

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.
School Board Roll Call:
Dave Espe, Elaine Larabee, Holly Link, Greg Lehman, Adam Seidel, Terri Swartout, Lauren Crandall
2. Agenda Items
 - A. Sample Agenda and Discussion of Agenda Elements (*Handout*) 2
3. Source of Agenda Items
 - A. Annual Work Plan (Example: 2017-2018) (*Handout*) 5
 - B. Proposed Work Plan Changes Document (*Handout*) 13
 - C. Board Request for Information
 - D. Superintendent Information
4. Agenda Timeline
5. 2018-2019 School Board Meeting Calendar Discussion 14
6. Confirm Agenda for next School Board Workshop
7. Adjournment

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, Elaine Larabee, Greg Lehman, Holly Link, Adam Seidel, Terri Swartout, Lauren Crandall
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, ___/___/___ 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 October 23, 2017 Regular Business Meeting and November 13, 2017 Special Board Meeting Unofficial Minutes

Motion _____ **Seconded** _____

 - A. Approval of the ___/___/___ Unofficial Minutes - Regular Business Meeting of the School Board of Independent School District 272, Eden Prairie Schools.
5. **Public Comment: 6:10 p.m.** **(Information)**
6. **Announcements: 6:20 p.m.** **(Information)**
7. **Spotlight on Success: 6:25 p.m.** **(Information)**
 - A. Eden Prairie High School: "The Perfect ACT Score" - Students to Share
 Presenter: Conn McCartan (Principal)
8. **Board Work: 6:35 p.m.** **(Action)**
 - A. Resolution for Combined Polling Places for the General Elections **(Roll Call)**

Motion _____ **Seconded** _____
 - B. Decision Preparation
 - 1) 2018-2019 Budget First Reading
 - C. Policy Monitoring
 - 1) Executive Limitations (EL)
 - a. EL 2.9 Communication and Support to the School Board (Semi-annual)

OI Motion _____ **Seconded** _____
Evidence Motion _____ **Seconded** _____
 - D. Required Board Action
 - 1) Superintendent Goal Setting

Motion _____ **Seconded** _____
 - 2) West Metro Education Program (WMEP) Membership

Motion _____ **Seconded** _____
 - E. School Board Policy Approval
 - 1) School Board Public Comment Policy

Motion _____ **Seconded** _____

2) School Board Expense Reimbursement Policy

Motion _____ Seconded _____

F. Record of Board Self-Evaluation

1) Record of Board Policy Monitoring - Ends & EL's

Motion _____ Seconded _____

2) Record of Board Self-Evaluation - Governance Policies

Motion _____ Seconded _____

9. **Superintendent Consent Agenda: 6:50 p.m.**

(Action)

Management items the Board would not act upon in Policy Governance, but require Board approval from outside entities.

Motion _____ Seconded _____

A. Monthly Reports

1) Resolution of Acceptance of Donations

2) Human Resources Report

3) Business Services Reports

a. Board Business

b. Financial Summary Report

4) Business Services:

a. Seek Bids: Pavement Work District-wide

b. Seek Bids: Cedar Ridge Roof Replacement - Phase III

c. Seek Bids: CMS Window Replacement

d. Seek Bids: Transportation Roof Repair/Replacement

e. Bid Award for Produce

5) District Policy 620 - Credit for Learning

6) District Policy 903 - Visitors to School District Buildings & Sites

10. **Board Education & Required Reporting: 6:55 p.m.**

(Information)

A. 2016-2017 Audited Financial Presentation

1) 2016-2017 Audited Financial Executive Summary

2) Audit: Comprehensive Annual Financial Report (158 pages)

3) Audit: Management Report (26 pages)

4) Audit: Special Purpose Audit Reports (28 pages)

5) Audit: Student Activity Audit Report (18 pages)

B. Self-Funded Insurance

11. **Superintendent's Incidental Information Report: 7:35 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)

