, its School Board, or its staff to claims of liability.</p>	
<p><u>Operational Interpretation:</u> I interpret this to mean the actions of the school board, the superintendent’s behavior, and the behavior of all district employees will be governed by state and federal law.</p>	
<p><u>Justification:</u> The best way to preserve the legal liability of the school district is to ensure policies and procedures are current, the School Board and Staff are aware and understand the policies and procedures, and that required trainings (Federal and State) occur annually. A deliberate provision for staff awareness of legal responsibilities and professional behavior is essential.</p>	
<p><u>Measurement Plan:</u> Commercial General Liability, Umbrella Excess Liability and School Leader’s Errors & Omissions and Crime coverages are in place to insure against Bodily Injury & Property Damage Liability; Personal & Advertising Injury Liability; Medical Payments; Employee Benefits Liability and Sexual Abuse, School Leader’s Professional, Director’s and Officer’s Liability, and Employment Practices Liability.</p> <p>In addition, we provide opportunities for training to staff and Board members on Federal and State laws annually as required. Written policies indicating appropriate procedures for various activities within the district are in place and available on our web site and in the central office.</p>	
<p><u>Evidence:</u> Commercial General Liability, Umbrella Excess Liability coverages are in place through Riverport Insurance Services (July 1, 2016-July 1, 2017)</p> <p>School Leader’s Errors & Omissions coverages are in place through Riverport Insurance Services (July 1, 2016-July 1, 2017)</p> <p>Crime coverages are in place through Riverport Insurance Services (July 1, 2016-July 1, 2017)</p>	

<p>Statement of Assertion: Report is Reasonable and Evidence support the Operational Interpretation</p>	
<p>2.7.6 Furthermore, the Superintendent shall not: Endanger the organization's public image, its credibility, or its ability to accomplish ends.</p>	
<p>Operational Interpretation: I interpret this to mean the Superintendent shall not cause or allow any practice, activity, decision, or organizational circumstance that is unlawful, unsafe, imprudent, or in violation of commonly accepted educational and professional ethics and practices.</p>	
<p>Justification:</p> <ol style="list-style-type: none"> 1. The school district’s image, credibility, and ability to accomplish its Ends must be protected at all times. A deliberate provision and attention to maintaining a current, purposeful, legal, and ethical financial system significantly improves the district’s ability to achieve its Ends and maintain the support of its community. 2. Superintendents are not only subject to rules and regulations related to the operation of a school district, but also to the Minnesota Code of Ethics for School Administrators (MN Rule 3512.5200). 	
<p>Measurement Plan:</p> <ol style="list-style-type: none"> 1. This policy shall be measured by the presence (or lack thereof) of any formal complaints found to be factual by the School Board, their designee, or the Board of School Administrators that the public image, credibility, or ability to accomplish our Ends has been endangered. 2. Other evidence to support compliance with this policy include the acceptance of related Executive Limitation monitoring reports determined to be in compliance by the School Board. 	
<p>Evidence:</p> <ol style="list-style-type: none"> 1. There were no formal complaints made to the School Board or Board of School Administrators regarding public image violations or violations against the rules and regulations set forth by the Minnesota Code of Ethics for School Administrators. 2. All Executive Limitation monitoring reports regarding public image and credibility were accepted as in compliance. 	
<p>Statement of Assertion: Report is Reasonable and Evidence support the Operational Interpretation</p>	

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<p>2.7.7 Furthermore, the Superintendent shall not: Allow uninsured personnel access to material amounts of funds.</p>	
<p><u>Operational Interpretation:</u> I interpret this to mean that adequate internal controls and insurance coverages are in place to limit the District’s exposure and risk of loss.</p>	
<p><u>Justification:</u> Insurance coverage is essential to protect the overall integrity of the financial system. Insurance ensures that fraud, negligence, or theft by an employee will have a limited impact on the school district.</p> <p>Proper internal controls are essential to limit the district’s exposure to loss through fraud or error.</p>	
<p><u>Measurement Plan:</u></p> <ol style="list-style-type: none"> 1. The School District develops, publishes, enforces, and reviews annually internal controls regarding access to funds. 2. The external auditors annually review the system of internal controls, conduct a system walk-through and report any exceptions. 3. Employee Theft and Dishonesty/Crime policies are in place to insure against: Employee Theft Per Loss (also includes Public Employees Faithful Performance); Depositor’s Forgery/Alteration; Theft, Disappearance & Destruction (Money, Securities & Other Property – including Robbery & Safe Burglary; and Computer Funds & Transfer Fraud. 	
<p><u>Evidence:</u></p> <ol style="list-style-type: none"> 1. The District Business Office conducted its formal internal control annual review and trained Business Office employees regarding the District’s regulations regarding access and handling of district funds in June 2017. <ol style="list-style-type: none"> a. The internal control procedures revealed no exceptions during FY 2017. b. Each site petty cash and safe is randomly audited annually by business office staff c. All cash deposits must be accompanied by a written cash receipt. Cash receipt backup retained at the site is randomly audited by business office staff. d. The use of the online payment systems, Feepay, PayPams and USAePay will reduce the amount of cash transactions throughout the district, especially in student activities and food service. 2. The FY 2017 financial audit required by state statute will be presented on or about November 27, 2017. The audit report includes a section on “Internal Controls” that would indicate concerns with the District’s internal processes and controls during the prior fiscal year. 3. The FY 2016 Audit indicated no internal control deficiencies regarding uninsured personnel access to material amounts of funds. 	

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<p><u>Statement of Assertion:</u> Report is Reasonable and Evidence support the Operational Interpretation</p>	
<p>2.7.8 Furthermore, the Superintendent shall not: Receive, process, or disburse funds under controls that are insufficient to meet the School Board-appointed auditor's standards.</p>	
<p><u>Operational Interpretation:</u> I interpret this to mean the District audit and financial statements must be based on Generally Accepted Government Auditing Standards, the federal Single Audit Act, and the Minnesota Legal Compliance Guide issued by the Office of the State Auditor in reference to the school district's financial resources.</p>	
<p><u>Justification:</u> School districts are required to have an annual independent financial audit, to submit audited financial data to the Minnesota Department of Education (MDE) electronically, and to submit all required components of the audit report to MDE and to the Office of the State Auditor.</p>	
<p><u>Measurement Plan:</u> The Annual Audit Report that routinely tests the district's financial processes and practices. Non-compliance would be reflected by "findings" published in the Annual Audit Report to the Board of Education.</p>	
<p><u>Evidence:</u> The School Board approved the FY16 audit on November 26, 2016 and these reports were submitted to the Minnesota Department of Education and the State Auditor's office in December 2016. The FY16 Annual Audit revealed one legal compliance finding and two internal control findings over compliance. A corrective action plan was put in place to address the findings.</p>	
<p><u>Statement of Assertion:</u> Report is Reasonable and Evidence support the Operational Interpretation</p>	
<p>2.7.9 Furthermore, the Superintendent shall not: Compromise the independence of the School Board's audit or other external monitoring or advice.</p>	
<p><u>Operational Interpretation:</u> I interpret this to mean I will not interfere with the external auditing process and not utilize auditing personnel for other financial business. I will ensure the annual audit takes place in a timely manner.</p>	

