



**EDEN PRAIRIE SCHOOLS**

Inspiring each student every day

**SCHOOL BOARD Regular Workshop**

**Monday, February 8, 2021**

**6:00 PM**

## MEETING AGENDA

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

**1. CONVENE - 6:00 PM**

School Board Members - Aaron Casper, Debjyoti "DD" Dwivedy, Beth Fletcher, Kim Ross, Adam Seidel,  
Veronica Stoltz, Charles "C.J." Strehl

**2. Finance 101**

**2**

**3. Walk through School Board Agenda**

A. "SAMPLE" Agenda

22

B. Annual Work Plan Document

25

C. Work Plan Change Document

41

D. Process/Procedure Document: *Add to or Amend an Agenda, Add a Work Plan Item Process*

42

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



# Finance 101

## February 2021



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# Agenda

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- Budget
  - Process & Factors
- School District Funds
- General Fund Revenues
  - Major Source – State Aid
  - Special Ed Cross Subsidy
  - Voter Approved Levies
- General Fund Expenditures
  - Major Categories of Spending
  - Classroom Teacher Staffing
- Fund Balance Categories
  - Reasons for fund balance
- Budget Unknowns
- 5-Year Enrollment Projections
- 5-Year Financial Forecast
- Resources

# Budget Process

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- Financial Model Software
  - Analyze financial trends, per student spending, resource allocation
- Input Data
  - Prior year audited data
  - Current year budget
  - Assumed outlook of various factors
- Framework for Assumptions
  - Guidance from Citizen Finance Advisory Committee (CFAC)
  - Gauge Local, Regional, Statewide, National Conditions
  - AMSD and MASBO
  - Consult with other School District's
- Long Range Financial Forecast

# Budget Factors

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- Biggest drivers

- Revenue – Enrollment, Basic Formula Allowance, Operating Levy
- Expenditures – Salary/Benefit settlements, class size ratios, fund balance reserves, medical insurance rates, property insurance rates, workers compensation, utility rates

- Enrollment

- Review of demographics
  - Periodic demographic studies, City of Eden Prairie (housing), trends, open enrollment (OE)
- Enrollment Software
  - Include actual history
  - Scientific mechanism for projecting future trends

# School District Fund Categories

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## Operating Funds:

- General
  - Capital
  - Transportation
- Food Service
- Community Service

## Non-Operating Funds:

- Building Construction
  - LTFM
  - Designing Pathways
- Debt Service

## Internal Service Fund:

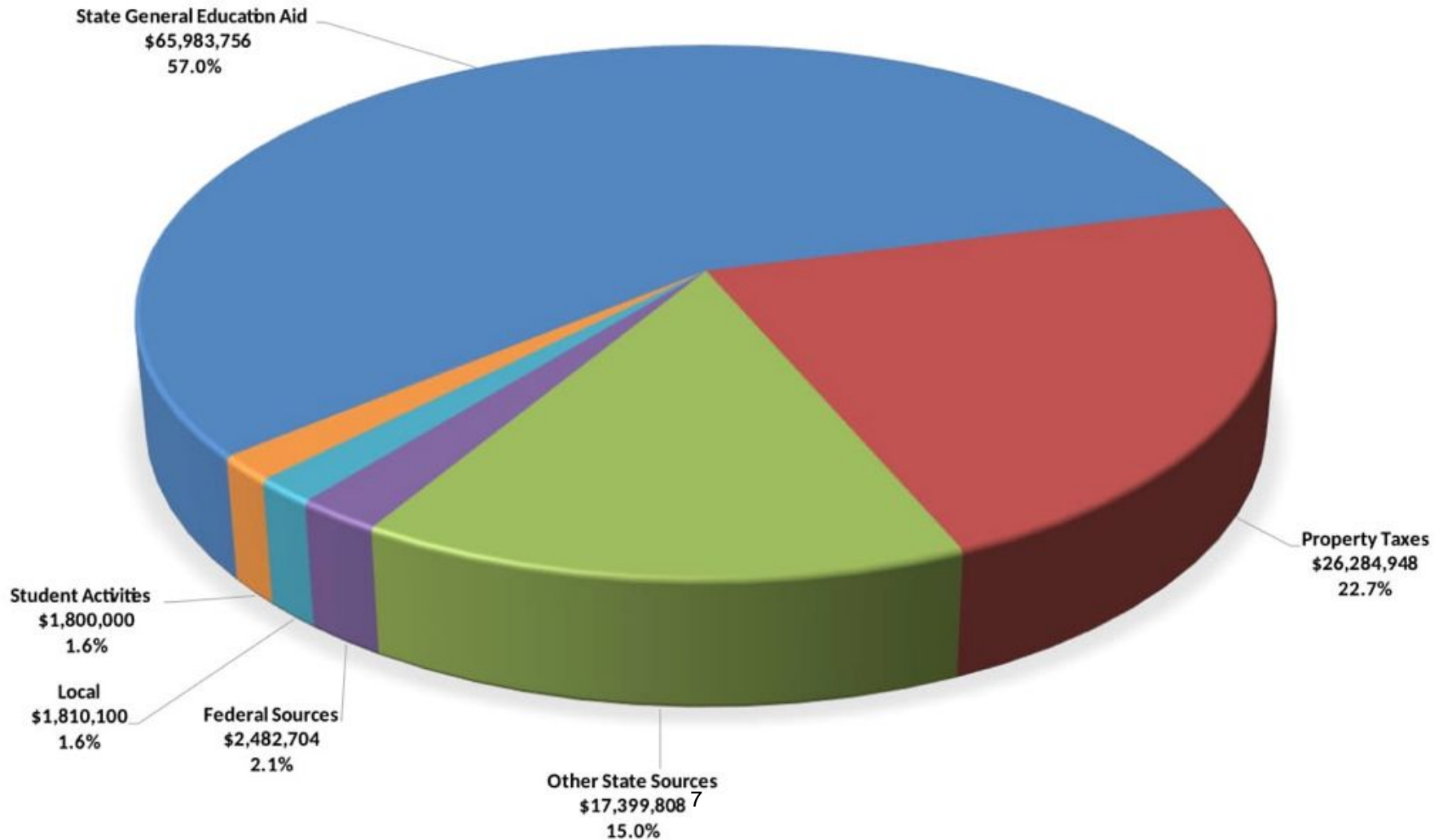
- Dental Self Insurance
- Medical Self Insurance

