

Eden Prairie School Board

# New Director Orientation



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# Welcome

Congratulations!  
You've been elected  
to the  
Eden Prairie School Board



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# Being a School Board Director



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# Assuming your new School Board Director role:

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- Who A Director is an elected or appointed official acting in the long range best interest of **ALL** students.
- What A Director's focus is long range and at a high level (governance).
- Why To ensure that **each** student obtains an outstanding education that prepares them for their future in a manner that justifies the resources expended. *"What good, for whom, at what cost"*
- How A Director works collaboratively with fellow board members and the superintendent to bring about positive change for the District through implemented policy.

# What's expected of me as a Board Director?

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## Board Director responsibilities:

- Complete Board required training (orientation, additional individual and whole board training)
  - Complete MN State mandated training (MSBA I & II) within 6 months of being sworn in
  - Complete Policy Governance 101 Training in November/December
  - Prepare for Board Meetings, be present and on time
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- Model effective leadership, being in compliance with all statutes and policies
  - Observe the principles of the Policy Governance® model
  - Serve on at least one Board committee
  - Attend Board events
  - Attend District and community events

# What tools do I need to do the job?

## From the District office you receive:

- District #272 ID badge and lanyard
- School Board Member magnetic ID badge and business cards
- Laptop computer for your use while you are on the Board
- District e-mail account (do NOT use your personal email for District work)
- Invitations for all meetings, sent via email (please respond promptly)

## From the Board you receive:

- RealBoard Toolkit reference volumes 1-4
- Robert's Rules of Order
- Alsbury (2015). *Improving School Board Effectiveness: A Balanced Governance Approach*.



What does  
it mean to  
govern?




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# Governance: The Board's job

The School Board's authority to act is granted by the State of Minnesota ([Statute 123B.09](#))

## The Board's responsibilities include:

- Set the vision for the District
  - Hire the Superintendent to realize the vision; evaluate at least yearly
  - Connect with the community
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- Set policies based on community values and monitor the district's progress toward those goals
  - Approve the District budget
  - Advocate for public education



# Management: The Superintendent's job

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**The Board hires and evaluates only one employee, the Superintendent.**  
The Superintendent is the Board's **sole point of contact** with the District.

## **The Superintendent's job:**

- The management of the District's schools and staff
- The administration of all school board policies and district policies

## **Accountability:**

The Superintendent is directly accountable to the School Board.



How does  
the Board  
do its  
work?



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# Board Structure:

- **Board Officers:**

Chair, Vice Chair, Treasurer, Clerk  
(Elected by their fellow Directors,  
each officer serves a one year term)

- **Board Directors:**

All seven board members

- **Ex-officio member:**

The superintendent educates and advises the Board so that they can make informed decisions on matters requiring a Board vote. The Superintendent is a non-voting member of the Board.



# Board Meetings:

## **Board Business Meetings and Workshops:** (2 to 4 hrs/meeting)

- Generally, the Board holds one Business Meeting and one Workshop each month (with some exceptions due to holidays or state statute)

## **Board Committee Meetings:** (1 to 2 hours per meeting)

- Each member serves on at least one, but usually two committees that meet as arranged

## **Outside organizations:**

- Directors may also be appointed to other District or professional organizations, meeting times as announced



# Quorums and the [Open Meeting Law](#):

*(Click on the title for more complete information regarding the Open Meeting law)*

## **Quorum:**

Since our board is comprised of 7 members, a quorum is when 4 members are present.

## **Meeting:**

A “meeting” is when a quorum or more of the school board is gathered—in person or by electronic means, whether or not action is taken or contemplated.

## **Open Meeting:**

A meeting for which proper notice is given in advance of the meeting, the public may attend and observe, and relevant materials are available to the public.





# The Official School Board Calendar:

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The Board's work is cyclical in nature, much like the school year.

The Board Calendar lays out the sequence and content of meetings.

It is a living document that is amended as needs arise.

# School Board Events:

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**The Board is committed to robust community linkage.**

**We establish and complete yearly goals to:**

- Meet with each district school
- Attend student recognition events
- Meet with community members
- Meet with Eden Prairie City Council
- Meet with other local civic groups
- Attend professional organization meetings
- Communicate with elected officials



# Who can I turn to with questions?

## During orientation and initial training:

- The Board Chair, optional Board Mentor, Superintendent
- Self-study reference materials: [School Board Handbook](#), [School Board Website](#)
- MN School Board Assoc. (MSBA) Phase I and II facilitators, Policy Governance® training facilitators

## Ongoing:

- Board Chair, Board Mentor, other Board Directors, Superintendent
- [School Board Handbook](#), [School Board Website](#) including policies and procedures
- MSBA Phase 3 and 4 facilitators, whole board training consultants
- [MSBA website](#), NSBA website, school board governance related research materials





# How will I receive compensation for my service?

- You may select to have your monthly earnings (an amount determined annually by the board) automatically deposited into your bank account.
- You may also elect to deduct a portion of your pay to be deposited into a Public Employees Retirement Account (PERA) for your future use.
- Board Directors **are NOT employees** of the District, and are therefore ineligible to receive employee benefits.



# A final thought: EPSB Ends Policy 1.0

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*“Eden Prairie public schools exist so that  
**each student**  
obtains an outstanding education  
that prepares them for their next stage of life  
in a manner that justifies the resources expended.”*



A large, stylized graphic of a wing or hand reaching out, rendered in a lighter shade of red, positioned on the left side of the image.

# Welcome Aboard!



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