



EDEN PRAIRIE SCHOOLS

Inspiring each student every day

SCHOOL BOARD Workshop

Monday, April 13, 2020

6:30 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 - **6:30 p.m.** - ***This Workshop will begin approximately five (5) minutes immediately following the Brief Business Meeting***
Call to Order - School Board Roll Call
Aaron Casper, Debjyoti "DD"Dwivedy, Elaine Larabee, Holly Link, Adam Seidel, Veronica Stoltz, Terri Swartout
2. Fiscal Year 2020-2021 Annual Work Plan Discussion 2
3. Fiscal Year 2020-2021 School Board Meeting Calendar Discussion 17
4. Fiscal Year 2020-2021 School Board Budget Discussion 19
5. School Board Expense Policy Procedure - *Draft* 22
 - A. District Policy 412 23
 - B. District Travel.Meal.Food Policy 25
 - C. District Expense Reimbursement Procedure 31
6. Designing Pathways Overview
A. Presentation - *Uploaded 4/14/20* 34
7. Work Plan Changes Document 49
8. Annual Work Plan - 2019-2020 50
9. Confirm Agenda for next Board Workshop
10. Adjournment

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April 13, 2020

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>*****2020*****</p> <p>Board Meeting Mon, Jul 27, 2020 7:30 AM</p>			<ul style="list-style-type: none"> •Resolution to “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) 		
<p style="text-align: center;">School Board “New Candidate” Information Session Monday ASC/EDC, 6:30 – 8:30 p.m.</p>							
<p style="text-align: center;">School Board “New Candidate” Information Session Monday, ASC/EDC, 6:30 – 8:30 p.m.</p>							
<p style="text-align: center;">School Board Listening Session Monday ASC/Riley Creek Meeting Room, 5:00 – 5:45 p.m.</p>							
<p>Board Meeting Mon, Aug 24, 2020 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"> •2020-21 School Site Visits •Record of Board Self-Evaluation 		<ul style="list-style-type: none"> •Monthly Reports •Summary Update of General District Policies •Mandated District Policy Annual Review 		
<p>Post Meeting Board Workshop Mon, Aug 24, 2020</p>							<ul style="list-style-type: none"> •School Board Mtg. Self-Assessment

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Brief Business Meeting Mon, Sep 14, 2020 6:00 PM					•Contract Agreements		
Board Workshop Mon, Sep 14, 2020 6:15 PM							<ul style="list-style-type: none"> • ADMIN Proposals for FY 2020-21 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 – BMD 3.0 – BMD 3.3 • Policy Monitoring: GP's: 4.4, 4.5, 4.6, 4.7, 4.8, & 4.10 • 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 Mon, Sep 28, 2020 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 <hr/> <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 		<ul style="list-style-type: none"> •Approval of Preliminary FY 2021-22 Levy -Tax Levy Comparison - Tax Levy Presentation Pay 21 <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 2019-2020 Year-end Preliminary Financial Report •FY 2020-2021 Preliminary Enrollment Report 	
Post Meeting Board Workshop Mon, Sep 28, 2020							<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			
Board Workshop Mon, Oct 12, 2020 6:00 PM							<ul style="list-style-type: none"> •Administration: Setting Stage for FY 2021-22 Budget Guidelines •Policy Monitoring: GP 4.0, 4.1, 4.2, 4.3, 4.9 •Time Frame: Joint Workshop between School Board Members & ADMIN to discuss Enrollment •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

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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, Oct 26, 2020 6:00 PM	<ul style="list-style-type: none"> •BMD 3.3.5 •Ends 1.1, 1.2, 1.3 Evidence (FY 2018-19) •EL 2.2.9 •EL 2.4 Treatment of Staff •EL 2.8 Compensation and Benefits •GP 4.0 Global Governance Commitment •GP 4.1 Governing Style •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"> •Future Board Workshop Topics •Board Instructions/ Directions for School Site Visits •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, 2020 <ul style="list-style-type: none"> -Exec. Summary -Capture Rate -History & Projection Totals -Official October 1 Enrollment Count •World's Best Workforce Report •FY 2019-2020 Achievement Integration Progress Report 	
Post Meeting Board Workshop Mon, Oct 26, 2020							•School Board Mtg. Self-Assessment
Brief Business Meeting Mon, Nov 9, 2020 6:00 PM			<ul style="list-style-type: none"> •Resolution Approving Canvassing of Elections •Resolution Authorizing Issuance of Certificates of Election 				

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	Policy Monitoring Ends, EL, BMD & GP Monitoring	Decision Preparation	Required Board Action	Board Action on Committee Reports & Minutes			
Board Workshop <u>Mon, Nov 9, 2020</u> 6:15 PM							<ul style="list-style-type: none"> • “New Policy Introductions” • Review of Treasurer’s Annual Report • Student Enrollment • 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, 2020 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, 2020 ASC/Riley Creek Meeting Room, 5:00 – 5:45 p.m.							
Board Meeting Mon, Nov 23, 2020 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 2019-20 Superintendent Annual Review -Minn. Stat. 13D.05, Subd. 3 	<ul style="list-style-type: none"> •Record of Board Self-Evaluation 	<ul style="list-style-type: none"> •School Board Treasurer's Report •End & EL's Policy Monitoring Process •Board Development Committee Governance Training Proposal 	<ul style="list-style-type: none"> •Monthly Reports 	<ul style="list-style-type: none"> •FY 2019-20 Audited Financial Presentation •Seek Bids •World's Best Workforce Report (WBWR) •Fiscal Year Achievement Integration Progress Report 	
Post Meeting Board Workshop Mon, Nov 23, 2020							<ul style="list-style-type: none"> •School Board Mtg. Self-Assessment
Board Meeting Mon, Dec 14, 2020 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 2021-22 Levy •Resolution Authorizing the Sale of Facility 	<ul style="list-style-type: none"> •Community Linkage Senior Citizen Listening Presentation for Discussion at the 	<ul style="list-style-type: none"> •Monthly Reports 	<ul style="list-style-type: none"> •Truth in Taxation Hearing 	

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	Policy Monitoring Ends, EL, BMD & GP Monitoring	Decision Preparation	Required Board Action	Board Action on Committee Reports & Minutes			
			Maintenance Bonds • Record of Board Self-Evaluation	January 2021 Workshop • School Board Treasurer's Report			
Post Meeting Board Workshop Mon, Dec 14, 2020							• 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			
<p>*****2021*****</p> <p>Annual Organizational Meeting Mon, Jan 4, 2021 6:00 PM</p>			<ul style="list-style-type: none"> • 2021 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 • School Board Meeting Calendar: Jan 1, 2021 through Jun 30, 2021 • Appointment of Intermediate District 287 Representative 		<ul style="list-style-type: none"> • 2021 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 to Sign Contracts - Local Education Agency (LEA) Representative - MDE Designation of Identified Official with Authority (IoWA) - Seek Bids 		
<p>Board Workshop Mon, Jan 4, 2021 6:15 PM Convene following the Annual Organizational Meeting</p>							<ul style="list-style-type: none"> • 2021 Committees & Outside Organization Discussion • CLC: Senior Center Talking Points, Agenda &

