



**EDEN PRAIRIE SCHOOLS**

Inspiring each student every day

SCHOOL BOARD Regular Workshop

Monday, September 11, 2023

6:45 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 - 6:45 PM** Workshop will begin approximately 5 minutes after Brief Business Meeting adjourns.

School Board Members: Steve Bartz, Aaron Casper, Debjyoti "DD" Dwivedy, Abby Libsack, Kim Ross, Charles "CJ" Strehl, Dennis Stubbs

**2. Digital Citizenship Discussion**

**3. Administration Proposals for FY 2023-24 Workshops**

**4. Policy Monitoring: All Board-Managed-Management Delegation Policies - BMD's 3.0, 3.1, 3.2 and 3.3**

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| B. BMD 3.1 - Unity of Control                              | 3 |
| C. BMD 3.2 - Delegation to the Superintendent              | 4 |
| D. BMD 3.3 - Superintendent Accountability and Performance | 6 |

**5. Policy Monitoring: Governance Process: GP's 4.4, 4.5, 4.6, 4.7, 4.8 and 4.10**

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**7. 2023-24 School Board Annual Work Plan** **22**

**8. Confirm agenda for next Board Workshop**

**Record of Board Self-Evaluation**  
**Governance Process and Board Management Delegation Policies**  
**July 1, 2022 – June 30, 2023**

<b>Policy Type:</b>	<b>Board-Management Delegation</b>
<b>Policy Title:</b>	<b>3.0 Single Point of Connection</b>

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

Policy	Date of Self-Evaluation	Board Behavior Fully Compliant	Board behavior needing improvement or opportunity for continuous improvement	Commitment Made/Action Taken	Completed
3.0 Single Point of Connection	Sept 25, 2023				

Adopted: 10/23/12  
Revised: 4/28/15

**Record of Board Self-Evaluation**  
**Governance Process and Board Management Delegation Policies**  
**July 1, 2022 – June 30, 2023**

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

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

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

Policy	Date of Self-Evaluation	Board Behavior Fully Compliant	Board behavior needing improvement or opportunity for continuous improvement	Commitment Made/Action Taken	Completed
<b>3.1 Unity of Control</b>	Sept 25, 2023				
3.1.1	Sept 25, 2023				
3.1.2	Sept 25, 2023				
3.1.3	Sept 25, 2023				

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

**Record of Board Self-Evaluation**  
**Governance Process and Board Management Delegation Policies**  
**July 1, 2022 – June 30, 2023**

<b>Policy Type:</b>	<b>Board-Management Delegation</b>
<b>Policy Title:</b>	<b>3.2 Delegation to the Superintendent</b>

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

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

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

**BMD 3.2**

<b>Policy</b>	<b>Date of Self-Evaluation</b>	<b>Board Behavior Fully Compliant</b>	<b>Board behavior needing improvement or opportunity for continuous</b>	<b>Commitment Made/Action Taken</b>	<b>Completed</b>
<b>3.2 Delegation to the Superintendent</b>	Sept 25, 2023				
3.2.1	Sept 25, 2023				
3.2.2	Sept 25, 2023				
3.2.3	Sept 25, 2023				
3.2.4	Sept 25, 2023				

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

**Record of Board Self-Evaluation**  
**Governance Process and Board Management Delegation Policies**  
**July 1, 2022 – June 30, 2023**

<b>Policy Type:</b>	<b>Board-Management Delegation</b>
<b>Policy Title:</b>	<b>3.3 Superintendent Accountability and Performance</b>

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

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

### BMD 3.3

POLICY		METHOD	FREQUENCY	MONTH
<b>Ends</b>				
1.0	Eden Prairie public schools exist so that each student obtains an education that prepares them for their next stage of life in a manner that justifies the resources expended.	Internal	Annually	
1.1	Each student graduates and is academically prepared to progress to multiple opportunities after high school.	Internal	Annually	
1.2	Each student is reading at grade level by the end of third grade.	Internal	Annually	
1.3	Each student achieves individual growth expectations and proficiency annually in, but not limited to, Language Arts, Math and Science.	Internal	Annually	
1.4	Each student receives a broad-based education that exceeds the Minnesota State Graduation Requirements.	Internal	Annually	
1.5	Each student has the 21 <sup>st</sup> century skills needed to succeed in the global economy.	Internal	Annually	
1.6	Each student has the knowledge that citizens and residents of the United States need to contribute positively to society.	Internal	Annually	
<b>Executive Limitations</b>				
2.0	Global Executive Constraint	Internal	Annually	
2.1	Emergency Superintendent Succession	Internal	Annually	
2.2	Treatment of Students	Internal	Annually	
2.3	Treatment of Parents	Internal	Annually	
2.4	Treatment of Staff	Internal	Annually	
2.5	Financial Planning and Budgeting	Internal	Annually	
2.6	Financial Management and Operations	Internal	Annually	
2.7	Asset Protection	Internal	Annually	
2.8	Compensation and Benefits	Internal	Annually	
2.9	Communication and Support to the School Board	Internal	Annually	