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<p><u>Justification:</u> The external audit is, in its purest form, a report card on the overall functioning of the school district. As such, the Superintendent and Executive Director of Business Services should cooperate (and not disrupt) the audit process to all possible extent. As a primary safeguard to maintaining fiscal integrity, the external audit should remain as neutral to the administration and operations of the district as possible.</p>	
<p><u>Measurement Plan:</u> Per State Statute, the School Board appoints an external auditor to conduct all external audits. Audits are conducted at the beginning of each fiscal year, and must be completed by the School Board prior to December 31. As a part of the process, the School Board meets with the external auditor to review the audited statements and to report its findings.</p>	
<p><u>Evidence:</u> The School Board approved the FY 2016 audit on November 26, 2016 and these reports were submitted to the Minnesota Department of Education and the State Auditor’s office in December 2016.</p>	
<p><u>Statement of Assertion:</u> Report is Reasonable and Evidence support the Operational Interpretation</p>	
<p>2.7.10 Furthermore, the Superintendent shall not: Substantially change the principal educational purpose of a school by closing, repurposing, consolidating, combining or creating new or choice destination schools without School Board approval.</p>	
<p><u>Operational Interpretation:</u></p> <ol style="list-style-type: none"> 1. I interpret <i>school</i> as: <ol style="list-style-type: none"> a. The legal definition of <i>school</i> per Minnesota Statute 120A.05, b. I further interpret <i>school</i> to be the “real property” consisting of any one of the eight (8) current <i>school</i> buildings and Lower Campus. 2. The phrase <i>principal educational purpose</i> is interpreted as the standard course of academic programs implemented to meet the standards established by the Minnesota Commissioner of Education (MN Statute 120A.05). 3. I interpret <i>substantially change the principal purpose of a school</i> to mean: <ol style="list-style-type: none"> a. Alter the primary use of one of the District’s elementary, middle or secondary schools per the legal definition of a <i>school</i> (MN Statute 120A.05). b. Significantly alter the physical space <u>and</u> primary use of a specially designated or designed space of a <i>school</i> (i.e. gym, swimming pool, media center, etc.). c. To demolish, reconfigure, or remodel in order to create a new use at a cost in excess of \$100,000 at one site. 4. I interpret <i>by closing or repurposing it</i> to mean: <ol style="list-style-type: none"> a. <i>Closing</i> is eliminating the use of a District <i>school</i> building for any District purpose. b. <i>Repurposing</i> is: 	

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<ul style="list-style-type: none"> i. Creating a District “<i>Destination School</i>” ii. Using a District <i>school</i> building for a purpose not associated with a school. <p>5. I interpret <i>by consolidating or combining it with another school</i> to mean:</p> <ul style="list-style-type: none"> a. The action of moving one <i>school</i> into another <i>school’s</i> building, and eliminating one of the <i>schools</i> affected, or; b. Moving one <i>school</i> into another <i>school’s</i> building, and changing the principal educational purpose of individual <i>schools</i>. <p>6. I interpret <i>board approval</i> as an affirmative majority vote by a quorum of the School Board on a recommendation provided by the Superintendent or his/her designee.</p>	
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<p>Justification:</p> <ul style="list-style-type: none"> 1. The legal definition of <i>school</i> was used to delineate those structures from other District real properties. 2. Minnesota Statute 120A.05 defines the <i>principal educational purpose</i> of school sites: <ul style="list-style-type: none"> a. Subd. 9.Elementary school. "Elementary school" means any school with building, equipment, courses of study, class schedules, enrollment of pupils ordinarily in prekindergarten through grade 6 or any portion thereof, and staff meeting the standards established by the commissioner. b. Subd. 11.Middle school. "Middle school" means any school other than a secondary school giving an approved course of study in a minimum of two consecutive grades above 4th but below 10th with building, equipment, courses of study, class schedules, enrollment, and staff meeting the standards established by the commissioner of education. c. Subd. 13.Secondary school. "Secondary school" means any school with building, equipment, courses of study, class schedules, enrollment of pupils ordinarily in grades 7 through 12 or any portion thereof, and staff meeting the standards established by the commissioner of education. (Note: the Education Center in Eden Prairie is not included in this definition, as the District does not own real property at that site.) 3. The definition of “Real Property” was used to differentiate it from other types of property owned by the district <ul style="list-style-type: none"> a. “Real Property” is defined as “A building or structure shall include the building or structure itself, together with all improvements or fixtures annexed to the building or structure, which are integrated with and of permanent benefit to the building or structure, regardless of the present use of the building, and which cannot be removed without substantial damage to itself or to the building or structure.” (MN Statute 272.03.b.) (Note: the Education Center in Eden Prairie is not included in this definition, as we do not own real property at that site.) 4. <i>Closing or Repurposing</i> <ul style="list-style-type: none"> a. It is not uncommon for individual rooms in a facility to provide several functions as needs arise and priorities change over a period of time while the <i>school</i> as a whole retains its <i>principal educational purpose</i>. Most often, the <i>repurposing</i> of usable space does not require substantial changes to the physical structure. b. This interpretation does not limit Administration from managing its <i>schools</i> to produce the desired ends. It does limit the administration from <i>substantially changing</i> to a <i>school</i> in a manner that would: <ul style="list-style-type: none"> i. Physically alter a “specially designated or designed space” for a new use. 	
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<p>ii. Require contracts over \$100,000 for repurposing classroom or specialized space at a single <i>school</i> to be approved by the School Board per MN Statute 123B.52 and MN Statute 471.345, Subd. 3.</p> <p>5. “<i>Destination School</i>”</p> <p>a. Meets the legal definition of a <i>school</i> and provides the standard academic program and standards as established by the Minnesota Commissioner of Education <i>in an alternative, enhanced, or specialized learning environment</i>.</p> <p>b. Is open to enroll <u>eligible</u> students regardless of their home location within the School District</p> <p>c. Provides a specialized academic focus in <i>an alternative, enhanced, or specialized learning environment</i> that may include, but is not limited to: language immersion, technology, environmental studies, fine arts, online, STEM, etc.</p> <p>i. Programs such as Level III Gifted Services, Special Education Low Incidence and Center-Based programs, and English Language Learners are not <i>destination schools</i>.</p> <p>ii. Eagle Heights Spanish Immersion School is a <i>destination school</i> per this interpretation.</p> <p>iii. The Level IV Gifted and Talented programming would be considered a <i>destination school</i> at such point as it encompasses multiple grade levels at one or more <i>school</i> sites.</p> <p>6. Board Approval</p> <p>a. School Board voting rules are self-explanatory and legally required to do the business of the school district</p> <p>This interpretation has the expectation that the Superintendent will undertake a process that provides adequate background information, opportunities for discussion, and culminates with a specific recommendation for Board action.</p>	
<p><u>Measurement Plan:</u></p> <p>The Superintendent shall be found to be in compliance with this policy when:</p> <ol style="list-style-type: none"> 1. The district’s <i>school</i> sites retain their “principal” educational purpose, 2. The district’s <i>school</i> sites are not repurposed, consolidated or combined with another school without Board approval. 	
<p><u>Evidence:</u></p> <p>No spaces were changed during the reporting period.</p>	
<p><u>Statement of Assertion:</u></p> <p>Report is Reasonable and Evidence support the Operational Interpretation</p>	
<p>2.7.11 Furthermore, the Superintendent shall not: Allow anyone other than the School Board to name facilities, schools, classrooms, or spaces within the district.</p>	

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<p><u>Operational Interpretation:</u> The Eden Prairie School Board is responsible for permanently naming facilities, which includes buildings, rooms, internal spaces, streets, landscape materials and associated exterior furnishings, courts, athletic fields, open spaces, forests, and all other areas owned, operated, or controlled by the Eden Prairie School District.</p> <p>Eden Prairie School District may name facilities according to provisions established by statute. The School Board may elect to name facilities in recognition of individuals who have attained achievements of extraordinary and lasting distinction or enter into authorized agreements and contracts to lease naming rights for school facilities or enter into an agreement with a sponsoring agent in order to generate alternative sources of revenue to be used according to a plan specified by the School Board.</p>	
<p><u>Justification:</u> Board authority, established in statute, permits the Board to enter into a contract to lease the naming rights for school facilities, sell advertising on or in facilities and otherwise enter into an agreement with a sponsoring agent. The School Board exercises approval authority for naming of all facilities owned, operated, or controlled by the Eden Prairie School District.</p>	
<p><u>Measurement Plan:</u> Compliance with this policy shall be evidenced via the Board naming all permanent facilities owned or leased by the District.</p>	
<p><u>Evidence:</u> No spaces were named during the reporting period.</p>	
<p><u>Statement of Assertion:</u> Report is Reasonable and Evidence support the Operational Interpretation</p>	
<p>2.7.12 Furthermore, the Superintendent shall not: Eliminate any non-state-required programs that would adversely affect our reputation and/or diminish the value of our broad-based educational opportunities without School Board approval.</p>	
<p><u>Operational Interpretation:</u></p> <ol style="list-style-type: none"> 1. An “educational program” is defined as “a set of learning activities with a specific goal.” In the context of a school district, an educational program is interpreted as a set of courses leading to acquisition or mastery of a set of identified competencies. 2. The core of this policy [The Superintendent shall not] “Eliminate any non-state required programs...without board approval” is self-explanatory. I interpret this policy to mean that Administration must seek approval via official vote of the School Board to discontinue any educational program at any level that is not required by Minnesota statute. <ol style="list-style-type: none"> a. The State of Minnesota requires the following of all of its high school graduates: 	

