



EDEN PRAIRIE SCHOOLS

Inspiring each student every day

SCHOOL BOARD Workshop

Monday, November 4, 2019

6:00 PM

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: Karla Bratrud, Dave Espe, Elaine Larabee, Holly Link, Adam Seidel and Terri Swartout
2. "New" Policy Introductions 2
3. First Draft Update/Discussion – Community Linkage Presentations for Off-site Listening Session (i.e. Senior Group)
4. Board Monitoring Process and Communication Discussion
5. Site Visits Interest Discussion
6. Website Addition Discussion (*Community Linkage Committee*) 4
7. Board Policy Governance Training Discussion - Setting Timetables (*Board Development Committee*)
8. Review of Treasurer's Annual Report 6
9. Annual Work Plan 7
10. Confirm Agenda for next School Board Workshop
11. Adjournment

Eden Prairie School Board New Policy Introductions Workshop Process

The New Policy Introductions Workshop Agenda Item will be officiated as follows:

1. At any time prior to the start of a Board Workshop with a New Policy Introductions agenda item, any Director may submit a new policy to the rest of the Board and Board secretary. The policy will be notated by the secretary and placed under the New Policy Introductions area of the Board Work Plan.
2. A listing of all items from the New Policy Introductions area of the Board Work Plan will be included on the Workshop agenda or may be referenced from other public documents. The Board Chair will, in the order of their discretion, bring each of these items individually to the attention of the Board.
3. In response, the authoring Director of the policy may request the policy receive discussion and may give a brief introduction to the policy. If the author declines or is absent, another Director may request the policy receive discussion and give a brief introduction. This request does not signify explicit support of the policy as written or that any additional action be taken by the Board. If no Directors request the policy receive discussion, the Chair will repeat step 2 with the next item on the list.
4. The Chair will then ask the board if any additional Directors will support the request for discussion of the policy. One or more additional Directors may respond in the affirmative. An affirmative response to this question signifies support that the Board permit further discussion and does not signify explicit support of the policy or that any additional action be taken by the Board. If zero Directors offer support, the Chair returns to step 2 with the next item on the New Policy Introductions list.
5. Discussion about the policy occurs among the Board in accordance with normal discussions during a Board Workshop. The discussion must last for a reasonable amount of time to provide sufficient time for questions and explanations by the author of the policy. At any time, the author may withdraw their request that the policy be discussed, ending the discussion of that policy.
6. During the discussion, any Director may make one or more proposals that actions be taken regarding the policy. If no proposal is made during the discussion, the Chair will ask the Board if any Director wishes to make a proposal before moving on to the next policy item. The proposals may include, but are not limited to, referral of the policy to the Policy Committee with or without additional instructions, scheduling of an additional workshop for more work on the policy, scheduling of a workshop to request more information from administration that relates to the policy or placing the policy onto the Work Plan Changes document for approval and scheduling at a future Business meeting. Since discussion takes place in a workshop, these proposals are not official motions and do not require the formal motions process. The proposals may be discussed for a time.

Eden Prairie School Board New Policy Introductions Workshop Process

7. The chair will ask the Board if there is additional support for the proposal. If a majority of Directors present indicate support for the proposal, then the proposal is accepted by the Board and followed accordingly. Support for a proposal signifies support of only the specific action of the proposal and does not signify explicit support of the policy as written or that any additional action be taken by the Board.
8. Once a proposal is accepted and discussion is concluded, the Chair returns to step 2 with the next item on the New Policy Introductions list.
9. Once discussion on all items is concluded, the New Policy Introductions area of the Board Work Plan is cleared of all contents.

Eden Prairie School Board
Community Linkage Committee Minutes
Monday, October 21, 2019
6:30-7:00 p.m. – Smith Coffee House, Eden Prairie

Charter per Board Policy GP 4.8: 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.

