



School Board Retreat
Saturday, January 29, 2022; 9:00 AM
The Reserve, 4951 W 77th Street
Edina MN 55435

I. Determination of Quorum and Call to Order

II. Information

A. Winter Board Retreat

Description: This retreat will focus primarily on the District's strategic plan Strategy D: Developing Leadership Throughout the District in order to support all the other district strategies.

Presenter(s): Board Chair Erica Allenburg, Superintendent Stacie Stanley and Consultant Jim Roussin

III. Board Chair Updates

IV. Superintendent Updates

V. Adjournment



Board Meeting Date: 1/29/22

TITLE: Winter Board Retreat

TYPE: Information

PRESENTER(S): Board Chair Erica Allenburg, Superintendent Stacie Stanley and Consultant Jim Roussin

BACKGROUND: This retreat will focus primarily on the District's strategic plan Strategy D: Developing Leadership Throughout the District in order to support all the other district strategies. The goals of the retreat are the following:

- Understanding our role as governance and how we can be more effective advancing the district's strategic priorities.
- Communication-styles, conflict resolution and decision-making.
- Reviewing board processes: communications, committee work, board norms, strategic plan and goal review.

Board members need to read all pre-work.

RECOMMENDATION: None.

PRIMARY ISSUE(S) TO CONSIDER:

See attached documents.

ATTACHMENTS:

1. Agenda
2. Detailed materials for retreat
3. Communications overview
4. Board committee comparison/liaison document

2022 Winter School Board Retreat

January 29, 2022

Agenda, Pre-Work and Instructions for Board

Retreat Overview: This retreat will focus primarily on the District' Strategic Plan Strategy D: *Developing Leadership Throughout the District* in order to best support all the other district strategies. The goals of the retreat are the following:

- Understanding our role as governance and how we can be more effective advancing the district's strategic priorities.
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9:00-9:15: Review agenda, facilitator's role and opening grounding (Jim and Stacie)

9:15-9:30: Activity for understanding collaborative work (Jim)

9:30-10:15: Overview/discussion of board responsibilities (Jim)

Board Pre-Work:

- Review administration's most recent two presentations regarding the implementation of the Spanish dual immersion program (Page 235: https://resources.finalseite.net/images/v1639451888/edinaschoolsorg/bmmy6jef6im8mfax0ybh/12-13-21AgendaregFULLv3_1.pdf and Page 142: <https://resources.finalseite.net/images/v1636480121/edinaschoolsorg/jzwzdmcxqbumkhkxjez/11-8-21AgendaFULLv3.pdf>).
- Review MSBA Standard 2: *Vision: The school board, with community input, envisions the educational future of the community and then formulates the goals, defines the outcomes, and sets the course for the school district.*
- Come prepared to potentially discuss the following items:
 - What are the limitations, if any, on our board's authority to make decisions?
 - What does our board do to ensure that it operates in accordance with the duties of care, loyalty, and obedience?
 - How does our board exercise organizational leadership?
 - What are examples of policies that must be approved by the board?

10:15-11:00: Break

11:00-11:30: How highly effective boards communicate/differentiating dialogue from discussion (Jim)

11:30-12:15: Board operating norms (Erica)

Board Pre-Work:

- Please read our Board Operating Norms and Board Ethics Policy (209).
- Board norms:
<https://resources.finalseite.net/images/v1628528835/edinaschoolsorg/gsy95oz9uq6innkjm1kj/BoardNorms-attachv7-13-20.pdf>
- Policy 209:
<https://resources.finalseite.net/images/v1624977604/edinaschoolsorg/oiuzzgxjwsfs pid6cqpv/209.pdf>

Please consider the following items for discussion:

- What is working and not working?
- What needs to be changed and/or updated?
- What if anything from the board norms needs to be moved to policy?
- What if any specific meeting protocols need to be discussed?
- How do you best digest material from administration and how do you feel we should receive information from the administration at board meetings?

12:15-1:15: WORKING LUNCH - Board Communications and Board Committee and Liaison Responsibility Review (Erica)

Board Pre-work:

- Read review *Communications* protocol in board norms.
- Read the board communications recommendations prepared by Juie and Janie.
- Come prepared to discuss the following items:
 - Are there any communications protocols you feel need to be urgently changed?
 - What priority/how much time do you want to place to board communications this spring (reviewing, further brainstorming and implementation of ideas for communications enhancements).
- Please review Policy 213 (School Board Committees):
<https://resources.finalseite.net/images/v1624977605/edinaschoolsorg/ru792nc5hgi zue4xjy6g/213.pdf>
- Please review Policy 216 (School Board Representation):
<https://resources.finalseite.net/images/v1624977605/edinaschoolsorg/a1xxwujzko dtbl0zypph/216.pdf>
- Please review Policy 217 (Legislative Involvement):
<https://resources.finalseite.net/images/v1624977605/edinaschoolsorg/cwghvrca8e nbgt8tgx9f/217.pdf>
- Please review all the liaison roles our board members play and comparison (attached document).
- Please consider the following items for discussion:
 - Do you feel our committees are functioning properly?
 - What role should committee chairs play?
 - Should the LAC be a standard board committee?

