

**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 p.m.** **(Roll Call)**  
**Call to Order:**  
School Board Roll Call  
Dave Espe, Ranee Jacobus, John Kohner, Elaine Larabee, Greg Lehman, Holly Link, Adam Seidel
2. **Pledge of Allegiance: 6:00 p.m.**
3. **Agenda Review and Approval: 6:05 p.m.** **(Action)**  
Approval of the agenda for the Monday, September 25, 2017 meeting of the School Board of Independent School District 272, Eden Prairie Schools.  

Motion \_\_\_\_\_ Seconded \_\_\_\_\_
4. **Approval of Previous Minutes: 6:05 p.m.** **(Action)**  
Approval of the August 28, 2017 Regular Business Meeting Unofficial Minutes and the September 11, 2017 Brief Business Meeting.  

Motion \_\_\_\_\_ Seconded \_\_\_\_\_

  - A. August 28, 2017 UNOFFICIAL Minutes 4
  - B. September 11, 2017 UNOFFICIAL Minutes 7
5. **Public Comment: 6:05 p.m.** **(Information)**
6. **Announcements: 6:10 p.m.** **(Information)**
7. **Spotlight on Success: 6:15 p.m.** **(Information)**  
Spanish Immersion Student Panel
8. **Board Work: 6:25 p.m.** **(Action)**
  - A. Resolution Appointing Election Judges **(Roll Call)** 8  

Motion \_\_\_\_\_ Seconded \_\_\_\_\_
  - B. Approval of Preliminary FY18 Tax Levy  

Motion \_\_\_\_\_ Seconded \_\_\_\_\_

    - 1) Executive Summary - Preliminary FY18 Tax Levy 12
    - 2) Tax Levy Comparison 13
    - 3) Tax Levy Presentation Pay18 #2 14
  - C. Policy Monitoring
    - 1) Executive Limitations (EL)
      - a. EL 2.1 (OI) Superintendent Succession Plan 30  

OI Motion \_\_\_\_\_ Seconded \_\_\_\_\_
      - b. EL 2.3 Treatment of Parents 33  

OI Motion \_\_\_\_\_ Seconded \_\_\_\_\_  
Evidence Motion \_\_\_\_\_ Seconded \_\_\_\_\_
      - c. EL 2.6 Financial Management & Operations 47  

OI Motion \_\_\_\_\_ Seconded \_\_\_\_\_

2) Board Management Delegation (BMD)

55

## a. 3.0 Single Point of Connection

Motion \_\_\_\_\_ Seconded \_\_\_\_\_

## b. 3.1 Unity of Control

Motion \_\_\_\_\_ Seconded \_\_\_\_\_

## c. 3.2 Delegation to the Superintendent

Motion \_\_\_\_\_ Seconded \_\_\_\_\_

## d. 3.3 Superintendent Accountability and Performance

Motion \_\_\_\_\_ Seconded \_\_\_\_\_

3) Governance Process (GP)

60

## a. 4.4 Officer Roles

Motion \_\_\_\_\_ Seconded \_\_\_\_\_

## b. 4.5 School Board Members' Code of Conduct

Motion \_\_\_\_\_ Seconded \_\_\_\_\_

## c. 4.6 Process of Addressing School Board Member Violations

Motion \_\_\_\_\_ Seconded \_\_\_\_\_

## d. 4.7 School Board Committee Principles

Motion \_\_\_\_\_ Seconded \_\_\_\_\_

## e. 4.8 School Board Committee Structure

Motion \_\_\_\_\_ Seconded \_\_\_\_\_

## f. 4.10 Operation of the School Board Governing Rules

Motion \_\_\_\_\_ Seconded \_\_\_\_\_

## D. Record of Board Self-Evaluation

## 1) Record of Board Policy Monitoring - Ends &amp; EL's

74

Motion \_\_\_\_\_ Seconded \_\_\_\_\_

## 2) Record of Board Self-Evaluation - Governance Policies

*(Information)*

78

## E. Board Action on Committee Reports &amp; Minutes

9. Superintendent Consent Agenda: 6:40 p.m.*(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) Resolution of Acceptance of Donations

83

## 2) Human Resources Report

84

## 3) Business Services Reports

## a. Board Business

88

## b. Financial Report

89

10. Board Education & Required Reporting: 6:50 p.m.*(Information)*11. Superintendent's Incidental Information Report: 6:55 p.m.*(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. Enrollment Update

90

## B. 2016-2017 Unaudited Financials

98

## C. Data Requests

## D. Other

12. Other Board Updates (TIES, AMSD, WMEP, ISD 287, PTO): 7:15 p.m.*(Information)*

A. TIES

Presenter: Greg Lehman

B. AMSD

Presenter: Ranee Jacobus & Adam Seidel

C. WMEP

Presenter: Dave Espe

D. ISD 287

Presenter: John Kohner

13. **Board Work Plan: 7:20 p.m.**

A. "Proposed" Work Plan Changes Document

**Motion \_\_\_\_\_ Seconded \_\_\_\_\_** *(Action)*

104

B. 2017-2018 Annual Work Plan

105

C. 2017-2018 School Board Calendar of Events & Activities

115

14. **Adjournment: \_\_\_\_ p.m.**

*(Action)*

MOTION to adjourn the Monday, September 25, 2017 Meeting of the Eden Prairie School Board at \_\_\_\_ p.m.

**Motion \_\_\_\_\_ Seconded \_\_\_\_\_**

INDEPENDENT SCHOOL DISTRICT 272 ~ EDEN PRAIRIE SCHOOLS  
UNOFFICIAL MINUTES OF THE AUGUST 28, 2017  
SCHOOL BOARD MEETING

The regular business meeting of the Independent School District 272 School Board was held on the 28<sup>th</sup> day of August 2017 in the Administrative Services Center, located at 8100 School Road, Eden Prairie, Minnesota.

**1. CONVENE**

A. Call to order

Chair Elaine Larabee called the meeting to order at 6:00 p.m.

B. School Board Roll Call

Board Members Present: Dave Espe, Ranee Jacobus, John Kohner, Elaine Larabee, Holly Link, Greg Lehman, Adam Seidel

Not Present: N/A

Superintendent: Josh Swanson

**2. PLEDGE OF ALLEGIANCE**

**3. AGENDA REVIEW AND APPROVAL**

**MOTION** by H. Link, Seconded by R. Jacobus to approve the agenda for the Monday, August 28, 2017 meeting of the School Board of Independent School District 272, Eden Prairie Schools. Passed unanimously.

**4. APPROVAL OF PREVIOUS MINUTES**

**MOTION** by D. Espe, Seconded by G. Lehman to approve the Unofficial Minutes of the Regular Business Meeting held on June 26, 2017 and July 24, 2017. Passed unanimously.

**5. PUBLIC COMMENT**

**6. ANNOUNCEMENTS**

**7. SPOTLIGHT ON SUCCESS** – Community Ed “EPIC” (Endless Possibilities Inspiring Children) Summer Program

**8. BOARD WORK**

A. Resolution – Absentee Ballot Board Resolution

**MOTION** by J. Kohner, Seconded by G. Lehman to approve the Resolution for establishing of an Absentee Ballot Board for the November 7, 2017 General Election – Passed 7-0:

Dave Espe Yes X

Ranee Jacobus Yes X

John Kohner Yes X

Elaine Larabee Yes X

Greg Lehman Yes X

Holly Link Yes X

Adam Seidel Yes X

B. Policy Monitoring – Executive Limitations (EL's):

1. EL 2.1 Emergency Superintendent Succession

*To protect the School Board from sudden loss of Superintendent services, the Superintendent shall not permit there to be fewer than two other staff members sufficiently familiar with School Board and Superintendent issues and process who would be able to take over with reasonable proficiency as an interim successor.*

**MOTION** by R. Jacobus, Seconded by J. Kohner, the Operational Interpretation (OI) of EL 2.1 is reasonable. Passed unanimously.

**MOTION** by A. Seidel, Seconded by H. Link, the Evidence supports the Operational Interpretation (OI). Passed unanimously.

2. EL 2.2 Treatment of Students

*The Superintendent shall not cause or allow an educational environment that is unsafe, unwelcoming, inequitable, disrespectful, unnecessarily intrusive, or that otherwise inhibits the effective learning needs of each student.*

**MOTION** by R. Jacobus, Seconded by G. Lehman, by exception, the Operational Interpretation (OI) for the Global Policy of EL 2.2 is reasonable. Passed unanimously.



*UNOFFICIAL Minutes of the August 28, 2017 School Board Meeting*

**MOTION** by A. Seidel, Seconded by H. Link that the Evidence supports the Operational Interpretation (OI) for EL 2.2. Passed unanimously.

**MOTION** by G. Lehman, Seconded by R. Jacobus that the Evidence on EL 2.2.1 does not support the Operational Interpretation (OI).

Friendly **AMENDMENT** made by R. Jacobus, Seconded by G. Lehman, the Board would like it noted that the Evidence of EL 2.2.1 was not out of compliance, however, the Board would like to see more detailed information reflecting specifically as to why the numbers escalated; and to note that the Board is interested in seeing these numbers drastically lowered next year.

Friendly **AMENDMENT** – Passed unanimously.

**MOTION** with Friendly **AMENDMENT** for EL 2.2.1 passed unanimously.

Original **MOTION**, Second with the Friendly **AMENDMENT**, the Evidence supports the Operational Interpretation (OI) for EL 2.2. Passed unanimously.

3. EL 2.7 Asset Protection

*The Superintendent shall not cause or allow district assets to be unprotected, inadequately maintained, inappropriately used, or unnecessarily risked.*

**MOTION** by H. Link, Seconded by R. Jacobus, by exception, the Operational Interpretation (OI) for the Global Policy of EL 2.7 is reasonable. Passed unanimously.

**MOTION** by R. Jacobus, Seconded by H. Link, the Evidence supports the Operational Interpretation (OI) for the Global Policy. Passed unanimously.

C. Record of Board Self-Evaluation Reports

1. Record of Board Policy Monitoring – ENDS & EL's

**MOTION** by G. Lehman, Seconded by J. Kohner to accept this Board Policy Monitoring Report as presented. Passed unanimously.

D. Record of Board Self-Evaluation – Board-Management Delegation (BMD's) & Governance Process (GP's)  
n/a

E. Board Action on Committee & Minutes – None to report

9. **SUPERINTENDENT CONSENT AGENDA**

**MOTION** by H. Link, Seconded by R. Jacobus to approve the Superintendent Consent Agenda as presented. Passed unanimously.

10. **BOARD EDUCATION & REQUIRED REPORTING** – None to report

11. **SUPERINTENDENT'S INCIDENTAL INFORMATION REPORT**

A. Data Requests

12. **OTHER BOARD UPDATES (TIES, AMSD, WMEP, ISD 287)**

A. TIES (Technology & Information Education Services): Upcoming Seminar, Education Technology Conference, December 9-12, 2017

B. AMSD (Associated Metropolitan School Districts): Upcoming AMSD Annual Conference, December 8, 2017

C. WMEP (West Metro Education Program): Met last Thursday, working on improved Revenue, Financial Reports, and Liability

D. ISD 287 (Intermediate District 287): Ground Breaking at their Board Meeting on Thursday; major expansion planned on a building purchased from Osseo School District (Community Elementary School) – timeline, next school year

13. **BOARD WORK PLAN**

A. "Proposed" Annual Work Plan Changes

**MOTION** by G. Lehman, Seconded by H. Link to accept the 2016-17 Work Plan Changes as presented. Passed unanimously.

**Eden Prairie School Board**  
**2017-2018 WORK PLAN CHANGES**  
**Proposed: 08/28/17**

Date of Meeting/Workshop	Changes Requested
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*UNOFFICIAL Minutes of the August 28, 2017 School Board Meeting*

Monday, August 28, 2017	- <b><u>REMOVE:</u></b> Tentative dates scheduled for the Joint School Board/City Council Meetings (9/5 & 9/19), City has requested to reschedule after the first of 2018.
Monday, September 11, 2017 – <b>Workshop</b>	- <b><u>ADD:</u></b> Brief Business Meeting at 6:00 p.m. prior to Workshop to approve Teacher Contracts (10 minutes) – Workshop immediately following.
Monday, September 25, 2017	- <b><u>UPDATE:</u></b> Superintendent to bring back the OI for EL 2.1 with current/updated information for the monitoring next year.

\*There was discussion about future workshops involving policy and post-secondary partnerships.

Placeholders
<ul style="list-style-type: none"><li>• Board Reimbursement Policy</li><li>• Prep work for January Organizational Meeting</li><li>• Policy Language Review for February 2018</li></ul>

B. 2016-2017- Annual Work Plan (2017-2018)

C. School Board Events Calendar (August - December 2017)

**14. ADJOURNMENT**

**MOTION** by J. Kohner, Seconded by A. Seidel to adjourn the August 28, 2017 meeting of the Eden Prairie School Board at 6:52 p.m. Passed unanimously.