## Fiduciary:

- OPEB Trust

# GENERAL FUND REVENUES

FISCAL 2021 REVENUE



# General Education Aid

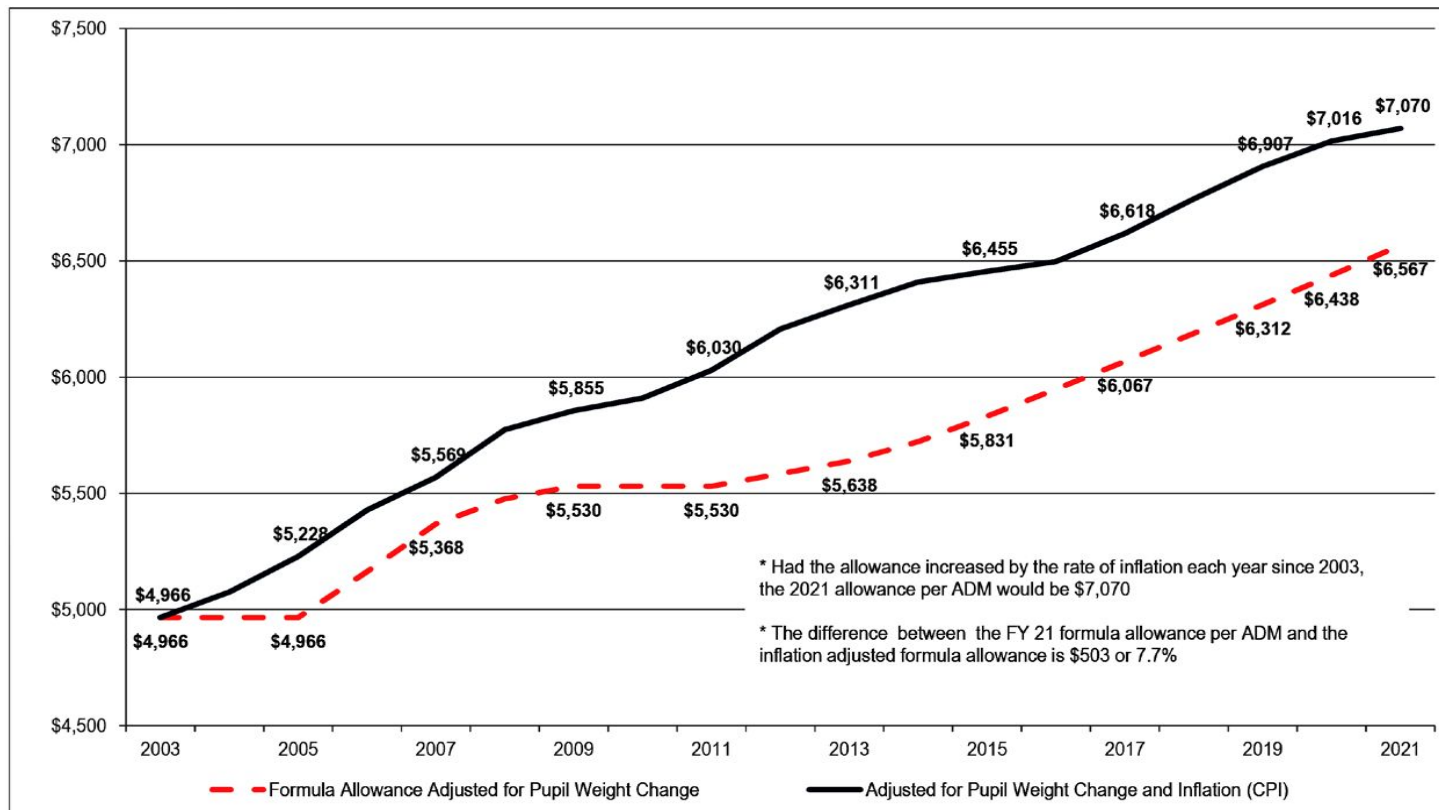
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- Largest source of revenue for the district
- State funds - used for any operating expense
- Formula Allowance times Adjusted Pupil Units
  - FY21 = \$62,222,325
- Adjusted Pupil Unit (APU)
  - Total enrollment, Resident & Open Enrollment
    - 1.0 weighting - Grades K-6
    - 1.2 weighting - Grades 7-12

# Basic General Education Formula Lags Inflation



General Education Formula Allowance, 2003-2021  
Adjusted for Pupil Weight Change and Inflation (CPI)



# Special Education Cross Subsidy

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- Definition – The difference between School district expenditures (\$20.2 Million) for special education programs and corresponding revenue
  - Revenue includes State, Federal, 3<sup>rd</sup> Party Billing, and General Education that reasonably follows the student)
  - \$12.6 million
- Current Cross Subsidy for EPS:
  - \$7.6 Million
  - Paid for by the general fund