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<p>i. 4 credits of language arts</p> <p>ii. 3 credits of mathematics, including algebra, geometry, statistics and probability sufficient to satisfy the standards. Students in the graduating class of 2015 and beyond must complete an algebra II credit or its equivalent as part of the 3-credit requirement. In addition to the high school credits, students in the graduating class of 2015 and beyond must also complete an algebra I credit by the end of eighth grade.</p> <p>iii. 3 credits of science, including a biology credit. In addition, students in the graduating class of 2015 and beyond must complete a chemistry, physics, or Career and Technical Education (CTE) credit as part of the 3-credit requirement. (The CTE credit must meet the standards underlying the chemistry or physics credit.)</p> <p>iv. 3½ credits of social studies, including U.S. history, geography, government and citizenship, world history and economics.</p> <p>v. 1 credit in the arts</p> <p>vi. 7 elective credits</p> <p>b. In grades K-8 school districts are required to put state academic standards into place so all students have access to high-quality content and instruction. Districts must develop local standards for subjects that do not have state standards. (Source: MDE) Therefore, specific elective courses and programs are not required at these levels, but the standards embedded in those courses and programs are required to be delivered in some form to students.</p> <p>3. The phrase “adversely affect our reputation and/or diminish educational opportunities” is subjective in nature. Therefore, the discussion regarding “value” becomes a consideration for the School Board rather than one for the Superintendent in the decision-making process.</p>	
<p><u>Justification:</u> The parents and owners of Eden Prairie schools value the broad-based educational program offered by the District.</p>	
<p><u>Measurement Plan:</u> Compliance shall be evidenced by adherence to the intent and direction of this policy.</p>	
<p><u>Evidence:</u> No programs were eliminated during the reporting period.</p>	
<p><u>Statement of Assertion:</u> Report is Reasonable and Evidence support the Operational Interpretation</p>	
<p>School Board member’s summarizing comments:</p>	

**Record of Board Policy Monitoring
 Ends and Executive Limitations
 July 2017-June 2018**

Monitoring 2016-2017 School Year Data

The purpose of this document is to demonstrate to the owners that the board holds the superintendent accountable to our Ends and ELs.

Policy	Date	Operational Interpretation – Reasonable or not?		Evidence – demonstrates expected progress?		Date to bring back the district's plan to demonstrate expected progress in the future	Completed
		Superintendent Assertion	Board Finding	Superintendent Assertion	Board Finding		
ENDS							
1.1 Each student graduates and is academically prepared to progress to multiple opportunities after high school	06/26/17 OI	Yes	Yes				Yes
	10/23/17 Evidence						
1.1.1. Each student is reading at grade level by the end of third grade	06/26/17 OI	Yes	Yes				Yes
	10/23/17 Evidence						
1.1.2 Each student achieves individual growth expectations and proficiency annually in, but not limited to, Language Arts, Math and Science	06/26/17 OI	Yes	Yes				Yes
	10/23/17 Evidence						
1.1.3 Each student receives a broad-based education that exceeds the Minnesota State Graduation Requirements	06/26/17 OI	Yes	Yes				Yes
	10/23/17 Evidence						

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**Record of Board Policy Monitoring
 Ends and Executive Limitations
 July 2017-June 2018**

Monitoring 2016-2017 School Year Data

The purpose of this document is to demonstrate to the owners that the board holds the superintendent accountable to our Ends and ELs.

Policy	Date	Operational Interpretation – Reasonable or not?		Evidence – demonstrates expected progress?		Date to bring back the district’s plan to demonstrate expected progress in the future	Completed
		Superintendent Assertion	Board Finding	Superintendent Assertion	Board Finding		
ENDS (Continued)							
1.2 Each student has the 21 st century skills needed to succeed in the global economy	06/26/17 OI	Yes	Yes				Yes
	10/23/17 Evidence						
1.3 Each student has the knowledge that citizens and residents of the United States need to contribute positively to society	06/26/17 OI	Yes	Yes				Yes
	10/23/17 Evidence						

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**Record of Board Policy Monitoring
 Ends and Executive Limitations
 July 2017-June 2018**

Monitoring 2016-2017 School Year Data

The purpose of this document is to demonstrate to the owners that the board holds the superintendent accountable to our Ends and ELs.

Policy	Date	Operational Interpretation – Reasonable or not?		Evidence – supports Operational Interpretation or not?		Date to re-monitor if either the OI is Not Reasonable or if Evidence doesn't support OI	Completed
		Superintendent Assertion	Board Finding	Superintendent Assertion	Board Finding		
EXECUTIVE LIMITATIONS							
EL 2.0 Global Executive Constraint	12/11/2017						
EL 2.1 Emergency Superintendent Succession	08/28/17						
EL 2.2 Treatment of Students	08/28/17						
EL 2.3 Treatment of Parents	09/25/2017						
EL 2.4 Treatment of Staff	10/23/2017						
EL 2.5 Financial Planning and Budgeting	12/11/17						
EL 2.6 Financial Management and Operations	09/25/17						
EL 2.7 Asset Protection	08/28/17						

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**Record of Board Policy Monitoring
 Ends and Executive Limitations
 July 2017-June 2018**

Monitoring 2016-2017 School Year Data

The purpose of this document is to demonstrate to the owners that the board holds the superintendent accountable to our Ends and ELs.

Policy	Date	Operational Interpretation – Reasonable or not?		Evidence – supports Operational Interpretation or not?		Date to re-monitor if either the OI is Not Reasonable or if Evidence doesn't support OI	Completed
		Superintendent Assertion	Board Finding	Superintendent Assertion	Board Finding		
EXECUTIVE LIMITATIONS							
EL 2.8 Compensation and Benefits	10/23/17						
EL 2.9 Communication and Support to the School Board	11/27/17 (Semi-annual)						

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**Record of Board Self-Evaluation
 Governance Policies
 (July 2017 – June 2018)**

Monitoring 2016-2017 School Year Data

The purpose of this document is to demonstrate to the owners that the Board is accountable to our Board Management Delegation and Governance Process policies.

Policy	Date of Self-Evaluation	Board Behavior Fully Compliant? Y/N	Board behavior needing improvement or opportunity for continuous improvement	Commitment Made/Action Taken	Completed
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BOARD-MANAGEMENT DELEGATION (BMD) POLICIES

3.0 Single Point of Connection	09/25/2017				
3.1 Unity of Control	09/25/2017				
3.1.1	09/25/2017				
3.1.2	09/25/2017				
3.1.3	09/25/2017				
3.2 Delegation to the Superintendent	09/25/2017				
3.2.1	09/25/2017				
3.2.2	09/25/2017				
3.2.3	09/25/2017				
3.2.4	09/25/2017				
3.3 Superintendent Accountability and Performance	09/25/2017				
3.3.1	09/25/2017				
3.3.2	09/25/2017				
3.3.3	09/25/2017				
3.3.4	09/25/2017				
3.3.5	09/25/2017				

GOVERNANCE PROCESS (GP) POLICIES

4.0 Global Governance Commitment	12/11/2017				
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**Record of Board Self-Evaluation
 Governance Policies
 (July 2017 – June 2018)**

Monitoring 2016-2017 School Year Data

The purpose of this document is to demonstrate to the owners that the Board is accountable to our Board Management Delegation and Governance Process policies.