**BMD 3.3**

<b>Policy</b>	<b>Date of Self-Evaluation</b>	<b>Board Behavior Fully Compliant</b>	<b>Board behavior needing improvement or opportunity for continuous</b>	<b>Commitment Made/Action Taken</b>	<b>Completed</b>
<b>3.3 Superintendent Accountability and Performance</b>	Sept 25, 2023				
3.3.1	Sept 25, 2023				
3.3.2	Sept 25, 2023				
3.3.3	Sept 25, 2023				
3.3.4	Sept 25, 2023				
3.3.5	Sept 25, 2023				

Adopted: 10/23/12

Revised: 11/13/12; 01/08/13; 04/28/15; 3/26/18; 9/24/18; 10/28/19



**Record of Board Self-Evaluation**  
**Governance Process and Board Management Delegation Policies**  
**July 1, 2022 – June 30, 2023**

<b>Policy Type:</b>	<b>Governance Process</b>
<b>Policy Title:</b>	<b>4.4 Officer Roles</b>

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

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

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

Additional responsibilities include, but may not be limited to:

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

- 4.4.2 The Vice-Chair will serve in the absence of the Chair, assist the Chair as requested in the execution of Chair responsibilities, co-develop meeting agendas consistent with the School Board's Annual Work Plan with the Chair and Superintendent, and act as the School Board parliamentarian.
- 4.4.3 The Treasurer reviews School Board expenses on a monthly basis and reports School Board expenses vs. the budget set in Governance Process policy 4.9 at mid-year and year-end. In addition, the Treasurer reviews the Superintendent's expenses at mid-year and year-end and conducts and reports on the Superintendent contract review annually.
- 4.4.4 The Clerk approves the final draft of School Board meeting minutes and workshop topic summaries prior to School Board approval. The Clerk will read all formal resolutions to be voted on by the School Board. The Clerk will also assure the School Board's policies are accurately recorded, maintained and posted.

Policy	Date of Self-Evaluation	Board Behavior Fully Compliant	Board behavior needing improvement or opportunity for continuous improvement	Commitment Made/Action Taken	Completed
<b>4.4 Officer Roles</b>	Sept 25, 2023				
4.4.1	Sept 25, 2023				
4.4.1.1	Sept 25, 2023				
4.4.1.2	Sept 25, 2023				
4.4.1.3	Sept 25, 2023				
4.4.1.4	Sept 25, 2023				
4.4.1.5	Sept 25, 2023				
4.4.1.6	Sept 25, 2023				
4.4.1.7	Sept 25, 2023				
4.4.1.8	Sept 25, 2023				
4.4.1.9	Sept 25, 2023				
4.4.2	Sept 25, 2023				
4.4.3	Sept 25, 2023				
4.4.4	Sept 25, 2023				

Adopted: 10/23/12

Revised: 11/26/13; 03/25/14; 04/08/14; 03/24/15; 10/26/20; 03/22/21

**Record of Board Self-Evaluation**  
**Governance Process and Board Management Delegation Policies**  
**July 1, 2022 – June 30, 2023**

<b>Policy Type:</b>	<b>Governance Process</b>
<b>Policy Title:</b>	<b>4.5 School Board Members' Code of Conduct</b>

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

- 4.5.1 Members will demonstrate loyalty to the owners, not conflicted by loyalties to staff, other organizations, or any personal interests as consumers.
- 4.5.2 Members will avoid conflict of interest with respect to their fiduciary responsibility.
  - 4.5.2.1 There will be no self-dealing or business by a member with the district. Members will annually disclose their involvements with other organizations or with vendors and any associations that might be reasonably seen as representing a conflict of interest.
  - 4.5.2.2 When the School Board is to decide on an issue about which a member has an unavoidable conflict of interest, that member will absent herself or himself without comment not only from the vote but also from the deliberation.
  - 4.5.2.3 School Board members will not use their School Board position to obtain employment in the district for themselves, family members, or close associates. A School Board member who applies for employment will first resign from the School Board.
- 4.5.3 School Board members will not attempt to exercise individual authority over the school district or attempt to cause division between School Board members or the School Board and members of the district.
  - 4.5.3.1 Members' interaction with the Superintendent or with staff will recognize the lack of authority vested in individuals except when explicitly authorized by the School Board.

