

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.*

The School Board Workshop will start at approximately 6:15 p.m., or 5-10 minutes after the School Board Meeting adjourns.

1. Convene: 6:15 p.m.

School Board Roll Call:

Dave Espe, Ranee Jacobus, John Kohner, Elaine Larabee, Greg Lehman, Holly Link, Adam Seidel

2. ADMIN Proposals for 2017-2018 Workshops

3. NEW Policy Development (Ends & EL Policies)

4. Policy Monitoring: All Board Management Delegation (BMD) Policies

A. BMD 3.0 - 3.3 Policies with Record of Board Self-Evaluation Information

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5. Policy Monitoring: Governance Process (GP) Policies

A. GP 4.4, 4.5, 4.6, 4.7, 4.8, 4.10 Policies with Record of Board Self-Evaluation Information

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6. Confirm agenda for next School Board Workshop

7. Adjournment at _____ p.m.

**Record of Board Self-Evaluation
 Governance Process and Board Management Delegation Policies
 September 2016 – September 2017**

Policy Type:	Board-Management Delegation
Policy Title:	3.0 Single Point of Connection

The School Board’s sole official connection to the district, its achievement, and its conduct will be through the Superintendent. Therefore, the School Board does not direct or evaluate any other district employees.

Policy	Date of Self-Evaluation	Board Behavior Fully Compliant	Board behavior needing improvement or opportunity for continuous improvement	Commitment Made/Action Taken	Completed
3.0 Single Point of Connection	Sept 25, 2017				

Adopted: 10/23/12
 Revised: 04/28/15

Eden Prairie School Board

**Record of Board Self-Evaluation
 Governance Process and Board Management Delegation Policies
 September 2016 – September 2017**

Policy Type:	Board-Management Delegation
Policy Title:	3.1 Unity of Control

The School Board will direct the Superintendent only through official School Board action. Accordingly:

- 3.1.1 The School Board will make decisions by formal recorded vote in order to avoid any uncertainty about whether direction has been given.
- 3.1.2 The Superintendent is not obligated to follow the directions or instructions of individual School Board members, officers or committees unless the School Board has specifically delegated such exercise of authority.
- 3.1.3 Should the Superintendent determine that an information request received from an individual School Board Member, officer or committee requires a material amount of staff time or is unreasonable, the superintendent may refuse such requests and ask that the individual School Board Member, officer or committee refer such requests to the full School Board for authorization.

Policy	Date of Self-Evaluation	Board Behavior Fully Compliant	Board behavior needing improvement or opportunity for continuous improvement	Commitment Made/Action Taken	Completed
3.1 Unity of Control	Sept 25, 2017				
3.1.1	Sept 25, 2017				
3.1.2	Sept 25, 2017				
3.1.3	Sept 25, 2017				

Adopted: 10/23/12
 Revised: 04/28/15

Eden Prairie School Board

**Record of Board Self-Evaluation
 Governance Process and Board Management Delegation Policies
 September 2016 – September 2017**

Policy Type:	Board-Management Delegation
Policy Title:	3.2 Delegation to the Superintendent

The School Board will instruct the Superintendent through written policies that prescribe the district ends to be achieved and describe district situations and actions to be avoided, allowing the Superintendent to use any reasonable interpretation of these policies. Accordingly:

- 3.2.1 The School Board will develop Ends policies instructing the Superintendent to achieve the defined results for students.
- 3.2.2 The School Board will develop Executive Limitations policies that limit the latitude the Superintendent may exercise in choosing district means.
- 3.2.3 Once the School Board has accepted the Superintendent’s *reasonable interpretation* of any School Board policy the Superintendent is authorized to establish all further district policies, make all decisions, take all actions, establish all practices, and pursue all activities in order to accomplish the School Board’s Ends Policies. Therefore such decisions of the Superintendent shall have full force and authority as if decided by the School Board.
- 3.2.4 The School Board may change its Ends and Executive Limitations policies, thereby shifting the boundary between School Board and Superintendent domains. By doing so, the School Board changes the latitude of choice given to the Superintendent.