Policy	Date of Self-Evaluation	Board Behavior Fully Compliant? Y/N	Board behavior needing improvement or opportunity for continuous improvement	Commitment Made/Action Taken	Completed
4.0.1	12/11/2017				
4.0.2	12/11/2017				
4.1 Governing Style	10/23/2017				
4.1.1	10/23/2017				
4.1.2	10/23/2017				
4.1.3	10/23/2017				
4.1.4	10/23/2017				
4.1.5	10/23/2017				
4.1.6	10/23/2017				
4.2 School Board Job Products	10/23/2017				
4.2.1	10/23/2017				
4.2.2	10/23/2017				
4.2.2 - A	10/23/2017				
4.2.2 - B	10/23/2017				
4.2.2 - C	10/23/2017				
4.2.2 - D	10/23/2017				
4.2.3	10/23/2017				
4.3 Annual Work Plan	10/23/2017				
4.3.1	10/23/2017				
4.3.2	10/23/2017				
4.3.3	10/23/2017				
4.4 Officer Roles	09/25/2017				
4.4.1	09/25/2017				

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**Record of Board Self-Evaluation
 Governance Policies
 (July 2017 – June 2018)**

Monitoring 2016-2017 School Year Data

The purpose of this document is to demonstrate to the owners that the Board is accountable to our Board Management Delegation and Governance Process policies.

Policy	Date of Self-Evaluation	Board Behavior Fully Compliant? Y/N	Board behavior needing improvement or opportunity for continuous improvement	Commitment Made/Action Taken	Completed
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4.4.1.1	09/25/2017				
4.4.1.2	09/25/2017				
4.4.1.3	09/25/2017				
4.4.1.4	09/25/2017				
4.4.1.5	09/25/2017				
4.4.1.6	09/25/2017				
4.4.1.7	09/25/2017				
4.4.1.8	09/25/2017				
4.4.1.9	09/25/2017				
4.4.2	09/25/2017				
4.4.3	09/25/2017				
4.4.4	09/25/2017				
4.5 School Board Members' Code of Conduct					
4.5.1	09/25/2017				
4.5.2	09/25/2017				
4.5.2.1	09/25/2017				
4.5.2.2	09/25/2017				
4.5.2.3	09/25/2017				
4.5.3	09/25/2017				
4.5.3.1	09/25/2017				
4.5.3.2	09/25/2017				
4.5.4	09/25/2017				

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**Record of Board Self-Evaluation
 Governance Policies
 (July 2017 – June 2018)**

Monitoring 2016-2017 School Year Data

The purpose of this document is to demonstrate to the owners that the Board is accountable to our Board Management Delegation and Governance Process policies.

Policy	Date of Self-Evaluation	Board Behavior Fully Compliant? Y/N	Board behavior needing improvement or opportunity for continuous improvement	Commitment Made/Action Taken	Completed
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4.5.5	09/25/2017				
4.5.6	09/25/2017				
4.5.7	09/25/2017				
4.5.7.1	09/25/2017				
4.5.7.2	09/25/2017				
4.5.7.3	09/25/2017				
4.5.7.4	09/25/2017				
4.5.7.5	09/25/2017				
4.5.7.6	09/25/2017				
4.5.7.7	09/25/2017				
4.6 Process for Addressing School Bd Member Violations	09/25/2017				
4.6.1	09/25/2017				
4.6.2	09/25/2017				
4.6.3	09/25/2017				
4.6.4	09/25/2017				
4.6.4.1	09/25/2017				
4.6.4.2	09/25/2017				
4.7 School Board Committee Principles	09/25/2017				
4.7.1	09/25/2017				
4.7.2	09/25/2017				
4.7.3	09/25/2017				

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**Record of Board Self-Evaluation
 Governance Policies
 (July 2017 – June 2018)**

Monitoring 2016-2017 School Year Data

The purpose of this document is to demonstrate to the owners that the Board is accountable to our Board Management Delegation and Governance Process policies.

Policy	Date of Self-Evaluation	Board Behavior Fully Compliant? Y/N	Board behavior needing improvement or opportunity for continuous improvement	Commitment Made/Action Taken	Completed
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4.7.4	09/25/2017				
4.8 School Board Committee Structure	09/25/2017				
4.8.1	09/25/2017				
4.8.2	09/25/2017				
4.8.3	09/25/2017				
4.8.4	09/25/2017				
4.9 Governance Investment	10/23/2017				
4.9.1	10/23/2017				
4.9.1.1	10/23/2017				
4.9.1.2	10/23/2017				
4.9.1.3	10/23/2017				
4.9.2	10/23/2017				
4.9.3	10/23/2017				
4.10 Operation of the School Board Governing Rules	09/25/2017				
4.10.1	09/25/2017				
4.10.1.1	09/25/2017				
4.10.1.2	09/25/2017				
4.10.1.3	09/25/2017				

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UPDATE: Designation of Identified Official with Authority for the MDE External User Access Recertification System

The School Board authorized Superintendent Josh Swanson to act as the primary Identified Official with Authority (IoWA) on July 24, 2017.

Superintendent Josh Swanson recommends the School Board or equivalent governing board also authorize Brenda Haynes to act as the IoWA to add and remove names only for the Eden Prairie Public School District 0272-01.

The Minnesota Department of Education (MDE) requires that school districts annually designate an Identified Official with Authority to comply with State Access Control Security Standard 1.0 which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually.

The Identified Official with Authority will assign job duties and authorize external user's access to MDE secure systems for their local education agency (LEA).

Monthly Reports – Resolution of Acceptance of Donations

BE IT RESOLVED by the School Board of Independent School District No. 272 that the School Board accepts with appreciation the following contributions and permits their use as designated by the donors:

Cedar Ridge Elementary:

- Donation of \$350.00 – Wells Fargo Community Support Campaign (Breanne Pena) – Funds used to enhance our nature/outdoor curriculum.
 - Donation \$87.49 – Ms. Jennifer Stratton – Funds will be used to enhance reading curriculum.
 - Donation \$87.51 – Ms. Carrie Twedt – Funds will be used to enhance the nature/outdoor curriculum.
-

Oak Point Elementary:

- Donation of \$99.97 – Wells Fargo Foundation Community Support (Evelyn Dorsey) – Funds used to support our school programs.
-

Prairie View Elementary:

- Donation \$250.00 – The Gap Foundation (Kristina Huber) – Funds will be used for years to come by present and forthcoming students.

SUPERINTENDENT CONSENT AGENDA

A. Semi-Monthly Reports

HUMAN RESOURCES

1. Human Resources – Eden Prairie Supervisors and Specialists (EPSS)

a. New Hires

Kison, Kelly – Marketing & Communications Coordinator, Administrative Services Center, 8 hours/day, 5 days/week, 240 days/year, effective 7/20/2017.

2. Human Resources - Licensed Staff

a. New Hires

Aeikens, Charise – Business Education, 1.0 FTE, Eden Prairie High School, effective 8/28/2017.

Bauer, Alexander – English, 1.0 FTE, Eden Prairie High School, effective 8/28/2017.

Camrud, Roeder – Physical Education/Health, 1.0 FTE, Central Middle School, effective 8/28/2017.

Clingan, Hannah – Grade 2 Teacher, 1.0 FTE, Eden Lake Elementary, effective 8/28/2017.

Dabbs, Melissa – World Language – French, 1.0 FTE, Central Middle School, effective 8/28/2017.

Erickson, Jessica – Music – Vocal, 0.6 FTE, Central Middle School, effective 8/28/2017.

Figueroa, Zulma – Special Education Teacher – Spanish Speaking, 1.0 FTE, Eagle Heights Spanish Immersion, effective 8/28/2017.

Foyt, Nicole – Business Education, 0.25 FTE, Eden Prairie High School, effective 11/13/2017.

Grachek, Jessica – Early Childhood Teacher, 0.6 FTE, Early Childhood Family Education, effective 8/28/2017.

Grigsby, Maria-Renee – TOSA (0.5 Instructional Excellence, 0.5 Special Education), 1.0 FTE, Eden Prairie High School, effective 8/28/2017.

Harrison, Gina – Instrumental Music Teacher, 0.623 FTE, Eden Lake Elementary, effective 8/28/2017.

Hermerding, Joshua – ELL/ESL Teacher, 0.5 FTE, Cedar Ridge Elementary, effective 8/28/2017.

Miller, Alison – Gifted & Talented Services Coordinator, 1.0 FTE, Central Middle School, effective 8/28/2017.