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	Policy Monitoring Ends, EL, BMD & GP Monitoring	Decision Preparation	Required Board Action	Board Action on Committee Reports & Minutes			
							Attendance Discussion <ul style="list-style-type: none"> Budget: 5-Year Financial Forecast Finance 101 Engagement Strategies Confirm agenda for next Board Workshop
Board Meeting Mon, Jan 25, 2021 6:00 PM		<ul style="list-style-type: none"> FY 2021-22 Final School Calendar (Draft) FY 2022-23 Preliminary School Calendar (Draft) FY 2021-22 Budget Timelines – First Reading FY 2021-22 Budget Assumptions – First Reading 	<ul style="list-style-type: none"> FY 2020-21 Mid-Year Budget Approval Resolution Awarding the Sale of Facility Maintenance Bonds Record of Board Self-Evaluation 	<ul style="list-style-type: none"> 2021 School Board Committee & Outside Organization Assignments 	<ul style="list-style-type: none"> Monthly Reports FY 2021-22 Bus Purchase Pay Equity District Policy 721 Bids – Seek 		
Post Meeting Board Workshop Mon, Jan 25, 2021							<ul style="list-style-type: none"> School Board Meeting Self-Assessment
Board Workshop Mon, Feb 8, 2021 6:00 PM							<ul style="list-style-type: none"> Levy's & Schedule Transportation: Funding & Options School Wide Enrichment Model (SEM) –1

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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"> •Walk through School Board Agenda •Customer Service Training I •FY 2021-22 School Calendar (Preliminary) •Confirm agenda for next Board Workshop
Board Meeting Mon, Feb 22, 2021 6:00 PM		<ul style="list-style-type: none"> •Closed Session: Negotiation Strategy Pursuant to MN Statute 13D.03, Subd. 1 	<ul style="list-style-type: none"> •Record of Board Self-Evaluation 		<ul style="list-style-type: none"> •Monthly Reports •Approval of FY 2021-22 School Calendar •Approval of Preliminary FY 2022-23 School Calendar 	<ul style="list-style-type: none"> •Ends 1.1, 1.1.2 & 1.2 	
Post Meeting Board Workshop Mon, Feb 22, 2021							<ul style="list-style-type: none"> •School Board Meeting Self-Assessment
Board Workshop Mon, Mar 8, 2021 6:00 PM							<ul style="list-style-type: none"> •Communications •Define Policy under Policy Governance: Ends, EL's, GP's and BMD's •Policy Workshop: Discus Potential Policy Changes

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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, Mar 22, 2021 6:00 PM		<ul style="list-style-type: none"> FY 2021-22 Capital Budget – <i>First Reading</i> FY 2021-22 Capital Outlay 	<ul style="list-style-type: none"> Resolution to Release Probationary Teachers Final FY 2021-22 Budget Assumptions Record of Board Self-Evaluation 		<ul style="list-style-type: none"> Monthly Reports Achievement & Integration Budget 		
Post Meeting Board Workshop Mon, Mar 22, 2021							•School Board Meeting Self-Assessment
Board Workshop Mon, Apr 12, 2021 6:00 PM							<ul style="list-style-type: none"> Agenda Items: Sample Agenda & Discussion of Agenda Elements Source of Agenda Items: Board Request for Information; Superintendent Information; Agenda Timeline FY 2021-2022 Annual Work Plan Calendar Discussion FY 2021-2022 School Board

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	Policy Monitoring Ends, EL, BMD & GP Monitoring	Decision Preparation	Required Board Action	Board Action on Committee Reports & Minutes			
							Meeting Calendar Discussion • FY 2021-2022 School Board Budget Discussion • Mechanics of Monitoring • Confirm agenda for next Board Workshop
Board Meeting Mon, Apr 26, 2021 6:00 PM		<ul style="list-style-type: none"> • FY 2021-22 School Board Work Plan – <i>First Reading</i> • Closed Session: Negotiation Strategy • FY 2021-22 School Board Budget – <i>First Reading</i> 	<ul style="list-style-type: none"> • Approval of • FY 2021-22 Capital Budget • Approval of • FY 2021-22 School Board Meeting Calendar <hr/> <ul style="list-style-type: none"> • Record of Board Self-Evaluation 		<ul style="list-style-type: none"> • Monthly Reports • ALC Fiscal Agent Agreement with District 287 • Seek/Accept Bids 		
Post Meeting Board Workshop Mon, Apr 26, 2021							• School Board Meeting Self-Assessment
Board Workshop Mon, May 10, 2021 6:00 PM							<ul style="list-style-type: none"> • School Wide Enrichment Model (SEM)-2 • Food Service Budget Update • Strategic Plan • Community Ed

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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"> •Y-T-D Update and Plan Update •Confirm agenda for next Board Workshop
Board Meeting Mon, May 24, 2021 6:00 PM		<ul style="list-style-type: none"> • FY 2021-22 Budget – First Reading 	<ul style="list-style-type: none"> •Approval of FY 2021-22 School Board Work Plan •Approval of FY 2021-22 School Board Budget 		<ul style="list-style-type: none"> •Monthly Reports •MSHSL Resolution for Membership •Approval of FY 2021-22 School Meal Prices 		
Post Meeting Board Workshop Mon, May 24, 2021							<ul style="list-style-type: none"> •School Board Meeting Self-Assessment
Board Workshop Mon, June 14, 2021 6:00 PM							<ul style="list-style-type: none"> •General Fund Budget Q&A •Confirm agenda for next Board Workshop
Board Meeting Mon, June 28, 2021 6:00 PM	<ul style="list-style-type: none"> •Ends 1.1, 1.2, 1.3 OI 		<ul style="list-style-type: none"> •Approval of FY 2021-22 Adopted Budget •ISD 287 10-Year Facilities Maintenance Resolution 		<ul style="list-style-type: none"> •Monthly Reports •EPS 10-Year Facilities Maintenance Plan •Q-Comp Annual Report •Annual Review of District Mandated Policies 		

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	Policy Monitoring Ends, EL, BMD & GP Monitoring	Decision Preparation	Required Board Action	Board Action on Committee Reports & Minutes			
			•Record of Board Self-Evaluation		•Approval of Updated District Policies		
Post Meeting Board Workshop Mon, Jun 28, 2021							•School Board Meeting Self-Assessment

2020-2021 School Board Meeting Calendar

Date	Time	Meeting Type	Location
July 2020			
Monday, Jul 27, 2020	7:30AM	Brief Business Meeting	Administrative Services Center
August 2020			
Monday, Aug 24, 2020	6:00PM	Regular Business Meeting Post Board Meeting Workshop	Administrative Service Center
September 2020			
Monday, Sep 14, 2020	6:00PM 6:15PM	Brief Business Meeting Board Workshop	Administrative Services Center
Monday, Sep 28, 2020	6:00PM	Regular Business Meeting Post Board Meeting Workshop	Administrative Services Center
October 2020			
Monday, Oct 12, 2020	6:00PM	Board Workshop	Administrative Services Center
Monday, Oct 26, 2020	6:00PM	Regular Business Meeting Post Board Meeting Workshop	Administrative Services Center
November 2020			
Monday, Nov 09, 2020	6:00PM 6:15PM	Brief Business Meeting (<i>Elections</i>) Board Workshop	Administrative Services Center
Monday, Nov 23, 2020	6:00PM	Regular Business Meeting Post Board Meeting Workshop	Administrative Services Center
December 2020			
Monday, Dec 14, 2020	6:00PM	Truth in Taxation Hearing Regular Business Meeting Post Board Meeting Workshop	Administrative Services Center
January 2021			
Monday, Jan 4, 2021	6:00PM 6:30PM	Annual Organizational Meeting Board Workshop	Administrative Services Center
Monday, Jan 25, 2021	6:00PM	Regular Business Meeting Post Board Meeting Workshop	Administrative Services Center
February 2021			
Monday, Feb 8, 2021	6:00PM	Board Workshop	Administrative Services Center
Monday, Feb 22, 2021	6:00PM	Regular Business Meeting Post Board Meeting Workshop	Administrative Services Center
March 2021			
Monday, Mar 08, 2021	6:00PM	Board Workshop	Administrative Services Center
Monday, Mar 22, 2021	6:00PM	Regular Business Meeting Post Board Meeting Workshop	Administrative Services Center
April 2021			
Monday, Apr 12, 2021	6:00PM	Board Workshop	Administrative Services Center
Monday, Apr 26, 2021	6:00PM	Regular Business Meeting Post Board Meeting Workshop	Administrative Services Center
May 2021			
Monday, May 10, 2021	6:00PM	Board Workshop	Administrative Services Center
Monday, May 24, 2021	6:00PM	Regular Business Meeting Post Board Meeting Workshop	Administrative Services Center