Policy	Date of Self-Evaluation	Board Behavior Fully Compliant	Board behavior needing improvement or opportunity for continuous improvement	Commitment Made/Action Taken	Completed
3.2 Delegation to the Superintendent	Sept 25, 2017				
3.2.1	Sept 25, 2017				
3.2.2	Sept 25, 2017				
3.2.3	Sept 25, 2017				
3.2.4	Sept 25, 2017				

Adopted: 10/23/12
 Revised: 04/28/15

**Record of Board Self-Evaluation
Governance Process and Board Management Delegation Policies
September 2016 – September 2017**

Policy Type: Board-Management Delegation
Policy Title: 3.3 Superintendent Accountability and Performance

The School Board will view the Superintendent performance as identical to district performance on the School Board’s Ends and Executive Limitations policies.

- 3.3.1 The Superintendent’s performance will be evaluated through systematic and rigorous monitoring of the School Board’s Ends and Executive Limitations policies. The performance standard for Ends policies shall be whether the Superintendent has achieved expected progress toward achieving the Ends. The performance standard for Executive Limitations policies shall be whether the Superintendent has complied with the Executive Limitations.
- 3.3.2 In every case, the School Board will determine the reasonableness of the Superintendent’s interpretation. The School Board is the final arbiter of reasonableness but will always judge with a “reasonable person” test rather than with interpretations favored by School Board members or by the School Board as a whole.
- 3.3.3 In every case, the School Board will determine whether the data demonstrates expected progress towards the School Board’s Ends policies or compliance with the School Board’s Executive Limitations policies.
- 3.3.4 The School Board will acquire monitoring information by one or more of three methods:
 - (a) by *internal report*, in which the Superintendent discloses interpretations and compliance information to the School Board;
 - (b) by *external report*, in which an external, disinterested third party selected by the School Board assesses compliance with School Board policies; or
 - (c) by *direct Board inspection*, in which a designated member or members of the School Board assess compliance with the appropriate policy criteria.
- 3.3.5 All Ends and Executive Limitations policies will be monitored at a frequency and by a method chosen by the School Board. The School Board can monitor any policy at any time by any method but will ordinarily depend on a routine schedule.

Adopted: 10/23/12
Revised: 11/13/12; 01/08/13; 04/28/15

POLICY		METHOD	FREQUENCY	MONTH
Ends				
1.0	Eden Prairie public schools exist so that each student obtains an education that prepares them for their next stage of life in a manner that justifies the resources expended.	Internal	Annually	
1.1	Each student graduates and is academically prepared to progress to multiple opportunities after high school.	Internal	Annually	
1.2	Each student has the 21 st century skills needed to succeed in the global economy.	Internal	Annually	
1.3	Each student has the knowledge that citizens and residents of the United States need to contribute positively to society	Internal	Annually	
Executive Limitations				
2.0	Global Executive Constraint	Internal	Annually	
2.1	Emergency Superintendent Succession	Internal	Biannually	
2.2	Treatment of Students	Internal	Annually	
2.3	Treatment of Parents	Internal	Annually	
2.4	Treatment of Staff	Internal	Annually	
2.5	Financial Planning and Budgeting	Internal	Annually	
2.6	Financial Management and Operations	Internal	Annually	
2.7	Asset Protection	Internal	Annually	
2.8	Compensation and Benefits	Internal	Annually	
2.9	Communication and Support to the School Board	Internal	Semiannually	

Policy	Date of Self-Evaluation	Board Behavior Fully Compliant	Board behavior needing improvement or opportunity for continuous improvement	Commitment Made/Action Taken	Completed
3.3 Superintendent Accountability and Performance	Sept 25, 2017				
3.3.1	Sept 25, 2017				
3.3.2	Sept 25, 2017				
3.3.3	Sept 25, 2017				
3.3.4	Sept 25, 2017				
3.3.5	Sept 25, 2017				

Adopted: 10/23/12

Revised: 11/13/12; 01/08/13; 04/28/15

**Record of Board Self-Evaluation
Governance Process and Board Management Delegation Policies
September 2016 – September 2017**

Policy Type: Governance Process
Policy Title: 4.4 Officer Roles

Officers of the School Board are empowered with specific responsibilities delegated to them by the School Board or by state statute. Officers are elected following nominations during the first meeting in January. The following outlines their responsibilities.