Oberembt, Alexa – World Language – French, 0.5 FTE, Eden Prairie High School, effective 8/28/2017.

Peden, Spring – Student Support Services Assessment Team, 1.0 FTE, District Wide, effective 8/28/2017.

Toko, Yvette – English, 1.0 FTE, Central Middle School, effective 8/28/2017.

Torrent, Courtney – World Language –Spanish Teacher, .791 FTE, Forest Hills Elementary, Prairie View Elementary, Eden Lake Elementary, effective 8/28/2017.

Wassing, Anna – World Language – Spanish Teacher, 1.0 FTE, Prairie View Elementary, effective 8/28/2017.

b. Resignation/Retirements

King, Cleonna – Special Education, 1.0 FTE, Eden Prairie High School, effective 6/9/2017.

Madsen, Steffan – Industrial Technology Education, 1.0 FTE, Central Middle School, effective 6/9/2017.

Vavreck, Jesse – Business Education, 1.0 FTE, Eden Prairie High School, effective 8/28/2017.

3. Human Resources - Classified Staff

a. New Hires

CLASS

Hall, Evelyn – Early Childhood Paraprofessional, Early Childhood Family Education, working 2.5 hours/day, 3 days/week, 88 days/year, effective 9/5/2017.

Kaur, Manpreet – Curriculum Specialist, Prairie View Elementary, working 6.5 hours/day, 5 days/week, 185 days/year, effective 8/28/2017.

McGuire, Eleisia – Receptionist, Eagles Heights Spanish Immersion, working 7 hours/day, 5 days/week, 191 days/year, effective 8/15/2017.

Paneinh, Kathy – Due Process Clerk, District Wide, working 7 hours/day, 5 days/week, 181 days/year, effective 9/5/2017.

LITTLE EAGLES

Anthony Cameron, Holly – Little Eagles Preschool Teacher, Early Childhood Family Education, working 5 hours/day, 5 days/week, 185 days/year, effective 8/28/2017.

Forman, Sarah – Little Eagles Preschool Teacher, Lower Campus, working 8 hours/day, 4 days/week, 143 days/year, effective 8/28/2017.

Franciosi, Natalie – Little Eagles Preschool Teacher, Early Childhood Family Education, working 8 hours/day, 5 days/week, 208 days/year, effective 8/28/2017.

Jensen, Amy – Little Eagles Preschool Teacher, Lower Campus, working 8 hours/day, 3 days/week, 147 days/year, effective 8/28/2017.

Nissen, Melanie – Little Eagles Preschool Teacher, Education Center, working 8 hours/day, 5 days/week, 208 days/year, effective 8/28/2017.

Sipe, Meghan – Little Eagles Preschool Teacher, Education Center, working 8 hours/day, 5 days/week, 208 days/year, effective 8/28/2017.

Sterrenberg, Kelsey – Little Eagles Preschool Teacher, Education Center, working 8 hours/day, 5 days/week, 205 days/year, effective 8/28/2017.

MSEA

Davare, Nina – Special Education Paraprofessional, Oak Point Elementary, working 5 hours/day, 5 days/week, 178 days/year, effective 9/5/2017.

Gomez, Vanessa – Early Childhood Paraprofessional, Early Childhood Family Education, working 6.5 hours/day, 5 days/week, 61 days/year, effective 9/5/2017 through 12/5/2017.

Her, Wendy – Special Education Paraprofessional, Eden Prairie High School, 6.5 hours/day, 5 days/week, 178 days/year, effective 9/5/2017.

Lynch, Diana – Early Childhood Paraprofessional, Early Childhood Family Education, working 5.5 hours/day, 5 days/week, 185 days/year, effective 9/5/2017.

Meyer, Kevin – Special Education Paraprofessional, TASSEL, 6 hours/day, 5 days/week, 178 days/year, effective 9/5/2017.

Wicklund, Amanda – Special Education Paraprofessional, TASSEL, 6 hours/day, 5 days/week, 178 days/year, effective 9/5/2017.

TRANSPORTATION

Sam, Giniw Ikwe – Bus Driver, Transportation, 4.47 hours/day, 5 days/week, 178 days/year, effective 9/5/2017.

b. Rehires

CLASS

Morrow, Lynn – Scheduling Clerk, Central Middle School, 5.5 hours/day, 5 days/week, 204 days/year, effective 8/4/2017.

TRANSPORTATION

Meredith, Eileen – Bus Driver, Transportation, 8 hours/day, 5 days/week, 178 days/year, effective 9/5/2017.

c. Resignations/Retirements

LITTLE EAGLES

Cragin, Madison – Little Eagles Preschool Teacher, Early Childhood Family Education, effective 6/9/2017.

Kosovan, Manuela – Little Eagles Preschool Teacher, Early Childhood Family Education, effective 6/9/2017.

FOOD SERVICE

Bullock, Patricia – Food Service Assistant II, Eden Prairie High School effective 6/8/2017.

Monnens, Renee – Food Service Assistant I, Eden Prairie High School, effective 6/8/2017.

MSEA

Atchison, Jeffrey – Special Education Paraprofessional, Eden Prairie High School, effective 6/8/2017.

Cartier, Samantha – Special Education Paraprofessional, Oak Point Elementary, effective 8/7/2017.

Eid, Shawn – Special Education Paraprofessional, Central Middle School, effective 7/27/2017.

Frieler, Bonnie – Playground Paraprofessional, Cedar Ridge Elementary, effective 6/8/2017.

Henderson, Lucas – Special Education Paraprofessional, Eden Prairie High School, effective 6/8/2017.

Keeley, Christine – Special Education Paraprofessional, Oak Point Elementary, effective 6/8/2017.

Khattak, Malalai – Crossing Guard, Oak Point Elementary, effective 6/8/2017.

Larson, James – Security Monitor, Eden Prairie High School, effective 6/8/2017.

Viojo de Gonzalez, Belen – Early Childhood Paraprofessional, Early Childhood Family Education, effective 6/8/2017.

TRANSPORTATION

Hart, Patrick – Mechanic, Transportation, effective 8/11/2017.

Martin, John Timothy – Bus Driver, Transportation, effective 6/8/2017.

Sorheim, Christopher – Bus Driver, Transportation, effective 6/8/2017.

Board Business

General Consent Agenda

Approval of Payments, all funds, June 2017

Check #393170-393713	\$2,424,707.05
Electronic Disbursements	\$6,250,935.23
TOTAL	\$8,675,642.28

Approval of Payments, all funds, July 2017

Check #393713-393984	\$6,447,346.44
Electronic Disbursements	\$4,794,401.03
TOTAL	\$11,241,747.47

Acknowledgment of Electronic Transfers July 2017

INVEST DATE	FROM	TO	INTEREST RATE	MATURITY DATE	PRINCIPAL
05/27/2016	PMA Financial	MNTrust	.751%	07/26/2017	\$249,966.74
05/27/2016	PMA Financial	MNTrust	.701%	07/27/2017	\$249,927.46
06/30/2017	PMA Financial	MNTrust	1.00%	07/27/2017	\$3,002,219.18
06/30/2017	PMA Financial	MNTrust	1.020%	08/01/2017	\$10,008,942.47
08/03/2016	PMA Financial	MNTrust	.691%	08/04/2017	\$249,920.57
08/12/2016	PMA Financial	MNTrust	.601%	08/11/2017	\$249,978.56
08/12/2016	PMA Financial	MNTrust	.601%	08/11/2017	\$249,978.56
07/13/2017	PMA Financial	MNTrust	1.020%	08/14/2017	\$2,502,235.62

EDEN PRAIRIE SCHOOLS GENERAL FUNDS MONTHLY REVENUE/EXPENDITURE REPORT FOR THE MONTH ENDING: Jun-17

REVENUES/TRANSFERS IN (BY SOURCE CODE)						
SOURCE	DESCRIPTION	MONTH TO DATE RECEIVED	YEAR TO DATE RECEIVED	CURRENT FULL YEAR PROJECTION	THIS YEAR % RECEIVED	LAST YEAR % RECEIVED
001-020	TAXES	\$ (470,682)	\$ 23,781,046	\$ 24,432,055	97.34%	99.93%
021-040	TUITION	(15,851)	55,525	53,996	102.83%	90.27%
041-089	FEES & ADMISSIONS	17,543	809,678	903,000	89.67%	99.72%
090-199	MISC REVENUE	417,900	1,882,023	1,637,185	114.95%	148.39%
200-399	STATE AID	10,646,577	77,016,637	76,527,898	100.64%	100.49%
400-499	FEDERAL PROGRAMS	731,537	2,900,703	2,900,703	100.00%	100.00%
600-649	SALES	(1,457)	54,325	56,000	97.01%	62.82%
		\$ 11,325,568	\$ 106,499,936	\$ 106,510,837	99.99%	100.98%
	CAPITAL OUTLAY	9,750,874	11,323,480	11,762,413	96.27%	101.67%
	STUDENT ACTIVITIES	103,131	1,741,421	2,000,000	87.07%	-

Revenue Notes:

ACTIVITIES The 2016-17 year includes a budget of \$2,000,000 revenue for Student Activities. An equal expenditure budget has been created to offset.