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Date	Time	Meeting Type	Location
June 2021			
Monday, Jun 14, 2021	6:00PM	Board Workshop	Administrative Services Center
Monday, Jun 28, 2021	6:00PM	Regular Business Meeting Post Board Meeting Workshop	Administrative Services Center

DRAFT

FY 2020-21 Draft Proposed Board Budget (w/A. Caper's Notes)

Budget Unit	Account Code	ACCOUNT TITLE	2016-17 Actual	2017-18 Actual	2018-19 Actual	2019-20 Budget	YTD Exp	Remaining		2020-21 Budget
01005010000000	109	SCHOOL BOARD SALARY	35,400.00	34,850.00	36,100.00	36,300.00	19,881.78	16,418.22		36,300.00
01005010000000	210	FICA	1,270.94	1,111.69	2,761.74	2,563.00	1,404.74	1,158.26	(1)	1,500.00
01005010000000	214	PERA	1,250.00	1,162.56	1,135.12	1,485.00	606.32	878.68	(1)	1,300.00
01005010000000	270	WORKERS COMP INS	264.00	169.82	-	300.00	-	300.00	(2)	-
01005010000000	305	SERVICE FEES/CONSULTING	6,145.23	2,695.44	3,859.35	15,000.00	12,967.00	2,033.00		15,000.00
01005010000000	329	POSTAGE	32.32	-	15.40	-	-	-		-
01005010000000	366	TRAVEL/CONF/CONV	3,428.67	3,890.00	2,115.00	5,750.00	1,244.82	4,505.18		5,750.00
01005010000000	398	CHARGEBACK-PRINTING	654.37	2,083.17	393.11	250.00	17.50	232.50		250.00
01005010000000	401	GENERAL SUPPLIES	213.47	243.65	284.92	500.00	413.03	86.97		750.00
01005010000000	490	FOOD	360.85	702.79	456.58	500.00	-	500.00		500.00
01005010000000	820	DUES/MEMBERSHIPS/LICENSES	15,754.00	16,067.00	16,353.00	16,400.00	16,547.00	(147.00)	(3)	16,650.00
			64,773.85	62,976.12	63,474.22	79,048.00	53,082.19	25,965.81		78,000.00

(1) FICA/PERA - If board member chooses PERA, they should not also have FICA deducted from their check. At most, the combination should not be more than 7.65% of wages.

(2) Workers Compensation Insurance will no longer be charged to School Board

(3) Dues saw a slight increase; MSBA \$13,747, BoardBook \$2,100, Policy Services \$700 = \$16,547

FY 2020-21 Draft Proposed Board Budget (w/A. Caper's Notes)

BUDGET CODE	ACCOUNT	ACCOUNT TITLE	DATE	T/C	PERIOD	REFERENCE	VENDOR	EXPENDITURES	DESCRIPTION
01-005-010-000-000-01005010000000 - DISTWIDE - BOARD OF ED	109	SCHOOL BOARD SALARY	01/13/20	22	7			1,512.56	PAYROLL CHARGES
01-005-010-000-000-01005010000000 - DISTWIDE - BOARD OF ED	109	SCHOOL BOARD SALARY	01/30/20	22	7			1,512.56	PAYROLL CHARGES
	109 Total							<u>3,025.12</u>	
01-005-010-000-000-01005010000000 - DISTWIDE - BOARD OF ED	210	FICA	01/13/20	22	7			63.78	PAYROLL CHARGES-FRINGE
01-005-010-000-000-01005010000000 - DISTWIDE - BOARD OF ED	210	FICA	01/30/20	22	7			51.38	PAYROLL CHARGES-FRINGE
	210 Total							<u>115.16</u>	
01-005-010-000-000-01005010000000 - DISTWIDE - BOARD OF ED	214	PERA	01/13/20	22	7			51.88	PAYROLL CHARGES-FRINGE
01-005-010-000-000-01005010000000 - DISTWIDE - BOARD OF ED	214	PERA	01/30/20	22	7			51.88	PAYROLL CHARGES-FRINGE
	214 Total							<u>103.76</u>	
01-005-010-000-000-01005010000000 - DISTWIDE - BOARD OF ED	305	SERVICE FEES/CONSULTING	01/14/20	21	7	V8002926	50040 BMO HARRIS BANK	340.50	SOUTHWE-10/14/19 - SB
01-005-010-000-000-01005010000000 - DISTWIDE - BOARD OF ED	305	SERVICE FEES/CONSULTING	01/14/20	21	7	V8002926	50040 BMO HARRIS BANK	68.10	SOUTHWE-10/14/19 - SB
01-005-010-000-000-01005010000000 - DISTWIDE - BOARD OF ED	305	SERVICE FEES/CONSULTING	01/31/20	21	7	405491	50975 MORRISON & ASSOC	10,964.86	BOARD TRAINING
	305 Total							<u>11,373.46</u>	
01-005-010-000-000-01005010000000 - DISTWIDE - BOARD OF ED	366	TRAVEL/CONF/CONV	01/07/20	20	7	405131	E20649 VERONICA STOLTZ	(179.82)	STOLTZ EXP REIMB
	366 Total							<u>(179.82)</u>	
01-005-010-000-000-01005010000000 - DISTWIDE - BOARD OF ED	401	GENERAL SUPPLIES	01/14/20	21	7	V8002926	50040 BMO HARRIS BANK	170.40	WWW.THI-CRYSTAL APPLE
01-005-010-000-000-01005010000000 - DISTWIDE - BOARD OF ED	401	GENERAL SUPPLIES	01/14/20	21	7	V8002926	50040 BMO HARRIS BANK	20.00	WWW.THI-PROOFING - 3
01-005-010-000-000-01005010000000 - DISTWIDE - BOARD OF ED	401	GENERAL SUPPLIES	01/14/20	21	7	V8002926	50040 BMO HARRIS BANK	20.48	TARGET-SUPPLIES FOR G
01-005-010-000-000-01005010000000 - DISTWIDE - BOARD OF ED	401	GENERAL SUPPLIES	01/14/20	21	7	V8002926	50040 BMO HARRIS BANK	56.75	INT IN-MAG NAME TAGS
	401 Total							<u>267.63</u>	
	Grand Total							<u><u>14,705.31</u></u>	

FY 2020-21 Draft Proposed Board Budget (w/A. Casper's Notes)