Adopted: 10/23/12

Revised: 10/22/13; 02/25/14; 03/24/15; 04/28/15, 11/19/18; 10/26/20

- 4.5.3.2 Members' interactions with the public, the press, or other entities will recognize the same limitation and the inability of any School Board member to speak for the School Board except to repeat explicitly stated School Board decisions.
- 4.5.4 Members will respect the confidentiality appropriate to issues of a sensitive nature.
- 4.5.5 Members will be prompt and attend all Board Business Meetings and Board Workshops, and all meetings of Board Committees and other outside assignments. Absences must be communicated to the Board Chair or Committee Chair at least seventy-two hours prior to the affected meeting. In the case of an unforeseen conflict, the Board Chair or Committee Chair must be notified as soon as possible.
- 4.5.6 Members will be properly prepared for School Board deliberation.
  - 4.5.6.1 Members' use of electronic devices shall be restricted to the use of district issued technology during board business meetings and workshops. Brief incidental or unexpected and urgent situations do not constitute a violation of the restriction.
- 4.5.7 Members will support the legitimacy and authority of the final determination of the School Board on any matter, irrespective of the member's personal position on the issue.
- 4.5.8 For an effective School Board, School Board Members will attend a series of training courses that familiarize them with the operation of School Boards within the State of Minnesota as well as the Eden Prairie School District. School Board Member training will consist of the following:
  - 4.5.8.1 Introduction to Policy Governance – School Board members will take this course as soon as possible upon election to the School Board and no later than six months from taking office. Course content to be determined by the Board Development Committee.

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

- 4.5.8.2 Phase I Orientation (New School Board Members) – School Board members will take this course as soon as possible upon election to the School Board and no later than six months from taking office.

Adopted: 10/23/12

Revised: 10/22/13; 02/25/14; 03/24/15; 04/28/15, 11/19/18; 10/26/20

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

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

Policy	Date of Self-Evaluation	Board Behavior Fully Compliant	Board behavior needing improvement or opportunity for continuous improvement	Commitment Made/Action Taken	Completed
<b>4.5 School Board Members' Code of Conduct</b>	Sept 26, 2022	Yes			Yes
4.5.1	Sept 26, 2022	Yes			Yes
4.5.2	Sept 26, 2022	Yes			Yes
4.5.2.1	Sept 26, 2022	Yes			Yes
4.5.2.2	Sept 26, 2022	Yes			Yes
4.5.2.3	Sept 26, 2022	Yes			Yes
4.5.3	Sept 26, 2022	Yes			Yes
4.5.3.1	Sept 26, 2022	Yes			Yes
4.5.3.2	Sept 26, 2022	Yes			Yes
4.5.4	Sept 26, 2022	Yes			Yes
4.5.5	Sept 26, 2022	Yes			Yes
4.5.6	Sept 26, 2022	Yes			Yes
4.5.6.1	Sept 26, 2022	Yes			Yes

Adopted: 10/23/12

Revised: 10/22/13; 02/25/14; 03/24/15; 04/28/15, 11/19/18; 10/26/20

**GP 4.5**

4.5.7	Sept 26, 2022	Yes			Yes
4.5.8	Sept 26, 2022	Yes			Yes
4.5.8.1	Sept 26, 2022	Yes			Yes
4.5.8.2	Sept 26, 2022	Yes			Yes
4.5.8.3	Sept 26, 2022	Yes			Yes
4.5.8.4	Sept 26, 2022	Yes			Yes
4.5.8.5	Sept 26, 2022	Yes			Yes
4.5.8.6	Sept 26, 2022	Yes			Yes
4.5.8.7	Sept 26, 2022	Yes			Yes