EXPENDITURES/TRANSFERS OUT (BY OBJECT CODE)						
OBJECT	DESCRIPTION	MONTH TO DATE EXPENDED	YEAR TO DATE EXPENDED	CURRENT FULL YEAR PROJECTION	THIS YEAR % EXPENDED	LAST YEAR % EXPENDED
100	SALARIES	\$ 15,508,803	\$ 71,960,060	\$ 72,236,742	99.62%	99.78%
200	BENEFITS	4,373,372	21,838,339	21,753,829	100.39%	99.23%
300	PURCHASED SVCS	1,283,332	6,891,993	7,205,624	95.65%	92.29%
400	SUPPLIES & EQUIPMENT	363,919	3,314,510	3,166,371	104.68%	129.34%
800	OTHER EXPENSES	17,972	188,646	180,654	104.42%	117.21%
900	TRANSFERS & CONTINGENCY	-	-	172,951	0.00%	0.00%
		\$ 21,547,398	\$ 104,193,547	\$ 104,958,445	99.27%	100.06%
	CAPITAL OUTLAY	537,314	12,174,433	12,224,842	99.59%	97.52%
	STUDENT ACTIVITIES	149,430	1,843,862	2,000,000	92.19%	-

Expenditure Notes:

ACTIVITIES The 2016-17 year includes a budget of \$2,000,000 expenditure for Student Activities. An equal revenue budget has been created to offset.



August 16, 2017

To: Dr. Josh Swanson, Superintendent
From: The Business Office
Re: Radon Testing Results

Radon testing is conducted in Eden Prairie Schools every five years or when there are major changes to the foundation or ventilation in a building. Radon is a naturally occurring, radioactive gas that enters buildings from surrounding soil. It is a colorless, odorless, tasteless, radioactive gas, the primary source of ionizing radiation to humans. The level of radon gas present in an area may pose a health hazard to students and staff alike. Testing is the only way to determine how much radon is present in an occupied space and test results are measured in picoCuries/liter (pCi/L) which are used to establish the action levels recommended by the United States Environmental Protection Agency (EPA).

Eden Prairie Schools hired the Institute for Environmental Assessment (IEA) to conduct radon testing at all student-occupied sites within the district. Radon testing and management is not a regulated activity in Minnesota. Given the unique properties of radon gas, it is important to be aware of the risks with prolonged exposure to high levels and to be proactive in controlling it. Eden Prairie Schools created a written program to comply with the Minnesota Department of Health (MDH) Best Practices for Radon Measurement in Minnesota Schools. The purpose of this program is to ensure students and staff have a healthy learning and working environment.

Initial test results from IEA showed radon levels were below the 4 pCi/L action level in 503 of the 505 rooms tested. Test results of two classrooms at Cedar Ridge Elementary showed elevated levels of radon. The district voluntarily conducted more detailed secondary testing in those two rooms, which showed radon levels within the normal range. We will continue to periodically test levels according to program requirements.

District-wide testing confirmed our students and staff are in a healthy environment in all district classrooms.

Eden Prairie School Board
2017-2018 WORK PLAN CHANGES
Proposed: 08/28/17

Date of Meeting/Workshop	Changes Requested
<i>Monday, August 28, 2017</i>	- Remove both tentative Joint School Board/City Council Meetings (9/5 & 9/19), City has requested to reschedule after the first of 2018.
<i>Monday, September 11, 2017 – Workshop</i>	- ADD: Business Meeting at 6:00 p.m. prior to Workshop to approve Teacher Contracts (10 minutes) – will need to post. (and Workshop immediately following.
<i>Monday, September 25, 2017</i>	
<i>Monday, October 9, 2017 – Workshop</i>	
<i>Monday, October 23, 2017</i>	

*There was discussion about future workshops involving policy and post-secondary partnerships.

Placeholders
<ul style="list-style-type: none"> • Board Reimbursement Policy • Prep work for January Organizational Meeting • Policy Language Review for February 2018

**EDEN PRAIRIE SCHOOL BOARD
2017-2018 ANNUAL WORK PLAN**

Board Meetings
Board Workshops
Other Meetings

August 28, 2017

Board Meeting or Board Workshop Type, Date and Time	Board Work				Supt Consent Agenda Items (Human Resources & Business Services Reports)	Board Education & Required Reporting	Workshop Topic(s)
	Policy Monitoring Ends, EL, BMD & GP Monitoring	Decision Preparation	Required Board Action	Board Action on Committee Reports & Minutes			
<p>*****2017*****</p> <p>Board Meeting Mon, July 24, 2017 8:00 AM</p>					<ul style="list-style-type: none"> •HR Report/Monthly Reports •Student Handbooks •EPS 10-Year Facilities Maintenance Plan (Completed 6/26/17 Board Mtg.) 		<ul style="list-style-type: none"> •School Board Candidate Information Meetings at ASC: <ul style="list-style-type: none"> - 10 a.m. & 7 p.m.
<p>Board Workshop Mon, Aug 28, 2017 4:30 PM</p>							<ul style="list-style-type: none"> •Designing Pathways Information Session
<p>Board Meeting Mon, Aug 28, 2017 6:00 PM</p>	<ul style="list-style-type: none"> •EL 2.1 Emergency Supt. Succession •EL 2.2 Treatment of Students •EL 2.7 Asset Protection 		<ul style="list-style-type: none"> •Record of Board Self-Evaluation 		<ul style="list-style-type: none"> •Monthly Reports 		
<p>Post Meeting Board Workshop Mon, Aug 28, 2017</p>							<ul style="list-style-type: none"> •School Board Mtg. Self-Assessment
<p>Joint School Board/ City Council Meeting Meeting September 5, 2017 (T/B Rescheduled in 2018)</p>							

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**EDEN PRAIRIE SCHOOL BOARD
2017-2018 ANNUAL WORK PLAN**

Board Meetings							
Board Workshops							
Other Meetings							

August 28, 2017

<p>Board Workshop Mon, Sept 11, 2017 6:00 PM</p>							<ul style="list-style-type: none"> •Admin Proposals for 2017-18 Workshops •NEW Policy Development Discussion (Ends & EL Policies) •Policy Monitoring: All BMD Policies •Policy Monitoring: GP 4.4, 4.5, 4.6, 4.7, 4.8, 4.10 •Confirm agenda for next Board Workshop
<p>Joint School Board/ City Council Meeting Meeting September 19, 2017 (T/B Rescheduled in 2018)</p>							
<p>Board Meeting Mon, Sept 25, 2017 6:00 PM</p>	<ul style="list-style-type: none"> •EL 2.2 Treatment of Students-(Listed on 8/28/17) •EL 2.3 Treatment of Parents •EL 2.6 Financial Management&Operations •EL 2.7 Asset Protection (Listed on 8/28/17) •All BMD Policies •GP 4.4 Officer Roles •GP 4.5 School Board Members Code of Conduct •GP 4.6 Process for Addressing School Board Member Violations •GP 4.7 School Board Committee Principles •GP 4.8 School Board Committee Structure 		<ul style="list-style-type: none"> •Approval of Preliminary FY18 Levy •Record of Board Self-Evaluation 		<ul style="list-style-type: none"> •Monthly Reports 	<p><u>Superintendent Incidentals:</u></p> <ul style="list-style-type: none"> • 2016-2017 Unaudited Financials •Enrollment Update 	