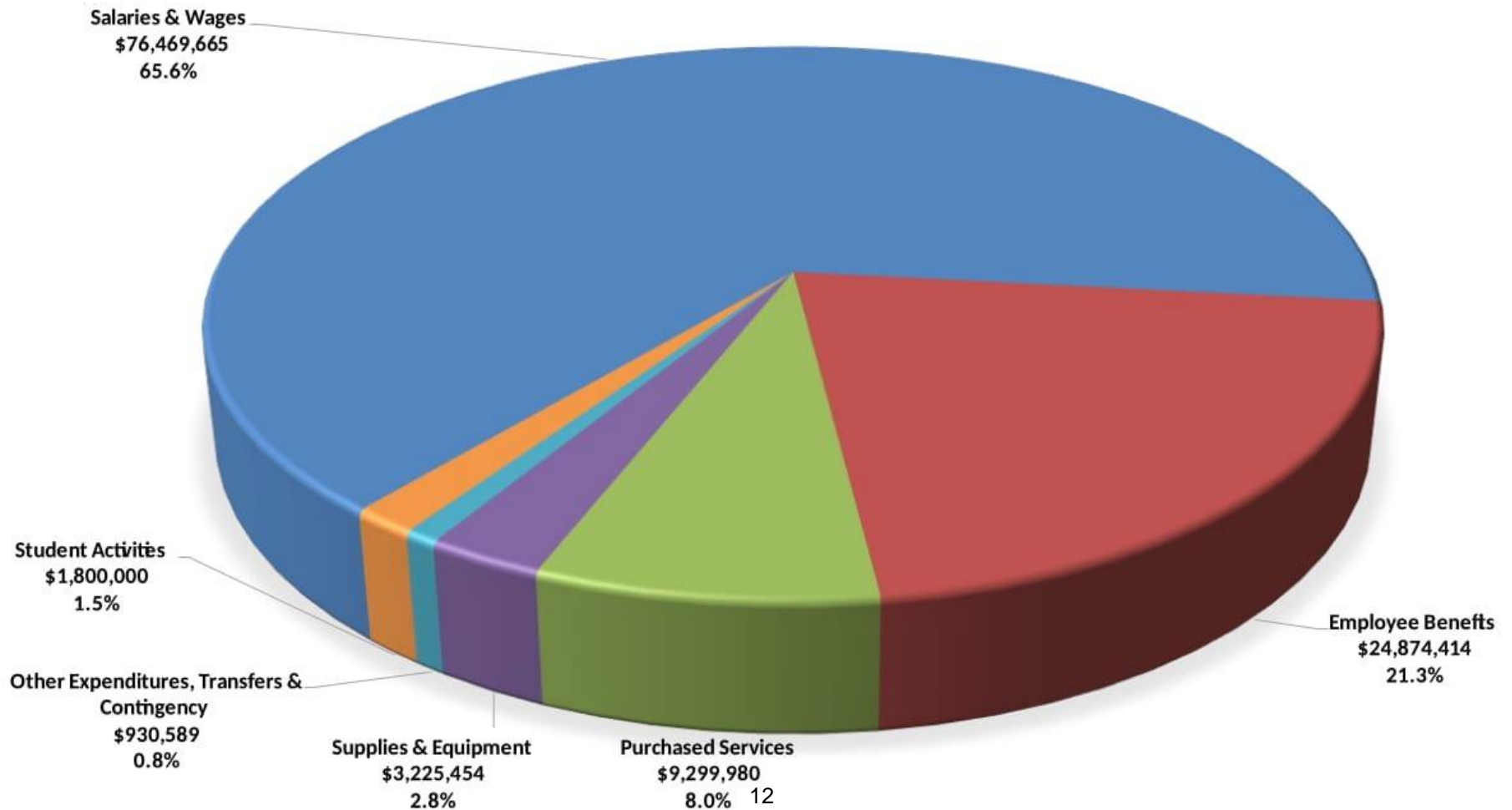
# Voter Approved Levies

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- Operating Referendum
  - Passed in Nov. 2014
  - Expires June 30, 2025
  - Approx. \$22 million per year
- Capital Projects Levy (Technology)
  - Passed in Nov. 2013
  - Expires June 30, 2025
  - Approx. \$7.3 million per year

# GENERAL FUND EXPENDITURES

FISCAL 2021 EXPENDITURES



# Expenditure Categories - % Spent

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- FY21 Budget - \$116,600,102
  - 56.5% Instruction & Instructional Support
  - 18.6% Special Education
    - Cross Subsidy \$7.6 million
  - 7.9% Operations & Maintenance
  - 4.1% District Support
  - 3.2% Administration
  - 6.1% Transportation
  - 3.6% Student Activities<sub>13</sub> & Athletics



# Classroom Teacher Staffing

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Grade	Target
Kindergarten	20.0
Grade 1	20.0
Grade 2	24.0
Grade 3	25.0
Grade 4	27.0
Grade 5	30.0
Grade 6	30.0
Grades 7 & 8	31.0
Grades 9-12	31.5

**Classroom teacher staffing** according to estimated enrollment and class size targets\* across district and by grade

\*Class sizes may vary depending upon specific enrollment

# Fund Balance Categories

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- **Non-spendable** – not in spendable form or legal requirement
  - Prepaid items, Inventories
- **Committed** – used for specific purpose by formal board action
- **Restricted** – legally enforceable constraints
  - Operating capital, health & safety, basic skills, staff development
- **Assigned** – district's intent for specific purpose
  - Capital, site carryover, third party billing
- **Unassigned** – for all other purposes not described by other categories
  - Used to calculate Statutory Operating Debt (SOD)
  - Used to calculate compliance with board policy
  - The fund balance mostly widely referred to by individuals

# Why Have a Fund Balance?

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- Necessary for unknown situations
  - Irregular payments of state and local revenues
  - State aid proration, metering of payments, tax shift, state shut down
  - Mandated but not funded programs
  - Higher utility costs
  - Greater than expected inflation
  - Changes in enrollment and state funding
  - Pandemics!
- Sound fiscal management has a long term positive impact on the success of students
- Validates fiscal credibility with various reporting constituencies, including establishing a good credit rating
- Minimum of 8% per School Board Policy

# Budget Unknowns

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- State Funding
- Federal Funding
- Pandemics
- Teacher Retirements
- Housing Changes within the City
- EP Online
- EPS Pathways

# Enrollment Projections

	2021-22	2022-23	2023-24	2024-25	2025-26
Kindergarten	610	610	610	610	610
Grades 1-5	3,663	3,624	3,611	3,572	3,559
Grades 6-8	1,917	1,910	1,873	1,843	1,833
<u>Grades 9-12</u>	<u>2,864</u>	<u>2,840</u>	<u>2,789</u>	<u>2,817</u>	<u>2,772</u>
<b>Sub-Total</b>	<b>8,444</b>	<b>8,374</b>	<b>8,273</b>	<b>8,232</b>	<b>8,164</b>
<u>EP Online*</u>	<u>320</u>	<u>497</u>	<u>773</u>	<u>1,275</u>	<u>1,275</u>
<b>Total</b>	<b>8,764</b>	<b>8,871</b>	<b>9,046</b>	<b>9,507</b>	<b>9,439</b>

\*EP Online only represents estimated open enrollment

# 5-Year Financial Forecast

Referendum	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11
Fiscal Year	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
Unassigned Fund Balance \$	\$16,914,141	\$14,211,240	\$10,525,882	\$6,280,130	\$2,162,424	-\$18,383,475
Fund Balance %	14.8%	12.3%	9.0%	5.3%	1.8%	-15.2%

# Resources

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- District Website - Finance Department
- MN School Finance History 1849-2019
- MN School Finance-Guide for Legislators
- Minnesota Department of Education Website



**THANK YOU**

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**EDEN PRAIRIE SCHOOLS**  
Inspiring each student every day



# EDEN PRAIRIE SCHOOLS

Inspiring each student every day

SCHOOL BOARD Regular SAMPLE Meeting

Friday, February 28, 2025

6:00 PM

## MEETING AGENDA

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

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

#### School Board Members:

Aaron Casper, Debjyoti "DD" Dwivedy, Beth Fletcher, Kim Ross, Adam Seidel, Veronica Stoltz, Charles "C.J." Strehl

### 2. Pledge of Allegiance: 6:02 PM

### 3. Agenda Review and Approval: 6:03 PM (Action)

Approval of the agenda for the Monday, XX/XX/XX meeting of the School Board of Independent School District 272, Eden Prairie Schools.

**MOTION** \_\_\_\_\_ **Seconded** \_\_\_\_\_

### 4. Approval of Previous Minutes: 6:05 PM (Action)

Approval of the UNOFFICIAL Minutes of the School Board Regular Business Meetings for XX/XX/XX.