A. World's Best Workforce (WBWF) Report

B. Fiscal Year 2017 Achievement Integration Progress Report

C. Data Requests - Present to School Board

D. Miscellaneous Items

12. **Board Action on Committee Reports & Minutes: 7:55 p.m.**

(Action)

A. School Board Treasurer's Report

Motion _____ Seconded _____

(Action)

Presenter: Holly Link - Board Treasurer

B. Board Development Committee

- C. Community Linkage Committee
- D. Negotiations Committee
- E. Policy Committee

Motion _____ Seconded _____

13. **Other Board Updates (TIES, AMSD, WMEP, ISD 287, PTO): 8:15 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

14. **Board Work Plan: 8:35 p.m.**

- A. "Proposed" Work Plan Changes Document
- B. 2017-2018 Annual Work Plan
- C. 2017-2018 School Board Calendar of Events & Activities

Motion _____ Seconded _____

(Action)

15. **Adjournment: ____ p.m.**

MOTION to adjourn the Monday, November 27, 2017 Meeting of the Eden Prairie School Board at ____ p.m.

Motion _____ Seconded _____

(Action)

SAMPLE AGENDA TEMPLATE

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

Board Meetings
Board Workshops
Other Meetings

March 26, 2018 - Approved

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>*****2018*****</p> <p align="center">Annual Organizational Meeting Mon, Jan 8, 2018 6:00 PM</p>			<ul style="list-style-type: none"> • Annual Organizational Mtg. <ul style="list-style-type: none"> - Election of Officers - School Board Compensation - School Board Calendar • Resolution for Combined Polling Places for the General Elections • Appointment of WMEP Representative • Appointment of Intermediate District 287 Representative 		<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 Education Agency (LEA) Representative 		
<p>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 • 5-Year Financial Forecast • Community Survey Input

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	Policy Monitoring Ends, EL, BMD & GP Monitoring	Decision Preparation	Required Board Action	Board Action on Committee Reports & Minutes			
							• Confirm agenda for next Board Workshop
Board Meeting Mon, Jan 22, 2018 6:00 PM Meeting canceled due to weather conditions		<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 	<ul style="list-style-type: none"> • Budget Events Timeline • FY19 Budget Assumptions 	
Post Meeting Board Workshop Mon, Jan 22, 2018 Meeting canceled due to weather conditions							• School Board Meeting Self-Assessment
Board Emergency Meeting Wed, Jan 24, 2018 7:30 AM					<ul style="list-style-type: none"> • Monthly Reports • Capital Budget for Buses 		
Joint Meeting: Eden Prairie School Board & Eden Prairie City Council Mon, Feb 12, 2018 5:00 – 7:00 PM ASC/EDC							

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	Policy Monitoring Ends, EL, BMD & GP Monitoring	Decision Preparation	Required Board Action	Board Action on Committee Reports & Minutes			
Board Meeting Mon, Feb. 12, 2018 7:00 PM		<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"> •Budget Events Timeline FY19 Budget Assumptions 	
Board Workshop Mon, Feb 12, 2018 6:00 PM 8:00 PM							<ul style="list-style-type: none"> •Customer Service Training I •Board Development Committee: Discussions around Student test scores/ evaluation (for monitoring purposes); •4C's & Portfolios (Updates) For New Board Members: Understanding About Student Evaluations; <i>Moved to 2/26/18</i> •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 Moved to 4/23/18 	<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 	Review Ends Reports 1.1.1 and 1.1.2 Board Development Committee: Discussions around	

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	Policy Monitoring Ends, EL, BMD & GP Monitoring	Decision Preparation	Required Board Action	Board Action on Committee Reports & Minutes			
					<ul style="list-style-type: none"> •2018-19 Achievement & Integration Budget (moved to 3/26/17) • American Indian Education Resolution 	student test scores/evaluations (for monitoring purposes); 4C's & Portfolios (Updates)- For New Board Members: Understanding About Student Evaluations; <i>Moved to from 2/12/18 Workshop</i>	
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"> • (Tentative) All Day Policy Workshop for the purpose of reviewing the wording of all policies & make revisions as appropriate. • 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 • Final FY19 Budget Assumptions 	<ul style="list-style-type: none"> • Record of Board Self-Evaluation • Resolution to Release Probationary Teachers 		<ul style="list-style-type: none"> • Monthly Reports • 2018-19 Achievement & Integration Budget (moved from 2/26/17) 	<ul style="list-style-type: none"> • AVID • Innovation Work • Welcome Center 	