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**EDEN PRAIRIE SCHOOL BOARD
2017-2018 ANNUAL WORK PLAN**

Board Meetings
Board Workshops
Other Meetings

August 28, 2017

	<ul style="list-style-type: none"> •GP 4.10 Operation of the School Board Governing Rules 						
Post Meeting Board Workshop Mon, Sept 25, 2017							<ul style="list-style-type: none"> •School Board Mtg. Self-Assessment
Board Workshop Mon, Oct 9, 2017 6:00 PM							<ul style="list-style-type: none"> •Board Development: Board Governance Processes Discussion •Administration: Setting Stage for 2018-19 Budget Guidelines •Policy Monitoring: GP 4.0, 4.1, 4.2, 4.3, 4.9 •Confirm agenda for next Board Workshop
Board Meeting Mon, Oct 23, 2017 6:00 PM	<ul style="list-style-type: none"> •Ends 1.1, 1.2, 1.3 Evidence (2016-17) •EL 2.4 Treatment of Staff •EL 2.8 Compensation and Benefits •GP 4.0 Global Governance Commitment (Listed on 12/11/17) •GP 4.1 Governing Style •GP 4.2 School Board Job Products •GP 4.3 Annual Work Plan •GP 4.9 Governance Investment 		<ul style="list-style-type: none"> •Record of Board Self-Evaluation 		<ul style="list-style-type: none"> • Monthly Reports 	<u>Superintendent Incidentals:</u> <ul style="list-style-type: none"> • Enrollment Report as of Oct. 1, 2017 • 2016-2017 Audited Financials 	
Post Meeting Board Workshop Mon, Oct 23, 2017							<ul style="list-style-type: none"> •School Board Mtg. Self-Assessment

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**EDEN PRAIRIE SCHOOL BOARD
2017-2018 ANNUAL WORK PLAN**

Board Meetings							
Board Workshops							
Other Meetings							

August 28, 2017

Board Workshop Mon, Nov 13, 2017 6:00 PM							<ul style="list-style-type: none"> • Administration: Guidelines Setting Stage for 2018-19 Budget -Part 2 • Confirm agenda for next Board Workshop
Board Meeting Mon, Nov 27, 2017 6:00 PM	<ul style="list-style-type: none"> • EL 2.9 Communication and Support to the School Board (Semi-annual) 	<ul style="list-style-type: none"> • Closed Session: Superintendent Review 	<ul style="list-style-type: none"> • Approval of FY17 Audit • Appointment: WMEP Representative • Record of Board Self-Evaluation 	<ul style="list-style-type: none"> • Treasurer's Report 	<ul style="list-style-type: none"> • Monthly Reports 	<ul style="list-style-type: none"> • World's Best Workforce Report 	
Post Meeting Board Workshop Mon, Nov 27, 2017							<ul style="list-style-type: none"> • School Board Mtg. Self-Assessment
Truth in Taxation Hearing Mon, Dec 11, 2017 6:00 PM							
Board Meeting Mon, Dec 11, 2017 6:15 PM Convene following the Truth in Taxation Hearing	<ul style="list-style-type: none"> • EL 2.5 Financial Planning and Budgeting • EL 2.0 Global Executive Constraint • GP 4.0 Global Governance Commitment 		<ul style="list-style-type: none"> • Approval of Final FY18 Levy • Appointment of District 287 Representative • Appointment of WMEP Representative • Superintendent Review Statement (Announcements) • Record of Board Self-Evaluation 		<ul style="list-style-type: none"> • Monthly Reports 		

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**EDEN PRAIRIE SCHOOL BOARD
2017-2018 ANNUAL WORK PLAN**

Board Meetings
Board Workshops
Other Meetings

August 28, 2017

<p align="center">Post Meeting Board Workshop Mon, Dec 11, 2017</p>							<ul style="list-style-type: none"> • School Board Mtg. Self-Assessment
<p align="center">*****2018***** Annual Organizational Meeting Mon, Jan 8, 2018 6:00 PM</p>			<ul style="list-style-type: none"> •Organizational Mtg. <ul style="list-style-type: none"> - Election of Officers - School Board Compensation - School Board Calendar 		<ul style="list-style-type: none"> •Annual School District Organizational Items <ul style="list-style-type: none"> - School District Newspaper - School District Depository /Financial Institutions - Money Wire Transfers - Early Claims Payment - School District Legal Counsel - School District Responsible Authority - Deputy Clerk & Deputy Treasurer - Facsimile Signature Authorization - Authorization for Superintendent to Sign Contracts - Local Ed Agency (LEA) Representative 		
<p align="center">Board Workshop Mon, Jan 8, 2018 6:15 PM Convene following the Annual Organizational Meeting</p>							<ul style="list-style-type: none"> • 2018 Committees & Outside Organization Discussion • Confirm agenda for next Board Workshop
<p align="center">Board Meeting Mon, Jan 22, 2018 6:00 PM</p>		<ul style="list-style-type: none"> •2018-19 School Calendar •2019-20 School Calendar-DRAFT 	<ul style="list-style-type: none"> •Mid-Year Budget Approval •Record of Board Self-Evaluation 	<ul style="list-style-type: none"> • 2018 School Board Committee & Outside Organization Assignments 	<ul style="list-style-type: none"> • Monthly Reports • Capital Budget for Buses • Pay Equity Report 	<ul style="list-style-type: none"> • Budget Events Timeline • FY19 Budget Assumptions 	

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**EDEN PRAIRIE SCHOOL BOARD
2017-2018 ANNUAL WORK PLAN**

Board Meetings							
Board Workshops							
Other Meetings							

August 28, 2017

Post Meeting Board Workshop Mon, Jan 22, 2018							<ul style="list-style-type: none"> • School Board Meeting Self-Assessment
Board Workshop Mon, Feb 12, 2018 6:00 PM							<ul style="list-style-type: none"> • Local Legislative Update • Confirm agenda for next Board Workshop
Board Meeting Mon, Feb 26, 2018 6:00 PM		<ul style="list-style-type: none"> • Closed Session: Negotiation Strategy 	<ul style="list-style-type: none"> • Record of Board Self-Evaluation 		<ul style="list-style-type: none"> • Monthly Reports • Approval of 2018-19 School Calendar • Approval of 2019-20 School Calendar DRAFT • 2018-19 Achievement & Integration Budget • American Indian Education Resolution 		
Post Meeting Board Workshop Mon, Feb 26, 2018							<ul style="list-style-type: none"> • School Board Meeting Self-Assessment
Board Workshop Mon, Mar 12, 2018 6:00 PM							<ul style="list-style-type: none"> • Confirm agenda for next Board Workshop
Board Meeting Mon, Mar 26, 2018 6:00 PM		<ul style="list-style-type: none"> • 2018-19 Capital Budget • Closed Session: Negotiation Strategy 	<ul style="list-style-type: none"> • Record of Board Self-Evaluation • Resolution to Release Probationary Teachers • School Board Expense Reimbursement Policy – 1st Reading 		<ul style="list-style-type: none"> • Monthly Reports 	<ul style="list-style-type: none"> • Final FY19 Budget Assumptions 	

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**EDEN PRAIRIE SCHOOL BOARD
2017-2018 ANNUAL WORK PLAN**

Board Meetings							
Board Workshops							
Other Meetings							

August 28, 2017

Post Meeting Board Workshop Mon, Mar 26, 2018							<ul style="list-style-type: none"> • School Board Meeting Self-Assessment
Board Workshop Mon, Apr 9, 2018 6:00 PM							<ul style="list-style-type: none"> • Discussion: 2018-19 School Board Meeting Schedule • 2018-19 School Board Budget 1st Reading (Presented by Treasurer) • Policy Monitoring Follow-up: 1.1.1 & 1.1.2 • Confirm agenda for next Board Workshop
Board Meeting Mon, Apr 23, 2018 6:00 PM		<ul style="list-style-type: none"> • 2018-19 School Board Work Plan – 1st Reading 	<ul style="list-style-type: none"> • Approval of 2018-19 Capital Budget • Approval of 2018-19 School Board Budget • Approval of 2018-19 School Board Meeting Schedule • Record of Board Self-Evaluation 		<ul style="list-style-type: none"> • Monthly Reports 		
Post Meeting Board Workshop Mon, Apr 23, 2018							<ul style="list-style-type: none"> • School Board Meeting Self-Assessment
Board Workshop <u>Mon, May 7, 2017</u> 6:00 PM*							<ul style="list-style-type: none"> • Confirm agenda for next Board Workshop