- Please complete a review of all the liaison roles our board members play, do you feel we should pare down the responsibilities of our board members?

1:15-1:30: Break

1:30-2:00: Engagement Dashboard: A communication tool for successful board interactions (Jim)

2:00-2:30: How to Assess the Board's Work: 12 Principles of Governance That Power Exceptional Boards (Jim)

2:30-3:15: Governance as Leadership: 3 Modes of Leading - Fiduciary, Strategic and Generative (Overview and Board Dialogue) (Jim)

- **Instructions for board:** Read 2021-2022 Board Goals, Superintendent Goals and Read Strategic Plan.
 - Strategic Plan:
https://resources.finalsite.net/images/v1633029221/edinaschoolsorg/ubk0hfvbdq7fjbhgiriy/EPS2020-2025StrategicPlan_DesignedDoc-FINAL.pdf
 - Board Goals: (Page 287)
https://resources.finalsite.net/images/v1633029221/edinaschoolsorg/ubk0hfvbdq7fjbhgiriy/EPS2020-2025StrategicPlan_DesignedDoc-FINAL.pdf
 - Superintendent Goals: (Page 289)
https://resources.finalsite.net/images/v1633029221/edinaschoolsorg/ubk0hfvbdq7fjbhgiriy/EPS2020-2025StrategicPlan_DesignedDoc-FINAL.pdf
- **Please consider the following items for discussion:**
 - Given where we are in the year, is there anything we feel we need to change for our board goals or suggest to Dr. Stanley about her goals?
 - Do you feel we need to modify or add anything to amend in our strategic plan given this plan was created pre-Covid?

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On September 13, 2021, the School Board approved Board goals that included a section on Board communications. Comprehensive, consistent, and on-brand communications are at the core of healthy Board operations. Effective communication strategies promote better understanding, reduce unnecessary conflict, and help build healthy relationships within the Edina Public Schools community.

In an effort to model civic involvement and community service, it is our job as school board members to educate the community about board roles, responsibilities, policies, and best practices for communicating with the Board.

Reference:

A) School Board Goals

Assess and participate in Board development to ensure the Board is providing the district the strategic oversight and direction it needs.

2.. Review Board communications and engagement requirements.*

**2021-2022 Board Goals: Approved by Edina School Board, September 13, 2021*

B) Edina Public Schools Strategic Plan

Strategy E: Engage Parents, Schools and Community-Edina Public Schools works in partnership with parents, students, staff, alumni and community to serve as a reflection of Edina's strong commitment to education.

3. Ensure all students and their families are engaged and well-served by the communications and all other interactions with EPS.

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Edina School Board Communication and Engagement Review 2021-2022

Identified Method	Communication and Engagement Goal	Tactic and Approach
Educating the Community (School Community & Broader Community)	Board members and community members understand: 1) role of the school board 2) chain of communication 3) how to address the School Board with feedback and concerns 4) how to access meeting information	How: 1) scan and update Website 2) add consistent language for Board members to use for moments of engagement 3) educational videos 4) update auto response email with relevant information about open meeting law 5) School Board 101 presentation to key groups (yearly) 6) create and implement standard signature verbiage for all board members electronic communications
Board Member to Board Member	Board members understand: 1) communication protocol and policy for discussing all Board issues 2) importance of communicating committee work completed (Board packet)	How: 1) review board norms and protocol, update as determined by full Board 2) set standards (Board packet cover sheets, email notification of posted materials) 3) determine how we will share information among Board members pertinent to Board issues
Board Member to Superintendent	Board members and Superintendent understand:	How: 1) review role of Board Chair vs.