Adopted: 10/23/12

Revised: 10/22/13; 02/25/14; 03/24/15; 04/28/15, 11/19/18; 10/26/20

**MSBA 2022-2023**  
**School Board Training Record**

	<b>Name</b>	<b>Training</b>	<b>Date Attended</b>	<b>Location</b>
1	Aaron Casper	Effective Board Governance Seminar (by Stacy Sjogren)	3/14/2020	ASC/Staring Lake Conf. Room
		Phase I Orientation	1/14/2020	Minneapolis
		Phase II Orientation	1/15/2020	Minneapolis
		Phase III Orientation	6/10/2022	Eden Prairie
		Phase IV Orientation	6/11/2022	Eden Prairie
		2020 MSBA Officer's Workshop	n/a	
		2020 Annual Leadership Conference	1/16 & 1/17/2020	Minneapolis
		2021 Annual Leadership Conference	01/28/21	
		2022 Annual Leadership Conference	01/13/22	Minneapolis
		2023 Annual Leadership Conference	01/13/23	Minneapolis
		2021 MSBA Officer's Workshop	02/10/21	
		2022 MSBA Officer's Workshop	02/02/22	Virtual
		2023 MSBA Officer's Workshop	2/25/2023	St. Cloud
2	Steve Bartz	Effective Board Governance Seminar (by Stacy Sjogren)	11/11/21	
		Phase I Orientation	12/04/21	Virtual
		Phase II Orientation	01/12/22	Minneapolis
		Phase III Orientation	1/11/2023	Minneapolis
		Phase IV Orientation	6/11/2022	Eden Prairie
		2022 Annual Leadership Conference		
		2022 MSBA Officer's Workshop	02/02/22	Virtual
		2023 MSBA Officer's Workshop	02/25/23	St. Cloud
3	Debjyoti "DD" Dwivedy	Effective Board Governance Seminar (by Stacy Sjogren)	3/14/2020	ASC/Staring Lake Conf. Room
		Phase I Orientation	1/14/2020	Minneapolis
		Phase II Orientation	1/15/2020	Minneapolis
		Phase III Orientation	9/30/2021	
		Phase IV Orientation	10/14/2020	
		2020 Annual Leadership Conference	1/16 & 1/17/2020	Minneapolis
		2021 Annual Leadership Conference		
		2022 Annual Leadership Conference		
		2023 Annual Leadership Conference	01/13/23	Minneapolis
		2020 MSBA Officer's Workshop	02/27/20	Maple Grove
		2021 MSBA Officer's Workshop	02/10/21	
4	Kim Ross	Effective Board Governance Seminar (by Stacy Sjogren)	01/17/21	Virtual
		Phase I Orientation	12/4/20	
		Phase II Orientation	12/10/20	
		Phase III Orientation	4/7/2021	
		Phase IV Orientation	4/21/2021	
		2008 Annual Leadership Conference	01/17/08	
		2009 Annual Leadership Conference	01/15/09	
		2021 Annual Leadership Conference	1/14/21 & 1/28/2021	
		2022 Annual Leadership Conference	1/13/2022	
		Officers' Workshop	2/5/2010	
		Supt Search	8/16/11	
		Advocay in Action	3/12/2021	
		Advocay in Action	3/12/2021	
5	Charles "CJ" Strehl	Effective Board Governance Seminar (by Stacy Sjogren)	01/17/21	Virtual
		Phase I Orientation	12/04/20	
		Phase II Orientation	02/12/21	
		Phase III Orientation	1/11/2023	Minneapolis
		Phase IV Orientation	4/27/2023	
		2021 Annual Leadership Conference	1/14/21 & 1/28/2021	
		2022 Annual Leadership Conference		
		2023 Annual Leadership Conference	01/13/23	Minneapolis
		2023 Officer's Workshop	02/01/23	
6	Dennis Stubbs	Effective Board Governance Seminar (by Stacy Sjogren)	12/08/22	Eden Prairie (ASC)
		Phase I Orientation	01/10/23	
		Phase II Orientation	01/11/23	
		Phase III Orientation		
		Phase IV Orientation		
		2023 Annual Leadership Conference	01/13/23	Minneapolis
7	Abby Libsack	Effective Board Governance Seminar (by Stacy Sjogren)	12/08/22	Eden Prairie (ASC)
		Phase I Orientation	01/10/23	Minneapolis
		Phase II Orientation	01/11/23	Minneapolis
		Phase III Orientation		Minneapolis
		Phase IV Orientation		
		2023 Annual Leadership Conference	01/13/23	Minneapolis
		2023 MSBA Officer's Workshop	02/01/23	

**Record of Board Self-Evaluation**  
**Governance Process and Board Management Delegation Policies**  
**July 1, 2022 – June 30, 2023**

<b>Policy Type:</b>	<b>Governance Process</b>
<b>Policy Title:</b>	<b>4.6 Process for Addressing School Board Member Violations</b>

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

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

4.6.1 Discuss directly with the School Board member whom you feel violated School Board policy.

4.6.2 If agreement or understanding is reached; consider the issue resolved.

4.6.3 If resolution is not reached bring to the attention of the Chair (or Vice-Chair if the Chair is the offending member.)

4.6.4 If resolution isn't achieved via the Chair/Vice-Chair, bring to the School Board for review of possible violation and for the School Board to take appropriate action by a concurrent vote of at least 4 members which may include any of the following options:

4.6.4.1 School Board vote to determine if policy violation occurred.

4.6.4.2 If School Board agrees violation occurred, School Board votes on what action to take regarding the violation: public statement, removal from School Board leadership positions or removal from the School Board.

Policy	Date of Self-Evaluation	Board Behavior Fully Compliant	Board behavior needing improvement or opportunity for continuous improvement	Commitment Made/Action Taken	Completed
<b>4.6 Process for Addressing School Board Member Violations</b>	Sept 26, 2022	Yes			Yes
4.6.1	Sept 26, 2022	Yes			Yes
4.6.2	Sept 26, 2022	Yes			Yes
4.6.3	Sept 26, 2022	Yes			Yes
4.6.4	Sept 26, 2022	Yes			Yes
4.6.4.1	Sept 26, 2022	Yes			Yes
4.6.4.2	Sept 26, 2022	Yes			Yes



**Record of Board Self-Evaluation**  
**Governance Process and Board Management Delegation Policies**  
**July 1, 2022 – June 30, 2023**

<b>Policy Type:</b>	<b>Governance Process</b>
<b>Policy Title:</b>	<b>4.7 School Board Committee Principles</b>

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

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

Policy	Date of Self-Evaluation	Board Behavior Fully Compliant	Board behavior needing improvement or opportunity for continuous improvement	Commitment Made/Action Taken	Completed
<b>4.7 Board Committee Principles</b>	Sept 25, 2023				
4.7.1	Sept 25, 2023				
4.7.2	Sept 25, 2023				
4.7.3	Sept 25, 2023				
4.7.4	Sept 25, 2023				

Adopted: 10/23/12

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

**Record of Board Self-Evaluation**  
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<b>Policy Type:</b>	<b>Governance Process</b>
<b>Policy Title:</b>	<b>4.8 School Board Committee Structure</b>

A School Board-level committee is created by a majority vote of the School Board to assist in the completion of School Board business. Each committee submits a yearly plan of action to the Board, submits minutes of meetings in a timely manner, and reports progress during Board business meetings. The only School Board committees are those that are set forth in this policy.