**MOTION** \_\_\_\_\_ **Seconded** \_\_\_\_\_

### 5. Public Comment: 6:05 PM (Information)

### 6. Announcements: 6:10 PM (Information)

A. "Eagle Excellence" by Superintendent Josh Swanson

B. Superintendent Annual Review Statement

### 7. Spotlight on Success: 6:15 PM (Information)

A. Example: Oak Point Elementary - Sharing observations about new Collaborative Literacy Writing Curriculum

### 8. Board Work: 6:25 PM (Action)

#### A. Decision Preparation

1) Fiscal Year 2021-22 Budget Assumptions - *First Reading*

2) School Board Year-end Treasurer's Report

3) New Policy Introduction for GP 4.5 - School Board Electronic Devices (*1st Reading*)

4) Closed Session: *Negotiation Strategy (MN Statue 13D.03, Subd.1)* - The governing body of a public employer may by a majority vote in a public meeting decide to hold a closed meeting to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to sections 179A.01 to 179A.25.

**MOTION** by \_\_\_\_\_, **Seconded** by \_\_\_\_\_ to move into Closed Session at \_\_\_\_ PM.

**MOTION** by \_\_\_\_\_, **Seconded** by \_\_\_\_\_ to move out of Closed Session and resume the Regular Business Meeting at \_\_\_\_ PM

#### B. Required Board Action (Action)

1) Eden Prairie High School "Naming of Space Request"

**MOTION** \_\_\_\_\_ **Seconded** \_\_\_\_\_

2) Resolving Awarding the Sale of the General Obligation Facilities Maintenance and Refunding Bonds, Series 2020A (*Roll Call*)

a. Executive Summary

b. Resolution

c. Sale Day Report (Day of Board Meeting) - *Roll Call*

Aaron Casper	Yes ___ No ___	Adam Seidel	Yes ___ No ___
Beth Fletcher	Yes ___ No ___	Veronica Stoltz	Yes ___ No ___
Debjyoti Dwivedy	Yes ___ No ___	Charles Strehl	Yes ___ No ___
Kim Ross	Yes ___ No ___		

C. Policy Monitoring **(Action)**

1) Ends **(Action)**

a. Ends Policy 1.2 - Each student has the 21st Century skills needed to succeed in the global economy.

**Evidence MOTION** \_\_\_\_\_ **Seconded** \_\_\_\_\_

2) Executive Limitations **(Action)**

a. EL 2.1 Emergency Superintendent Succession

**OI MOTION** \_\_\_\_\_ **Seconded** \_\_\_\_\_

**Evidence MOTION** \_\_\_\_\_ **Seconded** \_\_\_\_\_

3) All Board Management Delegations Policies (BMD's) **(Action)**

a. BMD 3.0 - Single Point of Contact

**MOTION** \_\_\_\_\_ **Seconded** \_\_\_\_\_ Board behavior is/is not compliant

4) Governance Process Policies **(Action)**

a. GP 4.5 School Board Members Code of Conduct

**MOTION** \_\_\_\_\_ **Seconded** \_\_\_\_\_ Board behavior is/is not compliant

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

1) 2020-21 Record of Board Policy Monitoring - Governance Policies

2) 2020-21 Record of Board Policy Monitoring - Ends & Executive Limitations (EL's)

9. Superintendent Consent Agenda: **7:05 PM (Action)**

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

**MOTION** \_\_\_\_\_ **Seconded** \_\_\_\_\_ to approve the Consent Agenda as presented.

A. Monthly Reports

1) Resolution of Acceptance of Donations

2) Human Resources Report

3) Business Services Reports

a. Board Business

b. Financial Report - Monthly Revenue/Expenditure Report

B. EPS 10-Year Facilities Maintenance Plan

C. Metro South Consortium Agreement

D. Approval of Updated District Policies - See Appendix "A" (Individual Listing of Policies)

E. Accept Bids: Central Middle School (SMS) - Executive Summary

F. Approval of Agreements: Confidential, AST and EPSS

G. MSHSL (Minnesota State High School League) Resolution for Membership

10. Board Education & Required Reporting: **7:10 PM (Information)**

A. Central Middle School (CMS) Schedule

B. Assessment 101 Overview

C. Fiscal Year 2019-20 Audited Financial Presentation Information

**11. Superintendent's Incidental Information Report: 7:30 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 2021-22 Preliminary Enrollment Report
- B. EP Online
- C. Start Times
- D. Strategic Core Planning Update

**12. Board Action on Committee Reports & Minutes: 7:50 PM (Action)**

- A. Board Development Committee
- B. Community Linkage Committee
- C. Negotiations Committee
- D. Policy Committee

**13. Other Board Updates (AMSD, ECSU, ISD 287, MSHSL): 8:10 PM (Information)**

- A. AMSD (Association of Metropolitan Schools) - Veronica Stoltz, Aaron Casper and Kim Ross
- B. ECSU (Metropolitan Educational Cooperative Service Unit - Veronica Stoltz
- C. ISD 287 (Intermediate School District 287) - Adam Seidel
- D. MSHSL (Minnesota State High School League) - Veronica Stoltz

**14. Board Work Plan: 8:20 PM (Action)**

- A. Work Plan Changes Document (Action)

**MOTION \_\_\_\_\_ Seconded \_\_\_\_\_**

- B. School Board Annual Work Plan FY 2020-21

**15. Adjournment at \_\_\_\_\_ PM**

**EDEN PRAIRIE SCHOOL BOARD**  
**2020-2021 ANNUAL WORK PLAN**

**Board Meetings**

**Board Workshops**

**Other Meetings**

**February 22, 2021**

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			
*****2020*****  Brief Business Meeting Wed, Jul 8, 2020 7:30 AM				<ul style="list-style-type: none"> <li>Community Linkage Meeting Minutes</li> <li>Board Development Committee Minutes</li> </ul>			
Board Meeting Mon, Jul 27, 2020 7:30 AM		<ul style="list-style-type: none"> <li>August Meeting Discussion</li> </ul>	<ul style="list-style-type: none"> <li>Resolution to "Call the General Election"</li> <li>Schedule Candidate Information Sessions</li> </ul>		<ul style="list-style-type: none"> <li>Monthly Reports</li> <li>Student Handbooks:               <ul style="list-style-type: none"> <li>- High School</li> <li>- Middle School</li> <li>- Elementary Schools (Summary Detail Included)</li> </ul> </li> </ul>		
School Board "New Candidate" Information Session Monday (to be scheduled) ASC/EDC, 6:30 – 8:30 p.m.							
School Board "New Candidate" Information Session Monday (to be scheduled ) ASC/EDC, 6:30 – 8:30 p.m.							
<del>Brief Business Meeting Wed, Aug 5, 2020 7:30 AM -Cancelled-</del>							
Regular Business Meeting Mon, Aug 10, 2020 6:00 PM							
<del>Brief Business Meeting Thurs, Aug 13, 2020 Time: 6:00 PM</del>			25				