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John Kohner, Board Clerk

**INDEPENDENT SCHOOL DISTRICT 272 ~ EDEN PRAIRIE SCHOOLS  
UNOFFICIAL MINUTES OF THE SEPTEMBER 11, 2017  
SCHOOL BOARD MEETING**

The brief business meeting of the Independent School District 272 School Board was held on the 11<sup>th</sup> day of September 2017 in the Administrative Services Center, located at 8100 School Road, Eden Prairie, Minnesota.

1. Convene

A. Call to order

Chair Elaine Larabee called the meeting to order at 6:00 p.m.

B. School Board Roll Call

Board Members Present: Dave Espe, Ranee Jacobus, John Kohner, Elaine Larabee, Greg Lehman, and Holly Link

Board Member Not Present: Adam Seidel

Superintendent: Josh Swanson

2. Agenda Review and Approval

**MOTION** by J. Kohner, Seconded by H. Link, to approve the agenda for the Monday, September 11, 2017 meeting of the School Board of Independent School District 272, Eden Prairie Schools. Passed unanimously.

3. Superintendent Consent Agenda

**MOTION** by R. Jacobus, Seconded by J. Kohner, to approve the Superintendent Consent Agenda. Passed unanimously.

4. Superintendent Incidentals

5. Adjournment

**MOTION** by R. Jacobus, Seconded by J. Kohner to adjourn the September 11, 2017 meeting of the Eden Prairie School Board at 6:10 p.m. Passed unanimously

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John Kohner, Board Clerk

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EXTRACT OF MINUTES OF A MEETING  
OF THE SCHOOL BOARD  
OF INDEPENDENT SCHOOL DISTRICT NO. 272  
(EDEN PRAIRIE)  
STATE OF MINNESOTA

Pursuant to due call and notice thereof, a Regular meeting of the School Board of Independent School District No. 272, State of Minnesota, was duly held in said school district on September 25, 2017, at 6 o'clock p.m. for the purpose, in part, of adopting a resolution appointing election judges.

Member \_\_\_\_\_ moved the adoption of the following Resolution:

**RESOLUTION APPOINTING ELECTION JUDGES  
FOR THE NOVEMBER 7, 2017  
SCHOOL DISTRICT GENERAL ELECTION**

BE IT RESOLVED by the School Board of Independent School District No. 272, State of Minnesota, as follows:

1. The individuals specified on EXHIBIT A attached hereto, each of whom is qualified to serve as an election judge, are hereby appointed as judges of election for the school district's general election on November 7, 2017 to act as such at the polling places and combined polling places listed on said exhibit.
2. The election judges appointed by the City of Bloomington for the municipal elections in that city are also appointed as election judges of the School District's general election, to act as such at the individual city precincts located in the school district. Their names are incorporated in this resolution as though fully set forth herein.
3. The election judges shall act as clerks of election, count the ballots cast, and submit the results to the school board for canvass in the manner provided for other school district elections.

The motion for the adoption of the foregoing resolution was duly seconded by \_\_\_\_\_.

On a roll call vote, the following voted in favor:

and the following voted against:

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EXHIBIT A

POLLING PLACE OR COMBINED POLLING PLACE

ELECTION JUDGES

**Immanuel  
Church**

**Lutheran**

Head Election Judge

Maurice Weiler

Asst. Head Election Judge

Cheryl Poling

Regular Election Judge

Randi Usher  
Daniel Dylla  
Diane Martin  
Donald Pitsch  
Jean Meyers  
Matt Pellowski  
Leslie McDonald  
Stacy Bozanich

Alternate Judge

Donna Bechthold  
Christina Factor

**St. Andrew Lutheran Church**

Head Election Judge

Ann Higgins

Asst. Head Election Judge

Karen Hollingsworth

Regular Election Judge

MaryAnn Weston  
Brad Starr  
Patrick Slator  
Patricia Vagnoni  
Robert Hennessey  
JoAnne Wilson  
Phyllis Jackson  
Kathy Knutson  
Gretchen Docter

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<b>Prairie Lutheran Church</b>	Head Election Judge	Jeffrey Kirst
	Asst. Head Election Judge	Allison Curtis
	Regular Election Judge	Bernadine Beauvais Barbara Buehl Donnamae Fritz Susan Hedberg Monica Frischkorn June Weston Kristine Goldman Cindy Wolfe
	Alternate Judge	Gary Eckhardt Angela Rolloff
<b>Grace Church</b>	Head Election Judge	Jessica Ballantine
	Asst. Head Election Judge	Ellen Crump
	Regular Election Judge	Nancy Bollweg Judy Bissonett Caryl Hansen Charles Stone Carol Cansdale Katherine Hanson Raphaela Garton Robert Kennedy Bob Webster Janet Eian Cynthia Harder
	Alternate Judge	Jon Beusen
<b>Public Accuracy Judges</b>	Head Judges	Ann Higgins Karen Hollingsworth
<b>Healthcare Facility Judges</b>	Absentee Voting Judges	Susan Hedberg Bernadine Beauvais
Bloomington Precincts 3 - 17	Regular Election Judge:	<i>All Bloomington judges have been approved by Bloomington City Council. The approved judges have not been selected for specific precinct service at this time</i>

STATE OF MINNESOTA    )  
                                          )SS  
COUNTY OF HENNEPIN    )

I, the undersigned, being the duly qualified and acting Clerk of Independent School District No. 272, State of Minnesota, hereby certify that the attached and foregoing is a full, true and correct transcript of the minutes of a meeting of the school board of said school district duly called and held on the date therein indicated, so far as such minutes relate to appointing election judges for the general election of said school district, and that the resolution included therein is a full, true and correct copy of the original thereof.

WITNESS MY HAND officially as such clerk this \_\_\_\_\_ day of \_\_\_\_\_ 2017.

\_\_\_\_\_  
Clerk

September 22, 2017

Dear Superintendent Swanson,

Attached you will find a summary of the preliminary levy for taxes payable in 2018, which begins the budget process for FY19. We appreciate the additional time in working with the Minnesota Department of Education (MDE) in order to finalize the preliminary levy certification. The levy may still change as MDE is working to finalize the data, so we are asking the school board direct Eden Prairie Schools to levy the “maximum.” This is a customary practice among school districts and recommended by the MDE to allow the Business Office to continue working with them up to September 30 to finalize the amounts that will appear on truth in taxation notices in November.

Included on the summary levy certification document is the estimated state aid revenue by category. We like to show this data to provide a more complete and comparative look at the estimated total district revenue for FY 19..

Some items of note for the preliminary levy for taxes payable in 2018:

1. The preliminary levy totals \$45,311,151 which represents an increase of 3.25% (\$1,426,374).
2. The district continues to experience a slight decline in enrollment. Many of the levy numbers are based on Adjusted Pupil Units (APU's), or weighted students served. As the APU's decline, many of the levy line items also decline. However, in fiscal year 2016-17 the district experienced stronger enrollment than projected, which results in additional revenue in the form of adjustments on this year's levy causing many line items to increase.
3. The operating referendum includes an inflationary factor of 2.02%, which coupled with the prior year enrollment adjustments results in an increase of \$804,362 to the referendum levy.
4. In 2016-17 the district reviewed the long-term facility maintenance needs and approved an increase in spending for deferred maintenance. This increase results in the debt service levy increasing.
5. The adjusted net tax capacity (ANTC) of property within Eden Prairie increased from \$106,512,747 to \$107,237,481. The ANTC drives the Capital Projects levy (Technology) and Early Childhood and Family Education levy.

The final levy certification will incorporate any changes between now and September 30. The annual truth in taxation presentation will be held at the December 11, 2017 School Board meeting.

At the September 25 School Board meeting, we propose the school board approve the preliminary tax levy at the maximum for taxes payable in 2018 for Independent School District #272, Eden Prairie.

Please contact the business office if you have any questions.



**Eden Prairie Schools**  
**Preliminary Levy Certification Payable 2018**

Categories		2016 Pay 17 FY 18	2017 Pay 18 FY 19	Dollar Change	Comments
<b>1</b>	<b>GENERAL FUND</b>				
2	Equity	\$ 381,390	\$ 1,159,669	\$ 778,279	Equity revenue generated this year, adjustment for last year
3	Student Achievement	149,118	-	(149,118)	Legislature eliminated levy
4	Local Optional Revenue	4,003,493	4,159,690	156,197	Adjustment for prior year student count
5	Achievement & Integration	352,914	367,674	14,759	Based on submitted budget to MDE
6	Alternative Teacher Compensation	809,385	815,888	6,503	Adjustment for prior year student count
7	Referendum	16,975,821	17,780,184	804,362	2.02% increase & prior year adjustments
8	Transition	52,383	54,841	2,458	Adjustment for prior year student count
9	Re-employment Ins.	(5,370)	23,507	28,877	Returning to normal, last year negative due to an adjustment
10	Safe Schools	507,993	488,498	(19,495)	FY18 included a large adjustment
11	Career Technical	375,355	367,434	(7,921)	35% of estimated expenditures
12	Abatement/Other Adjustments	273,676	279,583	5,907	Similar to prior years
13	Building/ Lease	1,531,590	1,308,414	(223,177)	10 year lease for 3 turf fields paid off
14	Operating Capital	1,090,494	957,199	(133,295)	Change in equalization, offset with aid increase
15	Capital Projects	6,442,624	6,592,060	149,436	Technology levy, increase in adjusted net tax capacity
16	Long Term Facility Maintenance (LTFM)	1,816,388	1,011,716	(804,672)	Intentionally less pay-as-you-go this year to help offset levy
17	Capital Facilities Bonds Adjustment	(118,311)	(122,798)	(4,487)	Offset in debt service fund
18	<b>LEVY TOTAL</b>	<b>\$ 34,638,943</b>	<b>\$ 35,243,558</b>	<b>\$ 604,615</b>	<b>1.75%</b>
19	Basic Maint. & Sparsity	\$ 57,136,710	\$ 60,438,662	\$ 3,301,953	2% formula increase, prior year student counts
20	Declining Enrollment	294,225	180,624	(113,601)	28% of formula allowance for fewer pupils
21	Gifted & Talented	122,749	124,478	1,729	Based on adjusted pupil units
22	Extended Time	573,104	550,589	(22,515)	Based on adjusted pupil units
23	Basic Skills	1,909,006	1,680,981	(228,025)	Eligible Free/Reduced & EL concentration
24	Referendum	3,125	3,125	-	Equalization aid
25	Achievement & Integration	893,629	856,505	(37,124)	Based on submitted budget to MDE
26	Special Education	10,872,862	11,323,142	450,280	Conservative estimate by MDE in FY18
27	Abatement Aid	54,470	58,786	4,316	Abatement activity
28	Alternative Teacher Compensation	1,489,383	1,491,040	1,656	Based on adjusted pupil units
29	Nonpub/Alt Att Transp	393,551	282,766	(110,785)	Reduced FTE's and expenditures
30	Operating Capital	904,412	1,138,870	234,458	Change in equalization
31	<b>AID TOTAL</b>	<b>\$ 74,647,225</b>	<b>\$ 78,129,567</b>	<b>\$ 3,482,343</b>	<b>4.67%</b>
32	<b>GENERAL FUND TOTAL</b>	<b>\$ 109,286,168</b>	<b>\$ 113,373,125</b>	<b>\$ 4,086,957</b>	<b>3.74%</b>
<b>33</b>	<b>COMMUNITY EDUCATION FUND</b>				
34	Basic Levy	\$ 451,675	\$ 451,675	\$ -	\$5.42 per population (2012 census)
35	Early Child & Family	348,942	334,274	(14,668)	Slightly smaller population
36	Home Visiting	8,718	8,539	(179)	0-4 year old
37	Disabled Adults	6,365	6,365	-	50% of approved expenditures
38	School-Aged Care	26,079	24,349	(1,729)	Funding for students with disabilities
39	Abatement Adjustment	9,704	12,424	2,721	Abatement activity
40	<b>LEVY TOTAL</b>	<b>\$ 851,483</b>	<b>\$ 837,627</b>	<b>\$ (13,856)</b>	<b>-1.63%</b>
41	Early Child & Family Education	\$ 275,918	\$ 301,869	\$ 25,951	Based on ANTC and 5 year old population
42	Home Visiting Aid	-	4,613	4,613	2017 new legislation
43	Abatement Aid	4,879	4,804	(75)	Abatement activity
44	<b>AID TOTAL</b>	<b>\$ 280,797</b>	<b>\$ 311,286</b>	<b>\$ 30,489</b>	<b>10.86%</b>
45	<b>COMM. ED. FUND TOTAL</b>	<b>\$ 1,132,280</b>	<b>\$ 1,148,913</b>	<b>\$ 16,633</b>	<b>1.47%</b>
<b>46</b>	<b>DEBT SERVICE FUND</b>				
47	Debt Levy	\$ 2,316,300	\$ 2,326,538	\$ 10,238	Scheduled principal & interest payments
48	Alternative Facilities (LTFM) Bond	2,154,753	2,663,544	508,791	Scheduled principal & interest payments
49	OPEB Bond	4,031,830	4,169,459	137,629	Scheduled principal & interest payments
50	Debt Excess	(506,835)	(262,999)	243,835	Calculated using fund balance & projected costs
51	Abatement Adjustment	398,302	333,424	(64,878)	Abatement activity
52	<b>LEVY TOTAL</b>	<b>\$ 8,394,350</b>	<b>\$ 9,229,966</b>	<b>\$ 835,615</b>	<b>9.95%</b>
53	<b>DEBT SERV. FUND TOTAL</b>	<b>\$ 8,394,350</b>	<b>\$ 9,229,966</b>	<b>\$ 835,615</b>	<b>9.95%</b>
<b>54</b>	<b>ALL FUNDS LEVY &amp; AID TOTAL</b>	<b>\$ 118,812,798</b>	<b>\$ 123,752,004</b>	<b>\$ 4,939,206</b>	<b>4.16%</b>
55	<b>LEVY GRAND TOTAL</b>	<b>\$ 43,884,776</b>	<b>\$ 45,311,151</b>	<b>\$ 1,426,374</b>	<b>3.25%</b>