4.4.1 The Chair is empowered by the School Board to assure the integrity of the School Board's governing process as well as the adherence to rules legitimately imposed on it from outside the district. The Chair resides over each meeting and is expected to:

- 4.4.1.1 Conduct a meeting that follows the governance protocol, processes and procedures agreed upon by the School Board.
- 4.4.1.2 Maintain a School Board meeting atmosphere that is respectful, engaging and productive.
- 4.4.1.3 Assure all required School Board actions brought forward, including Superintendent consent agenda items, are handled expeditiously.

Additional responsibilities include, but may not be limited to:

- 4.4.1.4 Developing meeting agendas in concert with the Vice Chair and Superintendent that are consistent with the School Board's annual work plan and School Board-approved agenda procedures.
- 4.4.1.5 Responding on behalf of the School Board to all external email communications from owners.
- 4.4.1.6 Representing the School Board to external organizations as required.
- 4.4.1.7 Representing the School Board's stated position on topics in newspaper, media and other email communications when requested.
- 4.4.1.8 Delegating authority if necessary, but maintaining accountability for its use.
- 4.4.1.9 Appointing School Board members to School Board committees, requested Admin committees, and external organization positions requiring School Board involvement.

Adopted: 10/23/12
Revised: 11/26/13; 03/25/14; 04/08/14; 03/24/15

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4.4.2 The Vice-Chair will serve in the absence of the Chair, assist the Chair as requested in the execution of Chair responsibilities, co-develop meeting agendas consistent with the School Board’s Annual Work Plan with the Chair and Superintendent, and act as the School Board parliamentarian.

4.4.3 The Treasurer reviews School Board expenses on a monthly basis and reports School Board expenses vs. the budget set in Governance Process policy 4.9 at mid-year and year-end. In addition, the Treasurer reviews the Superintendent’s expenses at mid-year and year-end and conducts and reports on the Superintendent contract review annually.

4.4.4 The Clerk approves the final draft of School Board meeting minutes prior to School Board approval. The Clerk will read all formal resolutions to be voted on by the School Board. The Clerk will also assure the School Board’s policies are accurately recorded, maintained and posted.

Policy	Date of Self-Evaluation	Board Behavior Fully Compliant	Board behavior needing improvement or opportunity for continuous improvement	Commitment Made/Action Taken	Completed
4.4 Officer Roles	Sept 25, 2017				
4.4.1	Sept 25, 2017				
4.4.1.1	Sept 25, 2017				
4.4.1.2	Sept 25, 2017				
4.4.1.3	Sept 25, 2017				
4.4.1.4	Sept 25, 2017				
4.4.1.5	Sept 25, 2017				
4.4.1.6	Sept 25, 2017				
4.4.1.7	Sept 25, 2017				
4.4.1.8	Sept 25, 2017				
4.4.1.9	Sept 25, 2017				
4.4.2	Sept 25, 2017				
4.4.3	Sept 25, 2017				

Adopted: 10/23/12
 Revised: 11/26/13; 03/25/14; 04/08/14; 03/24/15

GP 4.4

Policy	Date of Self-Evaluation	Board Behavior Fully Compliant	Board behavior needing improvement or opportunity for continuous improvement	Commitment Made/Action Taken	Completed
4.4.4	Sept 25, 2017				

Adopted: 10/23/12
Revised: 11/26/13; 03/25/14; 04/08/14; 03/24/15

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**Record of Board Self-Evaluation
Governance Process and Board Management Delegation Policies
September 2016 – September 2017**

Policy Type:	Governance Process
Policy Title:	4.5 Board Members' Code of Conduct

The School Board commits itself and its members to ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum when acting as School Board members.