Committee Members Present: Terri Swartout, Karla Bratrud

1. Approved Agenda

2. Committee Business

- a. Website Changes document-** The Board approved most of the School Board website change suggestions we brought to the October 14th Workshop, and the district will implement those changes. We have one additional suggestion: on the School Board page, under our picture, the last sentence of the introductory paragraph reads: "If you wish to communicate with the entire Board, please email schoolboard@edenpr.org." We would like to add "All Board members will receive your email; the Board Chair or Vice Chair will respond to emails on behalf of the Board."
- b. Inspiring News-** The Board approved our draft of a Board message for the December issue of Inspiring News at the October 14th Workshop. After the election we will insert the elected Board members' names in alphabetical order and resubmit it to the Board for final approval.
- c. School Visits-** The Board discussed school visits at the October 14th Workshop and decided the district will schedule them in the future instead of this committee doing it.
- d. Listening Session-** The Board agreed upon the following two Listening Sessions:

Monday, November 25th, 5:00-5:45 pm- Administrative Services Center

Monday, January 27th, 10:00 am- Eden Prairie Senior Center

Our committee needs to get a commitment from at least 2 Board members to be at the November Listening Session, and we will also put together suggested talking points for the Senior Center visit for the rest of the Board to review at our November 4th Board Workshop.

3. Items for Board Action

- a. Website Change-** Get approval of website change suggestion or schedule future discussion.
- b. Listening Session-** Select Board members to attend the November 25th Listening Session.

4. Adjourned- Next CL Committee Meeting- TBD

2018-2019 Eden Prairie School Board

Year-end Treasurer Report

Budget Category	Description	Fiscal Year 2016-2017 Expenses	Fiscal Year 2017-2018 Expenses	Fiscal Year 2018-2019 Expenses	2018-2019 Board Budget	Underspend	Approved 2019-2020 Budget
109	Board Member Compensation	\$35,400.00	\$34,850.00	\$36,100.00	36,300.00	\$200.00	36,300.00
210	FICA (Fed Ins Contrib Act)	\$1,270.94	\$1,111.69	\$2,761.74	2,000.00	-\$761.74	2,000.00
214	PERA (Pub Emp Ret Assoc)	\$1,250.00	\$1,162.56	\$1,135.12	1,500.00	\$364.88	1,500.00
270	Workers Comp	\$0.00	\$169.82	-	300.00	\$300.00	300.00
305	Service Fees/Consulting	\$5,598.98	\$2,695.44	\$3,859.35	13,600.00	\$9,740.65	14,000.00
329	Postge	\$32.32	\$0.00	\$15.40	0.00	-\$15.40	0.00
366	Travel/Conferences	\$3,181.67	\$3,890.00	\$2,115.00	7,000.00	\$4,885.00	6,000.00
398	Chargeback	\$654.37	\$2,083.17	\$393.11	1,500.00	\$1,106.89	1,500.00
401	General Supplies	\$213.47	\$243.65	\$284.92	400.00	\$115.08	400.00
490	Food Cost	\$360.85	\$702.79	\$456.58	600.00	\$143.42	600.00
820	Membership/Dues	\$15,754.00	\$16,067.00	\$16,353.00	16,400.00	\$47.00	16,400.00
	TOTALS	\$63,716.60	\$62,976.12	\$63,474.22	79,600.00	\$16,125.78	79,000.00

Note: Account 305 service fees/consulting does not reflect the 2019 collective board training. We have not yet received an

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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			
*****2019***** Board Meeting Mon, July 22, 2019 7:30 AM			<ul style="list-style-type: none"> • Resolution: "Call the General Election" • Schedule Candidate Information Sessions • New School Board Candidate Presentation • School Board Handbook Presentation 		<ul style="list-style-type: none"> • Monthly Reports • Student Handbooks: <ul style="list-style-type: none"> - High School - Middle School - Elementary Schools (Summary Detail Included) 		
School Board "New Candidate" Information Session Monday, July 29, 2019 ASC/EDC, 6:30 – 8:30 p.m.							
School Board "New Candidate" Information Session Monday, August 5, 2019 ASC/EDC, 6:30 – 8:30 p.m.							
School Board Listening Session Monday, August 26, 2019 ASC/Riley Creek Meeting Room, 5:00 – 5:45 p.m.							
Board Meeting Mon, Aug 26, 2019 6:00 PM	<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 		
Post Meeting Board Workshop Mon, Aug 26, 2019							<ul style="list-style-type: none"> • School Board Mtg. Self-Assessment
Brief Business Meeting Mon, Sep 9, 2019 6:00 PM					<ul style="list-style-type: none"> • Contract Agreements 		