# Eden Prairie Schools Independent School District No. 272

## Preliminary Tax Levy Taxes Payable in 2018



*Inspiring Each Student Every Day*

# 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

# Tax Levy – Budget Relationship

- Tax levy is based on many state determined formulas
  - Some changes are revenue neutral – offset by reductions or increases in state aid
- Revenue budget is set and limited by the tax levy
- Expenditure budget is then limited by available revenue in order to maintain 5 year forecast



# Payable in 2018 - Tax Levy

Schedule of events in approval of district's Payable 2018 tax levy

- September 8: Dept. of Education prepared and distributed first draft of levy limit worksheets setting maximum authorized levy
- September 25: School board approves proposed levy amounts at the maximum
- Mid-November: County mails “Proposed Property Tax Statements” to all property owners
- December 11: Public hearing on proposed levy
- December 11: Following hearing school board will certify final actual levy amounts

# Overview of Levy Changes

Fund	Pay 17	Pay 18	\$ Change	% Change
General	\$34,638,943	\$35,243,558	+ \$604,615	+ 1.75%
Community Educ.	851,483	837,627	- 13,856	- 1.63
Debt Service	4,332,927	5,133,160	+ 800,233	+ 18.47
<u>OPEB Debt Service</u>	<u>4,061,423</u>	<u>4,096,806</u>	<u>+ 35,382</u>	<u>+ 0.87</u>
<b>Total</b>	<b>\$43,884,776</b>	<b>\$45,311,151</b>	<b>+ \$1,426,374</b>	<b>+ 3.25%</b>



# Taxing Jurisdictions Proposed Increases

- School District + 3.25%
- City of Eden Prairie + 3.90%
- Hennepin County + 4.95%



# Explanation of Levy Changes

General Fund	
Category:	Equity Revenue
Change:	+ \$778,279
Use of Funds:	General operating expenses
Reasons for increase:	
	Equity is intended to reduce the per pupil disparity between the highest and lowest revenue districts. Last year we did not initially qualify for 1 component of equity revenue; however, with the passage of metro district's referendums in fall 2016, we later qualified for the revenue and are receiving an adjustment this year.



# Explanation of Levy Changes

General Fund	
Category:	Student Achievement
Change:	- \$149,118
Use of Funds:	General operating expenses
Reasons for decrease:	
	2015 Legislature acted to phase out this levy

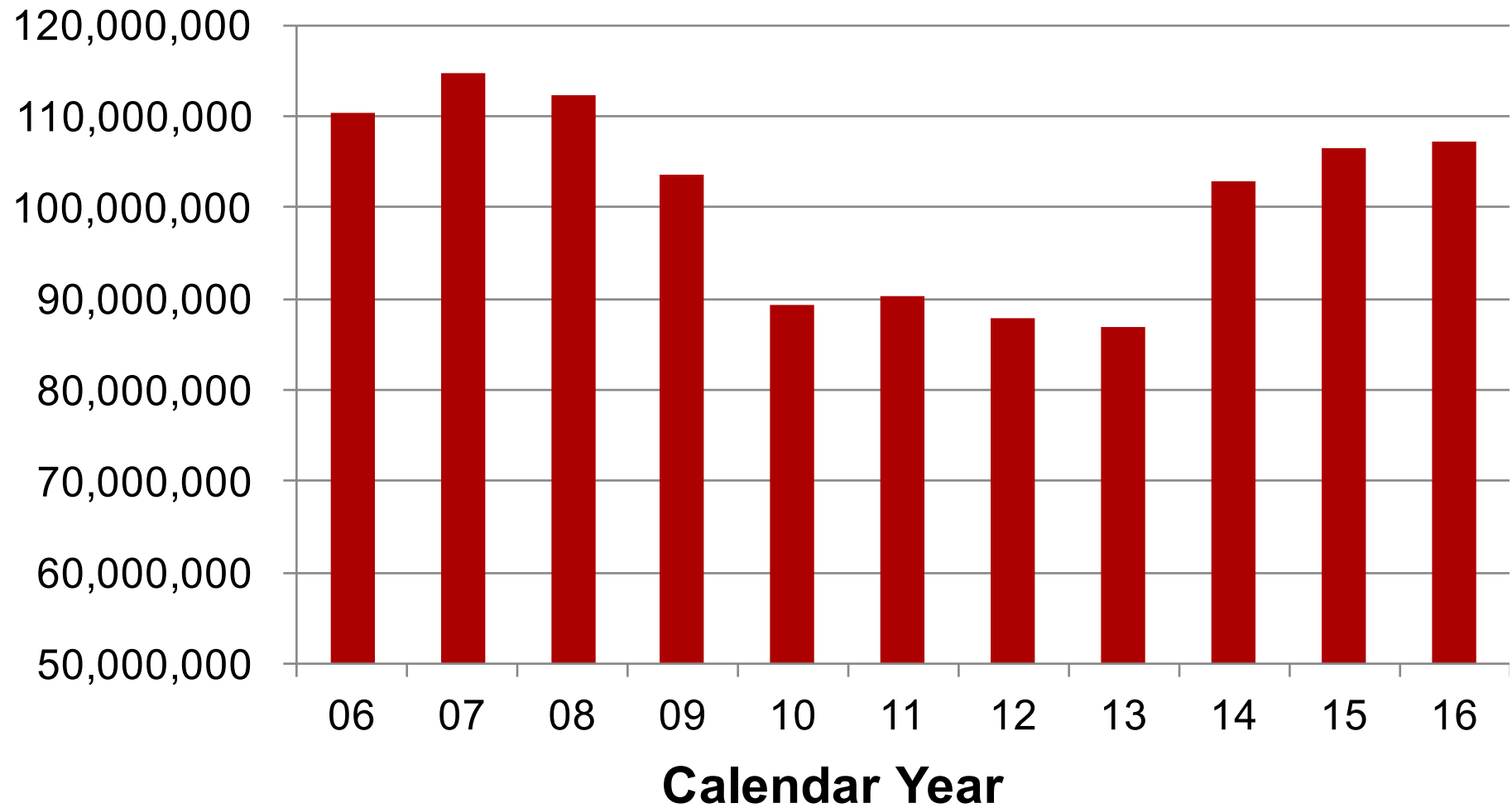
# Explanation of Levy Changes

General Fund	
Category:	Operating Referendum
Change:	+ \$804,362
Use of Funds:	General operating expenses
Reasons for increase:	
	Includes an inflationary increase of 2.02%
	Funding based on adjusted pupil units which are declining from 9,677 to 9,575
	Adjustments for prior year student counts being greater than estimates

# Explanation of Levy Changes

General Fund	
Category:	Building/Lease
Change:	- \$223,177
Use of Funds:	General operating expenses
Reasons for decrease:	
	10 year lease for 3 turf fields have been fully paid

# Adjusted Net Tax Capacity (ANTC)



# Explanation of Levy Changes

General Fund	
Category:	Capital Projects (Technology Levy)
Change:	+ \$149,436
Use of Funds:	General operating expenses
Reasons for increase:	
	The capital projects levy is based on ANTC

# Explanation of Levy Changes

General Fund	
Category:	Long Term Facility Maintenance (LTFM)
Change:	- \$804,672
Use of Funds:	Deferred capital and maintenance, approved health and safety, increased accessibility to school facilities.
Reasons for decrease:	
	Conversion of old law to new law in 2017, increase in total funding, decrease in pay-as-you go to help offset the debt service increase.

# Explanation of Levy Changes

Debt Service Fund	
Category:	All Debt Service Categories
Change:	+ 835,615
Use of Funds:	Principal and Interest Payments
Reasons for increase:	
	This was a planned increase according to the overall district financing plan. This is largely due to the LTFM bond sold in 2017 which included an increase in our deferred maintenance funding.

# Overview of Levy Changes

Fund	Pay 17	Pay 18	\$ Change	% Change
Voter Approved	\$23,039,493	\$23,733,888	+ \$694,395	+ 3.01%
Other	<u>20,845,284</u>	<u>21,577,263</u>	<u>+ 731,979</u>	<u>+ 3.51%</u>
<b>Total</b>	<b>\$43,884,776</b>	<b>\$45,311,151</b>	<b>+ \$1,426,374</b>	<b>+ 3.25%</b>



# Overview of Aid Changes

Fund	FY18	FY19	\$ Change	% Change
General	\$74,647,225	\$78,129,567	+ \$3,482,343	+ 4.67%
Community Education	280,797	311,286	+ 30,489	+ 10.86%
<b>Total</b>	<b>\$74,928,022</b>	<b>\$78,440,853</b>	<b>+ \$3,512,832</b>	<b>+ 4.69%</b>

Note: 2% increase in formula allowance, greater special education estimates, change in equalization which allows for more operating capital aid, prior year pupil counts

Eden Prairie School District 272  
Superintendent Monitoring Report

Policy Name: 2.1 Emergency Superintendent Succession	Monitoring Timeframe: <del>July 1, 2017-June 30, 2018</del> <del>July 1, 2016-June 30, 2017</del>	Policy Monitoring Column FOR BOARD USE ONLY  Compliance rating: <ul style="list-style-type: none"> <li>• OI is/is not reasonable</li> <li>• Data does/does not provide adequate evidence of compliance</li> </ul> <i>Include specific evidence for rating conclusion and recommendations.</i>
Policy Quadrant: Executive Limitations	Date of School Board Monitoring: <del>September 25, 2017</del> <del>August 28, 2017</del>	
		Board member name:
<u>Global Constraint:</u>  To protect the Board from sudden loss of Superintendent services, the Superintendent shall not permit there to be fewer than two other staff members sufficiently familiar with Board and Superintendent issues and processes who would be able to take over with reasonable proficiency as an interim successor.		(enter rating and reasoning when appropriate)
<u>Operational Interpretation:</u> 1. It is my interpretation that the Board requires a proactive plan that assures uninterrupted leadership of the organization due to a planned or unplanned short-term absence by the Superintendent. <ol style="list-style-type: none"> <li>"Short Term" may be interpreted to be as little as one (1) day to as many as <del>thirty ten (310)</del> workdays to provide time for the board to make appropriate arrangements.</li> <li>In the event of an unplanned or planned absence, the Superintendent or his/her Assistant shall notify the Chair of the School Board.</li> </ol> 2. It is appropriate that a line of succession be established with licensure, knowledge, and experience as the expected qualifications. The following persons and positions are designated to assume District leadership as the "Acting" Superintendent (in the order indicated) on behalf of the Superintendent in his/her anticipated or unanticipated absence. <ol style="list-style-type: none"> <li>Assistant Superintendent* <del>Dr. Joshua Swanson*</del></li> <li>Senior Director of Community Education* <del>Dr. Shawn Hoffman-Bram*</del></li> <li>Senior Director of Student Support Services*</li> <li><del>Director of Personalized Learning and Teaching Randi Anderson*</del></li> <li>Executive Director of Business Services <del>Jason Mutzenberger</del></li> <li>Executive Director of Human Resources <del>Thomas May</del></li> </ol>		