4.5.1 Members will demonstrate loyalty to the owners, not conflicted by loyalties to staff, other organizations, or any personal interests as consumers.

4.5.2 Members will avoid conflict of interest with respect to their fiduciary responsibility.

4.5.2.1 There will be no self-dealing or business by a member with the district. Members will annually disclose their involvements with other organizations or with vendors and any associations that might be reasonably seen as representing a conflict of interest.

4.5.2.2 When the School Board is to decide on an issue about which a member has an unavoidable conflict of interest, that member will absent herself or himself without comment not only from the vote but also from the deliberation.

4.5.2.3 School Board members will not use their School Board position to obtain employment in the district for themselves, family members, or close associates. A School Board member who applies for employment will first resign from the School Board.

4.5.3 School Board members will not attempt to exercise individual authority over the school district or attempt to cause division between School Board members or the School Board and members of the district.

4.5.3.1 Members' interaction with the Superintendent or with staff will recognize the lack of authority vested in individuals except when explicitly authorized by the School Board.

4.5.3.2 Members' interactions with the public, the press, or other entities will recognize the same limitation and the inability of any School Board member to speak for the School Board except to repeat explicitly stated School Board decisions.

Adopted: 10/23/12

Revised: 10/22/13; 02/25/14; 03/24/15; 04/28/15

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- 4.5.4 Members will respect the confidentiality appropriate to issues of a sensitive nature.
- 4.5.5 Members will be properly prepared for School Board deliberation.
- 4.5.6 Members will support the legitimacy and authority of the final determination of the School Board on any matter, irrespective of the member's personal position on the issue.
- 4.5.7 For an effective School Board, School Board Members will attend a series of training courses that familiarize them with the operation of School Boards within the State of Minnesota as well as the Eden Prairie School District. School Board Member training will consist of the following:

- 4.5.7.1 Introduction to Policy Governance –School Board members will take this course as soon as possible upon election to the School Board and no later than six months from taking office. Course content to be determined by the Board Development Committee.

The following training sessions are conducted by the Minnesota School Boards Association (MSBA):

- 4.5.7.2 Phase I Orientation (New Board Members) - School Board members will take this course as soon as possible upon election to the School Board and no later than six months from taking office.
 - 4.5.7.3 Phase II Orientation (New School Board Members) - School Board members will take this course as soon as possible upon election to the School Board and no later than six months from taking office.
 - 4.5.7.4 Phase III Orientation (Building a High Performance School Board) – School Board members will take this course (or an alternate course of similar training as approved by the School Board Chair) within the first two years of taking office.
 - 4.5.7.5 Phase IV Orientation (Community Engagement) – School Board members will take this course (or an alternate course of similar training as approved by the School Board Chair) within the first two years of taking office.
 - 4.5.7.6 Officer Training – any School Board member elected to be an officer will attend this course within six months of election.
 - 4.5.7.7 Annual Leadership Conference – each School Board member will attend this conference no less than once every three years.

Adopted: 10/23/12

Revised: 10/22/13; 02/25/14; 03/24/15; 04/28/15

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A School Board Training Attendance Report will be maintained for compliance purposes.