**4.8.1 Community Linkage Committee:**

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

**4.8.2 Policy Committee:**

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

**4.8.3 Board Development Committee:**

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

**4.8.4 Negotiations Committee:**

This committee will observe the collective bargaining of union contracts of the district. The School Board will determine annually which group contract negotiations will be observed. When convened, the committee, which shall consist of three School Board members appointed by the Chair, will have at least one School Board member in attendance for each negotiating session. The committee will also conduct Superintendent contract negotiations prior to the expiration of the current contract or upon the hiring of a new Superintendent.

Adopted: 10/23/12

Revised: 03/26/13; 06/11/13; 10/22/13; 04/22/14; 03/24/15; 04/25/16; 03/26/18; 11/28/22

**GP 4.8**

<b>Policy</b>	<b>Date of Self-Evaluation</b>	<b>Board Behavior Fully Compliant</b>	<b>Board behavior needing improvement or opportunity for continuous improvement</b>	<b>Commitment Made/Action Taken</b>	<b>Completed</b>
<b>4.8</b> Board Committee Structure	Sept 25, 2023				
<b>4.8.1</b> Community Linkage Committee	Sept 25, 2023				
<b>4.8.2</b> Policy Committee	Sept 25, 2023				
<b>4.8.3</b> Board Development Committee	Sept 25, 2023				
<b>4.8.4</b> Negotiations Committee	Sept 25, 2023				

Adopted: 10/23/12

Revised: 03/26/13; 06/11/13; 10/22/13; 04/22/14; 03/24/15; 04/25/16; 03/26/18; 11/28/22

**Record of Board Self-Evaluation**  
**Governance Process and Board Management Delegation Policies**  
**July 1, 2022 – June 30, 2023**

<b>Policy Type:</b>	<b>Governance Process</b>
<b>Policy Title:</b>	<b>4.10 Operation of the School Board Governing Rules</b>

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

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

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

Policy	Date of Self-Evaluation	Board Behavior Fully Compliant	Board behavior needing improvement or opportunity for continuous	Commitment Made/Action Taken	Completed
<b>4.10 Operation of the School Board Governing Rules</b>	Sept 25, 2023				
4.10.1	Sept 25, 2023				
4.10.1.1	Sept 25, 2023				
4.10.1.2	Sept 25, 2023				
4.10.1.3	Sept 25, 2023				

Adopted: 10/22/13  
Revised:

**Eden Prairie School Board**  
**2023–24 WORK PLAN CHANGES**  
*“Proposed” Changes*  
*September 25, 2023*

Date of Meeting/Workshop	Changes Requested
Monday, September 25, 2023	
Monday, October 9, 2023 – <i>Workshop</i>	
Monday, October 23, 2023	
Monday, November 13, 2023 – <i>Workshop</i>	
Monday, November 27, 2023	
Monday, December 11, 2023	
<b>Placeholder – General Board Work</b>	
<ul style="list-style-type: none"> <li>• Baseline A-I Discussion</li> <li>• Proactive PBIS – Culture, Climate and Sense of Belonging Work</li> </ul>	
<b>Placeholder – Policy Review</b>	

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	Policy Monitoring Ends, EL, BMD & GP Monitoring	Decision Preparation	Required Board Action	Board Action on Committee Reports & Minutes			
<b>****2023****</b>  <b>Board Meeting</b> <b>Mon, Jul 24, 2023</b> <b>7:30 AM</b>				September Inspiring News Article	<ul style="list-style-type: none"> <li>•Monthly Reports</li> <li>•TASSEL Student Handbook</li> <li>•Student Handbooks: <ul style="list-style-type: none"> <li>- High School</li> <li>- Middle School</li> <li>- Elementary Schools (Summary Detail Included)</li> </ul> </li> </ul>		22
<b>Joint Meeting: Eden Prairie City Council &amp; Eden Prairie School Board</b> Tuesday, August 15, 2023 5:00 PM, City Center							
<b>Board Meeting</b> <b>Mon, Aug 28, 2023</b> <b>6:00 PM</b>	<ul style="list-style-type: none"> <li>•EL 2.1 Emergency Supt. Succession</li> <li>•EL 2.2 Treatment of Students</li> <li>•EL 2.7 Asset Protection</li> </ul>		Record of Board Self-Evaluation	2023-24 School Site Visits	Monthly Reports		
<b>Post Meeting</b> <b>Board Workshop</b> <b>Mon, Aug 28, 2023</b>							School Board Mtg. Self-Assessment
<b>Board Brief Business Meeting</b> <b>Mon, Sep 11, 2023</b> <b>6:00 PM</b>		Closed Session: Purchase or Sale of Property (MN Stat.13D.05, Subd 3(c))			Consent Agenda Items		