<p>g. Senior Director of Personalized Learning and Teaching*</p> <p><i>*Position Description Requires a Minnesota District Superintendent License or person currently holding the position is Licensed as a District Superintendent in Minnesota.</i></p>	
<p><b>Justification:</b></p> <p>1. MN Statute 123B.143 SUPERINTENDENT. Subdivision 1. Contract; duties. All districts maintaining a classified secondary school must employ a superintendent who shall be an ex officio nonvoting member of the school board.</p> <p>a. The succession list (#2 above) contains at least two current administrators with District Superintendent certification.</p> <p>2. <del>The Executive Directors and the Chief Operating Officer</del> <b>The assistant superintendent, executive directors and senior directors</b> are knowledgeable of all major district processes.</p> <p>a. These major processes are; educational programs, community education, family education, business services, technology, food services, facilities, human resources, communication and transportation. They are knowledgeable due to weekly executive cabinet meetings routinely held throughout the year. These meetings consist of regular discussion, problem solving, and decision making, communication or strategic planning for all major processes within the system.</p> <p>3. <del>The Executive Directors and the Chief Operating Officer</del> <b>The assistant superintendent, executive directors and senior directors</b> are knowledgeable regarding Eden Prairie school governance and able to follow the correct process for communication and implementation with the board.</p> <p>a. All members of the <del>Executive</del> <b>Superintendent's</b> cabinet are involved in writing the policies and are familiar with all Ends, Executive Limitations, Board Management Delegation and Governance Process Policies. They are also active in writing and reporting on all Monitoring Reports. The superintendent's cabinet members work in partnership with the board governance subcommittee.</p> <p>4. <del>The Executive Directors and the Chief Operating Officer</del> <b>The assistant superintendent, executive directors and senior directors</b> are fully trained and licensed in their respective fields and have extensive leadership, supervision and organizational development experience.</p> <p>a. Degrees, licensure or training for these staff members is available upon request.</p> <p>5. The members of the <del>Executive</del> <b>Superintendent's</b> cabinet are fully trained to activate and lead the District Crisis Center (DCC).</p> <p>a. The <del>Executive</del> <b>Superintendent's</b> cabinet and their immediate subordinates have participated in the development of the plan itself and have participated in emergency planning exercises and drills. They have participated in debrief sessions following the drills.</p>	

<b>Measurement Plan:</b> 1. The School Board will review EL 2.1 <del>bi-annual</del> <b>annually</b> . 2. <b>If enacted</b> , the effectiveness of this plan will be reviewed in debrief fashion by the <b>School Board Officers</b> <del>Executive Committee if enacted</del> , and its findings reported to the Board.	
<b>Evidence:</b>	
<b>Statement of Assertion:</b>	
<b>Board member’s summarizing comments:</b>	

Eden Prairie School District 272  
Superintendent Monitoring Report

Policy Name: <b>EL 2.3 Treatment of Parents</b>	Monitoring Timeframe: <del>July 2015 to June 2016</del> <b>July 2016 to June 2017</b>	<b>Policy Monitoring Column FOR BOARD USE ONLY</b> Compliance rating: <ul style="list-style-type: none"> <li>• OI is/is not reasonable</li> <li>• Data does/does not provide adequate evidence of compliance</li> </ul> <b><i>Include specific evidence for rating conclusion and recommendations.</i></b>
Policy Quadrant: Executive Limitations	Date of School Board Monitoring: <del>September 26, 2016</del> <b>September 25, 2017</b>	
		Board member name:
<b><u>Global Constraint:</u></b> <b>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.</b>		(enter rating and reasoning when appropriate)
<b><u>Operational Interpretation:</u></b> I interpret "culture or district practice" for purposes of this policy as those policies and norms present in a school district.  I interpret "parent" to be a child's guardian or to any other adult allowed and/or permitted by law to access private educational records and/or make educational decisions for the child.  I interpret "proactively engage parents in a respectful partnership" as those formal and informal practices that build capacity and trust.		
<b><u>Justification:</u></b> 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"> <li>• showing courtesy and self-discipline in actions and words;</li> <li>• seeking solutions to problems;</li> </ul>		

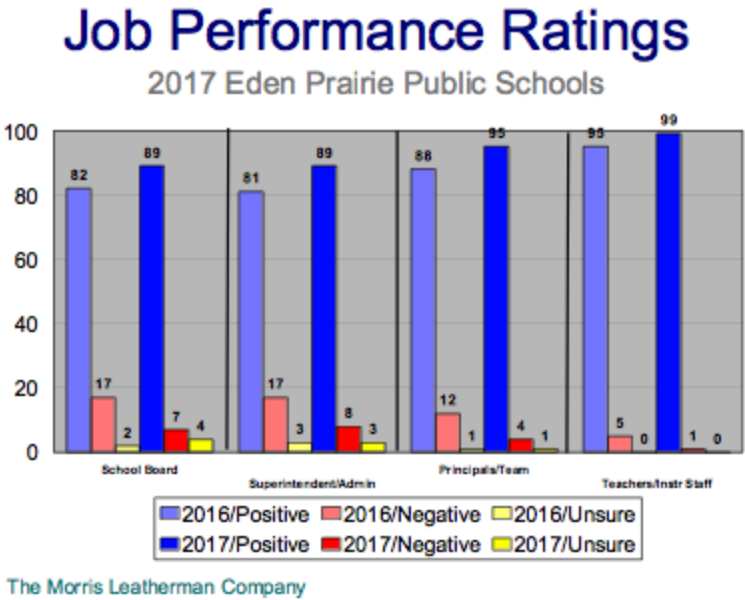
- respecting the rules, regulations and practices that create safe and secure learning and working environments;
  - demonstrating honesty and integrity;
  - acting in a manner that results in a positive and supportive atmosphere.
- (Source: Edmonton Public Schools)

**Measurement Plan:**

1. Compliance to the legal definition of “parent” and the rights and responsibilities associated with creating a partnership to educate their child.
2. Parent survey data regarding parent perceptions of their experience with Eden Prairie Schools.
3. Compliance with all provisions of the policy.

**Evidence:**

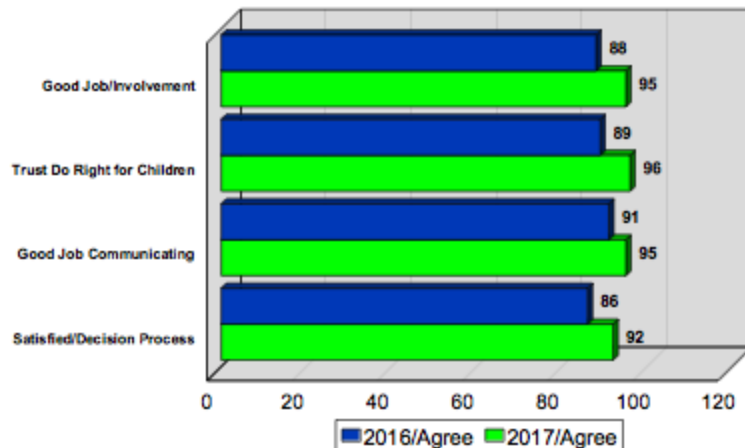
2. Random sample of 400 750 “parents” of students attending EPS. (Eden Prairie July 2016-April 2017 Residential Survey.)



- a) 89% of respondents reported favorably that Eden Prairie Schools’ Board and Administration do a good job of involving community leaders, parents and interested citizens in decisions about the schools.

## Specific Perceptions

2017 Eden Prairie Public Schools



The Morris Leatherman Company

- b) ~~88%~~ 95% of respondents reported favorably that the Eden Prairie School District Board and Administration do a good job of involving community leaders, parents and interested citizens in decisions about the schools.
- c) ~~89%~~ 96% of respondents reported favorably that they trust Eden Prairie Schools to do what is right for the children in this district.
- d) ~~91%~~ 95% of respondents reported favorably that Eden Prairie Schools does a good job of communicating important issues and decisions to residents of this area.
- e) ~~86%~~ 92% of respondents reported favorably that they are satisfied with the School District's decision-making process of adopting new practices and making financial judgments.

1. All provisions of the policy are found to be in compliance.

### Statement of Assertion:

Report is Reasonable and Evidence support the Operational Interpretation

**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.**

### Operational Interpretation:

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 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.

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.

I interpret “adequate information” as:

1. Private Educational Records that communicates individual student performance enabling teachers, parents, 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 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.

**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 public it wishes to reach.
  - b. Action Plan – developing public relation goals, objectives, and strategies that go hand-in-hand with the district’s overall mission and goals.
  - c. Communicate/Implement – carrying out the tactics necessary to meet the objectives and goals.



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<p>d. Evaluate - looking back at actions taken to determine their effectiveness and what changes are needed in the future.</p> <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 or 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"> <li>a. Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and Minn. Rules Parts 1205.0100-1205.2000</li> <li>b. Family Educational Rights and Privacy Act (FERPA) and its regulations in 34 CFR Part 99.</li> <li>c. Individuals with Disabilities Act (IDEA)</li> </ul> <p>The District provides opportunities for parents to access timely and adequate educational data regarding their child by:</p> <ul style="list-style-type: none"> <li>1. Providing access to directory information and private student records via a password protected Internet portal.</li> <li>2. Distribution of individual student results from mandated testing as required by the State of Minnesota.</li> <li>3. Providing the means and opportunities to exchange information and recommendations via formal and informal communication channels and scheduled events.</li> <li>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.</li> </ul> <p>“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.</p>	
<p><b>Measurement Plan:</b></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"> <li>1. The collection of quantitative data measuring parental access to private educational data: <ul style="list-style-type: none"> <li>a. Parent requests for access to the parent portal</li> <li>b. Parent portal usage</li> <li>c. Formal opportunities for parents to speak with teachers regarding their child’s educational progress</li> </ul> </li> <li>2. Compliance with legal requirements regarding the timeliness of private educational data dissemination to parents.</li> <li>3. Compliance to notification requirements regarding parental rights to review student educational records and restrict the release of directory information.</li> <li>4. Any instance of noncompliance with #2 and #3 above will be noted in the annual monitoring report.</li> <li>5. There is an active multi-modal communications plan to generally inform parents about the District.</li> </ul>	

**Evidence:**

1. Strategies utilized in 2016-17 to provide access and support through technology to help engage parents in their child's education:
  - a. ~~Parent Learning Sessions regarding parenting in a digital world in 1:1 Environments~~
  - b. Extended Parent Help Desk Hours During High Volume of Support Times
  - c. ~~3,915 parents enrolled in Password Self-Service since 2014~~ **3,137 active parents currently enrolled in Password Self-Service as of September 2017**
  - d. Parent Tech Help ~~expanded~~ at Open Houses, Parent Night, and Kindercamp through Community Education at all Elementaries (2, 2-day sessions)
  - e. High School, CMS, and Oak Point (servicing all elementaries) advertised hours for technical support for student login information, parent portal login information, lunch pin numbers, signing iLearn agreements, support for devices that went home for the summer, and device pick up: 7:30-3:30 at the Technology Support desk at each site beginning June 1st until the first day of school.
  - f. Help desk offered parent drop in options at the District Technology office 7:30-3:30 for technical support for student login information, parent portal login information, lunch pin numbers, signing iLearn agreements
  - g. **Technology department teamed with the Food Service department to assist parents in using a new, updated Food Service system including assistance on filling out online benefits applications and entering automated lunch payment options**
2. Metrics that have been collected: ~~or have started to be collected:~~
  - a. Parent Portal Accounts
    - i. 2013 – 10,346
    - ii. 2014 – 13,395
    - iii. 2015 – 15,302
    - iv. 2016 - 10,461 ~~parent portal account for active students~~
    - v. **2017 - 10,702**
3. Parent portal logins
  - a. From August 1<sup>st</sup> to September 15<sup>th</sup> 2012-13 – 8084
  - b. From August 1<sup>st</sup> to September 18<sup>th</sup> 2013-14 – 43,338
  - c. From August 1<sup>st</sup> to September 8<sup>th</sup> 2014-15 – 28,836 (Reduction, but Apple IDs and Lunch Pins and Student Passwords did not change this August)

d. Parents: From August 1<sup>st</sup> to September 14, 2016 - 21,218  
Students: From August 1<sup>st</sup> to September 14, 2016 - 41,612

e. Parents: From August 1<sup>st</sup> to September 6, 2017 - 23,620  
Students: From August 1<sup>st</sup> to September 6, 2017 - 31,187

4. Kindergarten parents received information on signing iLearn agreements and creating Apple IDs at Open Houses, Kindercamp, and Kindergarten Information Nights.
5. Students new to the district were targeted K-12 and information was distributed to them during Open Houses, Orientations, and the first day school in classrooms.
6. The Technology Help Desk tracks parents without email addresses on file and mails their credentials to them via US Postal Service.
  - a. ~~July 1, 2016 September 14, 2016 124 letters mailed~~
  - b. ~~July 1, 2015 June 30, 2016 135 letters mailed~~
7. ~~Over 2000 individual parents/students were helped live on the phone from July, 2016 to September, 2017~~
8. 2,004 individual parents were helped live on the phone from August 1, 2016 to July 31, 2017.

Additional Call Statistics:

Period Start	Period End	Calls Offered	Calls Handled	Answer %	Comments
7/1/17	9/1/17	469	437	93.2%	53 of unavailable were outside of hours
7/31/17	9/1/17	409	379	92.7%	60 of unavailable were outside of hours
8/1/16	7/31/17	2004	1801	89.9%	247 of unavailable were outside of hours

9. From 7/1/2016 - 9/1/2017 over 124 voicemails were returned answering parent/student calls that were left while the help desk was closed.
10. ~~Over 212 voicemails were returned answering parent/student calls that were left while the help desk was closed June 14, 2016 to September 11, 2016.~~
11. Approximately 715 parents used the email Parent Helpline from July, 2016 to September, 2017. Parents were contacted by phone or email.