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	Policy Monitoring Ends, EL, BMD & GP Monitoring	Decision Preparation	Required Board Action	Board Action on Committee Reports & Minutes			
		<ul style="list-style-type: none"> • Closed Session: Negotiation Strategy • Closed Session: Security Update 	<ul style="list-style-type: none"> • School Board Expense Reimbursement Policy – 1st Reading (Approved – Board Meeting 11/27/17) 				
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 • <i>Review the process and cycle of a "Meeting Agenda"</i> • <i>2018-19 School Board Budget 1st Reading (Presented by Treasurer) – Moved to 4/23/18</i> • Policy Monitoring Follow up: 1.1.1 & 1.1.2 Completed 2/26/18 • Confirm agenda for next Board Workshop

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Board Meetings
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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			
Board Meeting Mon, Apr 23, 2018 6:00 PM		<ul style="list-style-type: none"> • 2018-19 School Board Work Plan – 1st Reading • Closed Session: Negotiation Strategy • 2018-19 School Board Budget 1st Reading (Presented by Treasurer) -Moved from 4/9/18 	<ul style="list-style-type: none"> • Approval of 2018-19 Capital Budget • Approval of 2018-19 School Board Budget – Moved to 5/21/18 • Approval of 2018-19 School Board Meeting Schedule • Record of Board Self-Evaluation 		<ul style="list-style-type: none"> • Monthly Reports 	Personalized Learning: Evolving Definition and Examples & Personalized Learning Spaces	
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"> • “New Policy Introductions” • Designing Pathways Information • Strategic Plan • Community Ed Y-T-D Update & Plan Update • Confirm agenda for next Board Workshop

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	Policy Monitoring Ends, EL, BMD & GP Monitoring	Decision Preparation	Required Board Action	Board Action on Committee Reports & Minutes			
Board Meeting <u>Mon, May 21, 2018</u> 6:00 PM*	<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 Approval of 2018-19 School Board Budget -Moved from 4/23/18 		<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 	Engagement Work (Update)	
Post Meeting Board Workshop <u>Mon, May 21, 2018*</u>							<ul style="list-style-type: none"> School Board Meeting Self-Assessment
Board Workshop Business Meeting (Brief) Closed Session <u>Mon, Jun 4, 2018</u> 6:00 PM*		<ul style="list-style-type: none"> <i>Closed Session: Continued Follow-up on Safety – Part II</i> 					<ul style="list-style-type: none"> <i>Remove Workshop and add Brief Business Meeting.</i> <i>Confirm agenda for next Board Workshop</i>
Board Meeting <u>Mon, Jun 18, 2018</u> 6:00 PM*	<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"> 2017-2018 Annual Overnight/ Extended Trip Report Online Learning & Capstone Update 	

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March 26, 2018 - Approved

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			
Post Meeting Board Workshop <u>Mon, Jun 18, 2018*</u>							• School Board Meeting Self-Assessment

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

Eden Prairie School Board
2017-2018 WORK PLAN CHANGES
April 23, 2018 - Proposed

Date of Meeting/Workshop	Changes Requested
<i>Monday, April 23, 2018</i>	
<i>Monday, May 7, 2018 – Workshop</i>	
<i>Monday, May 21, 2018</i>	
<i>Monday, June 4, 2018 – Closed Meeting</i>	
<i>Monday, June 18, 2018</i>	

**Meetings in May and June 2018 are on the 1st and 3rd Mondays due to the Memorial Day Holiday*

Placeholder General Board Work
<ul style="list-style-type: none"> • Workshop Regarding: Post-Secondary Options
Placeholder Policy Review
<ul style="list-style-type: none"> • Review “Processes & Procedures”