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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, Sep 11, 2023 6:45 PM							<ul style="list-style-type: none"> <li>•ADMIN Proposals for FY 2023-24 Workshops</li> <li>•NEW Policy Development Discussion (Ends &amp; EL Policies)</li> <li>•Digital Citizenship Discussion</li> <li>•Policy Monitoring: All BMD Policies – BMD 3.0 – 3.3</li> <li>•Policy Monitoring: GP's: 4.4, 4.5, 4.6, 4.7, 4.8, &amp; 4.10</li> <li>•Confirm agenda for next Board Workshop</li> </ul>
Board Meeting Mon, Sep 25, 2023 6:00 PM	<ul style="list-style-type: none"> <li>•EL 2.3 Treatment of Parents</li> <li>•EL 2.6 Financial Management &amp; Operations</li> <li>•All BMD Policies</li> <li>•BMD 3.0 Single Point of Connection</li> <li>•BMD 3.1 Unity of Control</li> <li>•BMD 3.2 Delegation to the Superintendent</li> <li>•BMD 3.3 Superintendent Accountability &amp; Performance</li> </ul>		<ul style="list-style-type: none"> <li>•Approval of Preliminary FY 2024-25 Levy Tax Levy Comparison - Tax Levy Presentation Pay 24</li> <li>•Record of Board Self-Evaluation</li> </ul>		Monthly Reports	<u>Superintendent Incidentals:</u> <ul style="list-style-type: none"> <li>• FY 2022-2023 Year-end Preliminary Financial Report</li> <li>•FY 2023-2024 Preliminary Enrollment Report</li> </ul>	

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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"> <li>•GP 4.4 Officer Roles</li> <li>•GP 4.5 School Board Members Code of Conduct</li> <li>•GP 4.6 Process for Addressing School Board Member Violations</li> <li>•GP 4.7 School Board Committee Principles</li> <li>•GP 4.8 School Board Committee Structure</li> <li>•GP 4.10 Operation of the School Board Governing Rules</li> </ul>						24
Post Meeting Board Workshop Mon, Sep 25, 2023							School Board Mtg. Self-Assessment
Board Workshop Mon, Oct 9, 2023 6:00 PM							<ul style="list-style-type: none"> <li>•Administration: Setting Stage for FY 2024-24 Budget Guidelines</li> <li>•Policy Monitoring: GP 4.0, 4.1, 4.2, 4.3, 4.9</li> <li>•Discussion – Community Linkage/Listen &amp; Learn – Theme &amp; Location of Event</li> <li>•Confirm agenda for next Board Workshop</li> </ul>



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	Policy Monitoring Ends, EL, BMD & GP Monitoring	Decision Preparation	Required Board Action	Board Action on Committee Reports & Minutes			
<b>Board Meeting</b> <b>Mon, Oct 23, 2023</b> <b>6:00 PM</b>	<ul style="list-style-type: none"> <li>•Ends 1.1 – 1.6 Evidence (FY 2022-23)</li> <li>•EL 2.4 Treatment of Staff</li> <li>•EL 2.8 Compensation and Benefits</li> <li>•GP 4.0 Global Governance Commitment</li> <li>•GP 4.1 Governing Style</li> <li>•GP 4.2 School Board Job Products</li> <li>•GP 4.3 Annual Work Plan</li> <li>•GP 4.9 Governance Investment</li> </ul>		<ul style="list-style-type: none"> <li>•Record of Board Self-Evaluation</li> </ul>		<ul style="list-style-type: none"> <li>•Monthly Reports</li> <li>•MSHSL Form A</li> </ul>	<u>Superintendent Incidentals:</u> <ul style="list-style-type: none"> <li>•Enrollment Report as of 10/1/2023</li> <li>•World's Best Workforce Report</li> <li>•FY 2022-2023 Achievement Integration Summary Report</li> </ul>	25
<b>Post Meeting</b> <b>Board Workshop</b> <b>Mon, Oct 23, 2023</b>							<ul style="list-style-type: none"> <li>•School Board Mtg. Self-Assessment</li> </ul>
<b>Board Workshop</b> <b>Mon, Nov 13, 2023</b> <b>6:00 PM</b>							<ul style="list-style-type: none"> <li>•Community Linkage: <ul style="list-style-type: none"> <li>- Identify topics for the Inspiring News</li> </ul> </li> <li>•Confirm agenda for next Board Workshop</li> </ul>
<b>Board Meeting</b> <b>Mon, Nov 27, 2023</b> <b>6:00 PM</b>	EL 2.9 Communication and Support to the School Board	School Board Mid-Year Treasurer's Report	<ul style="list-style-type: none"> <li>•Record of Board Self-Evaluation</li> </ul>	Identify Topic for January 2024 Inspiring News Topic	Monthly Reports	FY 2022-23 Audited Financial Presentation	