12. ~~More than 100 students and parents used the walk in or walk up option at OP (serving all elementaries), CMS, HS, and the District Technology Help Desk during Targeted Services and ESY between June 13, 2016 to September 9/2016.~~ **Walk up help desk services were provided for families at Oak Point, CMS, and the HS during targeted services and extended school year hours from June to August 2017.**
13. The District met legal requirements regarding the timeliness of private educational data dissemination to parents. The information is included in each site's student handbook. Parents 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.
14. 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 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.
15. The following are a list of current strategies the district uses to communicate with parents. These, and other strategies, will be organized into a comprehensive strategic communication plan that will drive the district's overall communication effort.
  - a. Parent Post, electronic newsletter, is sent to all parents on an every-other-week schedule
  - b. Connecting Points, printed newsletter, is sent to all households ~~five~~ **four** times each year
  - c. Information is shared with the media on the regular basis so it can be used as possible content in the newspaper or other media form; the district sends it Media Tips email to a list of media contacts every Wednesday
  - d. The Blackboard Connect system is used on a regular basis to share information with parents; principals also use the system extensively to connect with parents
  - e. The district website is regularly populated with information for parents including access to the Parent Portal, which includes information specific to students
  - f. The district undertakes periodic community engagement efforts to solicit input from parents and community members; recent efforts included designing pathways, referendum presentations, strategic planning and i-Learn@EP
  - g. The district regularly conducts comprehensive surveys to solicit information from parents and community members
  - h. The district has started Facebook, Twitter, YouTube ~~and Instagram~~ sites to communicate with parents and community members who are already engaged on those platforms
  - i. The district has developed a mobile app with important information like grades, lunch balances, calendar, news and more, so information is more accessible and easier to navigate.

<p>j. <del>The district sends out regular updates to the Key Communicators Network to keep community and parent leaders engaged in important updates.</del></p> <p>k. The district facilitated 30 input sessions for parents, staff, students, community members, including Somali and Latino community members under the Designing Pathways phase 2 facilities process.</p> <p>l. The district pushes important updates through school newsletters when appropriate.</p>	
<p><b><u>Statement of Assertion:</u></b> Report is Reasonable and Evidence support the Operational Interpretation</p>	
<p><b>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.</b></p>	
<p><b><u>Operational Interpretation:</u></b> I interpret this policy to mean that the district must create a relationship with parents within which their issues are attended to appropriately. 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 as soon as possible, but preferably no more than two work- days later.</p> <p><b><u>Operational Definitions</u></b> "Complaints" are written report claiming a violation of a district policy "Concerns" are an emotion that results from lack of information or clarity of communication. "Inquiries" are 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.</p>	
<p><b><u>Justification:</u></b> In the normal course of business the District will receive numerous contacts from parents regarding the district in general and their child in particular. There is a District-wide expectation that inquiries and concerns are best resolved through use of the "chain of command".</p> <p>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.</p>	

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Occasionally, parent inquiries may take the form of complaints. The school district takes seriously all concerns or complaints by parents. 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. Any employee receiving a complaint shall advise the principal or immediate supervisor of the receipt of the complaint. The supervisor shall make an initial determination as to the seriousness of the complaint and whether the matter should be referred to the superintendent. A person may file a complaint at any level of the school district; i.e., principal, superintendent or school board. However, persons are encouraged to file a complaint at the building level when appropriate.

Depending upon the nature and seriousness of the complaint, the supervisor or other administrator receiving the complaint shall determine the nature and scope of the investigation or follow-up procedures. If the complaint involves serious allegations, the matter shall promptly be referred to the superintendent who 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 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. The superintendent or designee shall be consulted in advance of any written response when appropriate.

This policy also requires that all parent concerns be handled respectfully. I interpret this to mean polite, professional and personal interactions as defined in Executive Limitations Policy 2.3 as a “respectful partnership”.

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

<p>5. Policy 526 Hazing Prohibition 6. Policy 528 Student Parental, Family, and Marital Status Non Discrimination (including Title IX grievance procedure)</p> <p>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:</p> <ol style="list-style-type: none"> <li>1. Fulfills professional responsibilities with honesty and integrity</li> <li>2. Supports the principle of due process and protects the civil and human rights of all individuals.</li> <li>3. Implements the school board's policies.</li> </ol> <p>Minnesota Rule 214.10, Subd. 1, 2, &amp; 3 governs complaints and subsequent investigation of failure to follow the Administrator's Code of Ethics.</p>	
<p><b>Measurement Plan:</b> Our current compliance measurement plan is as follows:</p> <ol style="list-style-type: none"> <li>1. Track parent inquiries that are directed to and acknowledged by the Superintendent's Office.</li> <li>2. Track parent inquiries or concerns that rise to the level of District Office involvement after the chain of command has been followed.</li> <li>3. Track District level ongoing or unresolved parent concerns/ inquiries and those that result in an appeal to an outside governmental agency.</li> </ol>	
<p><b>Evidence:</b></p> <ol style="list-style-type: none"> <li>1. There were <del>39</del> <b>23</b> parent inquiries that were directed to and acknowledged by the Superintendent's Office.</li> <li>2. <del>Two (2)</del> <b>Four (4)</b> parent inquiries rose to the level of the District office involvement after following the chain of command.</li> <li>3. There are <del>zero (0)</del> <b>two (2)</b> unresolved or ongoing parent concerns or inquiries at the District and/or appeal level.</li> </ol>	
<p><b>Statement of Assertion:</b> Report is Reasonable and Evidence support the Operational Interpretation</p>	
<p><b>2.3.3 Furthermore, the Superintendent shall not: Set school policies or make major decisions without appropriate input and representation from district parents.</b></p>	
<p><b>Operational Interpretation:</b> 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</p>	

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this broad scope of policies in mind, I believe it is reasonable to seek the input and representation of parents 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 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.

**Justification:**

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 ~~my 32 years of~~ **the superintendent's extensive** experience in successfully involving parents in the input process and K-12 educational practices firmly grounded in research.

**Measurement Plan:**

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.

**Evidence:**

Parent involvement:

1. ~~Administration engaged with parents throughout the referendum process in the summer and fall of 2014. Presentations and engagement through volunteer opportunities were held.~~
2. ~~Administration held numerous i-Learn sessions or provided for parents prior to rollout at all sites and gathered feedback from parents around the previous year's use of i-Learn devices. Feedback from parents was positive.~~
3. Parents were involved in the Strategic Plan process—specifically as members of the Core Planning and Action Teams. Feedback from parents was positive.
4. District Administration meets with the PTO presidents several times each year.
5. The Superintendent and cabinet members attend selective PTO parent meetings every year.
6. Volunteering: the district is currently running a “formal” volunteer program at Oak Point Elementary School, **Prairie View Elementary, Central Middle School, Eagle Heights Spanish Immersion, Cedar Ridge Elementary**, Lower Campus, the Education Center **and in EPIC summer camps**. Traditional volunteer programs continued across the District, but data was not collected.
7. The “formal” program will expand to other sites in the future. **The following people applied and were placed in volunteer roles after completing an interview, background check, training and orientation.**
  - Total Hours Served = **10,118-3,154**
  - Total Volunteers (classroom) = **94-74**
  - Total Volunteers (special events) = **78**
  - **Total volunteers (summer) = 68 (includes EPIC, Early Childhood, KinderCamp)**
  - Oak Point Elementary ~~(ran from April 11 to June 9, 2016)~~ = **10-43** volunteers
  - **Prairie View Elementary (began Jan. 2017) = 8 volunteers**
  - **Central Middle School (began Feb. 2017) = 1 volunteer**
  - **Eagle Heights Spanish Immersion (began March 2017) = 2 volunteers**
  - **Cedar Ridge Elementary (began April 2017) = 1 volunteer**
  - **Lower Campus / Little Eagles Preschool (began in October) = 18 volunteers**

<ul style="list-style-type: none"><li>● Education Center / Early Childhood Family Education <del>(began in October)</del> = 26 volunteers</li><li>● EPIC Summer Camps = 60 volunteers</li></ul> <p>8. <del>Administration engages with parents and solicits input from parents through the Key Communicators Network, which was formed after the referendum in 2014.</del></p> <p>9. Administration has engaged parents in the Designing Pathways process through both in person and online opportunities for conversation and input. The process began in January 2016.</p>	
<p><b><u>Statement of Assertion:</u></b> Report is Reasonable and Evidence support the Operational Interpretation</p>	
Board member’s summarizing comments:	

Eden Prairie School District 272  
Superintendent Monitoring Report

Policy Name: <b>EL 2.6 Financial Management and Operations</b>	Monitoring Timeframe: July <del>2015</del> 2016 - June <del>2016</del> 2017	<b>Policy Monitoring Column FOR BOARD USE ONLY</b>  Compliance rating: <ul style="list-style-type: none"> <li>• OI is/is not reasonable</li> <li>• Data does/does not provide adequate evidence of compliance</li> </ul> <i><b>Include specific evidence for rating conclusion and recommendations.</b></i>
Policy Quadrant: Executive Limitations	Date of School Board Monitoring: September <del>26</del> 25, 20162017	
		Board member name:
<b><u>Global Constraint:</u></b>  <b>The Superintendent shall not cause or allow the development of financial jeopardy. The Superintendent shall also not allow a material deviation of actual expenditures from the current budget without Board approval.</b>		(enter rating and reasoning when appropriate)
<b><u>Operational Interpretation:</u></b> 1. 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. 2. 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. 3. I interpret compliance with the overall policy to mean that all six (6) policy provisions are in compliance.		
<b><u>Justification:</u></b> 1. 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) 2. The School Finance Award is given annually by the Minnesota Department of Education (MDE) Division of School Finance to recognize schools for meeting statutory deadlines for submission of audited financial data, as well as select policy, fiscal and financial reporting criteria.		

<b>Measurement Plan:</b> Compliance with all provisions of the policy.	
<b>Evidence:</b> <ol style="list-style-type: none"> <li>For FY <del>2014-15</del><b>2015-16</b>, the district did not have a negative Net Unreserved General Fund Balance. At the conclusion of the FY <del>2015-16</del><b>2016-17</b> audit field work, preliminary figures indicate that the district will have a positive fund balance in excess of the board minimum of 8 percent.</li> <li>For FY <del>2014-15</del><b>2015-16</b> the district received the School Finance Award.</li> </ol>	
<b>Statement of Compliance:</b> Report is Reasonable and Evidence supports the Operational Interpretation	
<b>2.6.1 Furthermore, the Superintendent shall not: Allow payroll or debts to be settled in an untimely manner.</b>	
<b>Operational Interpretation:</b> I interpret this to mean the superintendent shall not permit debts to be settled in an untimely manner.	
<b>Justification:</b> 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 procedure and timelines is critical.	
<b>Measurement Plan:</b> <ol style="list-style-type: none"> <li>The Annual Audit Report, which outlines legal compliance issues including untimely payments, are furnished to the Board annually</li> <li>An annual internal review ensures that the number of days from each invoice date to its paid date does not exceed thirty five (35) days per M.S. 471.425.</li> </ol>	
<b>Evidence:</b> <ol style="list-style-type: none"> <li><del>There was one legal compliance audit finding for FY14-15 related to contractor withholding affidavit, but no exceptions were noted for untimely payments.</del> <b>There were no legal compliance audit findings for FY 2015-16 relating to untimely payments.</b></li> <li>The annual internal review of invoice payments revealed no exceptions for FY <del>2015-16</del><b>2016-17</b>. Furthermore, there were no delinquency reports or late payment charges from vendors during the fiscal year.</li> </ol>	

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<p><b><u>Statement of Compliance:</u></b> Report is Reasonable and Evidence supports the Operational Interpretation</p>	
<p><b>2.6.2 Furthermore, the Superintendent shall not: Allow payments or other government-ordered payments or filings to be overdue or inaccurately filed.</b></p>	
<p><b><u>Operational Interpretation:</u></b> 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>	
<p><b><u>Justification:</u></b> 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 could result in loss of funding, fiscal penalties, and consume significant employee time and resources.</p>	
<p><b><u>Measurement Plan:</u></b></p> <ol style="list-style-type: none"> <li>1. The Annual Audit Report, which outlines legal compliance issues including tax payments or government ordered filings, are furnished to the Board annually</li> <li>2. An annual internal review of Sales &amp; Use and Payroll related taxes and filings ensures that all are filed and paid when due.</li> </ol>	
<p><b><u>Evidence:</u></b></p> <ol style="list-style-type: none"> <li>1. No exceptions reported in the FY <del>2014-15</del><b>2015-16</b> audit report.</li> <li>2. The annual internal review of sales &amp; use and payroll related taxes and filings revealed no exceptions for FY <del>2015-16</del><b>2016-2017</b>. Furthermore, there were neither reports of delinquency nor late payment charges incurred during the fiscal year.</li> </ol>	
<p><b><u>Statement of Compliance:</u></b> Report is Reasonable and Evidence supports the Operational Interpretation</p>	
<p><b>2.6.3 Furthermore, the Superintendent shall not: Use contingency funds greater than \$100,000 without informing the Board.</b></p>	
<p><b><u>Operational Interpretation:</u></b> I interpret this to mean the superintendent shall not expend contingency funds greater than \$100,000 without informing the Board.</p>	