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	<ol style="list-style-type: none"> 1) communication protocol and policy for discussing all Board issues 2) chain of command 3) importance of communicating cabinet work completed (Board packet) 	<ol style="list-style-type: none"> Superintendent for full Board understanding 2) Open conversation re: best practices on Board to Super communications 3) set standards (Board packet cover sheets, email notification of posted materials)
Board Member to Cabinet/Staff	<p>Board members and cabinet understand:</p> <ol style="list-style-type: none"> 1) communication protocol and policy for discussing all Board issues with Board members 2) chain of command 	<p>How:</p> <ol style="list-style-type: none"> 1) review board norms and protocol with Superintendent, update as determined
Board Member Response (Email, Phone, In-Person, Social Media)	<p>Board and community members understand:</p> <ol style="list-style-type: none"> 1) how to access Board and provide feedback 2) protocol, norms and process to provide feedback to Board members (individually and in full Board capacity) 3) open meeting law and its limitations on Board communications 4) community comments to Board opportunities 5) for the most accurate information regarding EPS, refer to district and school communication (social media private groups are not monitored by the district or by Board members) 	<p>How:</p> <ol style="list-style-type: none"> 1) Reevaluate approach to community response (Board vs. member representing Board) 2) Board to discuss how we can best meet needs of community in creating more equitable access for all to participate openly 3) plan and implement yearly Board 101 communication effort 4) Build trust through consistent communication and education 5) build trust through consistent use of communication norms and tools
Board Member Response (Media and	<p>Board members understand:</p> <ol style="list-style-type: none"> 1) Importance of using one voice to speak of 	<p>How:</p> <ol style="list-style-type: none"> 1) review Board norms, protocols and process

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Social Media)	past decisions no matter the vote 2) Chain of command for communication request and outreach	with full Board, update as needed 2) Discuss relationship between Board and all media mediums
Board Member Committee Role Reporting	Board members and committee members understand: 1) Relevant information from each committee is important to share 2) Role as Board representation on committees is to represent the full Board and to share 2-way communication (opportunity for education to community and pertinent info to all Board members)	How: 1) Create consistent communication plan (including key messaging) for Board members
Board Calendar Communications	Board has most up-to-date info: 1) events, meetings throughout the district 2) out-of-district Board participation (District 287, MSBA opportunities, Board speaking engagements)	How: 1) Discuss what Board wants to see and have included in Board calendar; implement plan 2) Review and discuss current practices of out-of-district Board participation and representation; update as needed
Board Goals	Board members are accountable: 1) Measurement of Board communication 2) By contributing and participating in agreed upon Board communication efforts	How: 1) Develop measurable goals against Board communication and engagement plan 2) Track and assess annually

	Edina Public Schools	Minnetonka Public Schools	Eden Prairie Public Schools	Bloomington Public Schools	Orono Public Schools	Easter Carver County Schools
Committees	Governance		Policy	Policy	Negotiations	Personnel/Negotiations/Grievance
	Finance	Finance	Board Development	Legislative	Co-curricular	Finance/Investment
	Teaching and Learning	Teaching and Learning	Community Linkage	Superintendent Evaluation	Facilities and Finance	Facilities
	Policy	Materials Review Committee	Negotiations	Community Engagement	Board Policy	
			Strategic Core Planning Team	Student Advisory Council	Orono Action Steering Committee	
Board Liaisons	Each School PTO and ELC (10)		AMSD	School PTOs		
	MSBA	AMSD	ISD 287	School Calendar Committee	AMSD	School PTOs
	AMSD	MTA Liaisons		Insurance Committee	Community Ed Advisory Council	SW Metro Intermediate School Board and District
	MSHSL	Minnetonka Public Schools Foundation		Pathways Advisory Committee	Curriculum and Accountability Council	Community Leaders
	PLC	PTO/PTA Leaders		ECFE	ECFE	Metro ECSU
	Edina Education Fund	SEAC		Financial Advisory Committee	Educational Cooperative Service Unit	AMSD
	Edina City Council	Tonka Cares		Diversity Advisory Committee	ISD 273	MSHSL
	Community Education Svs Advisory Council	Mental Health Advisory	Not listed	Community Collaborative Council	Middle School Parent Association	Community ED
	Mental Health/Wellness Advisory Team	CASE	Hopkins	PTSA	MSHSL	Teaching and Learning Advisory Committee
	Special Education Advisory Council	Community Education Advisory	Wayzata	SEAC	MSBA	District 112 Foundation
	Gifted Education Advisory Council	OPEB Advisory (benefits)	White Bear Lake	ISD 917	Orono City/School Communication	Professional Development Committee
	World's Best Workforce			MSBA	Orono Foundation for Education	SEAC
	Meet & Confer			ASMD	Orono Healthy Youth	Wellness
	Insurance Committee			Bloomington Public Schools Advocacy Council	Orono Ice Arena Board	Advertising
	Student Activities Advisory Committee			Bloomington United for Youth	PTO	Teacher Evaluation
	Legislative Action Committee			Education Foundation of Bloomington	SEAC	School Calendar
	Intermediate School District 287			MSHSL	Spartan Parent Association	ECFE
	Community Education Services Board				Staff Development	IAA Advisory
					Teacher Meet and Confer	
					Community Liaisons	
Not available	Wayzata					
	Hopkins					
	St. Louis Park					
	White Bear Lake					