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	Policy Monitoring Ends, EL, BMD & GP Monitoring	Decision Preparation	Required Board Action	Board Action on Committee Reports & Minutes			
Board Workshop Mon, Sept 9, 2019 6:15 PM							<ul style="list-style-type: none"> • ADMIN Proposals for FY 2019-20 Workshops • NEW Policy Development Discussion (Ends & EL Policies) • School Board Listening Session Discussion • EL 2.2.9 & EL 2.2.10 Policy Discussion • Policy Monitoring: All BMD Policies • Policy Monitoring: GP's: 4.4, 4.5, 4.6, 4.7, 4.8, & 4.10 • Confirm agenda for next Board Workshop
Board Meeting Mon, Sept 23, 2019 6:00 PM	<ul style="list-style-type: none"> • EL 2.3 Treatment of Parents • EL 2.6 Financial Management & Operations <hr/> <ul style="list-style-type: none"> • All BMD Policies • BMD 3.0 Single Point of Connection • BMD 3.1 Unity of Control • BMD 3.2 Delegation to the Superintendent • BMD 3.3 Superintendent Accountability & Performance 		<ul style="list-style-type: none"> • Approval of Preliminary FY 2020-21 Levy - Tax Levy Comparison - Tax Levy Presentation Pay 20 <hr/> <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"> • FY 2018-19 Year-end Preliminary Financial Report • FY 2019-20 Preliminary Enrollment Report 	

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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"> •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 •GP 4.10 Operation of the School Board Governing Rules 						
Post Meeting Board Workshop Mon, Sept 23, 2019							•School Board Mtg. Self-Assessment
Brief Business Meeting Mon, Oct 14, 2019 6:00 PM			Superintendent Contract				

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	Policy Monitoring Ends, EL, BMD & GP Monitoring	Decision Preparation	Required Board Action	Board Action on Committee Reports & Minutes			
Board Workshop Mon, Oct 14, 2019 6:10 PM							<ul style="list-style-type: none"> •Administration: Setting Stage for FY 2020-21 Budget Guidelines •Policy Monitoring: GP 4.0, 4.1, 4.2, 4.3, 4.9 •School Board Website Review/Discussion: Board Pages •First Draft Update – Community Linkage “Inspiring News” •Discussion: Role/Responsibility of Scheduling/ Coordinating Board School Site Visits •Confirm agenda for next Board Workshop
Board Meeting Mon, Oct 28, 2019 6:00 PM	<ul style="list-style-type: none"> •BMD 3.3.5 <hr/> <ul style="list-style-type: none"> •Ends 1.1, 1.2, 1.3 Evidence (FY 2018-19) <hr/> <ul style="list-style-type: none"> •EL 2.2.9 •EL 2.4 Treatment of Staff •EL 2.8 Compensation and Benefits <hr/> <ul style="list-style-type: none"> •GP 4.0 Global Governance Commitment •GP 4.1 Governing Style 		<ul style="list-style-type: none"> •Future Board Workshop Topics •<i>Board Instructions/ Directions for School Site Visits</i> <hr/> <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, 2019 -Exec. Summary -Capture Rate -History & Projection Totals -Official October 1 Enrollment Count •World’s Best Workforce Report 	