<p><b><u>Justification:</u></b> The rationale for this provision is self-evident.</p>	
<p><b><u>Measurement Plan:</u></b> Any single use of contingency funds which exceed \$100,000 will be reported to the school board.</p>	
<p><b><u>Evidence:</u></b> No single use of contingency funds in any account exceeded \$100,000. 1. The general fund contingency for FY <del>2015-16</del>2016-17 was \$100,000, of which <del>\$75,522</del> \$77,049 was spent on <del>10-7</del> individual expenditures. 2. The capital fund contingency for FY <del>2015-16</del>2016-17 was <del>\$100,000</del> \$47,021, of which all <del>\$100,000</del> \$47,021 was spent on 3 individual expenditures. 3. The staffing contingency for FY <del>2015-16</del>2016-17 was \$250,000, of which <del>\$198,032 was spent to</del> no funds were needed to address class size or staffing issues..</p>	
<p><b><u>Statement of Compliance:</u></b> Report is Reasonable and Evidence supports the Operational Interpretation</p>	
<p><b>2.6.4 Furthermore, the Superintendent shall not: Acquire, encumber, or dispose of real property without Board approval.</b></p>	
<p><b><u>Operational Interpretation:</u></b> 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><b><u>Justification:</u></b> 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>	

<b>Measurement Plan:</b> This policy shall be measured by the avoidance of the limitations set forth in this policy.	
<b>Evidence:</b> 1. No real property was purchased or sold by the district in FY <del>2015-16</del> 2016-17.	
<b>Statement of Compliance:</b> Report is Reasonable and Evidence supports the Operational Interpretation	
<b>2.6.5 Furthermore, the Superintendent shall not: Lease real property or remodel leased real property without School Board approval.</b>	
<b>Operational Interpretation:</b> 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. The district may also lease space for purposes other than instruction, such as office or storage 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.)	
<b>Justification:</b> 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.	
<b>Measurement Plan:</b> This policy shall be measured by the avoidance of the limitations set forth in this policy.	
<b>Evidence:</b> No new leases were entered into during FY <del>2015-16</del> 2016-17. The district has existing leases including but not limited to:	

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<ol style="list-style-type: none"> <li>1. Bentley properties located in the Scenic Heights Office Park houses the district's technology department.</li> <li>2. City of Eden Prairie located at the City Center houses the TASSEL program and Community Education.</li> <li>3. Wells Fargo Brokerage Services for three artificial turf fields (Final year).</li> <li>4. T-Mobile Central LLC for cell phone towers.</li> <li>5. Eden Prairie Public Storage for general storage space.</li> </ol> <p>The District did remodel the following existing spaces with school board approval:</p> <ol style="list-style-type: none"> <li>1. Eagles Development Center</li> <li>2. Data Center</li> <li>3. Technology Department</li> </ol>	
<p><b><u>Statement of Compliance:</u></b> Report is Reasonable and Evidence supports the Operational Interpretation</p>	
<p><b>2.6.6 Furthermore, the Superintendent shall not: Allow receivables to remain unpursued after a reasonable grace period.</b></p>	
<p><b><u>Operational Interpretation:</u></b> I interpret this to mean the superintendent shall ensure district receivables are pursued in an effective and efficient manner.</p>	
<p><b><u>Justification:</u></b> 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><b><u>Measurement Plan:</u></b> 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>	
<p><b><u>Evidence:</u></b></p> <ol style="list-style-type: none"> <li>1. Receivables are reviewed monthly for collection.</li> <li>2. As of June 30, 2016<sup>2017</sup>, there are no receivables on the ledger aged over 18 months.</li> </ol>	
<p><b><u>Statement of Compliance:</u></b> Report is Reasonable and Evidence supports the Operational Interpretation</p>	



<p><b>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.</b></p>	
<p><b><u>Operational Interpretation:</u></b></p> <ol style="list-style-type: none"> <li>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 per year during any three year period.</li> <li>2. Furthermore, if fee-based relationship monitoring indicates that the annual expenditure or sharing of dividends exceeded \$100,000 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.</li> </ol>	
<p><b><u>Justification:</u></b> The \$100,000 threshold was established as it mirrors Minnesota Statute 471.345 Uniform Municipal Contracting Law.</p>	
<p><b><u>Measurement Plan:</u></b> Fee based relationships which meet or exceed these thresholds are identified annually and evaluated at least every 3 years using industry best practices.</p>	
<p><b><u>Evidence:</u></b> While all vendors are held to and meet high standards, the following fee based relationships have been identified as subject to administrative review:</p> <ol style="list-style-type: none"> <li>1. Insurance Consultants</li> <li>2. OPEB Trustee</li> <li>3. Banking</li> <li>4. Architect</li> </ol> <p>None of the fee-based agreements currently in place with the identified vendors exceeded \$100,000 threshold during the evaluation period.</p>	
<p><b><u>Statement of Compliance:</u></b> Report is Reasonable and Evidence support the Operational Interpretation</p>	
<p>Board member's summarizing comments:</p>	



**Record of Board Self-Evaluation  
Governance Process and Board Management Delegation Policies  
July 1, 2016 – June 30, 2017**

**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	09/25/2017	Yes			Yes

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

**Record of Board Self-Evaluation  
Governance Process and Board Management Delegation Policies  
July 1, 2016 – June 30, 2017**

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

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

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

Policy	Date of Self-Evaluation	Board Behavior Fully Compliant	Board behavior needing improvement or opportunity for continuous improvement	Commitment Made/Action Taken	Completed
<b>3.1 Unity of Control</b>	09/25/2017	Yes			Yes
3.1.1	09/25/2017	Yes			Yes
3.1.2	09/25/2017	Yes			Yes
3.1.3	09/25/2017	Yes			Yes

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

**Record of Board Self-Evaluation**  
**Governance Process and Board Management Delegation Policies**  
**July 1, 2016 – June 30, 2017**

**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.

Policy	Date of Self-Evaluation	Board Behavior Fully Compliant	Board behavior needing improvement or opportunity for continuous improvement	Commitment Made/Action Taken	Completed
<b>3.2 Delegation to the Superintendent</b>	09/25/2017	Yes			Yes
3.2.1	09/25/2017	Yes			Yes
3.2.2	09/25/2017	Yes			Yes
3.2.3	09/25/2017	Yes			Yes
3.2.4	09/25/2017	Yes			Yes

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

**Record of Board Self-Evaluation  
Governance Process and Board Management Delegation Policies  
July 1, 2016 – June 30, 2017**

**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.

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

POLICY		METHOD	FREQUENCY	MONTH
<b>Ends</b>				
1.0	Eden Prairie public schools exist so that each student obtains an education that prepares them for their next stage of life in a manner that justifies the resources expended.	Internal	Annually	
1.1	Each student graduates and is academically prepared to progress to multiple opportunities after high school.	Internal	Annually	
1.2	Each student has the 21 <sup>st</sup> century skills needed to succeed in the global economy.	Internal	Annually	
1.3	Each student has the knowledge that citizens and residents of the United States need to contribute positively to society	Internal	Annually	
<b>Executive Limitations</b>				
2.0	Global Executive Constraint	Internal	Annually	
2.1	Emergency Superintendent Succession	Internal	Biannually	
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	Semiannually	

Policy	Date of Self-Evaluation	Board Behavior Fully Compliant	Board behavior needing improvement or opportunity for continuous improvement	Commitment Made/Action Taken	Completed
<b>3.3 Superintendent Accountability and Performance</b>	09/25/2017	Yes			Yes
3.3.1	09/25/2017	Yes			Yes
3.3.2	09/25/2017	Yes			Yes
3.3.3	09/25/2017	Yes			Yes
3.3.4	09/25/2017	Yes			Yes
3.3.5	09/25/2017	Yes			Yes

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, 2016 – June 30, 2017**

**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.

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.

Adopted: 10/23/12

Revised: 11/26/13; 03/25/14; 04/08/14; 03/24/15



- 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 prior to School Board approval. The Clerk will read all formal resolutions to be voted on by the School Board. The Clerk will also assure the School Board's policies are accurately recorded, maintained and posted.

Policy	Date of Self-Evaluation	Board Behavior Fully Compliant	Board behavior needing improvement or opportunity for continuous improvement	Commitment Made/Action Taken	Completed
<b>4.4 Officer Roles</b>	Sept 25, 2017	Yes			Yes
4.4.1	Sept 25, 2017	Yes			Yes
4.4.1.1	Sept 25, 2017	Yes			Yes
4.4.1.2	Sept 25, 2017	Yes			Yes
4.4.1.3	Sept 25, 2017	Yes			Yes
4.4.1.4	Sept 25, 2017	Yes			Yes
4.4.1.5	Sept 25, 2017	Yes			Yes
4.4.1.6	Sept 25, 2017	Yes			Yes
4.4.1.7	Sept 25, 2017	Yes			Yes
4.4.1.8	Sept 25, 2017	Yes			Yes
4.4.1.9	Sept 25, 2017	Yes			Yes
4.4.2	Sept 25, 2017	Yes			Yes
4.4.3	Sept 25, 2017	Yes			Yes

Adopted: 10/23/12

Revised: 11/26/13; 03/25/14; 04/08/14; 03/24/15

**GP 4.4**

<b>Policy</b>	<b>Date of Self-Evaluation</b>	<b>Board Behavior Fully Compliant</b>	<b>Board behavior needing improvement or opportunity for continuous improvement</b>	<b>Commitment Made/Action Taken</b>	<b>Completed</b>
4.4.4	Sept 25, 2017	Yes			Yes

Adopted: 10/23/12  
Revised: 11/26/13; 03/25/14; 04/08/14; 03/24/15

**Record of Board Self-Evaluation**  
**Governance Process and Board Management Delegation Policies**  
**July 1, 2016 – June 30, 2017**

**Policy Type: Governance Process**  
**Policy Title: 4.5 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.
  - 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.

Adopted: 10/23/12  
Revised: 10/22/13; 02/25/14; 03/24/15; 04/28/15

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- 4.5.4 Members will respect the confidentiality appropriate to issues of a sensitive nature.
  - 4.5.5 Members will be properly prepared for School Board deliberation.
  - 4.5.6 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.
  - 4.5.7 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:

- 4.5.7.1 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):

- 4.5.7.2 Phase I Orientation (New 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.
    - 4.5.7.3 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.
    - 4.5.7.4 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.
    - 4.5.7.5 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.
    - 4.5.7.6 Officer Training – any School Board member elected to be an officer will attend this course within six months of election.
    - 4.5.7.7 Annual Leadership Conference – each School Board member will attend this conference no less than once every three years.

Adopted: 10/23/12

Revised: 10/22/13; 02/25/14; 03/24/15; 04/28/15

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

Policy	Date of Self-Evaluation	Board Behavior Fully Compliant	Board behavior needing improvement or opportunity for continuous improvement	Commitment Made/Action Taken	Completed
<b>4.5 School Board Members' Code of Conduct</b>	Sept 25, 2017	Yes			Yes
4.5.1	Sept 25, 2017	Yes			Yes
4.5.2	Sept 25, 2017	Yes			Yes
4.5.2.1	Sept 25, 2017	Yes			Yes
4.5.2.2	Sept 25, 2017	Yes			Yes
4.5.2.3	Sept 25, 2017	Yes			Yes
4.5.3	Sept 25, 2017	Yes			Yes
4.5.3.1	Sept 25, 2017	Yes			Yes
4.5.3.2	Sept 25, 2017	Yes			Yes
4.5.4	Sept 25, 2017	Yes			Yes
4.5.5	Sept 25, 2017	Yes			Yes
4.5.6	Sept 25, 2017	Yes			Yes
4.5.7	Sept 25, 2017	Yes	See attached updated Training schedule		Yes
4.5.7.1	Sept 25, 2017	Yes			Yes
4.5.7.2	Sept 25, 2017	Yes			Yes
4.5.7.3	Sept 25, 2017	Yes			Yes
4.5.7.4	Sept 25, 2017	Yes			Yes
4.5.7.5	Sept 25, 2017	Yes			Yes
4.5.7.6	Sept 25, 2017	Yes			Yes
4.5.7.7	Sept 25, 2017	Yes			Yes