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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, Nov 27, 2023							• School Board Mtg. Self-Assessment
Board Meeting Mon, Dec 11, 2023 6:00 PM	<ul style="list-style-type: none"> <li>• EL 2.5 Financial Planning and Budgeting</li> <li>• EL 2.0 Global Executive Constraint</li> </ul>		<ul style="list-style-type: none"> <li>• Approval of Final FY 2024-25 Levy</li> <li>• Approval of School Board Mid-Year Treasurer's Report</li> <li>• <u>Closed Session:</u> Review of FY 2022-23 Superintendent Annual Review -Minn. Stat. 13D.05, Subd. 3</li> <li>• Record of Board Self-Evaluation</li> </ul>	Approval for January 2024 Inspiring News Article	Monthly Reports	<ul style="list-style-type: none"> <li>• Truth in Taxation Hearing Planning and Budgeting</li> </ul>	26
Post Meeting Board Workshop Mon, Dec 11, 2023							• 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>****2024****</p> <p><b>Annual Organizational Meeting</b>  <b>Mon, Jan 8, 2024</b>  <b>6:00 PM</b></p>			<ul style="list-style-type: none"> <li>• 2024 Annual Organizational Mtg. <ul style="list-style-type: none"> <li>- Election of Officers</li> <li>- School Board Compensation</li> <li>- School Board Calendar</li> </ul> </li> <li>• School Board Meeting Calendar: January 1, 2024, through June 30, 2024</li> <li>• Appointment of Intermediate District 287 Representative</li> </ul>		<ul style="list-style-type: none"> <li>• 2024 Annual School District Organizational Items: <ul style="list-style-type: none"> <li>- School District Newspaper</li> <li>- School District Depository/Financial Institutions</li> <li>- Money Wire Transfers</li> <li>- Early Claims Payment</li> <li>- School District Legal Counsel</li> <li>- School District Responsible Authority</li> <li>- Deputy Clerk &amp; Deputy Treasurer</li> <li>- Facsimile Signature Authorization</li> <li>- Authorization to Sign Contracts</li> <li>- Local Education Agency (LEA) Representative</li> <li>- MDE Designation of Identified Official with Authority (IOWA)</li> </ul> </li> </ul>		27
<p><b>Board Workshop</b>  <b>Mon, Jan 8, 2024</b>  <b>6:30 PM</b>  <b>Convene following the Annual Organizational Meeting</b></p>							<ul style="list-style-type: none"> <li>• 2024 Committees &amp; Outside Organization Discussion</li> <li>• Budget: 5-Year Financial Forecast</li> <li>• Confirm agenda for next Board Workshop</li> </ul>

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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, Jan 22, 2024 6:00 PM		<ul style="list-style-type: none"> <li>FY 2024-24 Final School Calendar <i>(Draft)</i></li> <li>FY 2025-26 Preliminary School Calendar <i>(Draft)</i></li> <li>FY 2024-25 Budget Timelines – <i>First Reading</i></li> <li>FY 2024-25 Budget Assumptions – <i>First Reading</i></li> </ul>	<ul style="list-style-type: none"> <li>FY 2023-24 Mid-Year Budget Approval</li> <li>Approval FY 2023-24 Mid-Year School Board Budget</li> <li>Record of Board Self-Evaluation</li> </ul>	2024 School Board Committee & Outside Organization Assignments	<ul style="list-style-type: none"> <li>Monthly Reports</li> <li>FY 2024-25 Bus Purchase</li> </ul>		28
Post Meeting Board Workshop Mon, Jan 22, 2024							School Board Meeting Self-Assessment
Board Workshop Mon, Feb 12, 2024 6:00 PM							<ul style="list-style-type: none"> <li>Finance Overview</li> <li>Agenda Items: Walk-through School Board Agenda</li> <li>Sample Agenda &amp; Discussion of Agenda Elements</li> <li>Source of Agenda Items: Board Request for Information; Superintendent Information; Agenda Timeline</li> <li>Community</li> </ul>