EMPLOYEE#	EMPNAME	DATE	DESCRIPTION	AMOUNT	BUDGET CODE	ACCOUNT CODE
13893	HOLLY LINK	01/15/2020	PAYROLL	200	01005010000000	109
13899	ELAINE LARABEE	01/15/2020	PAYROLL	275	01005010000000	109
14579	ADAM SEIDEL	01/15/2020	PAYROLL	237.56	01005010000000	109
15305	TERRI SWARTOUT	01/15/2020	PAYROLL	200	01005010000000	109
20644	DEBJYOTI DWIVEDY	01/15/2020	PAYROLL	200	01005010000000	109
20649	VERONICA STOLTZ	01/15/2020	PAYROLL	200	01005010000000	109
20661	AARON CASPER	01/15/2020	PAYROLL	200	01005010000000	109
13893	HOLLY LINK	01/31/2020	PAYROLL	200	01005010000000	109
13899	ELAINE LARABEE	01/31/2020	PAYROLL	275	01005010000000	109
14579	ADAM SEIDEL	01/31/2020	PAYROLL	237.56	01005010000000	109
15305	TERRI SWARTOUT	01/31/2020	PAYROLL	200	01005010000000	109
20644	DEBJYOTI DWIVEDY	01/31/2020	PAYROLL	200	01005010000000	109
20649	VERONICA STOLTZ	01/31/2020	PAYROLL	200	01005010000000	109
20661	AARON CASPER	01/31/2020	PAYROLL	200	01005010000000	109
Grand Total				3,025.12		

Eden Prairie School Board

School Board Member Mileage and Meal Expense Procedure

I. PURPOSE

This procedure outlines the acceptable uses of public funds in relation to school board member mileage reimbursement, and meals, not related to out-of-state travel.

II. GENERAL STATEMENT OF POLICY

It is the responsibility of school board members to use public funds responsibly and only when necessary when conducting school board work outside of school district boundaries.

III. MILEAGE REIMBURSEMENT

Reimbursable mileage is the travel a school board Member would incur in their personal vehicle for out of town travel to and from school board related business meetings, educational conferences, association meetings, and other school district functions relating to the business of the school board. Personal travel within district boundaries would not be eligible for reimbursement.

The use of a personally owned vehicle will be reimbursed at the current Internal Revenue Service Standard Mileage Rate the year in which the travel was incurred.

IV. MEAL REIMBURSEMENT

Meals will not be reimbursable when they occur within a 50-mile radius of school district boundaries. Meal reimbursements will only apply to meals not included in the event being attended. Alcoholic beverages are not eligible for reimbursement at any time. Eligible meal reimbursement will be limited to \$60.00 per person, per day and must correspond to a School District Board related activity/event.

V. REIMBURSEMENT PROCEDURES

- A. Requests for reimbursement must be itemized on the official school district form and submitted to the Superintendent's executive assistant. The school board treasurer will review submitted board expenses for compliance and bring any questionable expenses to the board member in question and if unable to be resolved the full board for discussion and approval.

I. PURPOSE

The purpose of this policy is to identify school district business expenses that involve initial payment by an employee and qualify for reimbursement from the school district, and to specify the manner by which the employee seeks reimbursement.

II. AUTHORIZATION

All school district business expenses to be reimbursed must be approved by the supervising administrator. Such expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district business-related expenses.

III. REIMBURSEMENT

- A. Requests for reimbursement must be itemized on the official school district form and are to be submitted to the designated administrator. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.
- B. Automobile travel shall be reimbursed at the Internal Revenue Service standard mileage rate. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.

IV. AIRLINE TRAVEL CREDIT

- A. Employees utilizing school district funds to pay for airline travel are required to ensure that any credits or other benefits issued by any airline accrue to the benefit of the school district rather than the employee.
 - 1. To the extent an airline will not honor a transfer or assignment of credit or benefit from the employee to the school district, the employee shall report receipt of the credit or benefit to the designated administrator within 90 days of receipt of the credit or benefit.
 - 2. Reports of the receipt of an airline credit or benefit shall be made in writing and shall include verification from the airline as to the credit or benefit received. Reimbursement for airline travel expenses will not be made until such documentation is provided.
- B. Employees who have existing credits or benefits issued by an airline based upon previously reimbursed airline travel for school district purposes will be required to utilize those credits or benefits toward any subsequent airline travel related to school district purposes, prior to reimbursement for such travel, to the extent

permitted and/or feasible.

- C. The requirements of this section apply to all airline travel, regardless of where or how the tickets are purchased.

V. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

The superintendent shall develop a schedule of reimbursement rates for school district business expenses, including those expenses requiring advance approval and specific rates of reimbursement. The superintendent shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement.

Adopted: 8/14/2012

Revised: 10/28/2019



EDEN PRAIRIE SCHOOLS

Travel/Meals/Food

Procedures Manual for Eden Prairie School District

Purchasing and Accounts Payable Staff:

Chris Nelson	Ext. 57084
Linda Guenther	Ext. 57078
Jane Schimschock	Ext. 57082
Nikki Johnson	Ext. 57075

Purpose:

This procedure outlines the acceptable uses of public funds in relation to travel expenses, mileage reimbursement, lodging, meals, and food and refreshments.

Travel Expense: General

The supervising administrator is responsible for authorizing all reimbursable travel. Prior approval must always be provided by the employee's immediate supervisor for travel allowance to be reimbursed.

Travel Expense: Out-of-District

Travel by train, plane, bus, etc., will be reimbursed upon showing proper receipt. Local ground transportation will be reimbursed and requires receipt.

Applications for Employees to Attend Conferences Beyond the Metro Area form should be pre-approved by Supervisor.

If a personal automobile is driven in lieu of air travel, the School District will reimburse the lesser of either the less-than-first-class airfare for public transportation or the authorized mileage as provided by school policy or employment agreements.

When authorized, the use of a personally owned vehicle will be reimbursed at the current Internal Revenue Service Standard Mileage Rate. The current rates will be kept up to date on the [Business Office Forms/Info](#) section of the employee portal.

Travel Expense – Airline Travel Credits

Employees utilizing school district funds to pay for airline travel are required to ensure that any credits or other benefits issued by any airline accrue to the benefit of the school district rather than the employee.

- To the extent an airline will not honor a transfer or assignment of credit or benefit from the employee to the school district, the employee shall report receipt of the credit or benefit to the designated administrator within 90 days of receipt of the credit or benefit.
- Reports of the receipt of an airline credit or benefit shall be made in writing and shall include verification from the airline as to the credit or benefit received. Reimbursement for airline travel expenses will not be made until such documentation is provided.

Employees who have existing credits or benefits issued by an airline based upon previously reimbursed airline travel for school district purposes will be required to utilize those credits or benefits toward any subsequent airline travel related to school district purposes, prior to reimbursement for such travel, to the extent permitted and/or feasible.

The requirements of this section apply to all airline travel, regardless of where or how the tickets are purchased

Travel Expense - In-District

The definition of School District within this regulation will include travel to all schools leased or rented by the School District.

When authorized, the use of a personally-owned vehicle, within the District, will be reimbursed at the current Internal Revenue Service Standard Mileage Rate. The current rates will be kept up to date on the [Business Office Forms/Info](#) section of the employee portal.

All employees are expected to drive from their home to their first assigned work station of the day and from their last assigned work station of the day back home without reimbursement.

Work stations with the School District may be changed from day-to-day without mileage being reimbursed.

Any authorized travel between/among work stations during the work day is reimbursable.

Calculation of Reimbursable Mileage

Reimbursable Mileage is the travel an employee incurs beyond normal commute mileage (from home to work site to home again) on a normal workday. On a non-work day, the full mileage from the home to work event will be reimbursable.

Employees receiving a flat allowance per month for travel will receive this reimbursement automatically on a monthly basis, through payroll. This reimbursement will be for all travel unless otherwise provided in the employee's employment agreement.