2018-2019 School Board Meeting Calendar

Date	Time	Meeting Type	Location
July 2018			
Monday, July 23, 2018	8:00AM	Brief Business Meeting	Administrative Services Center
August 2018			
Monday, Aug 27, 2018	6:00PM	Regular Business Meeting Post Meeting Board Workshop	Administrative Services Center
September 2018			
Monday, Sept 10, 2018	6:00PM	Board Workshop	Administrative Services Center
Monday, Sept 24, 2018	6:00PM	Regular Business Meeting Post Meeting Board Workshop	Administrative Services Center
October 2018			
Monday, Oct 08, 2018	6:00PM	Board Workshop	Administrative Services Center
Monday, Oct 22, 2018	6:00PM	Regular Business Meeting Post Meeting Board Workshop	Administrative Services Center
November 2018			
Monday, Nov 5, 2018 ⁽¹⁾	6:00PM	Board Workshop	Administrative Services Center
**We will need to schedule a brief Business Meeting between November 9-16	6:00PM	Brief Business Meeting (to Canvass Elections) between the 3 rd & 10 th day following the elections which is on Tuesday, November 6 th	Administrative Services Center
Monday, Nov 19, 2018 ⁽¹⁾ (1) Veteran's Day Holiday is Sunday, November 11 and observed on Monday, November 12.	6:00PM	Regular Business Meeting Post Meeting Board Workshop	Administrative Services Center
December 2018			
Monday, Dec 10, 2018	6:00PM	Truth in Taxation Hearing Regular Business Meeting Post Meeting Board Workshop	Administrative Services Center ** No Regular Board Workshop in December
January 2019			
Monday, Jan 7, 2019	6:00PM 6:30PM	Annual Organizational Meeting Board Workshop	Administrative Services Center
Monday, Jan 28, 2019	6:00PM	Regular Business Meeting Post Meeting Board Workshop	Administrative Services Center
February 2019			
Monday, Feb 11, 2019	6:00PM	Board Workshop	Administrative Services Center
Monday, Feb 25, 2019	6:00PM	Regular Business Meeting Post Meeting Board Workshop	Administrative Services Center

2018-2019 School Board Meeting Calendar

Date	Time	Meeting Type	Location
March 2019			
Monday, Mar 11, 2019	6:00PM	Board Workshop	Administrative Services Center
Monday, Mar 25, 2019	6:00PM	Regular Business Meeting Post Meeting Board Workshop	Administrative Services Center
April 2019			
Monday, Apr 08, 2019	6:00PM	Board Workshop	Administrative Services Center
Monday, Apr 22, 2019	6:00PM	Regular Business Meeting Post Meeting Board Workshop	Administrative Services Center
May 2019			
Monday, May 06, 2019 ⁽²⁾	6:00PM	Board Workshop	Administrative Services Center
Monday, May 20, 2019 ⁽²⁾ <small>(2) Memorial Day is Monday, May 27th</small>	6:00PM	Regular Business Meeting Post Meeting Board Workshop	Administrative Services Center
June 2019			
Monday, June 10, 2019	6:00PM	Board Workshop	Administrative Services Center
Monday, June 24, 2019	6:00PM	Regular Business Meeting Post Meeting Board Workshop	Administrative Services Center

(1) Veteran's Day is considered a legal Holiday and falls on Sunday, November 11th and is observed on Monday, November 12, 2018.

- a. **Please note:** Due to (#1) change, we now show a scheduled School Board Workshop on Monday, November 5th.
- b. In addition, elections are this year as well, (we will be filling the School Board vacancy) and are held the very next day on Tuesday, November 6th.
- c. Per the [MN Statutes 204C.33](#) it requires canvassing return votes between the 3rd and 10th day following the election (these are actual days), therefore, **we will need to have another Special Board Meeting between November 9th and 16th to vote on the resolution.**

(2) Memorial Day Holiday falls on the fourth Monday, May 27, 2019.