**EDEN PRAIRIE SCHOOL BOARD**  
**2020-2021 ANNUAL WORK PLAN**

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**February 22, 2021**

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	Policy Monitoring Ends, EL, BMD & GP Monitoring	Decision Preparation	Required Board Action	Board Action on Committee Reports & Minutes			
<b>-Cancelled-</b>							
<b>Board Meeting</b> Mon, Aug 24, 2020 6:00 PM	<ul style="list-style-type: none"> <li>•EL 2.1 Emergency Supt. Succession</li> <li>•EL 2.2 Treatment of Students</li> <li>•EL 2.7 Asset Protection</li> </ul>		<ul style="list-style-type: none"> <li>•2020-21 School Site Visits</li> <li>•EP Online</li> </ul> <hr/> <ul style="list-style-type: none"> <li>•Record of Board Self-Evaluation</li> </ul>		<ul style="list-style-type: none"> <li>•Monthly Reports</li> </ul>		
<b>Post Meeting Board Workshop</b> Mon, Aug 24, 2020							<ul style="list-style-type: none"> <li>•School Board Mtg. Self-Assessment</li> </ul>
<b>Brief Business Meeting</b> <del>Mon, Sep 14, 2020</del> 6:00 PM <b>-Cancelled-</b>					<ul style="list-style-type: none"> <li>•Contract Agreements</li> </ul>		
<b>Board Workshop</b> Mon, Sep 14, 2020 6:00 PM							<ul style="list-style-type: none"> <li>•2019-20 Budget Update</li> <li>•Update on School Openings</li> <li>•Morris Leatherman Survey</li> <li>•ADMIN Proposals for FY 2020-21 Workshops</li> <li>•NEW Policy Development Discussion (Ends &amp; EL Policies)</li> </ul>

**EDEN PRAIRIE SCHOOL BOARD**  
**2020-2021 ANNUAL WORK PLAN**

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**February 22, 2021**

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	Policy Monitoring Ends, EL, BMD & GP Monitoring	Decision Preparation	Required Board Action	Board Action on Committee Reports & Minutes			
							<ul style="list-style-type: none"> <li>• School Board Listening Session Discussion</li> <li>• Policy Monitoring: All BMD Policies – BMD 3.0-BMD 3.3</li> <li>• Policy Monitoring: GP's: 4.4, 4.5, 4.6, 4.7, 4.8, &amp; 4.10</li> <li>• Confirm agenda for next Board Workshop</li> </ul>
<b>Board Meeting</b> <b>Mon, Sep 28, 2020</b> <b>6:00 PM</b>	<ul style="list-style-type: none"> <li>• EL 2.3 Treatment of Parents</li> <li>• EL 2.6 Financial Management &amp; Operations</li> <li>•</li> </ul> <hr/> <ul style="list-style-type: none"> <li>• All BMD Policies:</li> <li>• BMD 3.0 Single Point of Connection</li> <li>• BMD 3.1 Unity of Control</li> <li>• BMD 3.2 Delegation to the Superintendent</li> <li>• BMD 3.3 Superintendent Accountability &amp; Performance</li> </ul> <hr/> <ul style="list-style-type: none"> <li>• GP 4.4 Officer Roles</li> <li>• GP 4.5 School Board Members Code of Conduct</li> </ul>	<ul style="list-style-type: none"> <li>• School Site Visits</li> <li>• New Policy Introduction for GP 4.5 – School Board Electronic Devices (1<sup>st</sup> Reading)</li> </ul>	<ul style="list-style-type: none"> <li>• Approval of Preliminary FY 2021-22 Levy</li> <li>- Tax Levy Comparison</li> <li>- Tax Levy Presentation Pay 21</li> <li>• Resolution Authorizing the Sale of Facility Maintenance Bonds</li> <li>• Resolution Authorizing Sale of Refunding Bonds</li> <li>• Reassessment Update – Safe Schools Plan</li> </ul> <hr/> <ul style="list-style-type: none"> <li>• Record of Board Self-Evaluation 27</li> </ul>		<ul style="list-style-type: none"> <li>• Monthly Reports</li> </ul>	<u>Superintendent Incidentals:</u> <ul style="list-style-type: none"> <li>• FY 2019-2020 Year-end Preliminary Financial Report</li> <li>• FY 2020-2021 Preliminary Enrollment Report</li> </ul>	

**EDEN PRAIRIE SCHOOL BOARD**  
**2020-2021 ANNUAL WORK PLAN**

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**February 22, 2021**

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	Policy Monitoring Ends, EL, BMD & GP Monitoring	Decision Preparation	Required Board Action	Board Action on Committee Reports & Minutes			
	<ul style="list-style-type: none"> <li>•GP 4.6 Process for Addressing School Board Member Violations</li> <li>•GP 4.7 School Board Committee Principles</li> <li>•GP 4.8 School Board Committee Structure</li> <li>•GP 4.10 Operation of the School Board Governing Rules</li> </ul>						
Post Meeting Board Workshop Mon, Sep 28, 2020							•School Board Mtg. Self-Assessment
Board Workshop Mon, Oct 12, 2020 6:00 PM			28				<ul style="list-style-type: none"> <li>•Administration: Setting Stage for FY 2021-22 Budget Guidelines</li> <li>•Policy Monitoring Discussion: GP 4.4 &amp; GP 4.4.1.4</li> <li>•Policy Monitoring: GP 4.0, 4.1, 4.2, 4.3, 4.9</li> <li>•Time Frame: Joint Workshop between School Board Members &amp;</li> </ul>