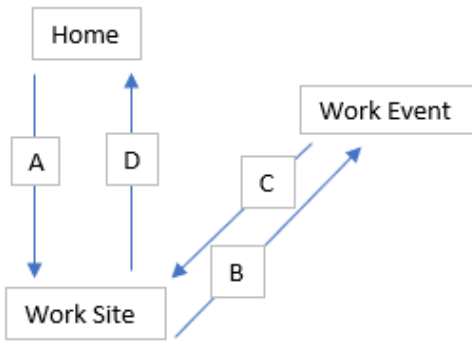
Mileage Examples:

Example 1: Employee goes to the office on a normal workday, leaves mid-day to attend a business event, and returns to the office after the event.

Mileage Reimbursed: C + B

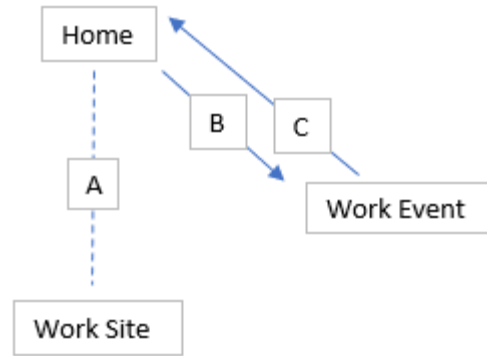
Example 2: Employee Leaves from home on a normal workday, goes directly to one-day off-site business event, and returns directly home after event.

Mileage Reimbursed: (B - A) + (C - A)



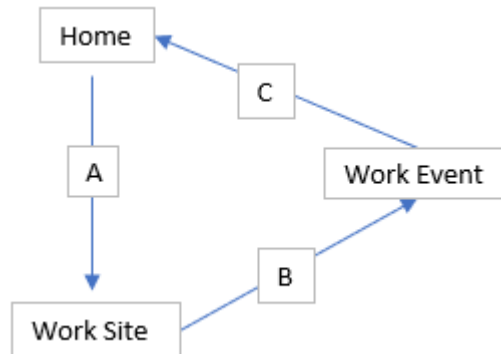
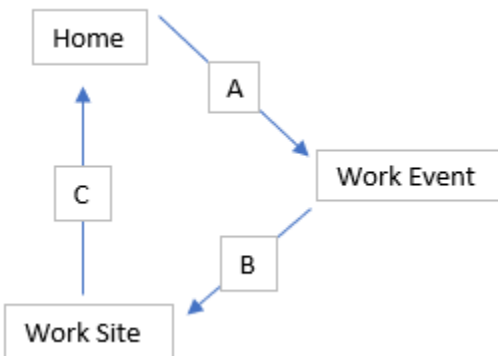
Example 3: Employee leaves from home on a normal workday, goes directly to an off-site business event, and returns to the office to complete the workday.

Mileage Reimbursed: $(A - C) + B$



Example 4: Employee leaves from home on a normal workday, goes directly to the work site, then travels to the work event, then goes home.

Mileage Reimbursed: $(C - A) + B$



Travel Expense - Lodging

Reimbursement for lodging will be provided when authorized.

Receipts are required for reimbursement.

Reimbursement will be limited to authorized staff.

When a staff member or a School Board member is accompanied by non-staff members, the difference between the single accommodations and total cost will not be reimbursed.

Reimbursement for lodging within the seven-county metropolitan area will be allowed only with prior approval by a cabinet member.

Meals

Reimbursement for meals will be provided when authorized. Itemized receipts are ~~preferred but not required~~ required for all meals being reimbursed.

Meals are not reimbursable when they occur within the School District boundaries unless prior approval is received from a Cabinet Member. An individual will only be reimbursed for the actual meal cost for that day. The meal allowances apply only to meals not included in the event being attended. Meal allowances can NOT be combined, and the meal allowance includes tax and gratuity. Alcoholic beverages will not be reimbursed. For meals purchased when traveling on District business, an individual will be reimbursed as shown below.

Any staff member paying for meals for other individuals will obtain a receipt regardless of the amount expended, and will be reimbursed as long as it is School District related and does not exceed the limit set of \$60.00 per person, per day.

Any staff member paying for meals for other employees, must submit an itemized receipt, along with sufficient documentation showing the following: date of meal(s), employee name(s), amount of meal(s), and identify if it is breakfast, lunch or dinner. The per person, per day allowance noted above, may NOT be exceeded.

Meal reimbursement forms and multiple employee meal reimbursement forms will be available on the Business Office Forms/Info section of the employee portal.

Food and Refreshments

Food and drink consumed by staff members during the workday and at the normal work location will be purchased at the employee's own expense.

Because it is considered a gratuity, providing food, refreshments or gifts to employees will generally not be allowed. Providing of food and refreshments must be justified on the basis of public purpose served and special benefit derived from the meeting. The size of the expenditure must not be excessive in view of the surrounding circumstances. If the majority of the participants are non-School District personnel, food and beverage may be allowed.

Restrictions on food (not related to family involvement)

- Is a working lunch necessary?
 - Meetings should never be scheduled over breakfast or dinner
- Is the portion of the agenda to be carried out during lunch substantive and integral to the overall purpose of the conference or meeting?
 - Not networking
- Is there a genuine time constraint that requires a working lunch?
- If a working lunch is necessary, is the cost of the working lunch reasonable?
- Have you carefully documented that a working lunch is both reasonable and necessary?
- Some specific grants never allow food, be sure prior approval is obtained before purchasing food. Reimbursement may be denied.



EDEN PRAIRIE SCHOOLS

Expense Reimbursements

Procedures Manual for Eden Prairie School District

Purchasing and Accounts Payable Staff:

Chris Nelson	Ext. 57084
Linda Guenther	Ext. 57078
Jane Schimschock	Ext. 57082
Nikki Johnson	Ext. 57075

Purpose

The purpose of this policy is to identify school district business expenses that involve initial payment by an employee and qualify for reimbursement from the school district, and to specify how the employee seeks reimbursement

General Rules

If an employee feels it is necessary to make a purchase for the District, and then be reimbursed, the following procedures apply:

- All purchases must be pre-approved by the supervising administrator. The supervising administrator is responsible for assuring that adequate funds are available for the purchase.
- All expenditures must be supported by appropriate back-up (original receipt). Photocopies or faxed receipt copies are not acceptable forms of back-up. The receipt must show the vendor name, date of purchase and itemized pricing. Sales tax will not be reimbursed.
- The District reserves the right to not reimburse an employee for a District related expense, even if appropriate back-up is presented.
- Personal purchases of equipment, including technology will not be reimbursed, unless approved by the supervising administrator and by the Technology Director prior to the purchase.
- Approved direct purchase reimbursements will be processed through Accounts Payable, therefore, all requests need to be submitted to the Accounts Payable Department on the appropriate form.
- Gifts, gift cards, and flowers will not be reimbursed.

Reimbursement Forms

Expenditure reimbursements will be paid only when submitted on an appropriate "Expense Reimbursement" form, located in the [Business Office Forms/Info](#) section of the employee portal.

All forms must include the originator's signature, authorizing signature, account number and adequate detail to delineate the expenditures. Itemized receipts are required for all expenditures except mileage.

Completed reimbursement forms should be submitted to the business office for payment. Once received, the Accounts Payable department will process for payment and payment will be made as a separate direct deposit from payroll. These payments will not show up n your Employee Access Center.

Travel/Lodging/Meals/Food and Refreshment

See separate Travel/Meal/Food procedures.

Advances

Advance payment will be allowed for meals, lodging and travel. A claim form detailing expenses must be submitted. Up to eighty (80%) percent of estimated expenses may be advanced. One hundred percent (100%) of actual known expenses may be advanced.

Back-up receipts must be provided to the Business Office within five business days of return from the trip. The difference between the advance and actual payment will be reimbursed to or collected from the employee.