Policy	Date of Self-Evaluation	Board Behavior Fully Compliant	Board behavior needing improvement or opportunity for continuous improvement	Commitment Made/Action Taken	Completed
4.5 School Board Members' Code of Conduct	Sept 25, 2017				
4.5.1	Sept 25, 2017				
4.5.2	Sept 25, 2017				
4.5.2.1	Sept 25, 2017				
4.5.2.2	Sept 25, 2017				
4.5.2.3	Sept 25, 2017				
4.5.3	Sept 25, 2017				
4.5.3.1	Sept 25, 2017				
4.5.3.2	Sept 25, 2017				
4.5.4	Sept 25, 2017				
4.5.5	Sept 25, 2017				
4.5.6	Sept 25, 2017				
4.5.7	Sept 25, 2017				
4.5.7.1	Sept 25, 2017				
4.5.7.2	Sept 25, 2017				
4.5.7.3	Sept 25, 2017				
4.5.7.4	Sept 25, 2017				
4.5.7.5	Sept 25, 2017				
4.5.7.6	Sept 25, 2017				
4.5.7.7	Sept 25, 2017				

Adopted: 10/23/12
 Revised: 10/22/13; 02/25/14; 03/24/15; 04/28/15

Eden Prairie School Board

**Record of Board Self-Evaluation
 Governance Process and Board Management Delegation Policies
 September 2016 – September 2017**

Policy Type: Governance Process
Policy Title: 4.6 Process for Addressing School Board Member Violations

The School Board and each of its members are committed to faithful compliance with the provisions of the School Board’s policies.

The School Board recognizes that alleged willful and or continuing policy violations must be addressed. Each member is responsible for promptly initiating the process outlined below.

- 4.6.1 Discuss directly with the School Board member whom you feel violated School Board policy.
- 4.6.2 If agreement or understanding is reached; consider the issue resolved.
- 4.6.3 If resolution is not reached bring to the attention of the Chair (or Vice-Chair if the Chair is the offending member.)
- 4.6.4 If resolution isn’t achieved via the Chair/Vice-Chair, bring to the School Board for review of possible violation and for the School Board to take appropriate action by a concurrent vote of at least 4 members which may include any of the following options:
 - 4.6.4.1 School Board vote to determine if policy violation occurred.
 - 4.6.4.2 If School Board agrees violation occurred, School Board votes on what action to take regarding the violation: public statement, removal from School Board leadership positions or removal from the School Board.

Policy	Date of Self-Evaluation	Board Behavior Fully Compliant	Board behavior needing improvement or opportunity for continuous improvement	Commitment Made/Action Taken	Completed
4.6 Process for Addressing School Board Member Violations	Sept 25, 2017				
4.6.1	Sept 25, 2017				
4.6.2	Sept 25, 2017				
4.6.3	Sept 25, 2017				
4.6.4	Sept 25, 2017				

Adopted: 10/23/12
 Revised: 03/24/15

GP 4.6

Policy	Date of Self-Evaluation	Board Behavior Fully Compliant	Board behavior needing improvement or opportunity for continuous improvement	Commitment Made/Action Taken	Completed
4.6.4.1	Sept 12, 2015				
4.6.4.2	Sept 25, 2017				

Adopted: 10/23/12
Revised: 03/24/15

**Record of Board Self-Evaluation
 Governance Process and Board Management Delegation Policies
 September 2016 – September 2017**

Policy Type:	Governance Process
Policy Title:	4.7 School Board Committee Principles

School Board committees, when used, will be assigned so as to reinforce the wholeness of the School Board’s job and so as never to interfere with delegation from School Board to Superintendent. Accordingly:

- 4.7.1 School Board committees are to help the School Board do its job. Committees act according to their charter as laid out in Policy GP 4.8 and/or by School Board direction. In keeping with the School Board’s broader focus, School Board committees will not advise staff or have direct dealings with staff operations.
- 4.7.2 School Board committees may not speak or act for the School Board except when formally given such authority for specific and time-limited purposes. Expectations and authority will be carefully stated in order not to conflict with authority delegated to the Superintendent.
- 4.7.3 School Board committees cannot exercise authority over staff. Because the Superintendent works for the full School Board, he or she will not be required to obtain the approval of a School Board committee before an executive action.
- 4.7.4 This policy applies to any group that is formed by School Board action, whether or not it is called a committee and regardless of whether the group includes School Board members. It does not apply to committees formed under the authority of the Superintendent.