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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"> •GP 4.2 School Board Job Products •GP 4.3 Annual Work Plan •GP 4.4.1 •GP 4.9 Governance Investment 					<ul style="list-style-type: none"> •FY 2018-2019 Achievement Integration Progress Report 	
Post Meeting Board Workshop Mon, Oct 28, 2019							<ul style="list-style-type: none"> •School Board Mtg. Self-Assessment
Board Workshop <u>Mon, Nov 4, 2019</u> 6:00 PM*							<ul style="list-style-type: none"> •FY 2019-2020 Superintendent Goal Setting Discussion •“New Policy Introductions” •Review of Treasurer’s Annual Report •First Draft Update/ Discussion – Community Linkage Presentations for Off-site Listening Session (i.e. Senior Group) •Discussion: Board Monitoring Process and Communication •Site Visit Interest – Discussion •Website Addition Discussion •Board Policy Governance Training Discussion (Setting Timetables) •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			
Brief Business Meeting Wed, Nov 13, 2019 7:30 AM			<ul style="list-style-type: none"> •Resolution Approving Canvassing of Elections •Community Linkage Presentation for Off-site Listening Session •Board Policy Governance Training Timetable 				
School Board Listening Session Monday, November 25, 2019 ASC/Riley Creek Meeting Room, 5:00 – 5:45 p.m.							
Board Meeting Mon, Nov 25, 2019 6:00 PM	<ul style="list-style-type: none"> •EL 2.9 Communication and Support to the School Board 	<ul style="list-style-type: none"> • <u>Closed Session:</u> Review of FY 2018-19 Superintendent Goals & Annual Review -Minn. Stat. 13D.05, Subd. 3 	<ul style="list-style-type: none"> • FY 2019-20 Superintendent Goal Setting • Record of Board Self-Evaluation 	<ul style="list-style-type: none"> •Treasurer's Report •End & EL's Policy Monitoring Process 	<ul style="list-style-type: none"> •Monthly Reports 	<ul style="list-style-type: none"> •FY 2018-19 Audited Financial Presentation 	
Post Meeting Board Workshop Mon, Nov 25, 2019							<ul style="list-style-type: none"> •School Board Mtg. Self-Assessment
Board Meeting Mon, Dec 9, 2019 6:00 PM	<ul style="list-style-type: none"> •EL 2.5 Financial Planning and Budgeting •EL 2.0 Global Executive Constraint 		<ul style="list-style-type: none"> •Approval of Final FY 2020-21 Levy •Record of Board Self-Evaluation 		<ul style="list-style-type: none"> •Monthly Reports 	<ul style="list-style-type: none"> •Truth in Taxation Hearing 	
Post Meeting Board Workshop Mon, Dec 9, 2019							<ul style="list-style-type: none"> • School Board Mtg. Self-Assessment

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	Policy Monitoring Ends, EL, BMD & GP Monitoring	Decision Preparation	Required Board Action	Board Action on Committee Reports & Minutes			

*November Meeting dates changed due to Veteran's Day on Monday, November 11, 2019

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<p>*****2020*****</p> <p>Annual Organizational Meeting Mon, Jan 6, 2020 6:00 PM</p>			<ul style="list-style-type: none"> • 2019 Annual Organizational Mtg. <ul style="list-style-type: none"> - Election of Officers - School Board Compensation - School Board Calendar • Approval of School Board Meeting Calendar: Jul 1, 2020 through Jun 30, 2020 • Resolution for Combined Polling Places for the General Elections • Appointment of Intermediate District 287 Representative 		<ul style="list-style-type: none"> • 2019 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 		
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	Policy Monitoring Ends, EL, BMD & GP Monitoring	Decision Preparation	Required Board Action	Board Action on Committee Reports & Minutes			
					- MDE Designation of Identified Official with Authority (IoWA)		
Board Workshop Mon, Jan 6, 2020 6:15 PM Convene following the Annual Organizational Meeting							<ul style="list-style-type: none"> • 2020 Committees & Outside Organization Discussion • Budget: 5-Year Financial Forecast • Finance 101 • Engagement Strategies • Confirm agenda for next Board Workshop
Board Meeting Mon, Jan 27, 2020 6:00 PM		<ul style="list-style-type: none"> • FY 2020-21 School Calendar (<i>Draft</i>) • FY 2021-22 School Calendar (<i>Preliminary</i>) • FY 2020-21 Budget Timelines – <i>First Reading</i> • FY 2020-21 Budget Assumptions – <i>First Reading</i> 	<ul style="list-style-type: none"> • FY 2019-20 Mid-Year Budget Approval • Record of Board Self-Evaluation 	<ul style="list-style-type: none"> • 2020 School Board Committee & Outside Organization Assignments 	<ul style="list-style-type: none"> • Monthly Reports • FY 2020-21 Bus Purchase • Pay Equity • District Policy 721 • Bids - Seek 		
Post Meeting Board Workshop Mon, Jan 27, 2020							<ul style="list-style-type: none"> • School Board Meeting Self-Assessment
Board Workshop Mon, Feb 10, 2020 6:00 PM							<ul style="list-style-type: none"> • Levy's & Schedule • Transportation: Funding & Options

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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"> School Wide Enrichment Model (SEM) –1 Confirm agenda for next Board Workshop
Board Meeting Mon, Feb 24, 2020 6:00 PM			<hr/> <ul style="list-style-type: none"> Record of Board Self-Evaluation 		<ul style="list-style-type: none"> Monthly Reports Approval of FY 2020-21 School Calendar Approval of Preliminary FY 2021-22 School Calendar 		
Post Meeting Board Workshop Mon, Feb 24, 2020							<ul style="list-style-type: none"> School Board Meeting Self-Assessment
Board Workshop Mon, Mar 09, 2020 6:00 PM							<ul style="list-style-type: none"> Communications Confirm agenda for next Board Workshop
Board Meeting Mon, Mar 23, 2020 6:00 PM		<ul style="list-style-type: none"> FY 2020-21 Capital Budget – <i>First Reading</i> 	<ul style="list-style-type: none"> Resolution to Release Probationary Teachers Final FY 2020-21 Budget Assumptions <hr/> <ul style="list-style-type: none"> Record of Board Self-Evaluation 		<ul style="list-style-type: none"> Monthly Reports Achievement & Integration Budget 		
Post Meeting Board Workshop Mon, Mar 23, 2020							<ul style="list-style-type: none"> School Board Meeting Self-Assessment

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	Policy Monitoring Ends, EL, BMD & GP Monitoring	Decision Preparation	Required Board Action	Board Action on Committee Reports & Minutes			
Board Workshop Mon, Apr 13, 2020 6:00 PM							<ul style="list-style-type: none"> • FY 2020-2021 Annual Work Plan Calendar Discussion • FY 2020-2021 School Board Meeting Calendar Discussion • FY 2020-2021 School Board Budget Discussion • Confirm agenda for next Board Workshop
Board Meeting Mon, Apr 27, 2020 6:00 PM		<ul style="list-style-type: none"> • FY 2020-21 School Board Work Plan – <i>First Reading</i> • Closed Session: Negotiation Strategy • FY 2020-21 School Board Budget – <i>First Reading</i> 	<ul style="list-style-type: none"> • Approval of FY 2020-21 Capital Budget • Approval of FY 2020-21 School Board Meeting Calendar • Record of Board Self-Evaluation 		<ul style="list-style-type: none"> • Monthly Reports 		
Post Meeting Board Workshop Mon, Apr 27, 2020							<ul style="list-style-type: none"> • School Board Meeting Self-Assessment
Board Workshop Mon, May 04, 2020* 6:00 PM							<ul style="list-style-type: none"> • School Wide Enrichment Model (SEM)-2

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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, May 18, 2020* 6:00 PM		• FY 2020-21 Budget – <i>First Reading</i>	•Approval of FY 2020-21 School Board Work Plan •Approval of FY 2020-21 School Board Budget <hr/> •Record of Board Self-Evaluation		•Monthly Reports •MSHSL Resolution for Membership •Approval of FY 2020-21 School Meal Prices		
Post Meeting Board Workshop Mon, May 18, 2020*							•School Board Meeting Self-Assessment
Board Workshop Mon, June 08, 2020 6:00 PM							•General Fund Budget Q&A •Confirm agenda for next Board Workshop
Board Meeting Mon, June 22, 2020 6:00 PM	•Ends 1.1, 1.2, 1.3 OI		•Approval of FY 2020-21 Budget •ISD 287 10-Year Facilities Maintenance Resolution <hr/> •Record of Board Self-Evaluation		•Monthly Reports •EPS 10-Year Facilities Maintenance Plan •Q-Comp Annual Report •Annual Review of District Mandated Policies •Approval of Updated District Policies		

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	Policy Monitoring Ends, EL, BMD & GP Monitoring	Decision Preparation	Required Board Action	Board Action on Committee Reports & Minutes			
Post Meeting Board Workshop Mon, Jun 22, 2020							• School Board Meeting Self-Assessment

*May Meeting dates changed due to Memorial Day