Acceptable Expenditure Reimbursements:

All expenditures should be necessary for the success of our students and District. The expenditure of public funds must be for public purpose. A school district expenditure serves a public purpose if:

- The expenditure will benefit the community as a whole; and
- The expenditure directly relates to functions of the school district; and
- The expenditure does not have, as its primary objective, the benefit of a private interest.

Unacceptable Expenditure Reimbursements Examples:

- Alcoholic beverages/tobacco will **NOT** be reimbursed
- Lottery tickets will **NOT** be reimbursed
- Cash advances, or ATM's will **NOT** be reimbursed
- Purchases of gift certificates/gift cards are **NOT** allowable
- Gas for personal vehicle will **NOT** be reimbursed
- Sales Tax will **NOT** be reimbursed, except taxes paid on lodging, transportation or prepared foods.
- Some food and refreshments (See Travel/Meals/Food Policy)

This list is not intended to be all-inclusive. If you have specific questions, please contact the Business Office for assistance.

Designing Pathways



EDEN PRAIRIE SCHOOLS

Inspiring each student every day

Before Designing Pathways: Narrative

In 2014 the board requested that we engage in long-term planning for facility usage.

The first steps were taken beginning in fall of 2014 by assessing the use of our existing space, theoretical and practical capacities, and completing an updated demographic study to predict enrollment trends.

Several other things were occurring during this time period.

- Essentially an elimination of ½ day kindergarten doubling the need for classrooms
- Political conversations regarding early childhood
- An actual increase in early childhood enrollment by parental choice
- An increase in the cost of current leased space
- A shift in our district toward personalized learning
- A slower decline in enrollment than projected
- Changes in the use of space based on strategic plan
- Increased need for space for special education services

Impetus for Designing Pathways: Narrative

This caused us to slow down and ask a bigger question than just about facilities. Our facilities are only there to allow us to reach our mission and ends. That is their purpose. We asked instead what should our academic programming look like for the next 10 years. This kicked off the design of phase Phase I of Designing Pathways in the fall of 2015 and the process began in Winter of 15-16.

- During phase 1 the team was not focused on facilities, but rather what should programming look like to achieve our mission and ends.
- A guiding change document was used to provide them guidance and constraints on their design. One of the constraints was the team could not overlook community voice and preferences.
- The team took in vast amounts of input and sometimes competing input. This occurred through online questionnaires/forms, face to face, focus groups, email, group meetings, and scientific surveys. The team considered it all and had careful in depth conversations with the interest of students, the district, and the community at heart.
- They put forth their best work based on their research, current trends, input from 1000's of stakeholders, local studies, and what they believed would be the best for students, the district, and the community.
- The elementary team and secondary team both came forward with grade level configuration change proposals based on this work.
- They also thought about academic program design.