Policy	Date of Self-Evaluation	Board Behavior Fully Compliant	Board behavior needing improvement or opportunity for continuous improvement	Commitment Made/Action Taken	Completed
4.7 Board Committee Principles	Sept 25, 2017				
4.7.1	Sept 25, 2017				
4.7.2	Sept 25, 2017				
4.7.3	Sept 25, 2017				
4.7.4	Sept 25, 2017				

Adopted: 10/23/12
 Revised: 09/10/13; 03/25/14; 03/24/15

**Record of Board Self-Evaluation
Governance Process and Board Management Delegation Policies
September 2016 – September 2017**

Policy Type:	Governance Process
Policy Title:	4.8 School Board Committee Structure

A School Board-level committee is created by a majority vote of the School Board to assist in the completion of School Board business. The only School Board committees are those that are set forth in this policy.

4.8.1 Ownership Linkage Committee:

This committee will facilitate multiple methods of School Board communication with owners that provide input and inform the School Board of ownership values as they relate to School Board policies, as well as provide valuable information to owners.

4.8.2 Policy Committee:

This committee will meet at the request of the School Board to create and recommend new School Board policies and/or School Board policy revisions for School Board consideration. The Policy Committee may bring forward additional recommendations on reordering or re-wording related policies to ensure consistency. In addition, this committee will maintain the necessary processes and procedures for the School Board's review of the Ends and Executive Limitation policies.

4.8.3 Board Development Committee:

This committee will ensure ongoing School Board development and oversee self-monitoring of the School Board's performance related to Governance Process and Board-Management Delegation policies.

4.8.4 Negotiations Committee:

This committee will observe the collective bargaining of union contracts of the district. The School Board will determine annually which group contract negotiations they will observe. When convened, the committee, which shall consist of three School Board members appointed by the Chair, will have at least one School Board member in attendance for each negotiating session.

Adopted: 10/23/12

Revised: 03/26/13; 06/11/13; 10/22/13; 04/22/14; 03/24/15; 04/25/16

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Policy	Date of Self-Evaluation	Board Behavior Fully Compliant	Board behavior needing improvement or opportunity for continuous improvement	Commitment Made/Action Taken	Completed
4.8 Board Committee Structure	Sept 25, 2017				
4.8.1 Ownership Linkage Committee	Sept 25, 2017				
4.8.2 Policy Committee	Sept 25, 2017				
4.8.3 Board Development Committee	Sept 25, 2017				
4.8.4 Negotiations Committee	Sept 25, 2017				

Adopted: 10/23/12
 Revised: 03/26/13; 06/11/13; 10/22/13; 04/22/14; 03/24/15; 04/25/16

**Record of Board Self-Evaluation
 Governance Process and Board Management Delegation Policies
 September 2016 – September 2017**

Policy Type: Governance Process
Policy Title: 4.10 Operation of the School Board Governing Rules

The purpose of this policy is to provide governing rules for the conduct of meetings of the School Board. An orderly School Board meeting allows School Board members to participate in discussion and decision of school district issues. Rules of order allow School Board members the opportunity to review school-related topics, discuss school business items, and bring matters to conclusion in a timely and consistent manner.

4.10.1 The Rules of Order for School Board meetings shall be as follows:

- 4.10.1.1 Minnesota Statutes where specified;
- 4.10.1.2 Specific rules of order as provided by the approved policies under Policy Governance consistent with Minnesota Statutes; and
- 4.10.1.3 Robert’s Rules of Order (latest edition for small boards) where not inconsistent with 1 and 2 above.

Policy	Date of Self-Evaluation	Board Behavior Fully Compliant	Board behavior needing improvement or opportunity for continuous improvement	Commitment Made/Action Taken	Completed
4.10 Operation of the School Board Governing Rules	Sept 25, 2017				
4.10.1	Sept 25, 2017				
4.10.1.1	Sept 25, 2017				
4.10.1.2	Sept 25, 2017				
4.10.1.3	Sept 25, 2017				

Adopted: 10/22/13
 Revised: