



MEETING AGENDA

*The mission of Eden Prairie Schools is to inspire each student to learn continuously so they are empowered
 To reach personal fulfillment and contribute purposefully to our ever-changing world.*

1. Convene: 6:00 PM (Roll Call)

Call to Order - School Board

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

2. Pledge of Allegiance

3. Agenda Review and Approval: (Action)

Approval of the agenda for Monday, September 25, 2023, meeting of the School Board of Independent School District 272, Eden Prairie Schools.

Motion _____ Seconded _____

4. Approval of Previous Minutes: (Action)

Approval of the UNOFFICIAL Minutes of the Regular School Board Meeting on August 28, 2023, the Brief Business Meeting on September 11, 2023, and the Workshop Notes on September 11, 2023:

Motion _____ Seconded _____

- A. August 28, 2023 Regular Business Meeting Minutes 5
- B. September 11, 2023 Brief Business Meeting 9
- C. September 11, 2023 Workshop Notes 10

5. Spotlight on Success: 6:05 PM (Information)

- A. Eden Prairie High School - *How students and staff are partnering together to cultivate a school experience that truly inspires each*
- B. 2023 National Blue Ribbon School - *Oak Point Elementary*

6. Public Comment: 6:25 PM (Information)

7. Announcements: 6:35 PM (Information)

8. Superintendent's Incidental Information Report: 6:40 PM (Information)

Incidental Information is considered as "nice to know" information regarding district business. Monitoring and decision-making information are handled elsewhere on the agenda. These items are not open for debate, but rather for awareness and understanding. (Supports EL 2.9 in general and 2.9.6 specifically)

- A. FY 2022-23 Year-end Preliminary Financial Report 11
- B. FY 2023-24 Preliminary Enrollment Report 15

9. Board Work: 7:00 PM (Action)

A. Decision Preparation

B. Required Board Action (Action)

1) Approval of Preliminary FY2024-25 Levy (Action)

Motion _____ Seconded _____

- a. Executive Summary 22
- b. Tax Levy Comparison 1 23

C. Policy Monitoring **(Action)**

1) Executive Limitations (EL's) **(Action)**

a. EL 2.3 Treatment of Parents: The Superintendent shall not allow a culture or district practice that fails to proactively engage parents of district students in a respectful partnership that supports the successful education of their child. **(Action)** 43

OI Motion _____ **Seconded** _____

Evidence Motion _____ **Seconded** _____

(1) EL 2.3.1 Furthermore, the Superintendent shall not: Impede the flow of timely, adequate, and easily accessible information about the district in general and their child, in particular.

OI Motion _____ **Seconded** _____

Evidence Motion _____ **Seconded** _____

(2) EL 2.3.2 Furthermore, the Superintendent shall not: Allow an environment where concerns or inquiries directed to the Superintendent are not acknowledged and subsequently handled by the district in a timely, respectful manner.

OI Motion _____ **Seconded** _____

Evidence Motion _____ **Seconded** _____

(3) EL 2.3.3 Furthermore, the Superintendent shall not: Set school policies or make major decisions without appropriate input and representation from district parents.

OI Motion _____ **Seconded** _____

Evidence Motion _____ **Seconded** _____

b. EL 2.6 Financial Management and Operations: The Superintendent shall not cause or allow the development of financial jeopardy or a material deviation of actual expenditures from the current budget without School Board approval. **(Action)** 58

OI Motion _____ **Seconded** _____

Evidence Motion _____ **Seconded** _____

(1) EL 2.6.1 Furthermore, the Superintendent shall not: Allow payroll or debts to be settled in an untimely manner.

OI Motion _____ **Seconded** _____

Evidence Motion _____ **Seconded** _____

(2) EL 2.6.2 Furthermore, the Superintendent shall not: Allow payments or other government-ordered payments or filings to be overdue or inaccurately filed.

OI Motion _____ **Seconded** _____

Evidence Motion _____ **Seconded** _____

(3) EL 2.6.3 Furthermore, the Superintendent shall not: Use contingency funds greater than \$100,000 without informing the School Board.

OI Motion _____ **Seconded** _____

Evidence Motion _____ **Seconded** _____

(4) EL 2.6.4 Furthermore, the Superintendent shall not: Acquire, encumber, or dispose of real property without School Board approval.

OI Motion _____ **Seconded** _____

Evidence Motion _____ **Seconded** _____

(5) EL 2.6.5 Furthermore, the Superintendent shall not: Lease real property or remodel leased real property without School Board approval.

OI Motion _____ **Seconded** _____

Evidence Motion _____ **Seconded** _____

(6) EL 2.6.6 Furthermore, the Superintendent shall not: Allow receivables to remain unpursued after a reasonable grace period.

OI Motion _____ **Seconded** _____

Evidence Motion _____ **Seconded** 2

(7) EL 2.6.7 Furthermore, the Superintendent shall not: Allow fee-based relationships in excess of \$100,000 annually to continue beyond 3 years without a formal review that includes an analysis of contract fees and performance.

OI Motion _____ **Seconded** _____
Evidence Motion _____ **Seconded** _____

- 2) All Board Management Delegation Policies (BMD's) **(Action)**
- a. BMD 3.0 - Single Point of Contact: 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. 66
Motion _____ **Seconded** _____ Board behavior is/is not fully compliant.
 - b. BMD 3.1 - Unity of Control: The School Board will direct the Superintendent only through official School Board action. 67
Motion _____ **Seconded** _____ Board behavior is/is not fully compliant.
 - c. BMD 3.2 - Delegation to the Superintendent: 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. 68
Motion _____ **Seconded** _____ Board behavior is/is not fully compliant.
 - d. BMD 3.3 - Superintendent Accountability & Performance: The School Board will view the Superintendent performance as identical to district performance on the School Board's Ends and Executive Limitations policies. 70
Motion _____ **Seconded** _____ Board behavior is/is not fully compliant.
- 3) Governance Process Policies: 4.4, 4.5, 4.6, 4.7., 4.8, 4.10 **(Action)**
- a. GP 4.4 - Officer Roles: 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. 73
Motion _____ **Seconded** _____ Board behavior is/is not compliant.
 - b. GP 4.5 - School Board Members Code of Conduct: 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. 75
Motion _____ **Seconded** _____ Board behavior is/is not compliant.
 - c. GP 4.6 - Process of Addressing School Board Member Violations: The School Board and each of its members are committed to faithful compliance with the provisions of the School Board's policies. 80

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.
Motion _____ **Seconded** _____ Board behavior is/is not compliant.
 - d. GP 4.7 School Board Committee Principles: 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: 81
Motion _____ **Seconded** _____ Board behavior is/is not compliant.
 - e. GP 4.8 - School Board Committee Structure: 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. 82
Motion _____ **Seconded** _____ Board behavior is/is not compliant.
 - f. GP 4.10 - Operation of the School Board Governing Rules: The purpose of this policy is to provide governing rules for the conduct of meetings of the School Board. An orderly School 84

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.

Motion _____ Seconded _____ Board behavior is/is not compliant.

D. Record of Board Self-Evaluation **(Action)**

1) 2022-23 Record of Board Policy Monitoring - Governance Policies - BMD's & GP's *(No Updates)*

2) 2022-23 Record of Board Policy Monitoring - Executive Limitation - EL's **(Action)**

85

Motion _____ Seconded _____

3) 2022-23 Record of Board Policy Monitoring - Ends (1.1 - 1.6) *(No Updates)*

10. **Superintendent Consent Agenda: 8:00 PM (Action)**

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

Motion _____ Seconded _____

A. Monthly Reports

1) Human Resources Report

86

2) Business Services Reports

a. Board Business

96

b. Financial Report - Monthly Revenue/Expenditure Report

(1) June 2023

97

(2) July 2023

98

(3) August 2023

99

B. Withdrawal from Learning Exchange

100

C. Naming of the Aeronautics Lab

101

11. **Board Action on Committee Reports & Minutes: 8:05 PM**

A. Board Development Committee

B. Community Linkage Committee

C. Negotiations Committee

D. Policy Committee

12. **Other Board Updates (AMSD, BrightWorks, ISD 287, MSHSL): 8:25 PM (Information)**

A. AMSD (Association of Metropolitan Schools) - *Abby Libsack/Kim Ross*

B. BrightWorks (formerly ECSU) - *Dennis Stubbs*

C. ISD 287 (Intermediate School District 287) - *Kim Ross*

D. MSHSL (Minnesota State High School League) - *Dennis Stubbs*

13. **Board Work Plan: 8:40 PM (Action)**

A. Work Plan "Change" Document **(Action)**

102

Motion _____ Seconded _____

B. 2023-24 Board Annual Work Plan **(Information)**

103

14. **Adjournment: (Action)**

Motion _____ Seconded _____ to adjourn at _____ PM

INDEPENDENT SCHOOL DISTRICT 272 ~ EDEN PRAIRIE SCHOOLS
UNOFFICIAL MINUTES OF THE AUGUST 28, 2023
SCHOOL BOARD MEETING

A Regular Meeting of the Independent School District 272, Eden Prairie Schools, was held on August 28, 2023, in the Eden Prairie District Administrative Offices, 8100 School Road, Eden Prairie, MN 55344.

1. **CONVENE: 6:00 PM** School Board Members:
Present: Steve Bartz, Aaron Casper, Debjyoti "DD" Dwivedy, Abby Libsack, Kim Ross, Charles "CJ" Strehl, Dennis Stubbs
Present: Superintendent Josh Swanson
2. **Pledge of Allegiance**
3. **Agenda Review and Approval – Motion** by S. Bartz, **Seconded** by K. Ross to approve agenda as presented for the Monday, August 28, 2023, meeting of the School Board of Independent School District 272, Eden Prairie Schools – Passed Unanimously
4. **Approval of Previous Minutes – Motion** by S. Bartz, **Seconded** by D. Stubbs to approve the UNOFFICIAL Minutes of the School Board Regular Meeting for the June 26, 2023, and the July 24, 2023 Meetings – Passed Unanimously
5. **Public Comment** (2 – Youth Equity Projects in EP Schools)
6. **Announcements** – n/a
7. **Board Work**
 - A. Decision Preparation
 - B. Required Board Action
 - C. Policy Monitoring
 - 1) EL 2.1 Emergency Superintendent Succession
OI Motion by K. Ross, **Seconded** by S. Bartz, OI is reasonable – Passed Unanimously
Evidence Motion by K. Ross, **Seconded** by D. Stubbs, assertion to be in compliance – Passed Unanimously
 - 2) EL 2.2 Treatment of Students
OI Motion by D. Dwivedy, **Seconded** by K. Ross, OI is reasonable – Passed 6-1; Yes-6 (SB,AC,DD,AL,KR,DS); No-1 (CJ)
Evidence Motion by K. Ross, **Seconded** by D. Dwivedy, accept assertion of compliance – Passed 5-2; Yes-5 (AC,DD,AL,KR,DS); No-2 (CJ,SB)
 - a. EL 2.2.1 - Allow student to be unprotected against violence or harassment.
OI Motion by D. Dwivedy, **Seconded** by A. Casper, OI is reasonable – Passed Unanimously
Evidence Motion by K. Ross, **Seconded** by D. Dwivedy, accept assertion of compliance – Passed Unanimously
 - b. EL 2.2.2 - Allow private student data to be unprotected.
OI Motion by A. Casper, **Seconded** by D. Dwivedy, OI is reasonable – Passed Unanimously
Evidence Motion by D. Stubbs, **Seconded** by A. Casper, accept assertion of compliance – Passed Unanimously
 - c. EL 2.2.3 - Unfairly or inequitably identify and address student behavior violations.
OI Motion by A. Casper, **Seconded** by S. Bartz, OI is reasonable – Passed Unanimously
Evidence Motion by A. Casper, **Seconded** by D. Dwivedy, accept assertion of compliance – Passed Unanimously
 - d. EL 2.2.6 - Neglect to assure an equitable system for access to academic programming.
OI Motion by C. Strehl, **Seconded** by D. Stubbs, OI is reasonable – Passed Unanimously
Evidence Motion by A. Casper, **Seconded** by D. Dwivedy, accept assertion of compliance – Passed 6-1; Yes-6 (SB,AC,DD,AL,KR,DS); No-1 (CJ)
 - e. EL 2.2.4 - Hire paid personnel without first completing an appropriate background violations.
 - f. EL 2.2.5 - Allow any volunteer unsupervised time with students without first completing an appropriate background check.
 - g. EL 2.2.7 - Allow students to be uninformed of their protections under this policy.
 - h. EL 2.2.8 - Neglect to assure that all allegations of student maltreatment are handled in a timely manner.
 - i. EL 2.2.9 - Neglect to provide adequate minimum eating times and access to school meals for students.

j. EL 2.2.10 - Neglect to provide adequate minimum time and access to recess for elementary students.

OI Motion by D. Dwivedy, **Seconded** by K. Ross, OI's are reasonable for EL's 2.2.4; 2.2.5; 2.2.7; 2.2.8; 2.2.9 and 2.2.10 – Passed Unanimously

Evidence Motion by D. Dwivedy, **Seconded** by A. Casper, assertions of compliance for EL's 2.2.4; 2.2.5; 2.2.7; 2.2.8; 2.2.9 and 2.2.10 – Passed Unanimously

3) EL 2.7 Asset Protection

OI Motion by D. Dwivedy, **Seconded** by S. Bartz, OI is reasonable – Passed Unanimously

Evidence Motion by D. Dwivedy, **Seconded** by K. Ross, assertion of compliance – Passed Unanimously

a. EL 2.7.1 – EL 2.7.12, with the exception of EL 2.7.6

OI Motion by D. Dwivedy, **Seconded** by S. Bartz, OI's are reasonable – Passed Unanimously

Evidence Motion by D. Dwivedy, **Seconded** by A. Casper, assertions of compliance – Passed Unanimously

b. EL 2.7.6 – Endanger the district's public image, its credibility, or its ability to accomplish ends

OI Motion by A. Casper, **Seconded** by K. Ross, OI is reasonable – Passed Unanimously

Evidence Motion by S. Bartz, **Seconded** by A. Casper, assertion of compliance – Passed Unanimously

D. Record of Board Self-Evaluation

1) 2022-23 Record of Board Policy Monitoring - *Governance Policies*

2) 2022-23 Record of Board Policy Monitoring - *Executive Limitations*

3) 2022-23 Record of Board Policy Monitoring - *Ends* – **Motion** by A. Casper, **Seconded** by K. Ross to approve record as presented – Passed Unanimously

8. **Superintendent Consent Agenda** – **Motion** by K. Ross, **Seconded** by D. Stubbs to approve Consent Agenda as presented – Passed Unanimously

A. Monthly Reports

1) Resolution of Acceptance of Donations

2) Human Resources Report

3) Business Services Reports

a. Board Business

B. Executive Summary - Student Handbooks Updates/Revisions for:

- Elementary Schools

- Central Middle School

- High School

- EP Online - Elementary

- EP Online - Secondary

C. Approval of Updated District Policies - See Appendix "A" (*Individual Detail Listing of Policies*)

1) District Policies: August 2023 Memo to Board

2) District Policy 102 Equal Educational opportunity

3) District Policy 406 Public & Private Personnel Data

4) District Policy 418 Drug-Free Workplace/Drug Free School

5) District Policy 419 Tobacco-Free Environment

6) District Policy 504 Student Appearance

7) District Policy 506 Student Discipline

a. District Policy 506 (DCPF) - Discipline Complaint Procedure and Form

8) District Policy 507 Corporal Punishment and Prone Restraint

9) District Policy 509 Enrollment of Nonresident Students

10) District Policy 513 Student Promotion, Retention, and Program Design

11) District Policy 514 Bullying Prohibition Policy

12) District Policy 516.5 Overdose Medication (*New*)

13) District Policy 532 Use of Peace Officers and Crisis Teams

14) District Policy 534 School Meals Policy

15) District Policy 601 School District Curriculum and Instruction Goals

16) District Policy 602 Organization of School Calendar and School Day

17) District Policy 603 Curriculum Development

18) District Policy 604 Instructional Curriculum

- 19) District Policy 613 Graduation Requirements
- 20) District Policy 616 School District System Accountability
- 21) District Policy 620 Credit for Learning
- 22) District Policy 621 Literacy and the Read Act (New)
- 23) District Policy 708 Transportation of Nonpublic School Students
- 24) District Policy 709 Student Transportation Safety Policy
- 25) District Policy 721 Uniform Grant Guidance Policy Regarding Federal Revenue Resources
- 26) District Policy 806 Crisis Management Policy

9. Superintendent's Incidental Information Report

- A. 100-Year Celebration

10. Board Education & Required Reporting

11. Board Action on Committee Reports & Minutes

- A. Board Development Committee
 - 1) 06/30/2023 and 07/25/2023 Committee Minutes – **Motion** by C. Strehl, **Seconded** by K. Ross to approve Minutes as presented – Passed Unanimously
- B. Community Linkage Committee
- C. Negotiations Committee
- D. Policy Committee

12. Other Board Updates (AMSD, BrightWorks, ISD 287 & MSHSL) - Updates

- A. AMSD (Association of Metropolitan Schools) – *Superintendent Swanson*
- B. BrightWorks (formerly ECSU) – *n/a*
- C. ISD 287 (Intermediate School District 287) - *Kim Ross*
- D. MSHSL (Minnesota State High School League) - *Dennis Stubbs*

13. Board Work Plan

- A. Work Plan "Changes" Document – **Motion** by K. Ross, **Seconded** by S. Bartz to approve Work Plan as presented – Passed Unanimously

Eden Prairie School Board
2023–24 WORK PLAN CHANGES
“Proposed” Changes – August 28, 2023

Date of Meeting/Workshop	Changes Requested
Monday, August 28, 2023	
Monday, September 11, 2023	- ADD: Brief Business Meeting
Monday, September 11, 2023 – Workshop	
Monday, September 25, 2023	
Monday, October 9, 2023 – Workshop	
Monday, October 23, 2023	
Monday, November 13, 2023 – Workshop	
Monday, November 27, 2023	
Monday, December 11, 2023	
Placeholder – General Board Work	
<ul style="list-style-type: none"> • Baseline A-I Discussion 	
Placeholder – Policy Review	

- B. 2023-24 Board Annual Work Plan

Motion by A. Casper, **Seconded** by D. Stubbs to recess at 8:20 PM – Passed Unanimously; resumed at 8:25 PM

14. Closed Session - Purchase or Sale of Property (MN Stat.13D.05, Subd 3(c))

The school board may close a meeting to determine the asking or offering price, to review confidential or protected nonpublic appraisal data, or to develop or consider offers for buying or selling property.

Motion by A. Casper, **Seconded** by S. Bartz to move into Closed Session at 8:26 PM – Passed Unanimously

Motion by A. Libsack, **Seconded** by A. Casper to move out of Closed Session and the resume regular Business Meeting at 11:05 PM – Passed Unanimously

A. Property 1: 11902 & 11840 Valley View Road, Eden Prairie MN 55344

B. Property 2: 10125 Crosstown Circle, Eden Prairie MN 55344

15. **Adjournment – Motion** by K. Ross, **Seconded** by S. Bartz to adjourn meeting at 11:08 PM

16. Appendix "A" (Reference Item 8,B)

Abby Libsack – Board Clerk

UNOFFICIAL

**INDEPENDENT SCHOOL DISTRICT 272 ~ EDEN PRAIRIE SCHOOLS
UNOFFICIAL MINUTES OF THE SEPTEMBER 11, 2023
SCHOOL BOARD MEETING**

A Brief Business Meeting of the Independent School District 272, Eden Prairie Schools, was held on September 11, 2023, in the Eden Prairie District Administrative Offices, 8100 School Road, Eden Prairie, MN 55344.

1. CONVENE: 6:00 PM – School Board Roll Call

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

Present: Superintendent Josh Swanson

2. Agenda Review and Approval – Motion by D. Dwivedy, **Seconded** by K. Ross to approve agenda as presented – Passed Unanimously

3. Superintendent Consent Agenda – Motion by S. Bartz, **Seconded** by D. Stubbs to approve the Consent Agenda – Passed Unanimously

A. Human Resources Report

1) Approve Food Service Employees and Buildings & Grounds Employees Agreements

4. Closed Session - Purchase or Sale of Property (MN Stat.13D.05, Subd 3(c):

Motion by S. Bartz, **Seconded** by D. Stubbs to move into Closed Session at 6:03 PM – Passed Unanimously

Motion by S. Bartz, **Seconded** by A. Casper to move out of Closed Session and the resume regular Business Meeting at 7:15 PM – Passed Unanimously

A. Property 1: 11902 & 11840 Valley View Road, Eden Prairie MN 55344

5. Required Board Action

A. Negotiation for Property – **Motion** by A. Casper, **Seconded** by K. Ross, that the School Board of Independent School District No. 272 hereby authorizes and directs the Superintendent or Executive Director of Business Services to enter into negotiations with United Natural Foods, Inc., regarding the potential purchase by the School District of certain real property located at 11902 & 11840 Valley View Road, Eden Prairie, Minnesota (the "Property"). Subject to the requirements of Minnesota Statutes, Section 126C.40, the School Board hereby authorizes the use of its lease levy to aid in financing the acquisition of the Property. The administration of the School District is authorized and directed to consult with the Minnesota Department of Education, to cause a proposal to be prepared and submitted on behalf of the School Board to the Commissioner of Education for the Commissioner's Review and Comment on the proposed acquisition of the Property, and to take such other actions as necessary to comply with the provisions of Minnesota Statutes, Section 123B.71, as amended – Passed 6-1: Yes-6 (SB, AC, DD, AL, KR, DS); No-1 (CS)

6. Adjournment – Motion by S. Bartz, **Seconded** by D. Dwivedy to adjourn meeting at 7:21 PM - Passed Unanimously

Abby Libsack – Board Clerk



School Board Workshop Notes- Monday, September 11, 2023

1. CONVENE – 7:30 PM after Brief Business Meeting
School Board Members Present: Steve Bartz, Aaron Casper, Abby Libsack, Kim Ross, Charles "CJ" Strehl, Dennis Stubbs, Debjyoti "DD" Dwivedy
2. Digital Citizenship Discussion
 - opened by Dr. Virgin and Dr. Hines
 - discussion regarding our goals surrounding digital citizenship and our students
3. Administrative Proposals for FY 2023-2024 Workshops for board members
4. Review of BMD's 3.0-3.3
5. Review of GP's 4.4, 4.5, 4.6, 4.7, 4.8 and 4.10
6. Adjournment

Abby Libsack

Abby Libsack, Board Clerk

Financial Report

FY 2022-23



EDEN PRAIRIE SCHOOLS

FY 22-23 General Fund Overview

General Fund Unassigned	Budget	Actual	\$ Variance	% Variance
Revenues	\$123,589,394	\$122,808,304	(\$781,090)	(0.63%)
Expenditures	\$124,637,608	\$123,360,493	1,277,115	(1.04%)
Variance	(\$1,048,214)	(\$552,189)	\$496,025	
Fund Balance \$	\$16,592,239	\$17,088,264		
Fund Balance %	13.3%	13.9%		

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Note: 6/30/2022 Audited Fund Balance \$17,640,453

FY 22-23 Fund Balance Overview

Fund	Audited Fund Balance 6/30/2022	Budget	Preliminary Balance 6/30/2023	\$ Variance
General Fund - Assigned	\$9,997,353	\$7,023,453	\$8,541,904	\$1,518,451
Capital Outlay	\$2,858,454	\$2,204,625	\$3,529,837	\$1,325,212
Food Service	\$1,422,101	\$1,422,101	\$1,601,422	\$179,321
Community Education	\$1,106,042	\$1,606,944	\$2,993,791	\$1,386,847
Building Construction	\$3,394,167	\$12,325,514	\$12,647,651	\$322,137
Internal Service	\$8,994,598	\$8,594,598	\$8,838,708	\$244,110
OPEB Trust	\$14,834,446	\$14,584,446	\$14,656,429	\$71,983
Total	\$42,607,161	\$47,761,681	\$52,809,742	\$5,048,061

Financial Next Steps

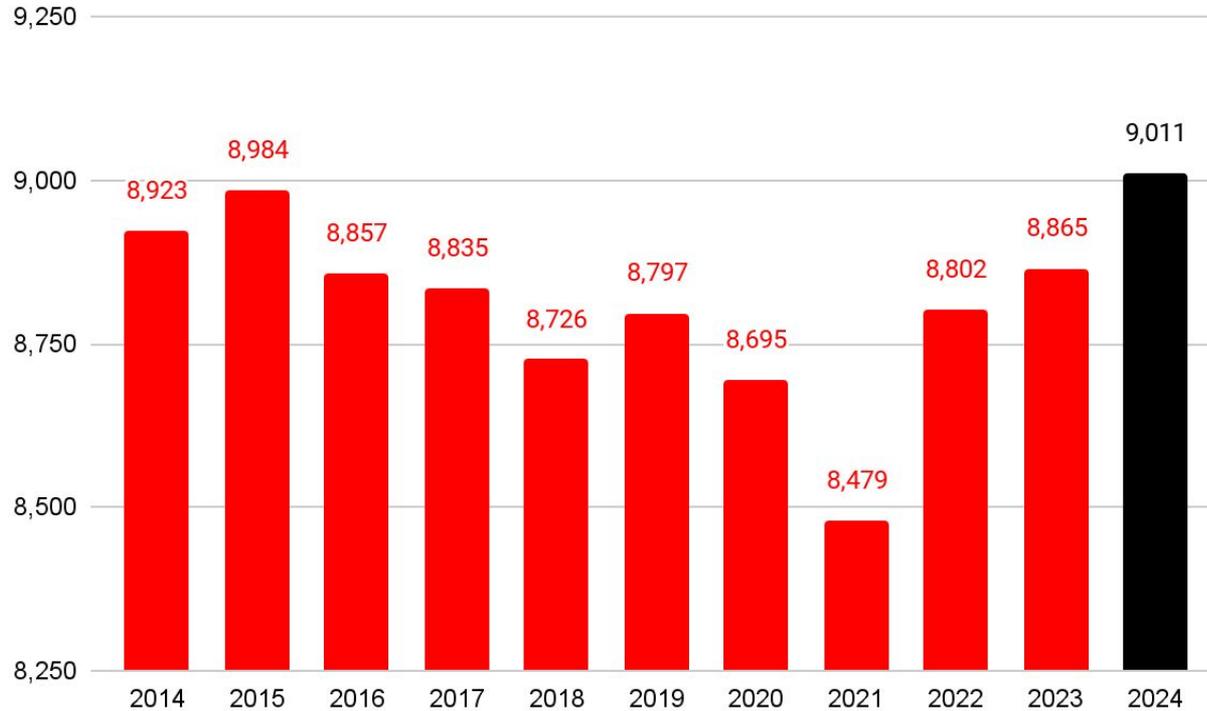
- FY 23-24 Preliminary Enrollment Report - September 25
- FY 24-25 Preliminary Levy Approval - September 25
- 5-Year Long-Range Financial Projection - November 13
- FY 22-23 Financial Statement Acceptance - November 27
- FY 24-25 Tax Levy Approval - December 8
- 5-Year Long-Range Financial Projection - January 8
- FY 23-24 Mid-Year Budget Update - January 22

Preliminary Enrollment Report September 2023

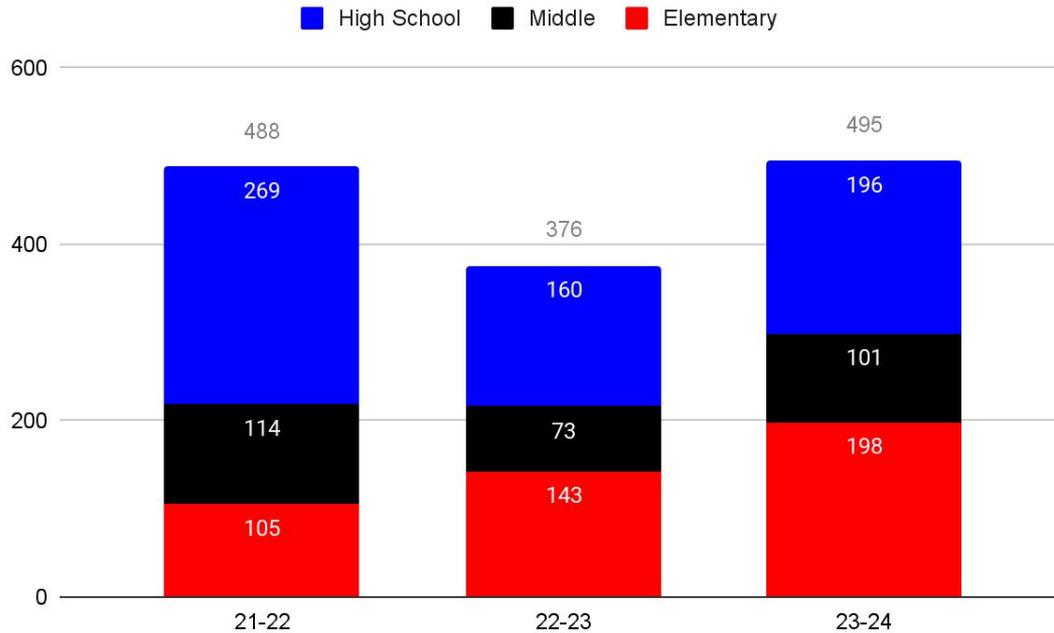


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Inspiring each student every day

Enrollment by Year (K-12)



EPO Enrollment (Full Time)



Grade	Budget	Enrollment	Variance
K	25	28	3
1	25	29	4
2	43	29	-14
3	32	35	3
4	29	37	8
5	30	40	10
6	32	28	-4
7	32	30	-2
8	32	43	11
9	55	43	-12
10	55	50	-5
11	55	44	-11
12	55	59	4
Total	500	495	-5

Fall 2023 Themes

- Enrollment is the highest in 10 years
 - Up 146 students from FY 22-23
 - Up 88 students from budget projections
- EP Online has 688 students
 - 495 full time and 193 part time
 - Dedicated marketing and outreach support since April 2023
 - Conducting market research to continue improving offerings and outreach
- Fall rush more manageable due to focus on early enrollment & preparation
 - Improvements (ongoing) to online enrollment process
 - 2022 new enrollments: 171 in July, 373 in August, 209 in September
 - 2023 new enrollments: 195 in July, 405 in August

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Fall 2023 Themes

- More aligned and strategic marketing and outreach efforts
 - Research-based efforts noted in March presentation are showing outcomes
 - Focus on customer service and response for family inquiries and concerns
 - Outreach events in community (Everything Spring Expo, PeopleFest, KidStock, Wings of the North, Girls in Aviation, etc.)
- Specific focus on kindergarten enrollment this year and for the future
 - This year: Calling all current Little Eagles, personalized postcards, email campaign
 - KinderCamp registration down this year before a Community Ed/Marketing collaboration; ended with 45 more registrations than last year
 - Reimagining kindergarten events to be more experiential and connected to schools

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Next Steps

- Enrollment Analytical (October 23)
 - Official October 1 enrollment count
 - First look at trends/themes
- 5-Year Projection: Revenues and Expenditures (November 13)
- Long-Range Financial Projection (January 8)
 - 5-Year Forecast
 - Legislative Impacts to Long-Range Financial Programming Stability
- 2023-24 Mid-Year Budget Update (January 25)
 - Incorporate 2023 legislative session revenue
 - Adjust expenditure budget
- 2024-25 Enrollment Projection & Beyond (January 25)
 - Project next year enrollment

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THANK YOU



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September 25, 2023

To: Dr. Josh Swanson, Superintendent
From: Jason Mutzenberger, Executive Director of Business Service
Re: Preliminary Tax Levy

Dear Superintendent Swanson,

Eden Prairie Schools, along with all school districts across the state continue to work with the Minnesota Department of Education (MDE) on the preliminary levy certification. At the time of this memo, we are still waiting for final numbers from MDE.

The levy is not final at this point, and we are asking the school board to approve this preliminary levy at the 'maximum.' This is a customary practice among school districts and is recommended by MDE to allow the Business Office to continue working with the Department to finalize the amounts that will appear on truth in taxation notices in November.

The preliminary levy for taxes payable in 2024 is required to be school board approved by September 30th and we will provide numbers and comparative data at the September 25th board meeting. We do know there will be a levy increase due to a few items:

- The real estate market increase we've experience over the last couple of years continues to drive increases to the capital project levy (technology levy). The increase for Pay 2024 is \$1.3 million.
- The operating referendum passed by the community in November 2022 includes an inflationary adjustment, this year of 2.57%, which generates a levy increase of approximately \$700,000.
- The legislature increased funding for the community education basic levy, which generates an additional \$56,000.
- The principal and interest payments on the school district debt are \$667,000 higher than the previous year, as scheduled and planned for in the long-term financing plan for the district.

The combination of these items will result in an overall levy increase for Eden Prairie Schools. Specific details will be presented at the board meeting on September 25th.

At the September 25th School Board meeting, we propose the school board approve the preliminary tax levy at the maximum for taxes payable in 2024 for Independent School District #272.

Eden Prairie Schools
Preliminary Levy Certification Payable 2024

Categories	2022 Pay 23 FY 24	2023 Pay 24 FY 25	Dollar Change	Comments
1 GENERAL FUND				
2 Equity	\$ 694,298	\$ 729,957	\$ 35,659	FY22 & FY24 positive adjustments
3 Achievement & Integration	524,928	524,103	(825)	Similar to last year
4 Alternative Teacher Compensation	840,026	788,249	(51,777)	FY24 negative adjustment
5 Referendum	28,370,409	29,123,982	753,573	2.57% inflation increase (CPI) (FY25) - cumulative 11.87% over 3 years
6 Transition	53,839	56,161	2,322	Similar to last year
7 Re-employment Ins.	282,938	(126,265)	(409,203)	Overlevied in FY24 resulting in a large negative adjustment
8 Safe Schools	496,467	513,303	16,836	Similar to prior years, but includes an FY22 positive adjustment
9 Career Technical	470,060	412,795	(57,265)	35% of estimated expenditures in CTE program
10 Abatement/Other Adjustments	506,865	791,758	284,893	Significant property tax abatements again this year
11 Facilities & Equipment Bond Adjustment	-	(460,425)	(460,425)	Capital facilities bond to pay for the LED lighting upgrade, offset in debt service
12 Building/ Lease	837,758	1,055,593	217,835	Reduced lease costs for the City Center and negative prior year adjustments
13 Operating Capital	1,278,389	1,535,708	257,319	Aging buildings plus a legislative shift from aid to levy
14 Capital Projects	8,111,760	9,415,721	1,303,961	Technology levy, increase in adjusted net tax capacity
15 Long Term Facility Maintenance (LTFM)	5,690,384	6,024,389	334,005	Prior year adjustment for health and safety expenses
16 LEVY TOTAL	\$ 48,158,122	\$ 50,385,028	\$ 2,226,906	4.62%
17 Basic Maint. & Sparsity	\$ 67,275,244	\$ 70,549,978	\$ 3,274,734	4.0% formula increase in FY24 plus 2.0% in FY25, adjusted for change in enrollment
18 Declining Enrollment	29,209	6,524	(22,685)	Based on adjusted pupil units, increasing enrollment is decreasing this revenue
19 Pension Adjustment	772,430	822,502	50,072	Funding for 2018 legislative action on Teacher Retirement Association benefits
20 Gifted & Talented	127,434	125,965	(1,469)	Based on adjusted pupil units
21 Extended Time	231,288	145,323	(85,966)	Based on adjusted pupil units, declining participation
22 Basic Skills	1,781,652	5,040,588	3,258,937	State changed student eligibility and english learner revenue increased
23 Referendum	3,125	3,125	-	Equalization aid
24 Achievement & Integration	1,208,562	1,238,478	29,916	Based on submitted budget to MDE
25 Special Education	14,654,641	14,074,443	(580,199)	Estimate by MDE
26 Abatement Aid	6,936	12,537	5,601	Abatement aid revenue to help reduce abatement levy loss
27 Alternative Teacher Compensation	1,491,116	1,497,281	6,165	Based on adjusted pupil units
28 Nonpub/Alt Att Transp	320,995	272,080	(48,915)	Reduction in non-public transportation
29 EL Cross Subsidy Reduction Aid	18,384	19,320	936	New state aid attempting to close the english learner cross subsidy
30 Operating Capital	909,476	661,955	(247,522)	Offset to the levy increase, change in equalization
31 AID TOTAL	\$ 88,830,492	\$ 94,470,097	\$ 5,639,605	6.35%
32 GENERAL FUND TOTAL	\$ 136,988,614	\$ 144,855,126	\$ 7,866,511	5.74%
33 COMMUNITY EDUCATION FUND				
34 Basic Levy	\$ 429,837	\$ 486,267	\$ 56,430	\$6.35 times 2020 EP population plus youth service and after school revenue
35 Early Child & Family	324,779	297,583	(27,196)	FY24 negative adjustment due to smaller population under 5 years of age
36 Home Visiting	10,719	12,359	1,640	0-4 year old, shift from aid to levy
37 Disabled Adults	6,365	9,391	3,026	Based on increased ANTC
38 School-Aged Care	489,782	483,373	(6,410)	Funding for students with disabilities, similar to last year
39 Abatement Adjustment	12,933.40	13,539	606	Abatement activity
40 LEVY TOTAL	\$ 1,274,416	\$ 1,302,511	\$ 28,095	2.20%
41 Early Child & Family Education	\$ 393,054	\$ 442,971	\$ 49,917	Based on increased ANTC
42 Home Visiting Aid	3,032	862	(2,170)	Shift from aid to levy
43 Abatement Aid	2,054	3,459	1,405	Abatement activity
44 AID TOTAL	\$ 398,140	\$ 447,292	\$ 49,152	12.35%
45 COMM. ED. FUND TOTAL	\$ 1,672,556	\$ 1,749,804	\$ 77,248	4.62%
46 DEBT SERVICE FUND				
47 Debt Levy	\$ 2,361,975	\$ 2,406,075	\$ 44,100	Scheduled principal & interest payments
48 Facilities Maintenance Bonds	6,099,720	6,723,158	623,438	Scheduled principal & interest payments
49 Facilities & Equipment Bond Adjustment	-	460,425	460,425	Capital facilities bond to pay for the LED lighting upgrade, offset in general fund
50 Debt Excess	(466,173)	(177,281)	288,892	Calculated using fund balance & projected costs
51 Abatement Adjustment	207,410.98	201,004	(6,406)	Abatement activity
52 DEBT SERVICE LEVY TOTAL	\$ 8,202,933	\$ 9,613,382	\$ 1,410,449	17.19%
53 ALL FUNDS LEVY & AID TOTAL	\$ 146,864,103	\$ 156,218,311	\$ 9,354,208	6.37%
54 LEVY GRAND TOTAL	\$ 57,635,470	\$ 61,300,921	\$ 3,665,451	6.36%

**Preliminary
Tax Levy
September 2023**



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Tonight's Outcome

The school board approves language to allow management to continue working with the Minnesota Department of Education (MDE) to establish levy parameters that will be used in property tax statements distributed in November.

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The school board is not setting the tax levy tonight. That will occur on December 8th, 2023.



Property Tax Background

- Every owner of taxable property pays property taxes for the various “taxing jurisdictions” (county, city or township, school district, special districts) in which the property is located
- Each taxing jurisdiction sets its own tax levy, often based on limits in state law
- County sends out bills, collects taxes from property owners, and distributes funds back to other taxing jurisdictions

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Payable in 2024 Tax Levy

Schedule of events in approval of district's Payable 2024 tax levy

- September 8: Dept. of Education prepared and distributed first draft of levy limit worksheets setting maximum authorized levy ²⁷
- September 25: School board approves proposed levy amounts at the maximum
- Mid-November: County mails “Proposed Property Tax Statements” to all property owners
- December 8: Public hearing on proposed levy
- December 8: Following hearing school board will certify final actual levy amounts



Overview of Levy Changes

Fund	Pay 23	Pay 24	\$ Change	% Change
General Fund	\$48,158,122	\$50,385,028	+ \$2,226,906	+ 4.62%
Community Education	1,274,415	1,302,511	+ 28,096	+ 2.20
Debt Service	8,202,933	9,613,382	+ 1,410,449	+ 17.19
Total	\$57,635,470	\$61,300,921	+ \$3,665,451	+ 6.36%

Note: These are estimates



Overview of Aid Changes

Fund	FY24	FY25	\$ Change	% Change
General	\$ 88,830,492	\$ 94,470,097	+ \$5,639,605	+ 6.35%
Community Education	398,140	447,292	+ 49,152	+ 12.35%
Total	\$ 89,228,632	\$ 94,917,390	+ \$5,688,757	+ 6.38%



Explanation of Levy Changes

General Fund

Category:	Operating Referendum & Local Optional Revenue ³⁰
Change:	+ \$753,573
Use of Funds:	General operating expenses
Reasons for increase:	
	Funding based on estimated inflation, FY25 2.57%
	3-Year increase of 11.87%



Explanation of Levy Changes

General Fund

Category:	Re-Employment Insurance	31
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Change:	- \$409,203
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Use of Funds:	To pay for former employees that file for unemployment
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Reasons for decrease:

The levy is an estimated amount, the actual expenditures for FY22 were \$226,000 less, resulting in the large decrease. We also adjusted our estimated for FY25 down.

Explanation of Levy Changes

General Fund

Category:	Facilities & Capital Bond Adjustment	32
Change:	- \$460,425	
Use of Funds:	To pay for LED lighting upgrades	

Reasons for decrease:

This is year 1 of 10 in receiving a general fund reduction to our operating capital funds in order to pay for the LED lighting upgrades. The offset is an increase to our debt service fund.



Explanation of Levy Changes

General Fund

Category:	Long Term Facility Maintenance (LTFM)	33
Change:	+ \$334,005	
Use of Funds:	Deferred capital and maintenance, approved health and safety, increased accessibility to school facilities.	
Reasons for increase:		
	FY23 positive adjustment to cover additional health and safety expenses.	

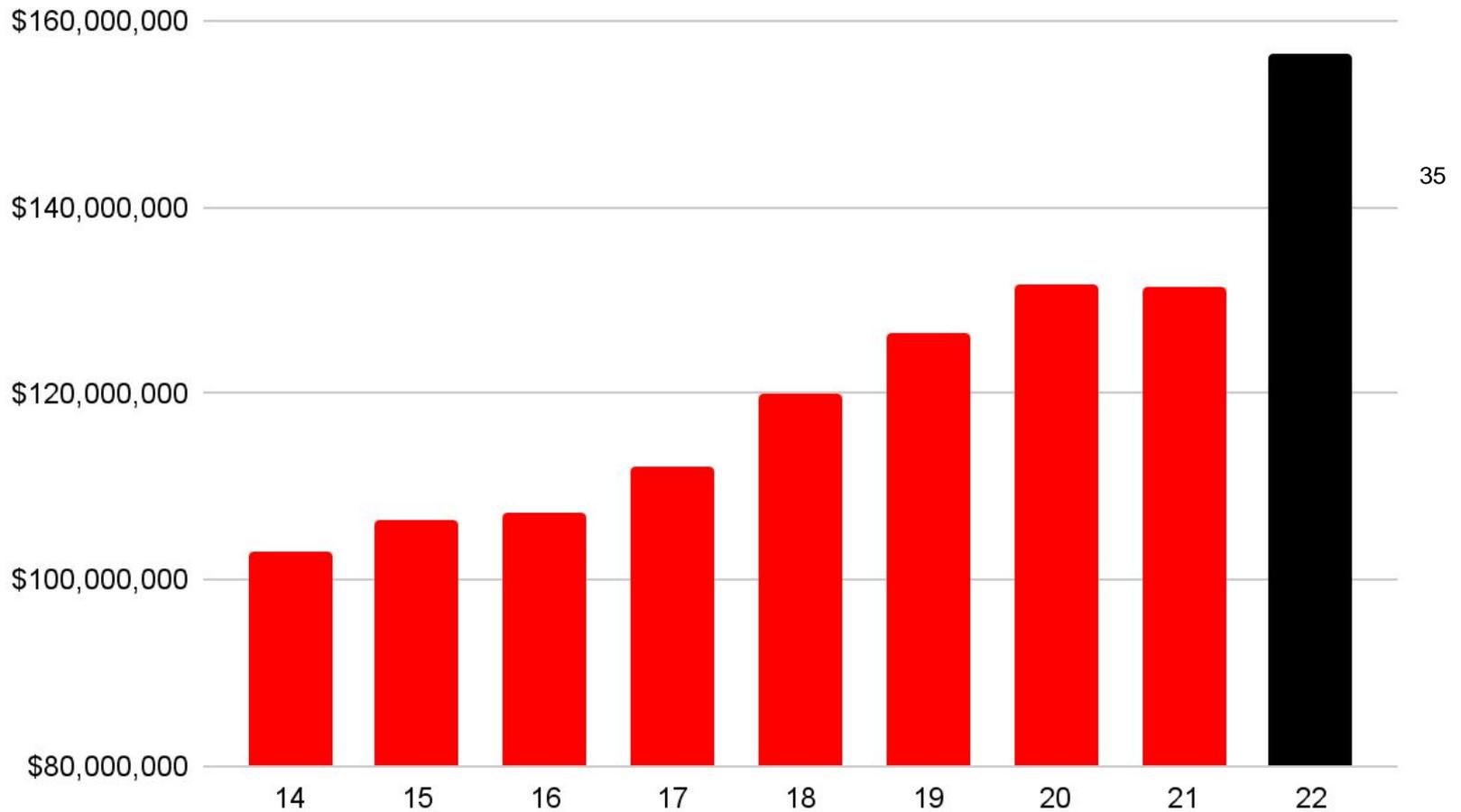


Explanation of Levy Changes

General Fund

Category:	Capital Projects (Technology Levy)	34
Change:	+ \$1,303,961	
Use of Funds:	General operating expenses	
Reasons for increase:		
	The capital projects levy is based on net tax capacity (ANTC)	

Adjusted Net Tax Capacity (ANTC)



Explanation of Levy Changes

Debt Service Fund

Category:	Facilities Maintenance Bonds	36
Change:	+ \$623,438	
Use of Funds:	Principal and Interest Payments	
Reasons for increase:		
	Planned increase in the principal and interest payments on the old alternative facilities bonds and the newer long-term facilities maintenance bonds.	



Overview of Levy Changes

Fund	Pay 23	Pay 24	\$ Change	% Change
Voter Approved	\$ 31,938,938	\$ 33,863,034	+ \$1,924,096	+ 6.02%
Other	<u>25,696,532</u>	<u>27,437,887</u>	<u>+ \$1,741,355</u>	<u>+ 6.78%</u> ³⁷
Total	\$ 57,635,470	\$ 61,300,921	+ \$3,665,451	+ 6.36%



Tax Levy Comparisons

Local Taxing Jurisdictions Proposed Levies:

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- City of EP: 5.00%
- Hennepin County: 6.50%
- Eden Prairie Schools: 6.36%



Tax Impact

Eden Prairie Public School District No. 272

September 18, 2023

Property Tax Levy and Rate Summary, Taxes Payable in 2023 and 2024

		Actual Taxes Payable in 2023	Preliminary Estimate of Taxes Payable in 2024	Estimated Change in Annual Taxes	Estimated % Change
Type of Property	Estimated Market Value	Estimated Annual School District Property Taxes			
Residential Homestead	\$250,000	\$994	\$1,003	\$9	0.9%
	350,000	1,420	1,435	15	1.1%
	450,000	1,840	1,859	19	1.0%
	515,000	2,113	2,136	23	1.1%
	538,000	2,218	2,242	24	1.1%
	650,000	2,729	2,762	33	1.2%
	750,000	3,186	3,226	40	1.3%
850,000	3,643	3,690	47	1.3%	

Key Assumptions:

1. Preliminary Pay 24 RMV is estimated to change by 6.27% and NTC by 7.36% as compared to taxes payable 2023.
2. Assumes no change in the value of individual parcels of property from 2023 to 2024 taxes. If the value of a parcel changed, the change in taxes will be different than shown above.
3. Taxes payable in 2024 are based on latest estimates of proposed levy, as of the date above.



Summary

- Property value growth is driving a \$1,300,000 increase to the voter approved Capital Project Levy
- Voter approved operating referendum includes an inflationary increase of 2.57%⁴⁰
- Scheduled principal & interest payments on debt are \$667,000 higher than Pay23
- Strong enrollment continues to drive many levy increases
- Property tax impact is 1.1%:
 - \$538,000 home is \$24/year
 - \$350,000 home is \$15/year



Tonight's Action

- We propose the school board approve the preliminary levy at the maximum for taxes payable in 2024 for Independent School District #272.

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THANK YOU

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**Eden Prairie School District 272
Superintendent Monitoring Report**

<p>Policy Name: EL 2.3 Treatment of Parents</p>	<p>Monitoring Time Frame: July 2021-June 2022 July 2022-June 2023</p>	<p style="text-align: center;">Policy Monitoring Column FOR BOARD USE ONLY</p> <p>Board Policy Monitoring Motions:</p> <ul style="list-style-type: none"> ● Operational Interpretation is/is not reasonable ● Board does/does not accept the Superintendent's ⁴³ assertion of compliance/non-compliance
<p>Policy Quadrant: Executive Limitations</p>	<p>Date of School Board Monitoring: September 26, 2022 September 25, 2023</p>	
<p>Board member name:</p>		
<p><u>Global Constraint:</u></p> <p>The Superintendent shall not allow a culture or district practice that fails to proactively engage parents of district students in a respectful partnership that supports the successful education of their child.</p>		
<p><u>Operational Interpretation:</u></p> <p>I interpret “culture or district practice” for purposes of this policy as those policies and norms present in a school district.</p> <p>I interpret “parent” to be a child’s guardian or any other adult allowed and/or permitted by law to access private educational records and/or make educational decisions for the child.</p> <p>I interpret “proactively engage parents in a respectful partnership” as those formal and informal practices that build capacity and trust.</p>		

<p><u>Justification:</u></p> <ol style="list-style-type: none"> 1. I justify my interpretation of “parent” by citing its definition in MN Statute 13.02, Subd. 8. 2. In order to participate in a “respectful partnership”, it is the responsibility of each person in the school community to contribute to a climate of understanding and mutual respect for the rights and dignity of each individual by: <ul style="list-style-type: none"> ● showing courtesy and self-discipline in actions and words; ● seeking solutions to problems; ● respecting the rules, regulations and practices that create safe and secure learning and working environments; ● demonstrating honesty and integrity; ● acting in a manner that results in a positive and supportive atmosphere. <p><i>(Source: Edmonton Public Schools)</i></p>	
<p><u>Measurement Plan:</u></p> <p>Compliance will be demonstrated by:</p> <ol style="list-style-type: none"> 1. The superintendent being in compliance with all child policies EL 2.3.1-2.3.3 and furthermore; 2. Parents/Guardians are engaged proactively and their voices are used to provide feedback, influence; district program design, and support the education of students. 3. Public voice of support for the educational direction of the district following proactive engagement and educational design work. 	44
<p><u>Evidence:</u></p> <ol style="list-style-type: none"> 1. The superintendent has asserted and the board has determined EL 2.3.1-2.3.3 are in compliance 2. Proactive meetings and engagement to involve Parents/Guardians in respectful partnerships were conducted throughout the 2021-2022 2022-2023 school year. Examples include: <ol style="list-style-type: none"> a. ThoughtExchange with all families on ESSER III funding priorities; b. ThoughtExchange with all families on Family Engagement, with specific outreach to Somali and Latino families; c. Ongoing feedback regarding the implementation of the safe learning plan, transitions between educational models, and continuous adjustments throughout the 2021-2022 school year considering Thought Exchange and parent feedback data; d. Translation or interpretation provided through writing and increased cultural liaison staffing to gather voice and influence program design; e. Superintendent meetings with District-wide PTO to provide information and receive feedback; f. Title I District-Wide Parent Engagement Programming; g. Title III EPHS English Learner Parent Engagement Sessions; h. American Indian Parent Advisory Committee; 	

- i. World’s Best Workforce Committee—This group expanded in terms of number of representatives and background of representatives, with students joining the team. The team also met more frequently and on a broader range of topics that included new course proposals and curriculum improvement cycles (CIC), in addition to the WBWF goals;
- j. Special Education Advisory Council;
- k. Early Childhood Parent Advisory Committee;
- l. Core Planning Committee input influenced strategic planning process;
- m. Conferences and scheduled meetings by staff to proactively engage Parents/Guardians in supporting the education of each student;
- ~~n. Parent Post annual readership survey to listen and evolve our practices to best meet the needs of Parents/Guardians and families; and~~
- n. The district continued to use the Let's Talk chat bot and two-way communications platform on district and school websites, generating 1,020 dialogues with Parents/Guardians, students and community members in the 2022-23 school year. ~~implemented generating: 569 dialogues with parents/guardians and community members in the 2021-22 school year.;~~
- o. Artificial Intelligence (AI)—Community members were invited to participate in a crowdsourced event on the question of “*What understandings and skills related to AI should our students develop?*” Ideas submitted were considered by a Strategy Team, which community members were also invited to be part of;
- p. Pathways Advisory Teams—Two Pathway advisory teams of community members, parents/guardians, staff, and students were active in 2022-23. Those were Aeronautics and Engineering, Technology, and Manufacturing. The advisory teams provided guidance on course development, curricular topics, student recruitment efforts, facilities, and professional development opportunities. Members for our other four pathways (Business & Management, Communication & Arts, Human & Public Services, Natural & Applied Sciences) were recruited and teams are positioned to launch in fall of 2023;
- q. Curriculum Improvement Cycles (CIC)—In the first year of the CIC process, students and parents/guardians were invited to complete surveys on their experiences and wants for the curricular area. In the 2022-2023 school year, surveys were sent on social studies and counseling;
- r. Referendum-related community engagement;
- s. Strategic plan-related community engagement; and
- t. A pilot of the family engagement and communication tool Talking Points at Prairie View Elementary. This tool was selected to foster family engagement, particularly among multilingual families, following a human-centered design process. Prairie View staff sent over 5,000 individual messages and nearly 800 classwide announcements between July 2022 and June 2023; family members sent nearly 6,000 replies to their students’ teachers and support teams.

<p>3. The high levels of community satisfaction reported in metric of the random sample statistically valid and reliable Morris Leathman survey conducted in March April 2022 and subsequently reported to the board demonstrate that the culture and district practices are supporting the engagement of Parents/Guardians in ways that support their child’s successful education:</p> <ul style="list-style-type: none"> a. 99% of parents and 96% of community members ranked the quality of education provided by Eden Prairie Schools as good or excellent. b. 86% of parents and 88% of community members said the district does a good job of involving community leaders, parents and interested citizens in decisions about the schools. c. 91% of parents and 87% of community members said they were satisfied with the district’s decision-making process. This was a significant increase from 64% in 2022 and 78% in 2021. d. 92% of parents and 88% of community members said the district does a good job of communicating important issues and decisions to the residents of the area. e. Over 93%, 94%, and 96% of our parents supported the strategies that will guide our educational work over the next 5 years based on high levels of engagement and listening. f. 91% approval rating for inclusion in decision making during a year of COVID. Morris Leatherman put this in context as being one of the highest approval ratings he has seen during this time period. g. We maintained in excess of a 90% approval rating for quality of education which Morris Leatherman also noted was one of the highest approval ratings reported during this time period. 	46
<p><u>Statement of Assertion:</u> EL 2.3 is reasonable and in compliance.</p>	
<p>2.3.1 Furthermore, the Superintendent shall not: Impede the flow of timely, adequate, and easily accessible information about the district in general and their child, in particular.</p>	
<p><u>Operational Interpretation:</u> I interpret “impede the flow of information” as failing to implement a stable information access system with multiple means for parental access to information regarding their child and the District as a whole. “Information about the district” is public relations information that is created and disseminated for the express purpose of informing and/or engaging Parents/Guardians in the opportunities and challenges of the school district. It also includes relevant information regarding student and/or staff accomplishments and acknowledgements. “Information about their child” is Private Educational Records and Directory Information as defined in Minnesota Government Data Practices Act, Statute 13. The district collects this data in the normal course of the educational process.</p>	

I interpret the flow of “timely information” to mean access to data and the formal and informal opportunities provided during the school year for communication between school personnel and Parents/Guardians.

I interpret “adequate information” as:

1. Private Educational Records that communicates individual student performance enabling teachers, Parents/Guardians, and when appropriate students, to work together to support learning goals throughout the child’s school years.
2. Directory Information is student data that is routinely collected by the District and is available to the general public upon request unless prohibited in writing by the parent. “Directory information” means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to: the student’s name, ~~address, telephone listing, electronic mail address,~~ photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (i.e., full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended. ~~It also includes the name, address, and telephone number of the student’s parent(s).~~ Directory information does not include a student’s **personal contact information**, social security number, or a student’s identification number (“ID”) if the ID may be used to access education records without use of one or more factors that authenticate the student’s identity such as a personal identification number, password, or other factor known or possessed only by the authorized user. It also does not include personally identifiable data that references religion, race, color, social position, or nationality.
3. District Data that communicates the condition of the District and its strategic plan.

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The District provides opportunities for Parents/Guardians to access timely and adequate educational data regarding their child by:

1. Providing access to directory information and private student records via a password protected Internet portal.
2. Distribution of individual student results from mandated testing as required by the State of Minnesota.
3. Providing the means and opportunities to exchange information and recommendations via formal and informal communication channels and scheduled events.
4. Annual notification of their rights to view, correct and limit access to their child’s directory information, and file a complaint in regards to the District’s handling of private and directory student records.

Justification:

1. My interpretation of this policy regarding “information about the district” is justified by the National School Public Relations Association four-step public relations planning process:
 - a. Research – up front analysis of where the district stands in regard to all publics it wishes to reach.
 - b. ~~Action~~ **Planning** – developing public relations goals, objectives, strategies and tactics that go hand-in-hand with the district’s overall mission and goals.

<ul style="list-style-type: none"> c. Communicate/Implementation – carrying out the strategies and tactics necessary to meet the objectives and goals. d. Evaluation — looking back at actions taken to determine their effectiveness and what changes are needed in the future. <p>2. My interpretation of this policy regarding parental access to student data is justified on the legal definitions of “private educational records” and “directory information”. State and federal law provides that all data collected, created, received, or maintained by a school district are public unless classified as not public, private, or confidential. State law classifies all data on individuals maintained by a school district which relates to a student as “private” educational data (Source: Eden Prairie Schools Policy 515). The legal standards regarding parental access to private student data (per EL 2.2.2) are defined by:</p> <ul style="list-style-type: none"> a. Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and Minn. Rules Parts 1205.0100-1205.2000 b. Family Educational Rights and Privacy Act (FERPA) and its regulations in 34 CFR Part 99. c. Individuals with Disabilities Act (IDEA) 	
<p><u>Measurement Plan:</u></p> <p>Our current compliance monitoring plan for the flow of information about the district and individual students includes:</p> <ul style="list-style-type: none"> 1. The collection of quantitative data measuring parental access to private educational data: <ul style="list-style-type: none"> a. Parent requests for access to the parent portal b. Parent portal usage c. Formal opportunities for Parents/Guardians to speak with teachers regarding their child’s educational progress 2. Compliance with legal requirements regarding the timeliness of private educational data dissemination to Parents/Guardians. 3. Compliance with notification requirements regarding parental rights to review student educational records and restrict the release of directory information. 4. Any instance of noncompliance with #2 and #3 above will be noted in the annual monitoring report. 5. There is an active multi-modal, strategic, and integrated marketing and communications plan to generally inform Parents/Guardians about the District that follows research and best practices. 6. Communication ratings by Parents/Guardians via our random sample scientific survey. 	48
<p><u>Evidence:</u></p> <ul style="list-style-type: none"> 1. Metrics that have been collected: <ul style="list-style-type: none"> a. Parent Portal Accounts <ul style="list-style-type: none"> i. 2019 - 13,066 ii. 2020 - 11,310 iii. 2021 - 9,970 iv. 2022 - 10,433 	

v. 2023 - 11,914

b. Parent portal logins

~~i. Parents/Guardians: From August 1 to September 9, 2020 – 27,883
Students: From August 1 to September 9, 2020 – 47,712~~

~~ii. Parents/Guardians: From August 1 to September 9, 2021 – 34,020
Students: From August 1 to September 9, 2021 – 100,000~~

~~iii. Parents/Guardians: From July 1, 2021, to September 15, 2022 – 41,525
Students: From July 1, 2021, to September 15, 2022 – 155,524~~

i. Parents/Guardians: From July 1, 2020, to June 30th, 2021 – 384,616
Students: From July 1, 2020, to June 30th, 2021 – 1,993,146

ii. Parents/Guardians: From July 1, 2021, to June 30th, 2022 – 382,519
Students: From July 1, 2021, to June 30th, 2022 – 2,927,411

iii. Parents/Guardians: From July 1, 2022, to June 30th, 2023 – 503,714
Students: From July 1, 2022, to June 30th, 2023 – 3,016,704

c. Formal opportunities for Parents/Guardians to speak with teachers regarding their child’s educational progress. During the monitoring period we ~~greatly increased our ways~~ continued to connect with parents/guardians ~~offering~~ via in person, virtual, and hybrid connection points to ensure each family could partner and connect.

i. Fall Conferences:

1. Elementary: October 13, 14 & 18, 2022 ~~14, 15, & 19, 2021~~
2. Middle: October 11 & 13, 2022 ~~12 & 14, 2021~~
3. High: October 12 & 17, 2022 and December 14, 2022 ~~6 & 11, 2021 and December 15, 2021~~

ii. Spring Conferences:

1. Elementary: February 14, 16 & 17, 2023 ~~15, 17, & 18, 2022~~
2. Middle: February 23 & 28, 2023 ~~24, and March 1, 2022~~
3. High: March 1 & 7, 2023 and May 10, 2023 ~~February 23 & 28, 2022 and May 11, 2022~~

d. ~~We had over 417,843~~ 403,322 users visited www.edenpr.org to receive user devices visit our website to get information about the district.

~~e. Information regarding the district was sent out weekly and an additional 68 district messages regarding specific topics via constant contact. In addition,~~ social media platforms, videos, and mailings were used to deliver information.

2. The District met legal requirements regarding the timeliness of private educational data dissemination to Parents/Guardians. The information is included in each site's student handbook. Parents/Guardians are asked to review the contents of the handbook and acknowledge their understanding at the beginning of each school year, or upon entrance to the District.
3. The District met notification requirements regarding parental rights to review student educational records and restrict the release of directory information. The information is included in each site's student handbook. Parents/Guardians are asked to review the contents of the handbook and acknowledge their understanding at the beginning of each school year, or upon entrance to the District.
4. There were no notes on non-compliance with #2 or #3 within the report.
5. The following are a list of current strategies the district uses to communicate with Parents/Guardians. These, and other strategies, are organized into a ~~comprehensive~~ strategic communication plans and an integrated marketing and communication plan that drives the district's overall communication effort.
 - a. Parent Post electronic newsletter is sent to all Parents/Guardians weekly and shares both important districtwide information and positive stories about students. The April 2023 Morris Leatherman Parent/Guardian surveys indicated email, including this e-newsletter, and the website, are the most popular sources of district news.
 - b. The district website is regularly populated with information for Parents/Guardians, including access to the Parent Portal, which includes information specific to students. ~~This includes a COVID-19/Safe Learning Plan webpage.~~ The Parent Portal receives an average of 41,976 Parent/Guardian views website sees 80,000 to 115,000 users per month., and usership varies depending on the time of year.
 - c. Inspiring News, the printed newsletter, was sent to all households in the district and to the homes of all open enrolled students five six times during the 2022-23 ~~1-22~~ school year.
 - d. Information was shared with the media on a regular basis so it could be used as possible content in the newspaper or other media forms.
 - e. The Swift K12 and Infinite Campus Messenger mass messaging systems were was used to share urgent/emergency information with parents/guardians; in select cases, principals also used the systems to connect with Parents/Guardians. ~~They received dozens of voice mail, email and SMS messages about learning models, technology support, COVID testing, vaccination opportunities, and meal service.~~
 - f. All schools utilized Constant Contact to send mobile friendly e-newsletters and announcements to Parents/Guardians.
 - g. The district undertakes periodic community engagement efforts to solicit input from Parents/Guardians and community members; including community and parent/guardian surveys and ThoughtExchanges. The district uses random-sample scientific surveys, non-scientific input forms, and email questionnaires.

- h. The district maintains Facebook, Twitter, YouTube, [LinkedIn](#) and Instagram sites to communicate with Parents/Guardians and community members who are already engaged on those platforms.
 - i. [With district guidance, some schools use school Twitter or Instagram](#) accounts to engage with staff, Parents/Guardians and community members.
 - ~~j. The district pushes important updates through school newsletters when appropriate.~~
 - k. The district regularly produces videos to help Parents/Guardians and community members see the classroom experience in action [and understand complex topics, like the district's strategic plan](#).
 - l. A district brochure and individual school brochures provide incoming Parents/Guardians an overview of the Eden Prairie Schools experience.
 - ~~m. COVID data was continuously updated to keep families informed via multiple modes of communication.~~
 - n. Families with incoming kindergarteners [receive a robust welcome to Eden Prairie Schools, which includes a printed kindergarten booklet, invitations to connect with their future school communities at a minimum of six events throughout the school year, personal phone calls from school principal teams, and individualized postcards](#). ~~are provided with the following communications that provide an overview of the Eden Prairie Schools experience: large poster mailer, four kindergarten event opportunities throughout the year, branded kindergarten packet, follow up postcards and phone calls, kindergarten video, a confirmation email, and school event invitations from their future principal.~~
 - ~~o. Prospective EP Online families could meet the Principal and learn about the school through weekly, live webinars starting in January 2022. Families interested in EP Online can learn more about the school via a pre-recorded webinar available 24/7, or attend bi-weekly virtual open houses to meet the principal and have their questions answered live. Families with incoming kindergartners are invited to several kindergarten events over the course of the year. EP Online's marketing and outreach coordinator, a position added in April 2023, serves as the dedicated contact for families interested in the school.~~
 - p. School tours for incoming families ~~resumed for families~~ and a full assortment of opportunities to visit schools and classrooms were offered.
 - q. [District staff participated in and led community outreach efforts, including extended Welcome Center hours, PeopleFest, the Everything Spring Expo, and Wings of the North.](#)
- ~~6. According to the March 2022 scientific survey that was presented to the board 94% of Parents/Guardians reported strong communication by the district and 82% rated high levels of satisfaction with decision making. In a year of navigating COVID these marks remain extremely high in context to other public schools.~~
7. [Progress monitoring dashboards were developed and implemented at each site. These dashboards include internal \(e.g., class grades\) and external \(e.g., MCAs\) data to present a holistic view of a student and school. These dashboards allow site and district administrators to share progress updates with the community at the school- or system-level. They also allow educators to proactively communicate progress with families, as well as measures that are taken to increase progress across all areas — behavioral, academic, attendance, enrollment, etc.](#)

Statement of Assertion:

EL 2.3.1 is reasonable and in compliance.

2.3.2 Furthermore, the Superintendent shall not: Allow an environment where concerns or inquiries directed to the Superintendent are not acknowledged and subsequently handled by the district in a timely, respectful manner.

Operational Interpretation:

I interpret this policy to mean that the district must create a relationship with Parents/Guardians within which their issues are attended to appropriately when they come to the office of the superintendent.

Operational Definitions

“Complaints” are written reports claiming a violation of a district policy

“Concerns” are ~~an~~ emotions that results from lack of information or clarity of communication.

“Inquiries” are ~~an act of asking a question~~ questions asked ~~an act of asking a question~~ to resolve a personal concern.

“Timely manner” is the act of responding in an appropriate and judicious manner.

“Respectful” is a polite, professional, personal interaction.

In the normal course of business, the District will receive numerous contacts from Parents/Guardians regarding the district in general and their child in particular sharing inquiries or concerns. There is a districtwide expectation that inquiries and concerns are best resolved through use of the “chain of command”. Most parent issues are resolved by providing further information or clarity related to their child’s situation. Those on the front line of parental engagement (teachers, coaches, etc.) are encouraged to respond to Parents/Guardians as soon as possible, but preferably no more than two work- days later.

The chain of command concept relies on the belief that those closest to the inquiry or concern are best equipped to respond to it. If not receiving satisfaction, the parent has the right to contact the supervisor of the employee with whom there is a dispute...and so on until reaching the Superintendent. Attempts to bypass the “chain of command” often results in dysfunction within the organization and are discouraged.

Occasionally, parent inquires may take the form of complaints. The school district takes seriously all concerns or complaints by Parents/Guardians. If a specific complaint procedure is provided within any other district policy, the specific procedure shall be followed in reference to such a complaint.

While written reports are encouraged, a complaint may be made orally.

When a complaint, concern, or inquiry comes into the superintendent’s office, it is tracked and the superintendent shall determine whether an internal or external investigation should be conducted. In either case, the superintendent or designee shall determine the nature and scope of the investigation and designate the person responsible for the investigation or follow up relating to the complaint. The designated investigator shall ascertain details concerning the complaint and respond promptly to the appropriate administrator concerning the status or outcome of the matter. The appropriate administrator or Superintendent shall respond to the complaining party concerning the outcome of the investigation or follow-up, including any appropriate action or corrective measure that was taken and the inquiry/concern closed.

Justification:

The response to the complaining party shall be consistent with the rights of others pursuant to the applicable provisions of Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act) or other law. (Source: MSBA Model Policy 103)

POLICIES MANDATED BY LAW THAT CONTAIN REPORTING PROCEDURES

The School Board has adopted the following district policies that are mandated by law. Each of the district policies listed below contain a complaint or grievance procedure with prescribed district action. Copies of district policies are available on the district website or may be requested from the Superintendent’s Office.

1. Policy 406 Public and Private Personnel Data
2. Policy 514 Bullying Prohibition
3. Policy 521 Student Disability Nondiscrimination
4. Policy 522 Student Sex Nondiscrimination
5. Policy 526 Hazing Prohibition
6. Policy 528 Student Parental, Family, and Marital Status Non-Discrimination (including Title IX grievance procedure)

Eden Prairie Administrators are mandated to follow the Minnesota Code of Ethics for School Administrators (Minn. Rules Part 3512.5200) with the following pertinent standards:

1. Fulfills professional responsibilities with honesty and integrity
2. Supports the principle of due process and protects the civil and human rights of all individuals.
3. Implements the school board’s policies.

Minnesota Rule 214.10, Subd, 1, 2, & 3 governs complaints and subsequent investigation of failure to follow the Administrator’s Code of Ethics.

<p><u>Measurement Plan:</u> Our current compliance measurement plan is as follows:</p> <ol style="list-style-type: none"> 1. Track parent complaints, concerns, or inquiries that are directed to and acknowledged by the Superintendent’s Office including resolutions. 2. Track District level ongoing or unresolved parent concerns/ inquiries and those that result in an appeal to an outside governmental agency. 3. Random sample survey response to issues or concerns. 	
<p><u>Evidence:</u></p> <ol style="list-style-type: none"> 1. There were two hundred fourteen (214) two hundred and forty seven (247) parent complaints, concerns, or inquiries that were directed to and acknowledged and resolved by the Superintendent’s Office or Designee. 2. At the time of reporting there are was one (1) two (2) unresolved or ongoing parent complaints at the District and/or appeal level. Since that time the state agency found the district was in compliance through an appeal process. 3. In our late spring 2023 parent random sample survey conducted by Morris Leatherman, 58% of our Parents/Guardians reported never having to reach out to the district on an issue important to them. Of the 42% that had reached out, there was a 98% satisfaction rating, which is up from 85% the previous year. Only 1% of the parent population reported dissatisfaction. Morris Leatherman shared with the Board in May 2023 that this is an incredibly high satisfaction rate and it is clear parents are being served extremely well inside our district. Through our 2021 parent random sample survey conducted by Morris Leatherman 57% of our Parents/Guardians report never having to reach out to the district on an issue. Of the 43% that have reached out there is an 85% satisfaction rating by Parents/Guardians who have reached out regarding an issue. The 6% of the parent population that reported dissatisfaction named a number of reasons. Morris Leatherman reported that most of the reasons cited were connected to not getting the answer that they wanted. When presented Morris Leatherman also added context that during COVID that was a very low level of dissatisfaction of response. 	54
<p><u>Statement of Assertion:</u> EL 2.3.2 is reasonable and in compliance.</p>	

2.3.3 Furthermore, the Superintendent shall not: Set school policies or make major decisions without appropriate input and representation from district parents.

Operational Interpretation:

I interpret “set school policies” to mean those management-level policies that encompass a broad variety of issues ranging from internal district operations to student conduct to investments and use of school district facilities and equipment. In most Districts, policies are operational interpretations of state or federal rule, best practice, or local determinations and the Eden Prairie district is no exception to this practice in terms of management-level policies. With this broad scope of policies in mind, I believe it is reasonable to seek the input and representation of Parents/Guardians in the following, specific areas of management-level policies not mandated by state or federal law:

1. Students (Policy Series 500)
2. Educational Program (Policy Series 600)
3. Non-Instructional Operations and Business Services (Policy Series 700)
4. School District-Community Relations (Policy Series 900)

I interpret “major decisions” as those district decisions, whether policy-related or not, that are likely to incite a strong response in the community or within individual schools. Such decision areas might include: changes to building configuration, attendance boundary changes, changes to the educational program, etc. However, I am mindful that my authority to make major decisions is governed by certain Executive Limitations Policies:

- 2.7.10. *Substantially change the principal educational purpose of a school by closing or repurposing it, or by consolidating or combining it with another school without board approval*
- 2.7.12 *Eliminate any non-state-required programs that would adversely affect our reputation and/or diminish the value of our broad-based educational opportunities without board approval.*

I interpret ‘appropriate input and representation’ to mean that if parental involvement is required, my administrative team will assess the circumstances of the situation and involve Parents/Guardians as we believe the situation merits. The following is a rough “sliding scale” of parental involvement we are likely to employ:

1. Engage our PTO membership in a discussion about the issue.
2. Post information about the issue on the website and ask for email input.
3. Schedule parent/public input sessions about the specific topic.
4. Orchestrate a formal survey of Parents/Guardians.

<p><u>Justification:</u> My interpretation of “school policies” is justified by our shared understanding of the difference between levels of organizational policies as was clarified by Policy Governance. We share an understanding that I am responsible for creating a framework of policies that manage the inner workings of the organization and that those policies must conform to the framework of board-level governing policies as well as state and federal statutes and laws. My interpretation of “major decisions” is justified as it represents that narrow area between decisions that require board involvement (e.g. 2.7.10) and those management-level decisions that are routine in nature but still benefit from parental involvement. My interpretation of “appropriate input and representation” is justified based on a combination of the Superintendent's extensive experience in successfully involving Parents/Guardians in the input process and K-12 educational practices firmly grounded in research.</p>	
<p><u>Measurement Plan:</u> 1. Our current compliance measurement plan is to track topics that fit in this “parental involvement” category and that may require policy changes or additions during each monitoring period. Monitoring data will include a list of these areas, a description of the type of engagement implemented, and a notation if we receive significant response after the decision was made public and/or implemented.</p>	56
<p><u>Evidence:</u> 1. Parent involvement: a. Parents/Guardians were involved in the Strategic Plan process, specifically as members of the Core Planning team, which provided them with a tour of our schools to observe elements of the strategic plan in action. Feedback collected in April 2022, shaped Strategic Plan updates for the 2022-23 school year. b. Parents/Guardians were invited to share their input and ask questions at Town Halls and World Cafés, held virtually and in person, related to both the November 2022 referendum and the 2023-28 Strategic Plan. c. Parents/Guardians in our random sample survey by Morris Leatherman and presented to the board in April 2022 demonstrated a three year high point in parent satisfaction from involvement in decision making. 86% of parents and 88% of community members surveyed in an April 2023 Morris Leatherman survey reported the district does a good job of involving community leaders, parents and interested citizens in decisions about the schools. d. Parents/Guardians in our random sample survey by Morris Leatherman and presented to the board in April 2022 demonstrated a three year high point in parent satisfaction regarding communication. e. The random sample survey conducted by Morris Leatherman and presented to the board in April 2022 demonstrated an extremely high level of parent satisfaction that the company reported was higher than that of most other districts in the metro area and state. across almost all areas and continued to be at levels surpassing districts they work with.</p>	

- f. Parents/Guardians/guardians regularly participate on these district committees: World’s Best Workforce, Special Education Advisory Council and Early Childhood Advisory Council. Input and feedback guides ongoing decision-making, including special education ~~learning leadership~~ model changes ~~during 2020-21 for 2023-2024~~. Parents/guardians participated in the district’s Calendar Review Team, which was used to design final calendars and shells.
- g. A family engagement work group ~~was created last year~~ **continues meeting** to identify frameworks and tenets to develop future engagement plans.
- h. ThoughtExchange was ~~implemented and~~ used to gather parent input and themes regarding **the district’s new strategic plan as well as student voice and leadership**. ~~programming, the start of the school year, and allocation of resources to support students, families, and the community.~~
- i. **All opportunities to give input on major decisions affecting the district were also made available in Spanish and Somali, the district’s two most-spoken non-English languages, through written or oral translations.** ~~Translation was used on multiple input tools and available on an ongoing basis through~~ **These efforts were supplemented by the district’s** ~~our~~ cultural liaisons, ~~who~~ **that** span the district and each **school** site.
- ~~j. Parents/guardians of various Community Education programs were surveyed and contacted via email about comfort levels and program design for starting in the fall of 2021.~~
- k. District Administration met with the PTO president’s council monthly from September through May to present information, hear from Parents/Guardians, and inform decision making.
- l. The Superintendent and cabinet members attended PTO parent meetings throughout the year to listen, share information, and inform our decision making.
- m. The Superintendents and administrative staff met with racial/cultural parent groups to hear questions, concerns, and feedback.
- ~~n. Comprehensive information on school start and end times was posted to the district website in coordination with a series of online meetings for Parents/Guardians and a review and comment process.~~

Statement of Assertion:

EL 2.3.3 is reasonable and in compliance.

School Board Member’s Notes/Comments:

Eden Prairie School District 272
Superintendent Monitoring Report

Policy Name: EL 2.6 Financial Management and Operations	Monitoring Time Frame: July 2021-June 2022 July 2022-June 2023	Policy Monitoring Column FOR BOARD USE ONLY Board Policy Monitoring Motions: <ul style="list-style-type: none"> Operational Interpretation is/is not reasonable Board does/does not accept the Superintendent's assertion of compliance/ non-compliance
Policy Quadrant: Executive Limitations	Date of School Board Monitoring: September 26, 2022 September 25, 2023	

Board member name: 58

<p><u>Global Constraint:</u></p> <p>The Superintendent shall not cause or allow the development of financial jeopardy or a material deviation of actual expenditures from the current budget without School Board approval.</p>	
<p><u>Operational Interpretation:</u></p> <ol style="list-style-type: none"> I interpret this to mean that the budget approved by the Board reflects the priorities established in the Ends policies and the Strategic Plan. Managing the district finances within the budget is adequate and reflects reasonable alignment with the Ends Policies and Strategic Plan. Adhering to the limitations set forth in this policy reflects the avoidance of financial jeopardy. That includes managing fund balance appropriately, meeting statutory obligations, and adhering to the child policies in which the board has further defined or clarified the global policy. I further interpret “material deviation of actual expenditures from the current budget” to mean that the expenditures incurred will be in support of the Board’s Ends Policies and the District Strategic Plan. 	
<p><u>Justification:</u></p> <ol style="list-style-type: none"> School districts are required to comply with MN Statute 123B.83 -Expenditure Limitations, which requires that a district must limit its expenditures so that the calculated net unreserved general fund balance or operating debt as of June 30 does not constitute Statutory Operating Debt (SOD). A school district is in SOD when it reports a year-end negative Net Unreserved General Fund Balance (NUGFB) which exceeds 2.5 percent of its unreserved/undesignated operating expenditures. (Source: MDE) 	

<p><u>Measurement Plan:</u> Compliance will be demonstrated by:</p> <ol style="list-style-type: none"> 1. The superintendent being in compliance with all child policies 2.6.1-2.6.7; 2. The districts fund balance meets or exceeds the board determined minimum; 3. The district is recognized by the Minnesota Department of Education (MDE) for meeting statutory deadlines for submission of audited financial data, as well as select policy, fiscal and financial reporting criteria with the School Finance Award. 	
<p><u>Evidence:</u></p> <ol style="list-style-type: none"> 1. The superintendent has asserted and the board has determined EL 2.6.1-2.6.7 are in compliance, 2. For Fiscal Year (FY) 2020-21 2021-22, the district did not have a negative Net Unreserved General Fund Balance. At the conclusion of the Fiscal Year (FY) 2021-22 2022-23 audit field work, preliminary figures indicate that the district will have a positive fund balance in excess of the board minimum of 8 percent; and 3. For Fiscal Year (FY) 2020-21 2021-22 the district received the School Finance Award. 	59
<p><u>Statement of Compliance:</u> EL 2.6 is reasonable and in compliance.</p>	
<p>2.6.1 Furthermore, the Superintendent shall not: Allow payroll or debts to be settled in an untimely manner.</p>	
<p><u>Operational Interpretation:</u> I interpret this to mean the superintendent shall not permit debts to be settled in an untimely manner. The payment of school district debts in a timely manner is a key component of effective and efficient fiscal management. Late payments may realize significant additional costs to school districts (late fees and penalties) and, therefore, implementing and maintaining strict debt processing procedures and timelines is critical. In looking at industry practices 35 days is the practice for payment of an invoice upon receipt.</p>	
<p><u>Justification:</u> M.S. 471.425 sets a standard for government entities of 35 days for payment from the receipt of an invoice.</p>	
<p><u>Measurement Plan:</u></p> <ol style="list-style-type: none"> 1. The Annual Audit Report, which outlines legal compliance issues including untimely payments, are furnished to the Board annually 2. An annual internal review ensures that the number of days from each invoice date of receipt to its paid date does not exceed thirty-five (35) days per M.S. 471.425. 	

<p><u>Evidence:</u></p> <ol style="list-style-type: none"> 1. There were no was one disbursements identified by the independent audit firm for FY 2020-21 2021-22 that were was not paid within the required timeframe. The district received the item but it was not installed timely and therefore payment was withheld until the required work under the contract was performed. The payment delay resulted in this finding. 2. Furthermore, there were no delinquency reports or late payment charges from vendors during the fiscal year. 	
<p><u>Statement of Compliance:</u> EL 2.6.1 is reasonable and in compliance.</p>	
<p>2.6.2 Furthermore, the Superintendent shall not: Allow payments or other government-ordered payments or filings to be overdue or inaccurately filed.</p>	
<p><u>Operational Interpretation:</u> I interpret this to mean the superintendent shall ensure tax payments and other government-ordered payments or filings be completed accurately and in a timely manner.</p>	60
<p><u>Justification:</u> The accurate and timely processing of tax and other government payments and filings is critical to preserve the fiscal integrity of the school district. Failure to do so could result in loss of funding, fiscal penalties, and consume significant employee time and resources.</p>	
<p><u>Measurement Plan:</u></p> <ol style="list-style-type: none"> 1. The Annual Audit Report, which outlines legal compliance issues including tax payments or government ordered filings, are furnished to the Board annually. 2. An annual internal review of Sales & Use and Payroll related taxes and filings ensures that all are filed and paid when due. 	
<p><u>Evidence:</u></p> <ol style="list-style-type: none"> 1. The annual internal review of sales & use and payroll related taxes and filings revealed no exceptions for Fiscal Year (FY) 2020-21 2021-22. 2. Furthermore, there were neither reports of delinquency nor late payment charges incurred during the fiscal year. 	
<p><u>Statement of Compliance:</u> EL 2.6.2 is reasonable and in compliance.</p>	

<p>2.6.3 Furthermore, the Superintendent shall not: Use contingency funds greater than \$100,000 without informing the School Board.</p>	
<p><u>Operational Interpretation:</u> I interpret this to mean the superintendent shall not expend contingency funds greater than \$100,000 without informing the Board.</p>	
<p><u>Justification:</u> The rationale for this provision is self-evident.</p>	
<p><u>Measurement Plan:</u> 1. Any single use of contingency funds which exceed \$100,000 will be reported to the school board.</p>	
<p><u>Evidence:</u> 1. No single use of contingency funds in any account exceeded \$100,000. a. The general fund contingency for FY 2021-22 2022-23 was \$100,000, of which \$93,096 \$8,900 was spent on 7 2 individual expenditures. b. The capital fund contingency for FY 2021-22 2022-23 was \$85,000 \$100,000, of which \$40,613 \$100,000 was spent on 4 2 individual expenditures. c. The staffing contingency for FY 2021-22 2022-23 was \$250,000, of which all \$250,000 \$0 was spent to address class size or staffing issues through the hiring of additional teachers.</p>	61
<p><u>Statement of Compliance:</u> EL 2.6.3 is reasonable and in compliance.</p>	
<p>2.6.4 Furthermore, the Superintendent shall not: Acquire, encumber, or dispose of real property without School Board approval.</p>	
<p><u>Operational Interpretation:</u> 1. I interpret this to mean the Superintendent shall not purchase, agree to purchase, or sell any real property belonging to Eden Prairie Schools without board approval. a. “Real Property” is defined as “A building or structure shall include the building or structure itself, together with all improvements or fixtures annexed to the building or structure, which are integrated with and of permanent benefit to the building or structure, regardless of the present use of the building, and which cannot be removed without substantial damage to itself or to the building or structure.” (MN Statute 272.03.b.)</p>	

<p><u>Justification:</u> The school board is the governing body of the school district. As such, the school board has the responsibility for the care, management, and control over public schools in the school district. The school board shall have the general charge of the business of the school district, its facilities and property, and of the interest of the schools.</p>	
<p><u>Measurement Plan:</u> 1. This policy shall be measured by the avoidance of the limitations set forth in this policy.</p>	
<p><u>Evidence:</u> 1. No purchases, sales, or agreements to purchase or sell real property occurred in FY 2021-22 2022-23.</p>	
<p><u>Statement of Compliance:</u> EL 2.6.4 is reasonable and in compliance.</p>	62
<p>2.6.5 Furthermore, the Superintendent shall not: Lease real property or remodel leased real property without School Board approval.</p>	
<p><u>Operational Interpretation:</u> 1. I interpret this to mean the Superintendent shall not lease or remodel real property without board approval. a. Districts may levy for leased facilities when the leased facility would be economically advantageous. The facilities must be used for instructional purposes. The district may also lease space for purposes other than instruction, including but not limited to office or storage space (Minn. Stat. § 126C.40). b. Remodel is often broadly used to describe any kind of significant physical change to the character or use of a space. c. “Real Property” is defined as “A building or structure shall include the building or structure itself, together with all improvements or fixtures annexed to the building or structure, which are integrated with and of permanent benefit to the building or structure, regardless of the present use of the building, and which cannot be removed without substantial damage to itself or to the building or structure.” (MN Statute 272.03.b.)</p>	
<p><u>Justification:</u> The school board is the governing body of the school district. As such, the school board has the responsibility for the care, management, and control over public schools in the school district. The school board shall have the general charge of the business of the school district, its facilities and property, and of the interest of the schools.</p>	
<p><u>Measurement Plan:</u> 1. This policy shall be measured by the avoidance of the limitations set forth in this policy.</p>	

<p><u>Evidence:</u></p> <ol style="list-style-type: none"> 1. No new leases were entered into during FY 2021-22 2022-23. The board approves any leases through our lease levy annually. The district has existing leases including, but not limited to: <ol style="list-style-type: none"> a. City of Eden Prairie located at the City Center houses the TASSEL program. b. City of Eden Prairie located at the Community Center for the Ice Arena, Locker Rooms, Coaches Room and Swimming Pools. c. A public arena appropriate for graduation that does not require ticketing so we maximize access and participation by our families and community. 	
<p><u>Statement of Compliance:</u> EL 2.6.5 is reasonable and in compliance.</p>	
<p>2.6.6 Furthermore, the Superintendent shall not: Allow receivables to remain unpursued after a reasonable grace period.</p>	63
<p><u>Operational Interpretation:</u> I interpret this to mean the superintendent shall ensure district receivables are pursued in an effective and efficient manner. The collection of receivables is an important component of a healthy financial system in any school district. Timely attention to outstanding receivables improves the likelihood of successfully collecting the receivables, positively influences cash-flow, and ensures budgeted revenues are met (or exceeded).</p>	
<p><u>Justification:</u></p>	
<p><u>Measurement Plan:</u></p> <ol style="list-style-type: none"> 1. Receivables which remain unpaid after 18 months are to be written off or pursued by a collection agency. However, receivables older than 18 months may remain on the ledger for an additional 12 months if the District and auditors deem them potentially collectable. 	
<p><u>Evidence:</u></p> <ol style="list-style-type: none"> 1. Receivables are reviewed monthly for collection and as of June 30, 2022 2023 there are no 14 receivables on the ledger aged over 18 months, totalling \$31,850.40. 	
<p><u>Statement of Compliance:</u> EL 2.6.6 is reasonable and in compliance.</p>	

<p>2.6.7 Furthermore, the Superintendent shall not: Allow fee-based relationships in excess of \$175,000 annually to continue beyond 3 years without a formal review that includes an analysis of contract fees and performance.</p>	
<p><u>Operational Interpretation:</u></p> <ol style="list-style-type: none"> 1. I interpret this to mean that the Superintendent shall monitor fee-based relationships to the extent to which the District expends amounts in excess of \$100,000 \$175,000 per year during any three-year period. 2. Furthermore, if fee-based relationship monitoring indicates that the annual expenditure or sharing of dividends exceeded \$100,000 \$175,000 per year for three consecutive years, the Superintendent will initiate a formal review of the business relationship to include the analysis of contract fees and overall financial performance. 	
<p><u>Justification:</u> The \$100,000 \$175,000 threshold was established when it mirrored Minnesota Statute 471.345 Uniform Municipal Contracting Law. The threshold changed in August 2018 to \$175,000.</p>	64
<p><u>Measurement Plan:</u></p> <ol style="list-style-type: none"> 1. Fee based relationships which meet or exceed these thresholds are identified annually and evaluated at least every 3 years using industry best practices. 	
<p><u>Evidence:</u></p> <ol style="list-style-type: none"> 1. While all vendors are held to and meet high standards, the following fee-based relationships have been identified as subject to administrative review: <ol style="list-style-type: none"> a. Insurance Consultants <ol style="list-style-type: none"> i. Annual meetings are held between administration and the property, liability and workers compensation insurance consultant to review terms and discuss performance expectations. ii. Annual meetings are held between administration and the medical and dental insurance consultant to review terms and discuss performance expectations. b. Other Post Employment Benefits (OPEB) Trustee <ol style="list-style-type: none"> i. Annual meetings are held between administration and the OPEB Trustee to review terms and discuss performance expectations. c. Banking <ol style="list-style-type: none"> i. Every 3 years the district evaluates the banking relationships and performance to determine if changes are needed. The school district primarily uses MNTrust for banking services and the terms are largely predetermined by a joint powers agreement and governing board of school district representatives. d. Architect <ol style="list-style-type: none"> i. The financial terms of each project are reviewed between the administration and the architect. Upon completion of each project, the parties meet to discuss performance and review expectations. 	

<p>e. Construction Management Company</p> <p>i. Since the construction of the Designing Pathways addition at Central Middle School, the district has employed a construction management company on a per project basis. The terms are reviewed prior to beginning each project. Upon completion, the parties meet to discuss performance and review expectations.</p> <p>f. The OPEB Trustee, and Banking relationship fee-based agreements currently in place with vendors exceeded \$175,000 threshold during the evaluation period.</p> <p>g. The Architect hired for Designing Pathways exceeded the \$175,000 threshold for FY 2021-22. Additionally, the Construction Management Company hired to manage the Designing Pathways project also exceeded the \$175,000 threshold for FY 2021-22. Both of these fee-based arrangements are for a one-time project and terminate upon completion of the project.</p>	
<p><u>Statement of Compliance:</u> EL 2.6.7 is reasonable and in compliance.</p>	65
<p>School Board Member’s summarizing comments:</p>	

**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:	3.0 Single Point of Connection

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
3.1 Unity of Control	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**

Policy Type:	Board-Management Delegation
Policy Title:	3.2 Delegation to the Superintendent

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

Policy	Date of Self-Evaluation	Board Behavior Fully Compliant	Board behavior needing improvement or opportunity for continuous	Commitment Made/Action Taken	Completed
3.2 Delegation to the Superintendent	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

Policy Type:	Board-Management Delegation
Policy Title:	3.3 Superintendent Accountability and Performance

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
Ends				
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 st 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	
Executive Limitations				
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

Policy	Date of Self-Evaluation	Board Behavior Fully Compliant	Board behavior needing improvement or opportunity for continuous	Commitment Made/Action Taken	Completed
3.3 Superintendent Accountability and Performance	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**

Policy Type:	Governance Process
Policy Title:	4.4 Officer Roles

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
4.4 Officer Roles	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

Policy Type:	Governance Process
Policy Title:	4.5 School Board Members' Code of Conduct

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
4.5 School Board Members' Code of Conduct	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**

	Name	Training	Date Attended	Location
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
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July 1, 2022 – June 30, 2023

Policy Type:	Governance Process
Policy Title:	4.6 Process for Addressing School Board Member Violations

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
4.6 Process for Addressing School Board Member Violations	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

Adopted: 10/23/12

Revised: 03/24/15

School Board Meeting – September 25, 2023

Record of Board Self-Evaluation
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Policy Type:	Governance Process
Policy Title:	4.7 School Board Committee Principles

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
4.7 Board Committee Principles	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
Governance Process and Board Management Delegation Policies
July 1, 2022 – June 30, 2023**

Policy Type:	Governance Process
Policy Title:	4.8 School Board Committee Structure

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

Policy Type: Governance Process
Policy Title: 4.10 Operation of the School Board Governing Rules

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
4.10 Operation of the School Board Governing Rules	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:

**Record of Board Policy Monitoring
Executive Limitations**

Monitoring 2022-2023 School Year Data : July 1, 2022 – June 30, 2023

The purpose of this document is to demonstrate to the owners that the board holds the superintendent accountable to our ELs.

Policy	Date	Operational Interpretation – is/is not Reasonable?		Evidence – Board does/does not accept the Superintendent’s assertion of compliance/non-compliance		Date to re-monitor if either the OI is “Not Reasonable” or if Board “does not” accept Superintendent’s assertion of “Compliance”	Completed
		Superintendent Assertion	Board Finding	Superintendent Assertion	Board Finding		
EXECUTIVE LIMITATIONS							
EL 2.0 Global Executive Constraint	12/11/23						85
EL 2.1 Emergency Superintendent Succession	08/28/23	Yes	Yes	Yes	Yes		Yes
EL 2.2 Treatment of Students	08/28/23	Yes	Yes	Yes	Yes		Yes
EL 2.3 Treatment of Parents	09/25/23						
EL 2.4 Treatment of Staff	10/23/23						
EL 2.5 Financial Planning and Budgeting	12/11/23						
EL 2.6 Financial Management and Operations	09/25/23						
EL 2.7 Asset Protection	08/28/23	Yes	Yes	Yes	Yes		Yes
EL 2.8 Compensation and Benefits	10/23/23						
EL 2.9 Communication and Support to the School Board	11/27/23						

SUPERINTENDENT CONSENT AGENDA

A. Semi-Monthly Reports

HUMAN RESOURCES

1. Human Resources – Principals
 - a. New Hires
 - b. Change in Assignment
 - c. Resignation/Retirements
2. Human Resources – Administrative/Supervisory/Technical (AST)
 - a. New Hires
Meyer, Joseph - Administrative Dean, Central Middle School, effective 8/28/2023
 - b. Change in Assignment
 - c. Resignation/Retirements
3. Human Resources – Eden Prairie Supervisors & Specialists (EPSS)
 - a. New Hires
 - b. Change in Assignment
 - c. Resignation/Retirements
4. Human Resources – Licensed Staff
 - a. New Hires/Rehires
Baldzicki, Tamra - Permanent Building Reserve Teacher, 1.0 FTE, Eden Prairie High School, effective 9/18/23-5/24/2024
Barnett, Michael - Grade 4 Teacher, 1.0 FTE, Oak Point Elementary, effective 8/28/2023
Brettingen, Karen - Business Education Teacher, .667 FTE, Eden Prairie High School, effective 8/28/2023-1/26/2023
Carter, Benjamin - Band Teacher, 1.0 FTE, Eden Prairie High School, effective 9/5/2023-12/21/2023
Dominguez, Maribel - Grade 2 Teacher, 1.0 FTE, Eagle Heights Spanish Immersion, effective 8/29/2023
Engbretson, Allison - Music -Vocal Teacher, .666 FTE, Districtwide, effective 8/28/2023
Gravelle, Nina - E L Teacher, Oak Point Elementary, effective 9/5/2023-10/30/2023
Griffin, Jessica - Special Education Teacher, 1.0 FTE, Eagle Heights Spanish Immersion, effective 9/18/2023
Hauth, Beatriz - Grade 3 Teacher, 1.0 FTE, Eagle Heights Spanish Immersion, effective 8/28/2023-11/13/2023
Junkermeier, Tamara - Kindergarten Teacher, 1.0 FTE, Cedar Ridge Elementary, effective 10/18/2023 - 1/10/2024
Krueger, Alexandra - Social Studies Teacher, 1.0 FTE, Eden Prairie High School, effective 9/11/2023-12/21/2023
Limond, Susan - Special Education Teacher, 1.0 FTE, Prairie View Elementary, effective 9/1/2023
Lochner, Erin - Multiage Teacher 3-5, 1.0 FTE, Eden Prairie Online Elementary, effective 9/1/2023
Miller, Kristine - Physical Education Teacher, .666 FTE, Eagle Heights Spanish Immersion and Oak Point Elementary, effective 9/27/2023
Moench, Kelli - Grade 1 Teacher, 1.0 FTE, Cedar Ridge Elementary, effective 8/29/2023

SUPERINTENDENT CONSENT AGENDA

Naze, Jessica - Early Childhood Special Education Teacher, 1.0 FTE, Community Education effective 8/28/2023

Papineau, Sarah- Instructional Excellence Coach SPED (TOSA) 1.0 FTE, District Wide effective 9/1/2023

Peskar, Sharon - Elementary Art Teacher, .625 FTE, Districtwide, effective 9/11/2023

Remerowski, Christopher - Health Teacher, 1.0 FTE, Central Middle School, effective 8/28/2023

Schmidt, Cortney - Grade 5 Teacher, 1.0 FTE, Cedar Ridge Elementary School, effective 8/28/2023-11/3/2023

Sorenson, Britta - Special Education Teacher, 1.0 FTE, Eden Prairie Online Secondary, effective 8/28/2023

St. Clair, Robert - English Teacher, .667 FTE, Eden Prairie High School, effective 9/5/2023-11/10/2023

Vollmuth, Jodi - Special Education Teacher/Lead, 1.0 FTE, Eden Lake Elementary, effective 8/28/2023

Wilson, Laura - E L Teacher, 1.0 FTE, Central Middle School, effective 9/5/2023

Zywotko, Melissa - Multiage Teacher K-2, 1.0 FTE, Eden Prairie Online Elementary, effective 9/1/2023

b. Change in Assignment

Lindgren, Michael - From Special Education Paraprofessional to DAPE Teacher, 1.0 FTE, Eden Lake Elementary, Forest Hills Elementary, and Eden Prairie High School, effective 8/28/2023

c. Resignation/Retirements

Abrokwah, Kingsley - Math Teacher, Eden Prairie Online, effective 8/18/2023

Bender, Stephanie - Guidance Counselor, Eden Prairie High School, effective 6/9/2023

Gerber, Gabriella - Science Teacher, Central Middle School, effective 6/9/2023

Gooding, Robert - Social Studies Teacher, Central Middle School, effective 9/15/2023

Rollin, Steve - Talent Development Specialist, Eden Prairie High School, effective 9/15/2023

5. Human Resources – Classified Staff

a. New Hires/Rehires

BUILDING SERVICES

Davis, Kyle - Custodian, Non-Licensed, Night, Eden Prairie High School, 8 hours/day, 5 days/week, 260 Days/year, effective 8/29/2023

CLASS

Broderick, Brandt - Office Professional - Student Activities, Eden Prairie High School, 8 hours/day, 5 days/week, 260 days/year, effective 8/28/2023

Burton-Haselrig, Danielle - Cultural Liaison - African American, Central Middle School, 8 hours/day, 5 days/week, 185 days/year, effective 8/28/2023

Goodman, Molly - Receptionist, Eden Lake Elementary, 8 hours/day, 5 days/week, 191 days/year, effective 9/5/2023

Kazmark, Julie - Receptionist, Prairie View Elementary, 8 hours/day, 5 days/week, 191 days/year, effective 9/18/2023

Lee, Krista - From Kindergarten Paraprofessional, Oak Point Elementary to Receptionist, Eagle Heights Spanish Immersion, 8 hours/day, 5 days/week, 191 days/year, effective 8/28/2023

SUPERINTENDENT CONSENT AGENDA

Schonning, Shayla- Eagle Zone Program Lead, Community Education, 8 hours/day, 5 days/week, 260 days/year, effective 8/28/2023

Seeman, Anne - Office Professional - Personnel and Finance Assistant, Eden Prairie High School, 8 hours/day, 5 days/week, 225 days/year, effective 8/31/2023

Stone, Caitlin- Eagle Zone Program Lead, Community Education, 8 hours/day, 5 days/week, 260 days/year, effective 8/28/2023

Thompson, Isaiah - Finance Assistant, Administrative Services Center, 8 hours/day, 5 days/week, 260 days/year, effective 8/29/2023

FOOD SERVICE

Dualeh, Fadumo - Food Service Assistant I, Prairie View Elementary, 5 hours/day, 5 days/week, 178 days/year, effective 9/5/2023

Eklund, Anna -Food Service Assistant I, 4.5 hours/day, 5 days/week, 178 days/year, effective 9/5/2023

Luedloff, Beverly -Food Service Assistant I, 4.5 hours/day, 5 days/week, 178 days/year, effective 9/5/2023

Mundis, Barbara -Food Service Assistant I, 5 hours/day, 5 days/week, 178 days/year, effective 9/11/2023

Pickard, Samantha -Food Service Assistant I, 4.5 hours/day, 5 days/week, 178 days/year, effective 9/5/2023

MSEA

Acosta, Bonnie - Special Education Paraprofessional, Central Middle School, 6.5 hours/day, 5 days/week, 178 days/year, effective 9/5/2023

Alomassor, Megan - ECSE Paraprofessional, Central Middle School, 7.5 hours/day, 5 days/week, 178 days/year, effective 9/5/2023

Amon, Christopher - Student Supervisor, Central Middle School, 7.5 hours/day, 5 days/week, 178 days/year, effective 9/5/2023

Anderson, Jill - Reading Support Paraprofessional, Districtwide, 2 hours/day, 3 days/week, 103 days/year, effective 9/5/2023 - 6/5/2024

Arshe, Zeinab - Special Education Paraprofessional, Central Middle School, 6.25 hours/day, 5 days/week, 178 days/year, effective 9/5/2023

Austin, Mario - Special Education Paraprofessional, Eden Prairie High School, 6.5 hours/day, 5 days/week, 178 days/year, effective 9/5/2023

Baker, Sydney -Eagle Zone Program Assistant, 3.5 hours/day, 4 days/week, 178 days/year, effective 9/5/2023

Bhoyar, Sadhana - Kindergarten Paraprofessional, 2.5 hours/day, 5 days/week, 178 days/year, effective 9/18/2023

Bhoyar, Sadhana - Special Education Paraprofessional 2.5 hours/day, 5 days/week, 178 days/year, effective 9/18/2023

Carlson, Kaitlyn - Student Supervisor, Community Education, 5.33 hours/day, 5 days/week, 178 days/year, effective 9/5/2023

Cram, Jordyn - Special Education and Lunchroom Paraprofessional, Forest Hills Elementary, 5.83 hours/day, 5 days/week, effective 9/5/2023

Egeberg, Gary - Reading Support Paraprofessional, District Wide, 3.75 hours/day, 5 days/week, 146 days/year, effective 9/5/2023

Flicek, Jodie - Special Education Paraprofessional, Cedar Ridge Elementary, 6.25 hours/day, 178 days/year, effective 9/5/2023

Gaur, Shailja -Eagle Zone Program Assistant, 4 hours/day, 5 days/week, 178 days/year, effective 9/5/2023

SUPERINTENDENT CONSENT AGENDA

Gonzalez, Regina - Crossing Guard, .5 hours/day, 5 days/week, 172 days/year, effective 9/5/2023

Gonzalez, Regina - Special Education Paraprofessional, 3.5 hours/day, 5 days/week, 178 days/year, effective 9/5/2023

Gulgule, Nisha -Eagle Zone Program Assistant, 4 hours/day, 5 days/week, 178 days/year, effective 9/5/2023

Gunasekaran, Umadevi - ECSE Paraprofessional, 5.33 hours/day, 5 days/week, 178 days/year, effective 9/5/2023

Gunti, Anusha - Little Eagles Preschool Paraprofessional, 6.5 hours/day, 5 days/week, 178 days/year, effective 9/5/2023

Hussein, Aminimal - Eagle Zone Program Assistant, Oak Point, 4 hours/day, 5 days/week, 178 days/year, effective 9/18/2023

Jonnadula, Subhashini - Lunchroom Paraprofessional, 3 hours/day, 5 days/week, 178 days/year, effective 9/18/2023

Kannappan, Hemalatha -Eagle Zone Program Assistant, 6.25 hours/day, 5 days/week, 178 days/year, effective 9/5/2023

Kelly, Nicholas -Eagle Zone Sped Para, 4 hours/day, 5 days/week, 178 days/year, effective 9/6/2023

LaVelle, Kristina - Education Testing Center Paraprofessional, Eden Prairie High School, 5 hours/day, 4 days/week, 146 days/year, effective 9/18/2023

LoBue, Daniel - Kindergarten Paraprofessional, Oak Point Elementary, 5 hours/day, 5 days/week, 178 days/year, effective 9/5/2023

Merchant, Shabana - Eagle Zone Program Assistant, 4 hours/day, 5 days/week, 178 days/year, effective 9/5/2023

Muffenbier, Michelle - Reading Support Paraprofessional, 1 hour/day, 5 days/week, 172 days/year, effective 9/8/2023

Munger, Kaylee - Eagle Zone SPED Para, Eden Lake, Oak Point and Eagle Heights, 6.17 hours/day, 3 days/week, 178 days/year, effective 9/5/2023

Omar, Sumaya - Eagle Zone Program Assistant, Community Ed, 3.8 hours/day, 5 days/week, 178 days/year, effective 9/5/2023

Peterson, Jason - Special Education Paraprofessional, Central Middle School, 6.5 hours/day, 178 days/year, effective 9/5/2023

Prado, Samantha - Security Monitor, Eden Prairie High School, 8 hours/day, 5 days/week, 178 days/year, effective 9/5/2023

Port, Melanie -Eagle Zone Program Assistant, 4 hours/day, 5 days/week, 178 days/year, effective 9/18/2023

Reimers, Pam - Eagle Zone SPED Para, Oak Point and Eagle Heights, 2 hours/day, 5 days/week, 178 days/year, effective 9/5/2023

Romero, Terry - Kindergarten Paraprofessional, Oak Point Elementary, 2.5 hours/day, 5 days/week, 178 days/year, effective 9/5/2023

Salad, Iqbal - Eagle Zone Program Assistant, Cedar Ridge, 1.4 hours/day, 5 days/week, 178 days/year, effective 9/5/2023

Selvamurugan, Kalpanal - Eagle Zone Program Assistant, Forest Hills, 4 hours/day, 5 days/week, 178 days/year, effective 9/18/2023

Subramoniam, Vijaya - Eagle Zone Program Assistant, Oak Point, 4 hours/day, 3 days/week, 178 days/year, effective 9/5/2023

Schmitz, Rebecca - Special Education Paraprofessional, Central Middle School, 6.5 hours/day, 5 days/week, 178 days/year, effective 9/5/2023

SUPERINTENDENT CONSENT AGENDA

Tholl, Joanna - Lunchroom Paraprofessional, Prairie View Elementary, 2 hours/day, 5 days/week, 172 days/year, effective 9/5/2023

Trandem, Emily - Special Education Paraprofessional, Eden Prairie High School, 6.5 hours/day, 5 days/week, 178 days/year, effective 9/5/2023

Uyson, Katlyn - Education Paraprofessional, Eden Prairie Online, 5 hours/day, 5 days/week, 178 days/year, effective 9/5/2023

Williams, Whitney - Sped Para / Job Coach at TASSEL, TASSELLI, 6.5 hours/day, 5 days/week, 178 days/year, effective 9/6/2023

Yahye, Ayan - Student Supervisor, Central Middle School, 7.5 hours/day, 5 days/week, 178 days/year, effective 9/5/2023

PRESCHOOL TEACHERS

TRANSPORTATION

McConnell, Daniel - Bus Driver, Transportation, 6 hours/day, 5 days/week, 178 days/year, effective 9/5/2023

Settlocker, Kymberly - Bus Driver, Transportation, 6 hours/day, 5 days/week, 178 days/year, effective 9/5/2023

Zevaleta Jara, Guissella - Eagle Zone Program Assistant, Eden Lake / Oak Point, 4.25 hours/day, 5 days/week, 178 days/year, effective 9/5/2023

b. Change in Assignment

BUILDING SERVICES

CLASS

Izumi, Edite - From Media Clerk to Curriculum Assistant, Prairie View Elementary, 6.5 hours/day, 5 days/week, 185 days/year, effective 8/28/2023

Lovagnini, Arden - From Media Clerk at Eden Prairie High School to Media Clerk at Prairie View Elementary, 5.5 hours/day, 5 days/week, 185 days/year, effective 8/28/2023

FOOD SERVICE

Behrens, Kimberly - From Food Service Assistant I, Prairie View Elementary to Child Nutrition Manager, Prairie View Elementary, effective 9/5/2023

Scherr, Shasta - From Food Service Assistant I, Cedar Ridge Elementary, increase 1 hours/day, 5 days/week, 178 days/year, effective 9/5/2023

MSEA

Fries, Kendra - From Summer Grounds Crew to Special Education Bus Paraprofessional, Transportation, 7 hours/day, 5 days/week, 178 days/year, effective 9/11/2023

Gould, Amanda - Little Eagles Special Education Paraprofessional, Prairie View Elementary, 3.58 hours/day, 5 days/week, 172 days/year, effective 9/5/2023

McConville, Greta - Eagle Zone Program Assistant - Additional Assignment, Oak Point, 3.5 hours/day, 4 days/week, 178 days/year, effective 9/5/2023

PRESCHOOL TEACHERS

TRANSPORTATION

c. Resignation/Retirements

BUILDING SERVICES

CLASS

Abdillahi, Asha - Receptionist, Eden Lake Elementary, effective 8/16/2023

Feind, Stephanie - Receptionist, Prairie View Elementary, effective 9/8/2023

Teicher, Macy - Eagle Zone Program Lead, Community Education, effective 8/24/2023

SUPERINTENDENT CONSENT AGENDA

FOOD SERVICE

Ali, Habibo - Food Service Assistant, Prairie View Elementary, effective 6/8/2023

Galbois, Barb - Food Service Assistant, Eden Prairie High School, effective 6/8/2023

McMahon, Anne - Food Service Assistant, Eden Prairie High School, effective 6/8/2023

MSEA

Castellanos Delgadillo, Adriana - Kindergarten and Special Education Paraprofessional, Eagle Heights Spanish Immersion, effective 6/8/2023

Cox, Keira - EZ SpED Paraprofessional, Cedar Ridge Elementary, effective 6/8/2023

Garlapati, Asha - Special Education Paraprofessional, Central Middle School, effective 6/8/2023

Laufmann, Terri - Special Education Paraprofessional, Oak Point Elementary, effective 6/8/2023

Moen, Anna - Little Eagles and EZ Paraprofessional, Cedar Ridge Elementary, effective 6/8/2023

Nawrocki, Michelle - Kindergarten and Lunchroom Paraprofessional, Cedar Ridge Elementary, effective 6/8/2023

Perry, Michael - Special Education Bus Paraprofessional, Transportation, effective 7/24/2023

Platt, Lily - EZ Program Assistant and Preschool Para, Eden Lake Elementary, effective 9/26/2023

Weber, Joelle - EZ Program Assistant, Forest Hills Elementary, effective 6/8/2023

Wilson, Emma - Special Education Paraprofessional, Central Middle School, effective 9/8/2023

Wuollet, Katie - Lunchroom Para and EZ Sped Paraprofessional, Oak Point and Eagle Heights, effective 6/8/2023

PRESCHOOL TEACHERS

TRANSPORTATION

Knudsen, David - Bus Driver, Transportation, effective 9/21/2023

Human Resources: Fall Sport Coaches

SUPERINTENDENT CONSENT AGENDA

Name	Title	Start Date	End Date
Marea Anderson	Cheer: Asst	8/14/2023	11/25/2023
Valerie Song	Cheer: Head Coach	8/14/2023	11/25/2023
Ryan Ford	Cross Country Asst. Coach	8/14/2023	11/4/2023
Zach Hanson	Cross Country Head Assistant Coach	8/14/2023	11/4/2023
Bruce Kivimaki	Cross Country: Asst. Coach	8/14/2023	11/4/2023
Elizabeth McNamara	Cross Country: Asst. Coach	8/14/2023	11/4/2023
Molly Malone	Cross Country: Asst. Coach	8/14/2023	11/4/2023
Wesley Donaldson	Cross Country: Asst. Coach/volunteer	8/14/2023	11/4/2023
Courtney Heinz Brandon	Cross Country: Head Coach	8/14/2023	11/4/2023
Brain Sibley	Football: 10 th coach	8/14/2023	11/25/2023
Lenny Moskowitz	Football: 10 th coach	8/14/2023	11/25/2023
Mike Monks	Football: 10 th coach	8/14/2023	11/25/2023
Daniel Slinden	Football: 10 th Head Coach	8/14/2023	11/25/2023
Craig Banham	Football: 9A Coach	8/14/2023	11/25/2023
Tony Yost	Football: 9A Head Coach	8/14/2023	11/25/2023

SUPERINTENDENT CONSENT AGENDA

Hobet Diaz	Football: 9B Coach	8/14/2023	11/25/2023
Mitch Rieke	Football: 9B Head Coach	8/14/2023	11/25/2023
Matt Herkenhoff	Football: O line	8/14/2023	11/25/2023
Josh Groll	Football: O line	8/14/2023	11/25/2023
Mark Griffin	Football: Special Team	8/14/2023	11/25/2023
David Ritter	Football: Varsity DB	8/14/2023	11/25/2023
Windlan Hall	Football: Varsity DB	8/14/2023	11/25/2023
Mike Grant	Football: Varsity Head Coach	8/14/2023	11/25/2023
Mark Ritter	Football: Varsity Linebacker	8/14/2023	11/25/2023
Steven O 'Toole	Football: Varsity Linebacker	8/14/2023	11/25/2023
Titus Bates	Football: Varsity RB	8/14/2023	11/25/2023
Tom Anderson	Football: Varsity WR	8/14/2023	11/25/2023
Jenna Knutson	Performance Team: Asst Coach	8/14/2023	11/25/2023
Lindsey Steinke	Performance Team: Asst Coach	8/14/2023	11/25/2023
Emily Ophus	Performance Team: Head Coach	8/14/2023	11/25/2023
John Becker	Soccer Boys: 10 th Coach	8/14/2023	11/4/2023

SUPERINTENDENT CONSENT AGENDA

Paul Selman	Soccer Boys: 9 th Coach	8/14/2023	11/4/2023
Sam Bearak	Soccer Boys: Goalie Coach	8/14/2023	11/4/2023
Doug Boonstra	Soccer Boys: JV Coach	8/14/2023	11/4/2023
Jim Williams	Soccer Boys: Varsity Head Coach	8/14/2023	11/4/2023
Rob St. Clair	Soccer Boys: Varsity Head Coach	8/14/2023	11/4/2023
Lindsay Welch	Soccer Girls: 10 th Coach	8/14/2023	11/4/2023
Emma Statt	Soccer Girls: 9A	8/14/2023	11/4/2023
Abby Kuzara	Soccer Girls: JV Coach	8/14/2023	11/4/2023
Kelly Taylor	Soccer Girls: Varsity Head Coach	8/14/2023	11/4/2023
Andy Coutts	Soccer Girls: Varsity Asst Coach	8/14/2023	11/4/2023
Katherine Windsor	Soccer Girls: Varsity Asst Coach	8/14/2023	11/4/2023
Sydney Chromey	Swim & Dive – Girls: Asst Coach	8/14/2023	11/18/2023
Kelly Derouin	Swim & Dive – Girls: Asst coach (Dive)	8/14/2023	11/18/2023
Bill Bloomberg	Swim and Dive: Varsity Head Coach	8/14/2023	11/18/2023
Donna Ricco	Tennis – Girls Varsity Asst	8/14/2023	10/27/2023
Alexa Horoshak	Tennis – Girls Varsity Head Coach	8/14/2023	10/27/2023

SUPERINTENDENT CONSENT AGENDA

Amy Ware	Tennis – Girls: JV asst coach	8/14/2023	10/27/2023
Karen Nelson	Tennis – Girls: JV Coach	8/14/2023	10/27/2023
Molly Johnson	Volleyball: 10 th head coach	8/14/2023	11/11/2023
Scott Johnson	Volleyball: 9A head coach	8/14/2023	11/11/2023
Patti Werning	Volleyball: 9B coach	8/14/2023	11/11/2023
Shaeann Nelson	Volleyball: 9 th asst coach	8/14/2023	11/11/2023
Kelsey Snyder	Volleyball: JV head coach	8/14/2023	11/11/2023
Stephanie Chapek	Volleyball: Varsity Asst coach	8/14/2023	11/11/2023
Chad Becker	Volleyball: Varsity Head Coach	8/14/2023	11/11/2023

Board Business

General Consent Agenda

Approval of Payments, All funds, August 2023

Check #417743-418073	\$9,472,553.92
Electronic Disbursements	\$3,615,539.82
TOTAL	\$13,088,093.74

Acknowledgment of Electronic Transfers August 2023

INVEST DATE	FROM	TO	INTEREST RATE	MATURITY DATE	PRINCIPAL
3/30/2023	PMA Financial	MNTrust	4.800%	8/31/2023	\$249,808.72

**EDEN PRAIRIE SCHOOLS
GENERAL FUNDS
MONTHLY REVENUE/EXPENDITURE REPORT
FOR THE MONTH ENDING: Jun-23**

REVENUES/TRANSFERS IN (BY SOURCE CODE)					
SOURCE	DESCRIPTION	YEAR TO DATE RECEIVED	CURRENT FULL YEAR PROJECTION	THIS YEAR % RECEIVED	LAST YEAR % RECEIVED
001-020	TAXES	\$ 27,221,388	\$ 27,457,881	99.14%	100.76%
021-040	TUITION	130,526	50,000	261.05%	1419.57%
041-089	FEES & ADMISSIONS	741,515	582,900	127.21%	126.49%
090-199	MISC REVENUE	2,651,199	946,000	280.25%	156.13%
200-399	STATE AID	88,896,818	88,431,584	100.53%	99.89%
400-499	FEDERAL PROGRAMS	6,908,474	6,071,029	113.79%	85.22%
600-649	SALES	123,423	50,000	246.85%	195.76%
		\$ 126,673,343	\$ 123,589,394	102.50%	100.51%
	CAPITAL OUTLAY	15,391,177	15,458,106	99.57%	102.94%
	STUDENT ACTIVITIES	1,753,762	1,580,000	111.00%	81.09%
	MEDICAL ASSISTANCE	184,888	150,000	123.26%	148.26%
	SCHOLARSHIPS	10,049	8,500	118.23%	94.12%
Revenue Notes:					

EXPENDITURES/TRANSFERS OUT (BY OBJECT CODE)					
OBJECT	DESCRIPTION	YEAR TO DATE EXPENDED	CURRENT FULL YEAR PROJECTION	THIS YEAR % EXPENDED	LAST YEAR % EXPENDED
100	SALARIES	\$ 82,783,478	\$ 82,030,769	100.92%	100.85%
200	BENEFITS	24,950,693	25,652,109	97.27%	99.49%
300	PURCHASED SVCS	13,421,203	11,206,838	119.76%	107.22%
400	SUPPLIES & EQUIPMENT	6,854,046	7,995,796	85.72%	108.93%
800	OTHER EXPENSES	634,603	634,896	99.95%	96.88%
900	TRANSFERS & CONTINGENCY	17,485	91,100	19.19%	768.26%
		\$ 128,661,508	\$ 127,611,508	100.82%	101.51%
	CAPITAL OUTLAY	14,719,794	16,111,935	91.36%	95.74%
	STUDENT ACTIVITIES	1,719,846	1,580,000	108.85%	81.07%
	MEDICAL ASSISTANCE	193,650	196,782	98.41%	90.59%
	SCHOLARSHIPS	11,000	11,000	100.00%	240.91%
Expenditure Notes:					

**EDEN PRAIRIE SCHOOLS
GENERAL FUNDS
MONTHLY REVENUE/EXPENDITURE REPORT
FOR THE MONTH ENDING: Jul-23**

REVENUES/TRANSFERS IN (BY SOURCE CODE)					
SOURCE	DESCRIPTION	YEAR TO DATE RECEIVED	CURRENT FULL YEAR PROJECTION	THIS YEAR % RECEIVED	LAST YEAR % RECEIVED
001-020	TAXES	\$ 1,451,375	\$ 32,349,076	4.49%	4.88%
021-040	TUITION	10,223	130,000	7.86%	0.00%
041-089	FEES & ADMISSIONS	207,574	701,000	29.61%	36.81%
090-199	MISC REVENUE	(478,056)	1,346,000	-35.52%	-6.42%
200-399	STATE AID	-	94,670,982	0.00%	0.00%
400-499	FEDERAL PROGRAMS	(999)	6,278,100	-0.02%	2.44%
600-649	SALES	5,458	50,000	10.92%	19.03%
		\$ 1,195,575	\$ 135,525,158	0.88%	1.33%
	CAPITAL OUTLAY	3,167	16,842,675	0.02%	0.04%
	STUDENT ACTIVITIES	827,284	1,880,000	44.00%	47.38%
	MEDICAL ASSISTANCE	-	290,000	0.00%	0.00%
	SCHOLARSHIPS	(5,000)	8,500	-58.82%	0.00%
Revenue Notes:					

EXPENDITURES/TRANSFERS OUT (BY OBJECT CODE)					
OBJECT	DESCRIPTION	YEAR TO DATE EXPENDED	CURRENT FULL YEAR PROJECTION	THIS YEAR % EXPENDED	LAST YEAR % EXPENDED
100	SALARIES	\$ 1,222,800	\$ 88,471,753	1.38%	1.41%
200	BENEFITS	469,948	27,975,315	1.68%	3.39%
300	PURCHASED SVCS	36,274	11,944,232	0.30%	-1.46%
400	SUPPLIES & EQUIPMENT	703,235	5,543,781	12.69%	2.32%
800	OTHER EXPENSES	63,565	652,289	9.74%	15.79%
900	TRANSFERS & CONTINGENCY	-	100,000	0.00%	0.00%
		\$ 2,495,822	\$ 134,687,370	1.85%	1.69%
	CAPITAL OUTLAY	2,373,337	18,059,590	13.14%	14.89%
	STUDENT ACTIVITIES	772,078	1,880,000	41.07%	43.85%
	MEDICAL ASSISTANCE	-	286,361	0.00%	2.69%
	SCHOLARSHIPS	-	11,000	0.00%	0.00%
Expenditure Notes:					

**EDEN PRAIRIE SCHOOLS
GENERAL FUNDS
MONTHLY REVENUE/EXPENDITURE REPORT
FOR THE MONTH ENDING: Aug-23**

REVENUES/TRANSFERS IN (BY SOURCE CODE)						
SOURCE	DESCRIPTION	YEAR TO DATE RECEIVED	CURRENT FULL YEAR PROJECTION	THIS YEAR % RECEIVED	LAST YEAR % RECEIVED	
001-020	TAXES	\$ 1,451,375	\$ 32,349,076	4.49%	4.88%	
021-040	TUITION	10,223	130,000	7.86%	0.00%	
041-089	FEES & ADMISSIONS	304,609	701,000	43.45%	51.81%	
090-199	MISC REVENUE	(333,444)	1,346,000	-24.77%	14.37%	
200-399	STATE AID	10,554,260	94,670,982	11.15%	10.99%	
400-499	FEDERAL PROGRAMS	2,827,526	6,278,100	45.04%	4.28%	
600-649	SALES	27,117	50,000	54.23%	52.75%	
		\$ 14,841,666	\$ 135,525,158	10.95%	9.55%	
	CAPITAL OUTLAY	9,334	16,842,675	0.06%	0.11%	
	STUDENT ACTIVITIES	955,530	1,880,000	50.83%	54.03%	
	MEDICAL ASSISTANCE	-	290,000	0.00%	0.00%	
	SCHOLARSHIPS	(4,934)	8,500	-58.05%	12.14%	
Revenue Notes:						

EXPENDITURES/TRANSFERS OUT (BY OBJECT CODE)						
OBJECT	DESCRIPTION	YEAR TO DATE EXPENDED	CURRENT FULL YEAR PROJECTION	THIS YEAR % EXPENDED	LAST YEAR % EXPENDED	
100	SALARIES	\$ 3,372,030	\$ 88,471,753	3.81%	3.71%	
200	BENEFITS	1,085,863	27,975,315	3.88%	5.20%	
300	PURCHASED SVCS	1,674,911	11,970,588	13.99%	3.07%	
400	SUPPLIES & EQUIPMENT	1,730,295	5,543,781	31.21%	12.15%	
800	OTHER EXPENSES	100,944	652,289	15.48%	17.27%	
900	TRANSFERS & CONTINGENCY	-	73,644	0.00%	0.00%	
		\$ 7,964,043	\$ 134,687,370	5.91%	4.56%	
	CAPITAL OUTLAY	5,664,781	18,059,590	31.37%	26.00%	
	STUDENT ACTIVITIES	883,524	1,880,000	47.00%	48.76%	
	MEDICAL ASSISTANCE	-	286,361	0.00%	2.69%	
	SCHOLARSHIPS	-	11,000	0.00%	0.00%	
Expenditure Notes:						



EDEN PRAIRIE SCHOOLS
Inspiring each student every day

Memorandum

To: Dr. Josh Swanson
From: Dr. Shawn Hoffman-Bram
Date: September 25, 2023
Subject: Learning Exchange Consortium Withdrawal

Executive Summary

It is our recommendation to withdraw from the The Learning Exchange Consortium effective August 30th, 2024 so we can provide direct support to our adults with disabilities that reside in Eden Prairie within our city. Currently, all of our residents have to travel to Bloomington for services.

The Learning Exchange Consortium is a joint powers agreement between the school districts of Bloomington, Richfield, Edina and Eden Prairie. Its sole purpose has been to provide programming for adults with disabilities in each community.

In the last legislative session the Adults with Disabilities funding was changed to become more equitable across the state and allow each district to program their own services without belonging to a consortium. I recommend the board take action through the following resolution which clearly shares our intent to withdraw per the agreement.

Resolution to Withdraw from the Learning Exchange

THEREFORE, BE IT RESOLVED, that the Governing Board of Eden Prairie Schools #272 approves withdrawal of Eden Prairie Schools from the The Learning Exchange Consortium effective August 30, 2024.

Motion_____ Second_____



September 25, 2023

To: Dr. Josh Swanson, Superintendent
From: Jason Mutzenberger, Executive Director of Business Services
Re: Naming of Spaces

Dear Superintendent Swanson,

Eden Prairie High School gained a new classroom this school year to house the aeronautics program. This program is open to all grades and will fulfill an applied arts requirement. Students desiring a course within the Natural & Applied Sciences and Engineering, Technology & Manufacturing Pathways will be sure to notice the new flight simulator located in room 171.

We are recommending the board take action to name this space the Aeronautics Lab. The term “Lab” was intentional as the two classes running this year (Intro to Aircraft and Spacecraft and You Can Fly: Careers in Aerospace) are meant to provide hands-on experiences.

Naming of spaces comes forward as a recommendation for approval under EL 2.7.11 – Furthermore, the Superintendent shall not: Allow anyone other than the School Board to name facilities, schools, classrooms, or spaces within the district.

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

Date of Meeting/Workshop	Changes Requested
Monday, October 9, 2023 – Workshop	
Monday, October 23, 2023	
Monday, November 13, 2023 – Workshop	- ADD: - <i>PBIS: Culture, Climate and Sense of Belonging</i> - <i>5-Year Financial Projections: Revenue & Expense</i>
Monday, November 27, 2023	
Monday, December 11, 2023	
Placeholder – General Board Work	
<ul style="list-style-type: none"> • Baseline AI Discussion – <i>Moved to February 12, 2024</i> • Proactive PBIS— Culture, Climate and Sense of Belonging Work – <i>Moved to November 13, 2023</i> 	
Placeholder – Policy Review	

Eden Prairie School Board
2023–24 WORK PLAN CHANGES
“Proposed” Change

Date of Meeting/Workshop	Changes Requested
Monday, January 8, 2024 – Annual Organizational Mtg and Workshop	- ADD: - <i>Legislative Impacts to Financial and Program Stability</i>
Monday, January 22, 2024	
Monday, February 12, 2024 – Workshop	- ADD: - <i>Artificial Intelligence Working Group Report</i>
Monday, February 26, 2024	
Monday, March 11, 2024 – Workshop	
Monday, March 25, 2024	
Monday, April 8, 2024 - Workshop	- ADD: - <i>Academic Vision Process & Planning</i>
Monday, April 22, 2024	- ADD: - <i>Crisis Management: Legislation Impacts</i>

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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			
<p>****2023****</p> <p>Board Meeting Mon, Jul 24, 2023 7:30 AM</p>				September Inspiring News Article	<ul style="list-style-type: none"> •Monthly Reports •TASSEL Student Handbook •Student Handbooks: <ul style="list-style-type: none"> - High School - Middle School - Elementary Schools (Summary Detail Included) 		103
Joint Meeting: Eden Prairie City Council & Eden Prairie School Board Tuesday, August 15, 2023 5:00 PM, City Center							
<p>Board Meeting Mon, Aug 28, 2023 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 		Record of Board Self-Evaluation	2023-24 School Site Visits	Monthly Reports		
<p>Post Meeting Board Workshop Mon, Aug 28, 2023</p>							School Board Mtg. Self-Assessment
<p>Board Brief Business Meeting Mon, Sep 11, 2023 6:00 PM</p>		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							104 •ADMIN Proposals for FY 2023-24 Workshops •NEW Policy Development Discussion (Ends & EL Policies) •Digital Citizenship Discussion •Policy Monitoring: All BMD Policies – BMD 3.0 – 3.3 •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, Sep 25, 2023 6:00 PM	<ul style="list-style-type: none"> •EL 2.3 Treatment of Parents •EL 2.6 Financial Management & Operations •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 2024-25 Levy Tax Levy Comparison - Tax Levy Presentation Pay 24 •Record of Board Self-Evaluation 		Monthly Reports <u>Superintendent Incidentals:</u> <ul style="list-style-type: none"> • FY 2022-2023 Year-end Preliminary Financial Report •FY 2023-2024 Preliminary Enrollment Report 		

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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"> •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 						105
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"> •Administration: Setting Stage for FY 2024-25 Budget Guidelines •Policy Monitoring: GP 4.0, 4.1, 4.2, 4.3, 4.9 •Discussion—Community Linkage/Listen & Learn—Theme & Location of Event •Confirm agenda for next Board Workshop

EDEN PRAIRIE SCHOOL BOARD
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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, Oct 23, 2023 6:00 PM	<ul style="list-style-type: none"> •Ends 1.1 – 1.6 Evidence (FY 2022-23) •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 4.9 Governance Investment 		<ul style="list-style-type: none"> •Record of Board Self-Evaluation 		<ul style="list-style-type: none"> •Monthly Reports •MSHSL Form A 	<u>Superintendent Incidentals:</u> <ul style="list-style-type: none"> •Enrollment Report as of 10/1/2023 •World’s Best Workforce Report •FY 2022-2023 Achievement Integration Summary Report 	106
Post Meeting Board Workshop Mon, Oct 23, 2023							<ul style="list-style-type: none"> •School Board Mtg. Self-Assessment
Board Workshop Mon, Nov 13, 2023 6:00 PM							<ul style="list-style-type: none"> •Community Linkage: <ul style="list-style-type: none"> - Identify topics for the Inspiring News •<i>PBIS: Culture, Climate & Sense of Belonging</i> •<i>5-Year Financial Projections: Revenue & Expense</i> •Confirm agenda for next Board Workshop

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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, Nov 27, 2023 6:00 PM	EL 2.9 Communication and Support to the School Board	School Board Mid-Year Treasurer’s Report	<ul style="list-style-type: none"> •Record of Board Self-Evaluation 	Identify Topic for January 2024 Inspiring News Topic	Monthly Reports	FY 2022-23 Audited Financial Presentation	107
Post Meeting Board Workshop Mon, Nov 27, 2023							<ul style="list-style-type: none"> •School Board Mtg. Self-Assessment
Board Meeting Mon, Dec 11, 2023 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 2024-25 Levy •Approval of School Board Mid-Year Treasurer’s Report •<u>Closed Session:</u> Review of FY 2022-23 Superintendent Annual Review -Minn. Stat. 13D.05, Subd. 3 •Record of Board Self-Evaluation 	Approval for January 2024 Inspiring News Article	Monthly Reports	<ul style="list-style-type: none"> •Truth in Taxation Hearing Planning and Budgeting 	
Post Meeting Board Workshop Mon, Dec 11, 2023							<ul style="list-style-type: none"> • School Board Mtg. 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			
<p>****2024****</p> <p align="center">Annual Organizational Meeting Mon, Jan 8, 2024 6:00 PM</p>			<ul style="list-style-type: none"> • 2024 Annual Organizational Mtg. <ul style="list-style-type: none"> - Election of Officers - School Board Compensation - School Board Calendar • School Board Meeting Calendar: January 1, 2024, through June 30, 2024 • Appointment of Intermediate District 287 Representative 		<ul style="list-style-type: none"> • 2024 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) 		108
<p>Board Workshop Mon, Jan 8, 2024 6:30 PM Convene following the Annual Organizational Meeting</p>							<ul style="list-style-type: none"> • 2024 Committees & Outside Organization Discussion • Budget: 5-Year Financial Forecast • <i>Legislative Impacts to Financial and Program Stability</i>

EDEN PRAIRIE SCHOOL BOARD
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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			
							109 • Confirm agenda for next Board Workshop
Board Meeting Mon, Jan 22, 2024 6:00 PM		<ul style="list-style-type: none"> •FY 2024-24 Final School Calendar <i>(Draft)</i> •FY 2025-26 Preliminary School Calendar <i>(Draft)</i> •FY 2024-25 Budget Timelines – <i>First Reading</i> • FY 2024-25 Budget Assumptions – <i>First Reading</i> 	<ul style="list-style-type: none"> •FY 2023-24 Mid-Year Budget Approval •Approval FY 2023-24 Mid-Year School Board Budget •Record of Board Self-Evaluation 	2024 School Board Committee & Outside Organization Assignments	<ul style="list-style-type: none"> • Monthly Reports • FY 2024-25 Bus Purchase 		
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"> •Finance Overview •<i>Artificial Intelligence Working Group Report</i> •Agenda Items: Walk-through School Board Agenda •Sample Agenda & Discussion of Agenda Elements

EDEN PRAIRIE SCHOOL BOARD
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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			
							<p align="right">110</p> <ul style="list-style-type: none"> • Source of Agenda Items: Board Request for Information; Superintendent Information; Agenda Timeline • Community Linkage: Discuss Goals & Format for Community Engagement • Confirm agenda for next Board Workshop
Board Meeting Mon, Feb 26, 2024 6:00 PM			Record of Board Self-Evaluation		<ul style="list-style-type: none"> • Monthly Reports • Approval of FY 2024-25 School Calendar • Approval of Preliminary FY 2025-26 School Calendar 	<ul style="list-style-type: none"> • American Indian Education Report • Achievement & Integration Budget 	
Post Meeting Board Workshop Mon, Feb 26, 2024							School Board Meeting Self-Assessment
Board Workshop Mon, Mar 11, 2024 6:00 PM							<ul style="list-style-type: none"> • Mechanics of Monitoring • Confirm agenda for next Board Workshop

EDEN PRAIRIE SCHOOL BOARD
2023-2024 ANNUAL WORK PLAN

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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, Mar 25, 2024 6:00 PM		<ul style="list-style-type: none"> FY 2024-25 Capital Budget – <i>First Reading</i> 	<ul style="list-style-type: none"> Final FY 2024-25 Budget Assumptions Record of Board Self-Evaluation 	<ul style="list-style-type: none"> Identify Topic for June Inspiring News Article 	<ul style="list-style-type: none"> Monthly Reports Resolution to Release Probationary Teachers 		111
Post Meeting Board Workshop Mon, Mar 25, 2024							School Board Meeting Self-Assessment
Board Workshop Mon, Apr 8, 2024 6:00 PM							<ul style="list-style-type: none"> <i>Academic Vision Process & Planning</i> FY 2024-2025 Annual Work Plan Calendar Discussion Discussion/Review all items in Placeholder area on “Work Plan Changes Document.” Workshop Skeleton Summary Discussion FY 2024-2025 School Board Meeting Calendar Discussion FY 2024-2025 School Board Budget Discussion Discuss Policy Change Process (Timelines and

EDEN PRAIRIE SCHOOL BOARD
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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			
							¹¹² Process for Monitoring and Changes in Policy) <ul style="list-style-type: none"> • New Policy Introductions • Inspiring News/MWM Discussion • Confirm agenda for next Board Workshop
Board Meeting Mon, Apr 22, 2024 6:00 PM		<ul style="list-style-type: none"> • FY 2024-25 School Board Work Plan – <i>First Reading</i> • FY 2024-25 School Board Budget – <i>First Reading</i> 	<ul style="list-style-type: none"> • Approval of FY 2024-25 Capital Budget • Approval of FY 2024-25 School Board Meeting Calendar • Approval –Workshop Skeleton Summary Discussion • <u>Closed Session:</u> Negotiation Strategy (MN Statue 13D.03,Subd.1) • Record of Board Self-Evaluation 	Approval of Inspiring News Article for June	<ul style="list-style-type: none"> • Monthly Reports 	<i>Crisis Management: Legislation Impacts</i>	
Post Meeting Board Workshop Mon, Apr 22, 2024							School Board Meeting Self-Assessment
Board Workshop							Retreat/Training Workshop

EDEN PRAIRIE SCHOOL BOARD
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	Policy Monitoring Ends, EL, BMD & GP Monitoring	Decision Preparation	Required Board Action	Board Action on Committee Reports & Minutes			
<i>Training/Retreat</i> Date/Time/Location TBD							113
Board Workshop Mon, May 13, 2024 6:00 PM							Confirm agenda for next Board Workshop
Board Meeting Tues, May 28, 2024* 6:00 PM *Due to Memorial Day on Monday May 27, 2024		<ul style="list-style-type: none"> •FY 2024-25 Budget – <i>First Reading</i> •FY 2024-25 School Meal Prices - <i>DRAFT</i> 	<ul style="list-style-type: none"> • Approval of FY 2024-25 School Board Work Plan •Approval of FY 2024-25 School Board Budget •Record of Board Self-Evaluation 		<ul style="list-style-type: none"> •Monthly Reports 		
Post Meeting Board Workshop Tues, May 28, 2024							<ul style="list-style-type: none"> •School Board Meeting Self-Assessment
Board Workshop Mon, June 10, 2024 6:00 PM							<ul style="list-style-type: none"> •General Fund Budget Q&A •All Ends 1.1 – 1.6 OI's •CLC: Inspiring News Top Discussion – <i>1st Draft (2023-2024)</i> •Confirm agenda for next Board Workshop

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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, 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"> •Approval of FY 2024-25 Adopted Budget •ISD 287 10-Year Facilities Maintenance Resolution •Approval of FY 2024-25 School Meal Prices •Record of Board Self-Evaluation 	Identify Topic for Inspiring News for September 2024	<ul style="list-style-type: none"> • Monthly Reports • EPS 10-Year Facilities Maintenance Plan • Q-Comp Annual Report • Summary Update of General District Policies • Annual Review of District Mandated Policies • MSHSL Resolution for Membership 		114
Post Meeting Board Workshop Mon, Jun 24, 2024							<ul style="list-style-type: none"> •School Board Meeting Self-Assessment