**EDEN PRAIRIE SCHOOL BOARD**  
**2020-2021 ANNUAL WORK PLAN**

**Board Meetings**

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**Other Meetings**

**February 22, 2021**

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	Policy Monitoring Ends, EL, BMD & GP Monitoring	Decision Preparation	Required Board Action	Board Action on Committee Reports & Minutes			
							<b>ADMIN to discuss Enrollment</b> <ul style="list-style-type: none"> <li>• School Start Times</li> <li>• Site Visit Discussion - ADMIN</li> <li>• Confirm agenda for next Board Workshop</li> </ul>
<b>Board Meeting</b> <b>Mon, Oct 26, 2020</b> <b>6:00 PM</b>	<ul style="list-style-type: none"> <li>• Ends 1.1, 1.2, 1.3 Evidence (FY 2018-19)</li> </ul> <hr/> <ul style="list-style-type: none"> <li>• EL 2.4 Treatment of Staff</li> <li>• EL 2.8 Compensation and Benefits</li> </ul> <hr/> <ul style="list-style-type: none"> <li>• GP 4.0 Global Governance Commitment</li> <li>• GP 4.1 Governing Style</li> <li>• GP 4.2 School Board Job Products</li> <li>• GP 4.3 Annual Work Plan</li> <li>• GP 4.9 Governance Investment</li> <li>• 2<sup>nd</sup> Reading – New Policy for GP 4.5               <ul style="list-style-type: none"> <li>- (GP 4.5.6.1)– School Board Electronic Devices</li> </ul> </li> <li>• Policy GP 4.4.1.4</li> </ul>	Re-Assessment: COVID-19 Re-monitor	<ul style="list-style-type: none"> <li>• Future Board Workshop Topics</li> <li>• Resolution Awarding the Sale of Facility Maintenance Bonds (Moved from 11/23/20)</li> <li>• Resolution Authorizing Sale of Refunding Bonds Purchase (Moved from 11/23/20)</li> </ul> <hr/> <ul style="list-style-type: none"> <li>• Record of Board Self-Evaluation</li> </ul>	29	<ul style="list-style-type: none"> <li>• Monthly Reports</li> <li>• FY 2020-21 Bus Purchase (Moved from 01/25/21)</li> </ul>	<u>Superintendent Incidentals:</u> <ul style="list-style-type: none"> <li>• Enrollment Report as of Oct. 1, 2020               <ul style="list-style-type: none"> <li>- Exec. Summary</li> <li>- Capture Rate</li> <li>- History &amp; Projection Totals</li> <li>- Official October 1 Enrollment Count</li> </ul> </li> <li>• World's Best Workforce Report</li> <li>• FY 2019-2020 Achievement Integration Summary Report</li> </ul>	

**EDEN PRAIRIE SCHOOL BOARD**  
**2020-2021 ANNUAL WORK PLAN**

**Board Meetings**

**Board Workshops**

**Other Meetings**

**February 22, 2021**

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			
Post Meeting Board Workshop Mon, Oct 26, 2020							• School Board Mtg. Self-Assessment
<del>Brief Business Meeting</del> <del>Mon, Nov 9, 2020</del> <del>6:00 PM</del>  Rescheduled on Nov 13, 2020			<ul style="list-style-type: none"> <li>• Resolution Approving Canvassing of Elections</li> <li>• Resolution Authorizing Issuance of Certificates of Election</li> </ul>				
Board Workshop <u>Mon, Nov 9, 2020</u> <del>6:15 PM</del> 6:00 PM							<ul style="list-style-type: none"> <li>• Policy Monitoring Discussion: BMD's: 3.0 &amp; 3.2.3 GP's: 4.5, 4.5.1, 4.5.3 (&amp; Child Policies), 4.5.4, 4.5.6, 4.5.7 &amp; 4.6, 4.6.4.2 &amp; 4.10</li> <li>• "New Policy Introductions"</li> <li>• Review of Treasurer's Annual Report</li> <li>• <del>Student Enrollment</del></li> <li>• Discussion: Board Monitoring Process and Communication</li> </ul>

**EDEN PRAIRIE SCHOOL BOARD**  
**2020-2021 ANNUAL WORK PLAN**

**Board Meetings**

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**Other Meetings**

**February 22, 2021**

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"> <li>Community Linkage Comm. to “draft” article for Inspiring News</li> <li>Confirm agenda for next Board Workshop</li> </ul>
<b>Brief Business Meeting</b> <b>Friday, Nov 13, 2020</b> <b>2:00PM</b>  <b>Zoom Conferencing</b>			<ul style="list-style-type: none"> <li>Resolution Approving Canvassing of Elections</li> <li>Resolution Authorizing Issuance of Certificates of Election</li> </ul>				
<b>Board Meeting</b> <b>Mon, Nov 23, 2020</b> <b>6:00 PM</b>	<ul style="list-style-type: none"> <li>EL 2.9 Communication and Support to the School Board</li> <li>Vote on Policies from the Nov 9, 2020 Workshop – Discussed and Re-monitored</li> </ul>	<ul style="list-style-type: none"> <li>Re-Assessment: COVID-19 Re-monitor</li> <li>Closed Session: Review of FY 2019-20 Superintendent Annual Review -Minn. Stat. 13D.05, Subd. 3</li> </ul>	<ul style="list-style-type: none"> <li>Resolution Awarding the Sale of Facility Maintenance Bonds</li> <li>Resolution Authorizing Sale of Refunding Bonds Purchase (moved to 10/26/20)</li> <li>Record of Board Self-Evaluation</li> </ul>		<ul style="list-style-type: none"> <li>Monthly Reports</li> </ul>	<ul style="list-style-type: none"> <li>FY 2019-20 Audited Financial Presentation</li> </ul>	
<b>Post Meeting Board Workshop</b> <b>Mon, Nov 23, 2020</b>							<ul style="list-style-type: none"> <li>School Board Mtg. Self-Assessment</li> </ul>

**EDEN PRAIRIE SCHOOL BOARD**  
**2020-2021 ANNUAL WORK PLAN**

**Board Meetings**

**Board Workshops**

**Other Meetings**

**February 22, 2021**

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			
<b>Board Meeting Mon, Dec 14, 2020 6:00 PM</b>	<ul style="list-style-type: none"> <li>• EL 2.5 Financial Planning and Budgeting</li> <li>• EL 2.0 Global Executive Constraint</li> </ul>	<ul style="list-style-type: none"> <li>• Re-Assessment: COVID-19 Re-monitor</li> </ul>	<ul style="list-style-type: none"> <li>• Statement from Board Director Veronica Stoltz</li> <li>• 2021 Resolution for Combined Polling Places for General Elections</li> <li>• FY 2021-22 Levy</li> <li>• School Board Treasurer's Report</li> </ul> <hr/> <ul style="list-style-type: none"> <li>• Record of Board Self-Evaluation</li> </ul>	<ul style="list-style-type: none"> <li>• Board Site Visit Debrief</li> <li>• <del>Community Linkage Senior Citizen Listening Presentation for Discussion at the January 2021 Workshop</del></li> </ul>	<ul style="list-style-type: none"> <li>• Monthly Reports</li> <li>• Seek Bids</li> </ul>	<ul style="list-style-type: none"> <li>• Truth in Taxation Hearing</li> <li>• Designing Pathway's Update</li> </ul>	
<b>Post Meeting Board Workshop Mon, Dec 14, 2020</b>							<ul style="list-style-type: none"> <li>• School Board Mtg. Self-Assessment</li> </ul>