Designing Pathways

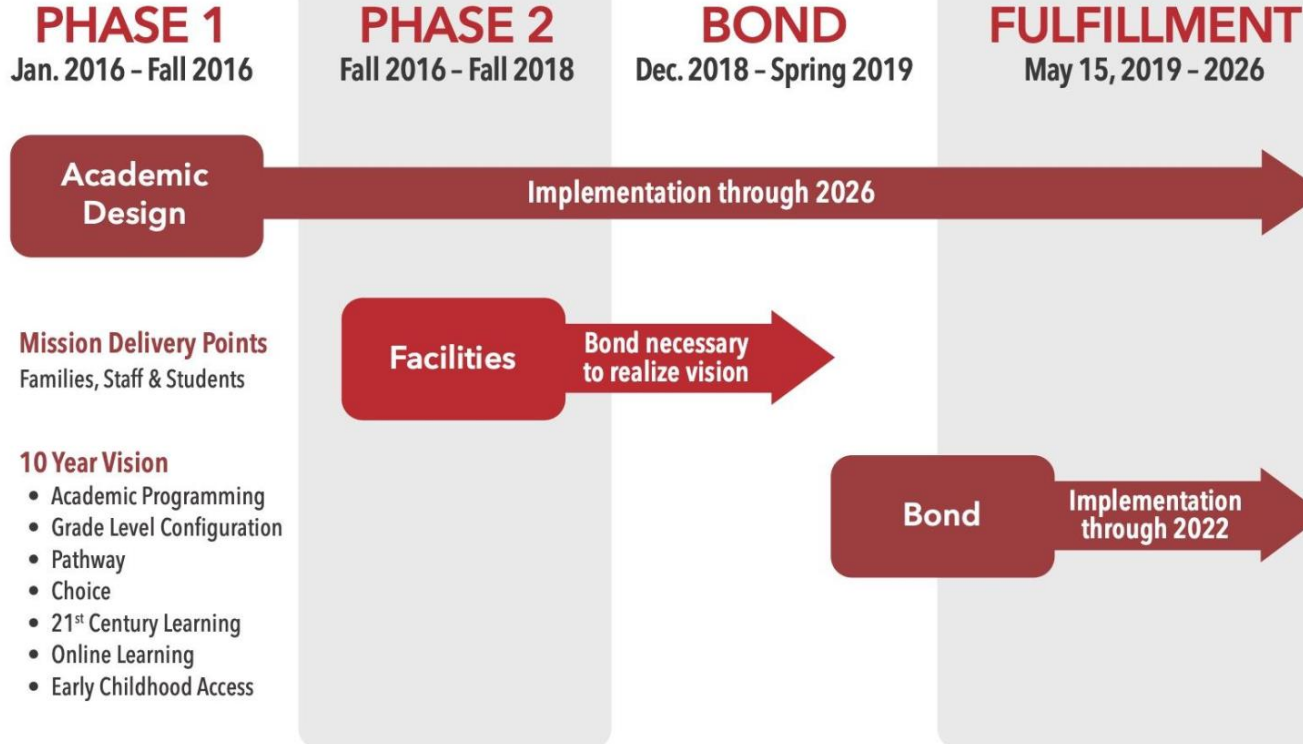
THE ROADMAP TO REACH EACH STUDENT



DESIGNING PATHWAYS TIMELINE

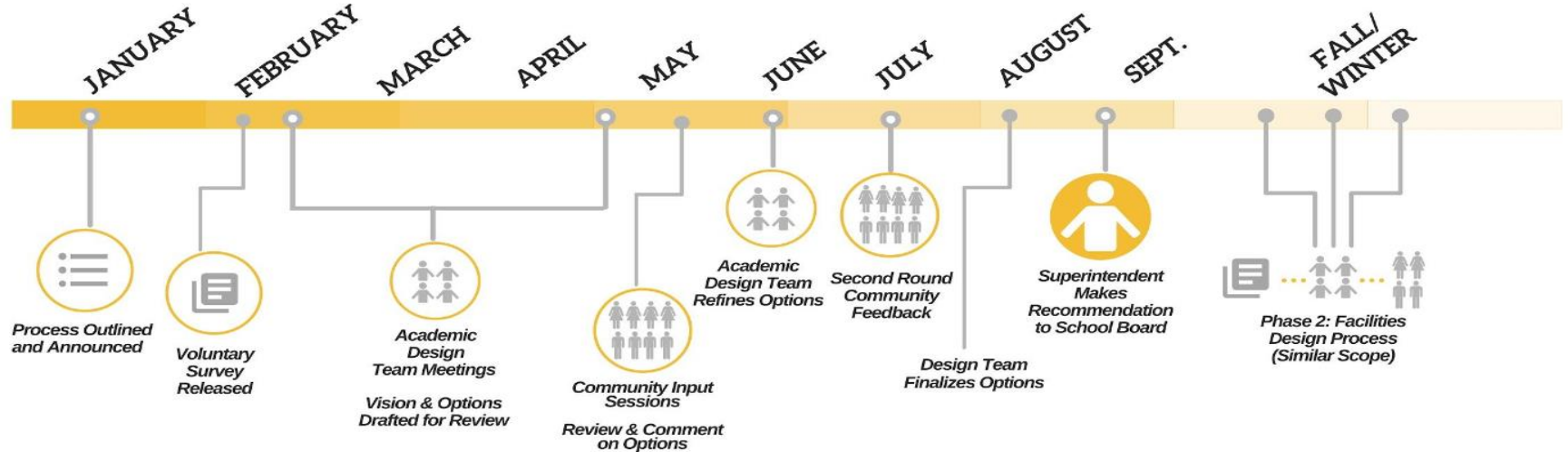


EDEN PRAIRIE SCHOOLS



March 2020

Phase 1: Timeline



Surveys

Families

Students

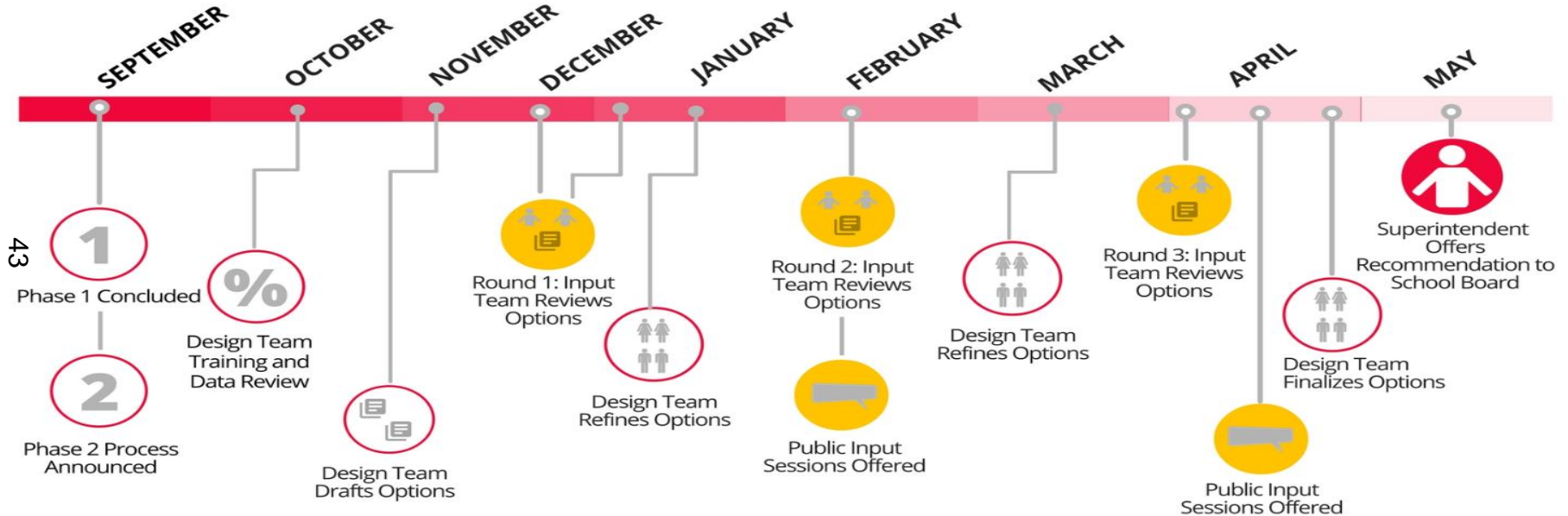
Staff

Academic Recommendations

- Personalized Learning
- Project Based and Interdisciplinary Learning
- Choice Programming for K-12
- Flexibility in HS and MS Schedules
- Capstone Projects
- Middle School Teaming
- Leverage Technology and Online Learning
- Spaces and Grade Level Configuration



PHASE 2 TIMELINE



Improve the middle school experience

by transitioning 6th graders to a more age- and academic-appropriate environment at the middle school.



EDEN PRAIRIE SCHOOLS

**Transition 4-year-
old preschool to
the elementary
schools** to ensure
more children are
kindergarten ready and
reading by third grade.



EDEN PRAIRIE SCHOOLS

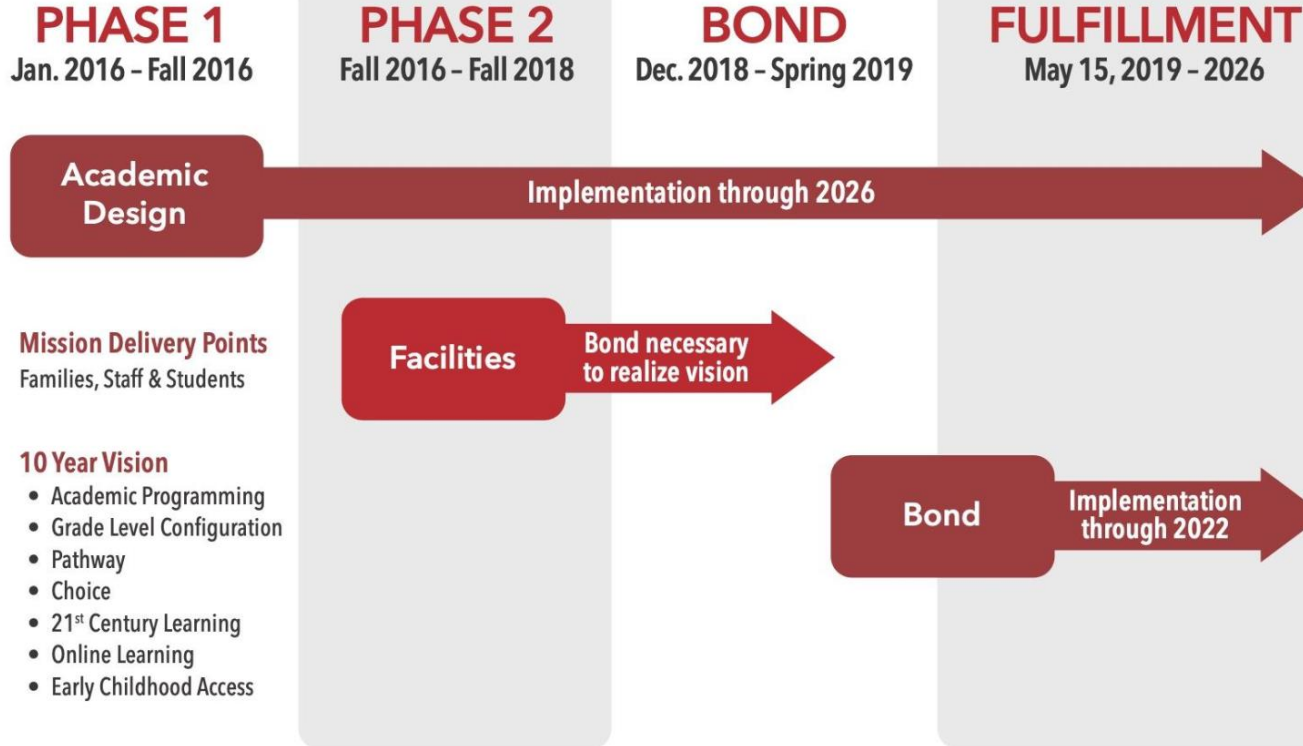
**Redesign classrooms
across the district** that
emphasize skills
employers and colleges
demand like
collaboration, creativity,
communication and
critical thinking.