Adopted: 10/23/12  
Revised: 10/22/13; 02/25/14; 03/24/15; 04/28/15

### MSBA School Board Training Record

<u>Name</u>	<u>Training</u>	<u>Date Attended</u>	<u>Location</u>
Dave Espe	Phase I Orientation	12/07/11	St. Peter
	Phase II Orientation	01/11/12	Minneapolis
	2012 Annual Leadership Conference	1/12/12 & 1/13/12	Minneapolis
	2012 Recognition Luncheon	01/12/12	Minneapolis
	2013 Annual Leadership Conference	1/17/13 & 1/18/13	Minneapolis
	Phase III Orientation	04/25/13	
	2014 Annual Leadership Conference	01/16/14	Minneapolis
	2014 Officers' Workshop	02/13/14	Brooklyn Park
	2015 Annual Leadership Conference	01/15/15	Minneapolis
	2015 Advocacy Meeting	07/17/15	
	2016 Annual Leadership Conference	01/14/16	Minneapolis
	Phase IV Alternative approved by Chair		
	Beyond Diversity	05/11/16 & 05/12/16	Golden Valley
	2017 Annual Leadership Conference	01/12/17	
Ranee Jacobus	Phase I Orientation	12/03/09	Plymouth
	Phase II Orientation	01/13/10	Minneapolis
	2011 Annual Leadership Conference	1/13/11 & 1/14/11	
	Superintendent Search	08/16/11	
	2012 Early Bird Session "Win over your Constituents"	01/11/12	Minneapolis
	2012 Annual Leadership Conference	1/12/12 & 1/13/12	Minneapolis
	2012 Recognition Luncheon	01/12/12	Minneapolis
	Phase III Orientation	04/27/12	St. Louis Park
	2013 Annual Leadership Conference	1/17/13 & 1/18/13	Minneapolis
	2014 Preconference Workshop "World's Best Workforce"	01/15/14	Minneapolis
	2014 Annual Leadership Conference	01/16/14	Minneapolis
	2014 Officers' Workshop	02/13/14	Brooklyn Park
	Policy Governance Conference (Phase IV Orientation credit)	06/01/14	
	2015 Annual Leadership Conference	01/15/15	Minneapolis
	2015 Advocacy Meeting	09/17/15	
	2016 Annual Leadership Conference	01/14/16	Minneapolis
John Kohner	Effective Board Governance Seminar w/ S. Sjogren	01/11/16	Minneapolis
	Phase I Orientation	01/12/16	Minneapolis
	Phase II Orientation	01/13/16	Minneapolis
	2016 Annual Leadership Conference	01/14/16	Minneapolis
	Phase III Orientation	04/14/16	Maple Grove
	Phase IV Orientation	04/15/16	Maple Grove
	LCEB: Bargaining Basics	01/12/17	
	2017 Leadership Conference	01/12.17	
	2017 MSBA Officers Workshop Training (Board Clerk)	02/15/17	Maple Grove
Elaine Larabee	Phase II Orientation	01/15/14	Minneapolis
	2014 Annual Leadership Conference	01/16/14	Minneapolis
	2014 Officers' Workshop	02/13/14	Brooklyn Park
	2014 Summer Seminar	08/04/14	
	Policy Governance Training w/S. Sjogren	03/28/14	Minneapolis
	Phase I Orientation	12/12/14	St. Cloud
	2015 Annual Leadership Conference	01/15/15	Minneapolis
	Phase III Orientation	04/11/15	Brooklyn Park
	Phase IV Alternative approved by Chair		
	2015 Advocacy Meeting	09/17/15	
	2017 Leadership Conference	01/12/17	

## MSBA School Board Training Record

<u>Name</u>	<u>Training</u>	<u>Date Attended</u>	<u>Location</u>
Greg Lehman	Effective Board Governance Seminar w/ S. Sjogren	01/11/16	Minneapolis
	Phase I Orientation	01/12/16	Minneapolis
	Phase II Orientation	01/13/16	Minneapolis
	2016 Annual Leadership Conference	01/14/16	Minneapolis
	Phase III Orientation	04/02/16	St. Cloud
	Phase IV Orientation	04/21/16	St. Cloud
	2016 Advocacy Regional Meeting	09/14/16	
	2017 Leadership Conference	01/12/17	
Holly Link	Phase I Orientation	12/06/13	St. Cloud
	Phase II Orientation	12/07/13	St. Cloud
	2014 Early Bird "Achieving High Student Performance"	01/15/14	Minneapolis
	LCEB 2014: A Board Everyone Trusts	01/16/14	
	2014 Annual Leadership Conference	01/16/14	Minneapolis
	Policy Governance Training w/S. Sjogren	03/28/14	Minneapolis
	Phase IV Orientation	05/02/14	St. Peter
	2015 Annual Leadership Conference	01/15/15	Minneapolis
	Phase III Orientation	04/22/15	St. Cloud
	2015 Advocacy Meeting	07/17/15	
	2016 Annual Leadership Conference	01/14/16	Minneapolis
	2016 Officers' Workshop	02/11/16	Maple Grove
	2017 Leadership Conference	01/12/17	
Adam Seidel	Effective Board Governance Seminar w/ S. Sjogren	01/11/16	Minneapolis
	Phase I Orientation	01/12/16	Minneapolis
	Phase II Orientation	01/13/16	Minneapolis
	Phase III Orientation		
	Phase IV Orientation		
Brenda Haynes	2017 MSBA Officers Training (Board Clerk)	02/15/17	Maple Grove (w/J. Kohner)

**Record of Board Self-Evaluation  
Governance Process and Board Management Delegation Policies  
July 1, 2016 – June 30, 2017**

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

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

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

- 4.6.1 Discuss directly with the School Board member whom you feel violated School Board policy.
- 4.6.2 If agreement or understanding is reached; consider the issue resolved.
- 4.6.3 If resolution is not reached bring to the attention of the Chair (or Vice-Chair if the Chair is the offending member.)
- 4.6.4 If resolution isn't achieved via the Chair/Vice-Chair, bring to the School Board for review of possible violation and for the School Board to take appropriate action by a concurrent vote of at least 4 members which may include any of the following options:
  - 4.6.4.1 School Board vote to determine if policy violation occurred.
  - 4.6.4.2 If School Board agrees violation occurred, School Board votes on what action to take regarding the violation: public statement, removal from School Board leadership positions or removal from the School Board.

Policy	Date of Self-Evaluation	Board Behavior Fully Compliant	Board behavior needing improvement or opportunity for continuous improvement	Commitment Made/Action Taken	Completed
<b>4.6 Process for Addressing School Board Member Violations</b>	Sept 25, 2017	Yes			Yes
4.6.1	Sept 25, 2017	Yes			Yes
4.6.2	Sept 25, 2017	Yes			Yes
4.6.3	Sept 25, 2017	Yes			Yes
4.6.4	Sept 25, 2017	Yes			Yes

Adopted: 10/23/12  
Revised: 03/24/15



**GP 4.6**

<b>Policy</b>	<b>Date of Self-Evaluation</b>	<b>Board Behavior Fully Compliant</b>	<b>Board behavior needing improvement or opportunity for continuous improvement</b>	<b>Commitment Made/Action Taken</b>	<b>Completed</b>
4.6.4.1	Sept 25, 2017	Yes			Yes
4.6.4.2	Sept 25, 2017	Yes			Yes

Adopted: 10/23/12  
Revised: 03/24/15

**Record of Board Self-Evaluation  
Governance Process and Board Management Delegation Policies  
July 1, 2016 – June 30, 2017**

**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
<b>4.7 Board Committee Principles</b>	Sept 25, 2017	Yes	The board discussed the desire of the Committees to be more active in supporting the work of the Board.		Yes
4.7.1	Sept 25, 2017	Yes			Yes
4.7.2	Sept 25, 2017	Yes			Yes
4.7.3	Sept 25, 2017	Yes			Yes
4.7.4	Sept 25, 2017	Yes			Yes

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, 2016 – June 30, 2017**

<b>Policy Type:</b>	<b>Governance Process</b>
<b>Policy Title:</b>	<b>4.8 School Board Committee Structure</b>

A School Board-level committee is created by a majority vote of the School Board to assist in the completion of School Board business. 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 they will observe. 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.

<b>Policy</b>	<b>Date of Self-Evaluation</b>	<b>Board Behavior Fully Compliant</b>	<b>Board behavior needing improvement or opportunity for continuous improvement</b>	<b>Commitment Made/Action Taken</b>	<b>Completed</b>
<b>4.8 Board Committee Structure</b>	Sept 25, 2017	Yes			Yes
<b>4.8.1 Community Linkage Committee</b>	Sept 25, 2017	Yes			Yes
<b>4.8.2 Policy Committee</b>	Sept 25, 2017	Yes			Yes
<b>4.8.3 Board Development Committee</b>	Sept 25, 2017	Yes			Yes
<b>4.8.4 Negotiations Committee</b>	Sept 25, 2017	Yes			Yes

**Record of Board Self-Evaluation**  
**Governance Process and Board Management Delegation Policies**  
**July 1, 2016 – June 30, 2017**

**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 improvement	Commitment Made/Action Taken	Completed
<b>4.10 Operation of the School Board Governing Rules</b>	Sept 25, 2017	Yes			Yes
4.10.1	Sept 25, 2017	Yes			Yes
4.10.1.1	Sept 25, 2017	Yes			Yes
4.10.1.2	Sept 25, 2017	Yes			Yes
4.10.1.3	Sept 25, 2017	Yes			Yes

Adopted: 10/22/13  
Revised:

**Record of Board Policy Monitoring  
Ends and Executive Limitations  
July 2017-June 2018**

**Monitoring 2016-2017 School Year Data**

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

Policy	Date	Operational Interpretation – Reasonable or not?		Evidence – demonstrates expected progress?		Date to bring back the district’s plan to demonstrate expected progress in the future	Completed
		Superintendent Assertion	Board Finding	Superintendent Assertion	Board Finding		
ENDS							
1.1 Each student graduates and is academically prepared to progress to multiple opportunities after high school	06/26/17 OI	Yes	Yes				
	10/23/17 Evidence						
1.1.1. Each student is reading at grade level by the end of third grade	06/26/17 OI	Yes	Yes				
	10/23/17 Evidence						
1.1.2 Each student achieves individual growth expectations and proficiency annually in, but not limited to, Language Arts, Math and Science	06/26/17 OI	Yes	Yes				
	10/23/17 Evidence						
1.1.3 Each student receives a broad-based education that exceeds the Minnesota State Graduation Requirements	06/26/17 OI	Yes	Yes				
	10/23/17 Evidence						

**Record of Board Policy Monitoring  
Ends and Executive Limitations  
July 2017-June 2018**

**Monitoring 2016-2017 School Year Data**

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

Policy	Date	Operational Interpretation – Reasonable or not?		Evidence – demonstrates expected progress?		Date to bring back the district’s plan to demonstrate expected progress in the future	Completed
		Superintendent Assertion	Board Finding	Superintendent Assertion	Board Finding		
ENDS (Continued)							
1.2 Each student has the 21 <sup>st</sup> century skills needed to succeed in the global economy	06/26/17 OI	Yes	Yes				
	10/23/17 Evidence						
1.3 Each student has the knowledge that citizens and residents of the United States need to contribute positively to society	06/26/17 OI	Yes	Yes				
	10/23/17 Evidence						

**Record of Board Policy Monitoring  
Ends and Executive Limitations  
July 2017-June 2018**

**Monitoring 2016-2017 School Year Data**

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

Policy	Date	Operational Interpretation – Reasonable or not?		Evidence – supports Operational Interpretation or not?		Date to re-monitor if either the OI is Not Reasonable or if Evidence doesn’t support OI	Completed
		Superintendent Assertion	Board Finding	Superintendent Assertion	Board Finding		
EXECUTIVE LIMITATIONS							
EL 2.0 Global Executive Constraint	12/11/2017						
EL 2.1 Emergency Superintendent Succession	08/28/17		Yes		Yes		
El 2.2 Treatment of Students	08/28/17		Yes		Yes (Board requested additional information)		
EL 2.3 Treatment of Parents	09/25/2017						
EL 2.4 Treatment of Staff	10/23/2017						
EL 2.5 Financial Planning and Budgeting	12/11/17						
EL 2.6 Financial Management and Operations	09/25/17						
EL 2.7 Asset Protection	08/28/17		Yes		Yes		



**Record of Board Policy Monitoring  
Ends and Executive Limitations  
July 2017-June 2018**

**Monitoring 2016-2017 School Year Data**

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

Policy	Date	Operational Interpretation – Reasonable or not?		Evidence – supports Operational Interpretation or not?		Date to re-monitor if either the OI is Not Reasonable or if Evidence doesn’t support OI	Completed
		Superintendent Assertion	Board Finding	Superintendent Assertion	Board Finding		
EXECUTIVE LIMITATIONS							
EL 2.8 Compensation and Benefits	10/23/17						
EL 2.9 Communication and Support to the School Board	11/27/17 (Semi-annual)						

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**Record of Board Self-Evaluation  
Governance Policies  
(July 2017 – June 2018)**

**Monitoring 2016-2017 School Year Data**

**The purpose of this document is to demonstrate to the owners that the Board is accountable to our  
Board Management Delegation and Governance Process policies.**

Policy	Date of Self-Evaluation	Board Behavior Fully Compliant? Y/N	Board behavior needing improvement or opportunity for continuous improvement	Commitment Made/Action Taken	Completed
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**BOARD-MANAGEMENT DELEGATION (BMD) POLICIES**