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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			
							Linkage: Discuss Goals & Format for Community Engagement •Confirm agenda for next Board Workshop
<b>Board Meeting</b> <b>Mon, Feb 26, 2024</b> <b>6:00 PM</b>			Record of Board Self-Evaluation		<ul style="list-style-type: none"> <li>• Monthly Reports</li> <li>• Approval of FY 2024-25 School Calendar</li> <li>• Approval of Preliminary FY 2025-26 School Calendar</li> </ul>	<ul style="list-style-type: none"> <li>• American Indian Education Report</li> <li>• Achievement &amp; Integration Budget</li> </ul>	29
<b>Post Meeting</b> <b>Board Workshop</b> <b>Mon, Feb 26, 2024</b>							School Board Meeting Self-Assessment
<b>Board Workshop</b> <b>Mon, Mar 11, 2024</b> <b>6:00 PM</b>							<ul style="list-style-type: none"> <li>•Mechanics of Monitoring</li> <li>•Confirm agenda for next Board Workshop</li> </ul>
<b>Board Meeting</b> <b>Mon, Mar 25, 2024</b> <b>6:00 PM</b>		• FY 2024-25 Capital Budget – <i>First Reading</i>	<ul style="list-style-type: none"> <li>•Final FY 2024-25 Budget Assumptions</li> <li>• Record of Board Self-Evaluation</li> </ul>	• Identify Topic for June Inspiring News Article	<ul style="list-style-type: none"> <li>•Monthly Reports</li> <li>•Resolution to Release Probationary Teachers</li> </ul>		
<b>Post Meeting</b> <b>Board Workshop</b> <b>Mon, Mar 25, 2024</b>							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			
Board Workshop Mon, Apr 8, 2024 6:00 PM							<ul style="list-style-type: none"> <li>• FY 2024-2025 Annual Work Plan Calendar Discussion</li> <li>• Discussion/Review all items in Placeholder area on "Work Plan Changes Document"</li> <li>• Workshop Skeleton Summary Discussion</li> <li>• FY 2024-2025 School Board Meeting Calendar Discussion</li> <li>• FY 2024-2025 School Board Budget Discussion</li> <li>• Discuss Policy Change Process (Timelines and Process for Monitoring and Changes in Policy)</li> <li>• New Policy Introductions</li> <li>• Inspiring News/MWM Discussion</li> <li>• Confirm agenda for next Board Workshop</li> </ul>

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Board Meeting or Board Workshop Type, Date and Time	Board Work				Supt Consent Agenda Items (Human Resources & Business Services Reports)	Board Education & Required Reporting	Workshop Topic(s)
	Policy Monitoring Ends, EL, BMD & GP Monitoring	Decision Preparation	Required Board Action	Board Action on Committee Reports & Minutes			
Board Meeting Mon, Apr 22, 2024 6:00 PM		<ul style="list-style-type: none"> <li>FY 2024-25 School Board Work Plan – <i>First Reading</i></li> <li>FY 2024-25 School Board Budget – <i>First Reading</i></li> </ul>	<ul style="list-style-type: none"> <li>Approval of FY 2024-25 Capital Budget</li> <li>Approval of FY 2024-25 School Board Meeting Calendar</li> <li>Approval –Workshop Skeleton Summary Discussion</li> <li><u>Closed Session:</u> Negotiation Strategy (MN Statue 13D.03,Subd.1)</li> <li>Record of Board Self-Evaluation</li> </ul>	Approval of Inspiring News Article for June	<ul style="list-style-type: none"> <li>Monthly Reports</li> </ul>		31
Post Meeting Board Workshop Mon, Apr 22, 2024							School Board Meeting Self-Assessment
Board Workshop <i>Training/Retreat</i> Date/Time/Location TBD							Retreat/Training Workshop
Board Workshop Mon, May 13, 2024 6:00 PM							Confirm agenda for next Board Workshop
Board Meeting Tues, May 28, 2024* 6:00 PM		<ul style="list-style-type: none"> <li>FY 2024-25 Budget – <i>First Reading</i></li> <li>FY 2024-25 School Meal Prices - <i>DRAFT</i></li> </ul>	<ul style="list-style-type: none"> <li>Approval of FY 2024-25 School Board Work Plan</li> </ul>		<ul style="list-style-type: none"> <li>Monthly Reports</li> </ul>		

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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			
*Due to Memorial Day on Monday May 27, 2024			<ul style="list-style-type: none"> <li>•Approval of FY 2024-25 School Board Budget</li> <li>•Record of Board Self-Evaluation</li> </ul>				
Post Meeting Board Workshop Tues, May 28, 2024							<ul style="list-style-type: none"> <li>•School Board Meeting Self-Assessment 32</li> </ul>
Board Workshop Mon, June 10, 2024 6:00 PM							<ul style="list-style-type: none"> <li>•General Fund Budget Q&amp;A</li> <li>•All Ends 1.1 – 1.6 OI's</li> <li>•CLC: Inspiring News Top Discussion – 1<sup>st</sup> Draft (2023-2024)</li> <li>•Confirm agenda for next Board Workshop</li> </ul>
Board Meeting Mon, June 24, 2024 6:00 PM	OI's for FY 2024-25 all Ends 1.1 through 1.6		<ul style="list-style-type: none"> <li>•Approval of FY 2024-25 Adopted Budget</li> <li>•ISD 287 10-Year Facilities Maintenance Resolution</li> <li>•Approval of FY 2024-25 School Meal Prices</li> <li>•Record of Board Self-Evaluation</li> </ul>	Identify Topic for Inspiring News for September 2024	<ul style="list-style-type: none"> <li>• Monthly Reports</li> <li>• EPS 10-Year Facilities Maintenance Plan</li> <li>• Q-Comp Annual Report</li> <li>• Summary Update of General District Policies</li> <li>• Annual Review of District Mandated Policies</li> </ul>		



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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"> <li>MSHSL Resolution for Membership</li> </ul>		
Post Meeting Board Workshop Mon, Jun 24, 2024							•School Board Meeting Self-Assessment