DESIGNING PATHWAYS TIMELINE



EDEN PRAIRIE SCHOOLS



March 2020

Historical Resources for Context

<https://vimeo.com/166565038>

<https://vimeo.com/189944920>

<https://www.edenpr.org/experience/designing-pathways>

Eden Prairie School Board
2019 – 2020 WORK PLAN CHANGES
“Proposed” Changes for
April 27, 2020

Date of Meeting/Workshop	Changes Requested
Monday, April 27, 2020	
Monday, May 4, 2020	
Monday, May 4, 2020 – Workshop	
Monday, May 18, 2020	
Monday, June 8, 2020	
Monday, June 8, 2020 – Workshop	
Monday, June 22, 2020	
Placeholder – General Board Work	
<ul style="list-style-type: none"> • 2020-2021 School Year (August) Schedule School Site Visits • Cultural Proficiency Continuum • MN Student Survey Report Discussion • Board Development Training 	
Placeholder – Policy Review	

EDEN PRAIRIE SCHOOL BOARD
2019-2020 ANNUAL WORK PLAN

Board Meetings

Board Workshops

Other Meetings

April 13, 2020

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 		

EDEN PRAIRIE SCHOOL BOARD
2019-2020 ANNUAL WORK PLAN

Board Meetings

Board Workshops

Other Meetings

April 13, 2020

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 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 	

EDEN PRAIRIE SCHOOL BOARD
2019-2020 ANNUAL WORK PLAN

Board Meetings

Board Workshops

Other Meetings

April 13, 2020

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			
	<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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EDEN PRAIRIE SCHOOL BOARD
2019-2020 ANNUAL WORK PLAN

Board Meetings

Board Workshops

Other Meetings

April 13, 2020

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 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 •Ends 1.1, 1.2, 1.3 Evidence (FY 2018-19) •EL 2.2.9 •EL 2.4 Treatment of Staff •EL 2.8 Compensation and Benefits •GP 4.0 Global Governance Commitment •GP 4.1 Governing Style 		<ul style="list-style-type: none"> •Future Board Workshop Topics •Board Instructions/ Directions for School Site Visits •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 	

EDEN PRAIRIE SCHOOL BOARD
2019-2020 ANNUAL WORK PLAN

Board Meetings

Board Workshops

Other Meetings

April 13, 2020

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			
	<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 Mon, Nov 4, 2019 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	•EL 2.9 Communication and Support to the School Board	• <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 •Board Development Committee – Governance Training Proposal 	•Monthly Reports	•FY 2018-19 Audited Financial Presentation	
Post Meeting Board Workshop Mon, Nov 25, 2019							•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"> •Community Linkage Senior Citizen Listening Presentation for Discussion at the January 2020 Workshop •Treasurer's Report 	•Monthly Reports	•Truth in Taxation Hearing	
Post Meeting Board Workshop Mon, Dec 9, 2019							•School Board Mtg. Self-Assessment

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

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	Policy Monitoring Ends, EL, BMD & GP Monitoring	Decision Preparation	Required Board Action	Board Action on Committee Reports & Minutes			
<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 - MDE Designation of Identified Official with Authority (IoWA) - 		
<p>Board Workshop Mon, Jan 6, 2020 6:15 PM Convene following the Annual Organizational Meeting</p>							<ul style="list-style-type: none"> • 2020 Committees & Outside Organization Discussion • CLC: Senior Center Talking Points, Agenda &

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	Policy Monitoring Ends, EL, BMD & GP Monitoring	Decision Preparation	Required Board Action	Board Action on Committee Reports & Minutes			
							Attendance 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		• 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>	• FY 2019-20 Mid-Year Update • FY 2019-20 Mid-Year Fund Balance Report • FY 2019-20 Mid-Year Budget Approval • _____ • Record of Board Self-Evaluation	• 2020 School Board Committee & Outside Organization Assignments	• Monthly Reports • FY 2020-21 Bus Purchase • Pay Equity • District Policy 721 • Bids – Seek		
Post Meeting Board Workshop Mon, Jan 27, 2020							• School Board Meeting Self-Assessment
Board Workshop Mon, Feb 10, 2020 6:00 PM							• Levy's & Schedule • Transportation: Funding & Options • School Wide Enrichment Model (SEM) –1

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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"> •Walk through School Board Agenda •FY 2021-22 School Calendar (Preliminary) •Confirm agenda for next Board Workshop
Board Meeting Mon, Feb 24, 2020 6:00 PM		<ul style="list-style-type: none"> • Closed Session: Negotiation Strategy Pursuant to MN Statue 13D.03, Subd.1 	<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 • American Indian Education Resolution 	<ul style="list-style-type: none"> • Ends 1.1, 1.1.2 & 1.2 	
Post Meeting Board Workshop Mon, Feb 24, 2020							<ul style="list-style-type: none"> •School Board Meeting Self-Assessment
Brief Board Meeting Mon, Mar 9, 2020 6:00 PM					<ul style="list-style-type: none"> • Development Agreement – CMS • HR Report 		
Board Workshop Mon, Mar 09, 2020 6:15 PM							<ul style="list-style-type: none"> •Communications •School Board Reimbursement Discussion

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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			
							<ul style="list-style-type: none"> •Community Linkage Charter & Update Discussion •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
Brief Board Meeting Mon, Apr 6, 2020 6:00 PM		<ul style="list-style-type: none"> • Central Middle School (CMS) – Bids & Projects 					
Brief Board Meeting Mon, Apr 13, 2020 6:00 PM			<ul style="list-style-type: none"> • Acceptance and Rejection of Central Middle School (CMS) Bids 		<ul style="list-style-type: none"> • HR Report <hr/> <ul style="list-style-type: none"> • Superintendent's Incidental – Launch of Distant Learning 		

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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 Workshop Mon, Apr 13, 2020 6:15 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 • School Board Expense Procedures • Mechanics of Monitoring • Designing Pathway Overview • 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 <hr/> <ul style="list-style-type: none"> • 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

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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			
Brief Board Meeting Mon, May 4, 2020* 6:00 PM							
Board Workshop Mon, May 04, 2020* 6:15 PM							<ul style="list-style-type: none"> • School Wide Enrichment Model (SEM)-2 • Food Service Budget Update • Confirm agenda for next Board Workshop
Board Meeting Mon, May 18, 2020* 6:00 PM		<ul style="list-style-type: none"> • FY 2020-21 Budget (First Reading) 	<ul style="list-style-type: none"> • Approval of FY 2020-21 School Board Work Plan • Approval of FY 2020-21 School Board Budget <hr/> <ul style="list-style-type: none"> • Record of Board Self-Evaluation 		<ul style="list-style-type: none"> • Monthly Reports • MSHSL Resolution for Membership • Approval of FY 2020-21 School Meal Prices 		
Post Meeting Board Workshop Mon, May 18, 2020*							<ul style="list-style-type: none"> • School Board Meeting Self-Assessment
Brief Board Meeting Mon, Jun 8, 2020 6:00 PM							

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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 Workshop Mon, Jun 08, 2020 6:15 PM							<ul style="list-style-type: none"> •General Fund Budget Q&A •Confirm agenda for next Board Workshop
Board Meeting Mon, June 22, 2020 6:00 PM	<ul style="list-style-type: none"> •Ends 1.1, 1.2, 1.3 OI 		<ul style="list-style-type: none"> •Approval of FY 2020-21 Budget •ISD 287 10-Year Facilities Maintenance Resolution <hr/> <ul style="list-style-type: none"> •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 		
Post Meeting Board Workshop Mon, Jun 22, 2020							<ul style="list-style-type: none"> •School Board Meeting Self-Assessment

*May Meeting dates changed due to Memorial Day