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**EDEN PRAIRIE SCHOOL BOARD
2017-2018 ANNUAL WORK PLAN**

Board Meetings
Board Workshops
Other Meetings

August 28, 2017

<p>Board Meeting <u>Mon, May 21, 2018</u> 6:00 PM*</p>	<ul style="list-style-type: none"> Ends 1.1, 1.2, 1.3 OI (2018-19) (S/B listed on 6/18/18) 	<ul style="list-style-type: none"> 2018-19 Budget – First Reading 	<ul style="list-style-type: none"> Approval of 2018-19 School Board Work Plan Record of Board Self-Evaluation 		<ul style="list-style-type: none"> Monthly Reports Approval of District Health and Safety Program MSHSL Resolution for Membership Approval of 2018-19 School Meal Prices 		
<p>Post Meeting Board Workshop <u>Mon, May 21, 2018*</u></p>							<ul style="list-style-type: none"> School Board Meeting Self-Assessment
<p>Board Workshop <u>Mon, Jun 4, 2018</u> 6:00 PM*</p>							<ul style="list-style-type: none"> Confirm agenda for next Board Workshop
<p>Board Meeting <u>Mon, Jun 18, 2018</u> 6:00 PM*</p>	<ul style="list-style-type: none"> EL 2.9 Communication and Support to the School Board (Semi-annual) Ends 1.1, 1.2, 1.3 OI (2018-19) 		<ul style="list-style-type: none"> Approval of 2018-19 Budget ISD 287 10-Year Facilities Maintenance Resolution Record of Board Self-Evaluation 		<ul style="list-style-type: none"> Monthly Reports EPS 10-Year Facilities Maintenance Plan Q-Comp Annual Report Annual Review of District Mandated Policies Approval of Updated District Policies 	<ul style="list-style-type: none"> Annual Overnight/Extended Trip Report 	
<p>Post Meeting Board Workshop <u>Mon, Jun 18, 2018*</u></p>							<ul style="list-style-type: none"> School Board Meeting Self-Assessment

*Meeting dates changed to avoid May's Board Regular Business Meeting conflicting with Memorial Day on May 28, 2018.

Placeholders

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Eden Prairie School Board
2017-2018 SCHOOL BOARD CALENDAR OF COMMITTEE MEETINGS AND EVENTS

COMMITTEE MEETINGS

EVENTS

SCHOOL BOARD COMMUNITY CONNECTION

August 28, 2017

Name of Event	Date	Place	Time	Notes
Agenda Setting Meeting	Tuesday, July 18, 2017	ASC	10:00 a.m.	Chair & Vice Chair
School Board Meeting (Brief)	Monday, July 24, 2017	ASC/EDC	8:00 a.m.	
School Board Candidate Information Sessions	Monday, July 24, 2017	ASC/EDC	10:00 a.m. and 7:00 p.m.	
MSBA Summer Seminar	Sunday thru Wednesday, August 6-9	Minneapolis Marriott NW		John Kohner attending Monday, 8/7: Leading Above the Line/Insights into the 2017 Legislative Session
WMEP - Future-Forward Leadership Redesign Institute: What does it take to equip diverse scholars for an ever- changing global economy?	Wednesday, August 16, 2017	Hosted by Wayzata H.S. 4955 Peony Lane, N Plymouth, MN 55446	8:30 – 3:30 p.m.	John Kohner attending (no cost)
Agenda Setting Meeting	Tuesday, August 22, 2017	ASC	2:30 p.m.	Chair & Vice Chair
School Board Workshop	Monday, August 28, 2017	ASC/EDC	4:30 p.m.	Designing Pathways Discussion
School Board Meeting	Monday, August 28, 2017	ASC/EDC	6:00 p.m.	
Annual District Kick Off	Tuesday, August 29, 2017	Grace Church, 9301 Eden Prairie Road, Eden Prairie (Enter through Door 4)	8:30 a.m.	7:30 a.m. – Light Breakfast
Agenda Setting Meeting	Tuesday, September 5, 2017	ASC	3:00 p.m.	Chair & Vice Chair
Prairie Colors Marching Band Festival	Saturday, September 9, 2017	EPHS – Aerie Stadium	12 – 4 p.m. (Gates open at 11 a.m.)	Tickets available at the gate
Eden Prairie Community Foundation Fundraiser	Saturday, September 9, 2017	EP Purgatory Park (by the Jean Harris Memorial)	3:00 – 6:00 p.m.	Ranee has tickets
School Board Business Meeting/Workshop	Monday, September 11, 2017	ASC	6:00 p.m. 6:15 p.m.	Business Meeting Board Workshop
EPHS – Homecoming Week	Week of September 18, 2017			
Agenda Setting Meeting	Tuesday, September 19, 2017	ASC	3:00 p.m.	Chair & Vice Chair
FEPS 5k for EP Schools	Saturday, September 23, 2017	EPHS Aerie Stadium	7:30 a.m.	Registration is through FEPS Attending:
School Board Meeting	Monday, September 25, 2017	ASC/EDC	6:00 p.m.	
Agenda Setting Meeting	Tuesday, October 3, 2017	Conference Call	3:00 p.m.	Chair & Vice Chair
School Board Meeting	Monday, October 9, 2017	ASC/EDC	6:00 p.m.	

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Eden Prairie School Board
2017-2018 SCHOOL BOARD CALENDAR OF COMMITTEE MEETINGS AND EVENTS

COMMITTEE MEETINGS

EVENTS

SCHOOL BOARD COMMUNITY CONNECTION

August 28, 2017

Name of Event	Date	Place	Time	Notes
EP Chamber Annual GALA Event (Celebrating the Chamber's 20 th GALA)	Saturday, October 14, 2017	Bearpath Golf & Country Club	5-11 p.m.	
AMSD Annual Conference (Reimagining Public Education in Minnesota)	Wednesday, October 11, 2017	TIES Conference Center, St. Paul	7:30 a.m. – 1:00 p.m.	
Agenda Setting Meeting	Tuesday, October 17, 2017	ASC	3:00 p.m.	Chair & Vice Chair
School Board Meeting	Monday, October 23, 2017	ASC/EDC	6:00 p.m.	
Eden Prairie High School Career Expo 2017	Tuesday, October 24, 2017	EPHS FREE for Members	7:30 -11:00 a.m.	EPHS and the EP Chamber invite community professionals from all industries to share their career and insights with up to 3,000 local students. Attending: Elaine, Holly, John, Adam
National Merit Breakfast	Friday, November 10, 2017	EPHS – East Commons	8:00- 10:00 a.m.	Attending: Elaine, Holly, John, Ranee (tentative)
Agenda Setting Meeting	Tuesday, November 7, 2017	ASC	3:00 p.m.	Chair & Vice Chair
EP Chamber Athena Awards Luncheon				
Agenda Setting Meeting	Tuesday, November 21, 2017	ASC	3:00 p.m.	Chair & Vice Chair
Agenda Setting Meeting	Tuesday, December 5, 2017	ASC	3:00 p.m.	Chair & Vice Chair
All School Recognition of Athletics & Academic Accomplishments	December	EPHS		
Winter Break – No School	December 22, 2017 thru January 2, 2018			
MSBA Leadership Conference (97 th Annual Conference)	Thursday & Friday January 11 & 12, 2018	Minneapolis Convention Center	TBD	Attending:
EP Chamber State of the City Luncheon	Thursday, January 18, 2018	TBD	11:00-1:00 p.m.	Attending: Elaine, Greg, Dave,

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