**EDEN PRAIRIE SCHOOL BOARD**  
**2020-2021 ANNUAL WORK PLAN**

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**February 22, 2021**

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>*****2021*****</p> <p>Annual Organizational Meeting Mon, Jan 4, 2021 6:00 PM</p>			<ul style="list-style-type: none"> <li>• 2021 Annual Organizational Mtg. <ul style="list-style-type: none"> <li>- Election of Officers</li> <li>- School Board Compensation</li> <li>- School Board Calendar</li> </ul> </li> <li>• 2022 Resolution for Combined Polling Places for the General Elections</li> <li>• School Board Meeting Calendar: Jan 1, 2021 through Jun 30, 2021</li> <li>• Appointment of Intermediate District 287 Representative</li> </ul>		<ul style="list-style-type: none"> <li>• 2021 Annual School District Organizational Items: <ul style="list-style-type: none"> <li>- School District Newspaper</li> <li>- School District Depository/Financial Institutions</li> <li>- Money Wire Transfers</li> <li>- Early Claims Payment</li> <li>- School District Legal Counsel</li> <li>- School District Responsible Authority</li> <li>- Deputy Clerk &amp; Deputy Treasurer</li> <li>- Facsimile Signature Authorization</li> <li>- Authorization to Sign Contracts</li> <li>- Local Education Agency (LEA) Representative</li> <li>- MDE Designation of Identified Official with Authority (IoWA)</li> <li>- Seek Bids</li> </ul> </li> </ul>		
<p>Board Workshop Mon, Jan 4, 2021 6:30 PM Convene (5-10 minutes) following the Annual Organizational Meeting</p>			33				<ul style="list-style-type: none"> <li>• 2021 Committees &amp; Outside Organization Discussion</li> <li>• <del>CLC: Senior Center</del> Talking Points, Agenda &amp;</li> </ul>

**EDEN PRAIRIE SCHOOL BOARD**  
**2020-2021 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			
							<b>Attendance Discussion</b> <ul style="list-style-type: none"> <li>Budget: 5-Year Financial Forecast</li> <li>Levy's &amp; Schedule</li> <li>School Wide Enrichment Model (SEM) –1, (Move from the February 2021 Workshop)</li> <li>Engagement Strategies</li> <li>Confirm agenda for next Board Workshop</li> </ul>
<b>Board Meeting</b> <b>Mon, Jan 25, 2021</b> <b>6:00 PM</b>		<ul style="list-style-type: none"> <li>FY 2021-22 Final School Calendar (Draft)</li> <li>FY 2022-23 Preliminary School Calendar (Draft)</li> <li>FY 2021-22 Budget Timelines – First Reading</li> <li>FY 2021-22 Budget Assumptions – First Reading</li> </ul>	<ul style="list-style-type: none"> <li>FY 2020-21 Mid-Year Budget Approval</li> <li>Record of Board Self-Evaluation</li> </ul>	<ul style="list-style-type: none"> <li>2021 School Board Committee &amp; Outside Organization Assignments</li> </ul>	<ul style="list-style-type: none"> <li>Monthly Reports</li> <li><del>FY 2021-22 Bus Purchase</del> (moved to 10/26/20)</li> </ul>		
<b>Post Meeting Board Workshop</b> <b>Mon, Jan 25, 2021</b>			34				<ul style="list-style-type: none"> <li>School Board Meeting Self-Assessment</li> </ul>

**EDEN PRAIRIE SCHOOL BOARD**  
**2020-2021 ANNUAL WORK PLAN**

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**February 22, 2021**

Board Meeting or Board Workshop Type, Date and Time	Board Work				Supt Consent Agenda Items (Human Resources & Business Services Reports)	Board Education & Required Reporting	Workshop Topic(s)
	Policy Monitoring Ends, EL, BMD & GP Monitoring	Decision Preparation	Required Board Action	Board Action on Committee Reports & Minutes			
Board Workshop Mon, Feb 8, 2021 6:00 PM							<ul style="list-style-type: none"> <li>• Finance 101</li> <li>• <del>Transportation: Funding &amp; Options</del></li> <li>• School-Wide Enrichment Model (SEM) — 1 (Move to January 2021 Workshop)</li> <li>• Walk through School Board Agenda</li> <li>• Confirm agenda for next Board Workshop</li> </ul>
Board Meeting Mon, Feb 22, 2021 6:00 PM			<hr/> <ul style="list-style-type: none"> <li>• Record of Board Self-Evaluation</li> </ul>		<ul style="list-style-type: none"> <li>• Monthly Reports</li> <li>• Approval of FY 2021-22 School Calendar</li> <li>• Approval of Preliminary FY 2022-23 School Calendar</li> </ul>	• Ends 1.1.2	
Post Meeting Board Workshop Mon, Feb 22, 2021							<ul style="list-style-type: none"> <li>• School Board Meeting Self-Assessment</li> </ul>
Board Workshop Mon, Mar 8, 2021 6:00 PM							<ul style="list-style-type: none"> <li>• Communications</li> <li>• Define Policy under Policy Governance: Ends, EL's, GP's and BMD's</li> </ul>

**EDEN PRAIRIE SCHOOL BOARD**  
**2020-2021 ANNUAL WORK PLAN**

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**February 22, 2021**

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"> <li>•Policy Workshop: Discuss Potential Policy Changes</li> <li>•Confirm agenda for next Board Workshop</li> </ul>
<b>Board Meeting</b> <b>Mon, Mar 22, 2021</b> <b>6:00 PM</b>	<ul style="list-style-type: none"> <li>•Re-monitor GP 4.5 for FY 2020-21</li> </ul>	<ul style="list-style-type: none"> <li>• FY 2021-22 Capital Budget – <i>First Reading</i></li> <li>• FY 2021-22 Capital Outlay</li> </ul>	<ul style="list-style-type: none"> <li>•Resolution to Release Probationary Teachers</li> <li>•Final FY 2021-22 Budget Assumptions</li> </ul> <hr/> <ul style="list-style-type: none"> <li>•Record of Board Self-Evaluation</li> </ul>		<ul style="list-style-type: none"> <li>•Monthly Reports</li> </ul>	<ul style="list-style-type: none"> <li>•Designing Pathways Update</li> </ul>	
<b>Post Meeting</b> <b>Board Workshop</b> <b>Mon, Mar 22, 2021</b>							<ul style="list-style-type: none"> <li>•School Board Meeting Self-Assessment</li> </ul>
<b>Board Workshop</b> <b>Mon, Apr 12, 2021</b> <b>6:00 PM</b>							<ul style="list-style-type: none"> <li>•Agenda Items: Sample Agenda &amp; Discussion of Agenda Elements</li> <li>•Source of Agenda Items: Board Request for Information; Superintendent Information; Agenda Timeline</li> <li>•FY 2021-2022 Annual Work Plan Calendar Discussion</li> </ul>

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**2020-2021 ANNUAL WORK PLAN**

Board Meetings

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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"> <li>• Discussion/Review all items in Placeholder area on "Work Plan Changes Document"</li> <li>• FY 2021-2022 School Board Meeting Calendar Discussion</li> <li>• FY 2021-2022 School Board Budget Discussion</li> <li>• Mechanics of Monitoring</li> <li>• Choice for Each: School Wide Enrichment Model (SEM)</li> <li>• Confirm agenda for next Board Workshop</li> </ul>
Board Meeting Mon, Apr 26, 2021 6:00 PM		<ul style="list-style-type: none"> <li>• FY 2021-22 School Board Work Plan – First Reading</li> <li>• Closed Session: Negotiation Strategy (MN Statue 13D.03, Subd.1)</li> <li>• FY 2021-22 School Board Budget – First Reading</li> </ul>	<ul style="list-style-type: none"> <li>• Approval of FY 2021-22 Capital Budget</li> <li>• Approval of FY 2021-22 School Board Meeting Calendar</li> </ul> <hr/> <ul style="list-style-type: none"> <li>• Record of Board Self-Evaluation</li> </ul>		<ul style="list-style-type: none"> <li>• Monthly Reports</li> <li>• ALC Fiscal Agent Agreement with District 287</li> </ul>		

**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			
		<ul style="list-style-type: none"> <li>FY 2022-2023 Preliminary School Calendar – First Reading</li> </ul>					
Post Meeting Board Workshop Mon, Apr 26, 2021							<ul style="list-style-type: none"> <li>School Board Meeting Self-Assessment</li> </ul>
Board Workshop Mon, May 10, 2021 6:00 PM							<ul style="list-style-type: none"> <li>Strategic Plan</li> <li>Community Ed</li> <li>Y-T-D Update and Plan Update</li> <li>Confirm agenda for next Board Workshop</li> </ul>
Board Meeting Mon, May 24, 2021 6:00 PM		<ul style="list-style-type: none"> <li>FY 2021-22 Budget – First Reading</li> </ul>	<ul style="list-style-type: none"> <li>Approval of FY 2021-22 School Board Work Plan</li> <li>Approval of FY 2021-22 School Board Budget</li> <li>FY 2022-23 Preliminary School Calendar</li> </ul> <hr/> <ul style="list-style-type: none"> <li>Record of Board Self-Evaluation</li> </ul>		<ul style="list-style-type: none"> <li>Monthly Reports</li> <li>MSHSL Resolution for Membership</li> <li>Approval of FY 2021-22 School Meal Prices</li> </ul>		

**EDEN PRAIRIE SCHOOL BOARD**  
**2020-2021 ANNUAL WORK PLAN**

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**February 22, 2021**

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			
Post Meeting Board Workshop Mon, May 24, 2021							•School Board Meeting Self-Assessment
Board Workshop Mon, June 14, 2021 6:00 PM							•General Fund Budget Q&A •Ends 1.1, 1.2, 1.3 OI •Confirm agenda for next Board Workshop
Board Meeting Mon, June 28, 2021 6:00 PM	•Ends 1.1, 1.2, 1.3 OI		•Approval of FY 2021-22 Adopted Budget •ISD 287 10-Year Facilities Maintenance Resolution <hr/> •Record of Board Self-Evaluation		•Monthly Reports •EPS 10-Year Facilities Maintenance Plan •Q-Comp Annual Report •Annual Review of District Mandated Policies •Approval of Updated District Policies		
Post Meeting Board Workshop Mon, Jun 28, 2021							•School Board Meeting Self-Assessment

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**February 22, 2021**

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			

**Eden Prairie School Board**  
**2020–21 WORK PLAN CHANGES**  
*“Proposed” Changes for the*  
**February 22, 2021 Meeting**

Date of Meeting/Workshop	Changes Requested
Monday, February 8, 2021 – <b>Workshop</b>	
Monday, February 22, 2021	
Monday, March 8, 2021 – <b>Workshop</b>	
Monday, March 22, 2021	
Monday, April 12, 2021 – <b>Workshop</b>	
Monday, April 26, 2021	-
Monday, May 10, 2021 – <b>Workshop</b>	
Monday, May 24, 2021	-
Monday, June 14, 2021 – <b>Workshop</b>	- <i>Ends 1.1, 1.2. 1.3 OI</i>
Monday, June 28, 2021	
<b>Placeholder – General Board Work</b>	
<ul style="list-style-type: none"> <li>• Cultural Proficiency Continuum</li> <li>• Board Development Training</li> <li>• School Board Listening Session Discussion</li> <li>• Further Discussion on Audio Recording of School Board Workshops – sent to Community Linkage for further research</li> </ul>	
<b>Placeholder – Policy Review</b>	
<ul style="list-style-type: none"> <li>• <i>Policy GP 4.9.1.1 to be sent to the Policy Committee to create language requested</i></li> <li>• A review of all Board Policies as it relates to race inclusion for all students in all ethnic groups</li> </ul>	

## Eden Prairie School Board

### Add to or Amend an Agenda, Add a Work Plan Item Process

Prior to an upcoming Board Business Meeting or Workshop, the Board Chair, Vice Chair and Superintendent draft an agenda during an agenda setting meeting, noting changes from the Board approved Board Work Plan. At the Board meeting, the agenda must be approved by the Board; it may also be amended prior to or after the agenda is approved. A Board Director may notify their fellow Directors ahead of time that they intend to propose an agenda amendment.

#### Add Committee updates and requests for Board action

Board Committees are responsible to report progress on tasks they are asked to do by the Board to help the Board do its work.

1. Add Committee meeting minutes to Board meeting agenda
  - a. At least one day prior to the agenda setting meeting for an upcoming Board Business Meeting or Workshop, the committee Chair sends meeting minutes to the Board Chair and Executive Assistant. These minutes are added to the agenda.
  - b. If the agenda setting meeting has already taken place, the committee Chair follows the procedure for "Amend an Agenda."
2. Request for Board Action, recommendation or feedback (5-minute discussion)
  - a. If the issue is resolved, no further action is needed
  - b. If the issue is not resolved, it may be added to the Board Work Plan slate or sent back to the committee for refinement

#### Amend an Agenda

A motion is made by a Board Director to amend the agenda. The Director states the item to be amended, justification for amending, and where on the agenda it would be added/moved to/removed from.

1. If there is **no second** to the motion to amend the agenda, the motion dies.
2. If there is a **second** to the motion, the Board may discuss and then votes
  - a. The Board may vote to **oppose** the amendment, and the item may be added to the Board Work Plan instead.
  - b. The Board may vote to **accept** the proposed amendment by majority vote if *draft* agenda, by 2/3 vote if *approved* agenda. The item is then slated into an appropriate section of the agenda.

#### Add an Item to the Board Work Plan

Any Board Director may request that one or more items be amended/added to/moved to/removed from the Board Work Plan. If a majority of the Board agrees, the action is taken.

Following all amendments, the Clerk or Chair restates the slate for clarity, and the Board votes to approve or reject the amended Board Work Plan.