<b>3.0 Single Point of Connection</b>	09/25/2017				
<b>3.1 Unity of Control</b>	09/25/2017				
3.1.1	09/25/2017				
3.1.2	09/25/2017				
3.1.3	09/25/2017				
<b>3.2 Delegation to the Superintendent</b>	09/25/2017				
3.2.1	09/25/2017				
3.2.2	09/25/2017				
3.2.3	09/25/2017				
3.2.4	09/25/2017				
<b>3.3 Superintendent Accountability and Performance</b>	09/25/2017				
3.3.1	09/25/2017				
3.3.2	09/25/2017				
3.3.3	09/25/2017				
3.3.4	09/25/2017				
3.3.5	09/25/2017				

**GOVERNANCE PROCESS (GP) POLICIES**

<b>4.0 Global Governance Commitment</b>	12/11/2017				
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**Record of Board Self-Evaluation  
Governance Policies  
(July 2017 – June 2018)**

**Monitoring 2016-2017 School Year Data**

**The purpose of this document is to demonstrate to the owners that the Board is accountable to our  
Board Management Delegation and Governance Process policies.**

Policy	Date of Self-Evaluation	Board Behavior Fully Compliant? Y/N	Board behavior needing improvement or opportunity for continuous improvement	Commitment Made/Action Taken	Completed
4.0.1	12/11/2017				
4.0.2	12/11/2017				
<b>4.1 Governing Style</b>	10/23/2017				
4.1.1	10/23/2017				
4.1.2	10/23/2017				
4.1.3	10/23/2017				
4.1.4	10/23/2017				
4.1.5	10/23/2017				
4.1.6	10/23/2017				
<b>4.2 School Board Job Products</b>	10/23/2017				
4.2.1	10/23/2017				
4.2.2	10/23/2017				
4.2.2 - A	10/23/2017				
4.2.2 - B	10/23/2017				
4.2.2 - C	10/23/2017				
4.2.2 - D	10/23/2017				
4.2.3	10/23/2017				
<b>4.3 Annual Work Plan</b>	10/23/2017				
4.3.1	10/23/2017				
4.3.2	10/23/2017				
4.3.3	10/23/2017				
<b>4.4 Officer Roles</b>	09/25/2017				
4.4.1	09/25/2017				

**Record of Board Self-Evaluation  
Governance Policies  
(July 2017 – June 2018)**

**Monitoring 2016-2017 School Year Data**

**The purpose of this document is to demonstrate to the owners that the Board is accountable to our  
Board Management Delegation and Governance Process policies.**

Policy	Date of Self-Evaluation	Board Behavior Fully Compliant? Y/N	Board behavior needing improvement or opportunity for continuous improvement	Commitment Made/Action Taken	Completed
4.4.1.1	09/25/2017				
4.4.1.2	09/25/2017				
4.4.1.3	09/25/2017				
4.4.1.4	09/25/2017				
4.4.1.5	09/25/2017				
4.4.1.6	09/25/2017				
4.4.1.7	09/25/2017				
4.4.1.8	09/25/2017				
4.4.1.9	09/25/2017				
4.4.2	09/25/2017				
4.4.3	09/25/2017				
4.4.4	09/25/2017				
<b>4.5 School Board Members' Code of Conduct</b>	09/25/2017				
4.5.1	09/25/2017				
4.5.2	09/25/2017				
4.5.2.1	09/25/2017				
4.5.2.2	09/25/2017				
4.5.2.3	09/25/2017				
4.5.3	09/25/2017				
4.5.3.1	09/25/2017				
4.5.3.2	09/25/2017				
4.5.4	09/25/2017				

**Record of Board Self-Evaluation  
Governance Policies  
(July 2017 – June 2018)**

**Monitoring 2016-2017 School Year Data**

**The purpose of this document is to demonstrate to the owners that the Board is accountable to our  
Board Management Delegation and Governance Process policies.**

Policy	Date of Self-Evaluation	Board Behavior Fully Compliant? Y/N	Board behavior needing improvement or opportunity for continuous improvement	Commitment Made/Action Taken	Completed
4.5.5	09/25/2017				
4.5.6	09/25/2017				
4.5.7	09/25/2017				
4.5.7.1	09/25/2017				
4.5.7.2	09/25/2017				
4.5.7.3	09/25/2017				
4.5.7.4	09/25/2017				
4.5.7.5	09/25/2017				
4.5.7.6	09/25/2017				
4.5.7.7	09/25/2017				
<b>4.6 Process for Addressing School Board Member Violations</b>	09/25/2017				
4.6.1	09/25/2017				
4.6.2	09/25/2017				
4.6.3	09/25/2017				
4.6.4	09/25/2017				
4.6.4.1	09/25/2017				
4.6.4.2	09/25/2017				
<b>4.7 School Board Committee Principles</b>	09/25/2017				
4.7.1	09/25/2017				
4.7.2	09/25/2017				

**Record of Board Self-Evaluation  
Governance Policies  
(July 2017 – June 2018)**

**Monitoring 2016-2017 School Year Data**

**The purpose of this document is to demonstrate to the owners that the Board is accountable to our  
Board Management Delegation and Governance Process policies.**

Policy	Date of Self-Evaluation	Board Behavior Fully Compliant? Y/N	Board behavior needing improvement or opportunity for continuous improvement	Commitment Made/Action Taken	Completed
4.7.3	09/25/2017				
4.7.4	09/25/2017				
<b>4.8 School Board Committee Structure</b>	09/25/2017				
4.8.1	09/25/2017				
4.8.2	09/25/2017				
4.8.3	09/25/2017				
4.8.4	09/25/2017				
<b>4.9 Governance Investment</b>	10/23/2017				
4.9.1	10/23/2017				
4.9.1.1	10/23/2017				
4.9.1.2	10/23/2017				
4.9.1.3	10/23/2017				
4.9.2	10/23/2017				
4.9.3	10/23/2017				
<b>4.10 Operation of the School Board Governing Rules</b>	09/25/2017				
4.10.1	09/25/2017				
4.10.1.1	09/25/2017				
4.10.1.2	09/25/2017				
4.10.1.3	09/25/2017				

**Monthly Reports – Resolution of Acceptance of Donations**

BE IT RESOLVED by the School Board of Independent School District No. 272 that the School Board accepts with appreciation the following contributions and permits their use as designated by the donors:

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**Cedar Ridge Elementary:**

- Donation of \$8.53 – The Kula Foundation (Red Robin)– Jen Heyer’s “One and Only You” Project

**Prairie View Elementary:**

- Donation of \$594.00 – Prairie View PTO (Rachel Nave) – Take Home Folders for students

## SUPERINTENDENT CONSENT AGENDA

### A. Semi-Monthly Reports

#### HUMAN RESOURCES

##### 1. Human Resources – Principals

###### a. New Hires

Epping, Joe – Principal, Cedar Ridge Elementary, effective 7/1/2017 through 6/30/2018.

##### 2. Human Resources - Licensed Staff

###### a. New Hires

Breyer, Heidi – Grade 1 Teacher, 1.0 FTE, Cedar Ridge Elementary, effective 8/28/2017.

Dabbs, Melissa – World Language – French, 1.0 FTE, Central Middle School, effective 8/28/2017.

Geske, Paige – Grade 5 Teacher, 1.0 FTE, Oak Point Elementary, effective 8/31/2017.

Itman, Heidi – Kindergarten Teacher, 1.0 FTE, Prairie View Elementary, effective 8/28/2017.

Mignone, Heather – Special Education Teacher, 1.0 FTE, Oak Point Elementary, effective 9/13/2017.

Nelson, Alana – Grade 4 Teacher, 1.0 FTE, Eden Lake Elementary, effective 8/30/2017.

O'Brien, Courtney – Kindergarten Teacher, 1.0 FTE, Eden Lake Elementary, effective 8/28/2017.

Penttinen, Jennifer – Special Education, 1.0 FTE, Oak Point Elementary, effective 8/28/2017.

Simanton, Drew – Grade 1 Teacher, 1.0 FTE, Eden Lake Elementary, effective 8/28/2017.

Sipe, Meghan – Kindergarten Teacher, 1.0 FTE, Prairie View Elementary, effective 8/28/2017.

Tapper, Courtney – Industrial Technology Education, 1.0 FTE, Central Middle School, effective 8/28/2017.

###### b. Resignation/Retirements

Blohowiak, Carrie – World Language – French, 1.0 FTE, Central Middle School, effective 6/9/2017.

Friesen, Julita – Gifted and Talented Teacher, 1.0 FTE, Cedar Ridge Elementary, effective 6/9/2017.

Swanson, Kristen – Special Education Teacher, 1.0 FTE, Oak Point Elementary, effective 6/9/2017.



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Vernier, Brittany – World Language – Spanish, 1.0 FTE, Forest Hills Elementary, effective 6/9/2017.

**3. Human Resources - Classified Staff**

**a. New Hires**

**CLASS**

Hirman, Nikki – Due Process Clerk, Early Childhood Special Education, 5 hours/day, 5 days/week, 181 days/year, effective 9/5/2017.

Rosco, Emily – Curriculum Assistant, Eagle Heights Spanish Immersion, 3.5 hours/day, 5 days/week, 185 days/year, effective 8/28/2017.

**FOOD SERVICE**

Host, Holly – Production Cook, Eden Prairie High School, 5 hours/day, 5 days/week, 177 days/year, effective 9/5/2017.

Johnson-Mindermann, Sheila – Food Service Assistant I – American Grille, Eden Prairie High School, 4.25 hours/day, 5 days/week, 177 days/year, effective 9/25/2017.

Kearney, Carrie – Food Service Assistant I – Cashier, Prairie View Elementary, 4.5 hours/day, 5 days/week, 177 days/year, effective 9/5/2017

**LITTLE EAGLES**

Williams, Elizabeth – Little Eagles Preschool Teacher, Little Eagles Preschool, 8 hours/day, 3 days/week, 108 days/year, effective 8/28/2017.

**MSEA**

Adams, Tiesha – Playground Paraprofessional, Cedar Ridge Elementary, 2.5 hours/day, 5 days/week, 172 days/year, effective 9/5/2017.

Anderson, Jennifer – Special Education Paraprofessional, Eden Lake Elementary, 5 hours/day, 5 days/week, 169 days/year, effective 9/18/2017.

Buteyn, Carol – Educational Paraprofessional – Test Center, Eden Prairie High School, 4-5 hours/day, 5 days/week, 146 days/year, effective 9/18/2017.

Finstad, Rachel – Special Education Paraprofessional, Eden Prairie High School, 6.25 hours/day, 5 days/week, 178 days/year, effective 9/8/2017.

Kelly, Nicholas – Early Childhood Paraprofessional, Little Eagles Preschool, 6 hours/day, 5 days/week, 185 days/year, effective 9/5/2017.

Hanson, Lacey – Early Childhood Paraprofessional, Little Eagles Preschool, 6.75 hours/day, 5 days/week, 185 days/year, effective 9/5/2017.

Luke, Hilaire – Special Education Paraprofessional, Eden Prairie High School, 6.5 hours/day, 5 days/week, 178 days/year, effective 9/5/2017.

Mack-Hafermann, Jessica – Special Education Paraprofessional, Oak Point Elementary, working 6 hours/day, 5 days/week, 178 days/year, effective 9/5/2017.

Martin, Ryan – Special Education Paraprofessional, Eden Prairie High School, 6.5 hours/day, 5 days/week, 178 days/year, effective 9/7/2017.

Shold, Amanda – Avid Tutor, Central Middle School, 5.5 hours/day, 2 days/week, 71 days/year, effective 9/19/2017.

Singh, Rupa – Lunchroom Paraprofessional, Oak Point Elementary, 3 hours/day, 5 days/week, 178 days/year, effective 9/5/2017.

Thomas Powell, Monroe – Security Monitor, Eden Prairie High School, 8 hours/day, 5 days/week, 178 days/year, effective 9/5/2017.

#### TRANSPORTATION

Cannady, Richard – Bus Driver, Transportation, 5.05 hours/day, 5 days/week, 178 days/year, effective 9/5/2017.

Johnson, David – Bus Driver, Transportation, 5.23 hours/day, 5 days/week, 178 days/year, effective 9/5/2017.

Kish, Pauline – Bus Driver, Transportation, 4.91 hours/day, 5 days/week, 178 days/year, effective 9/5/2017.

Roberts, Ruth – Bus Driver, Transportation, 6.13 hours/day, 5 days/week, 178 days/year, effective 9/5/2017.

Schear, Morris – Bus Driver, Transportation, 5.1 hours/day, 5 days/week, 178 days/year, effective 9/5/2017.

Schuck, Timothy – Mechanic, Transportation, 8 hours/day, 5 days/week, 260 days/year, effective 8/31/2017.

Talcott, Daniel – Bus Driver, Transportation, 5.01 hours/day, 5 days/week, 178 days/year, effective 9/5/2017.

#### b. Resignations/Retirements

##### CLASS

Van Sloun, Sheila – Community Education Building Supervisor, Community Education, effective 8/3/2017.

Williams-Jensen, Gayla – Receptionist, Eagle Heights Spanish Immersion, effective 11/30/2017.

##### FOOD SERVICE

Fischer, Robin – Food Service Assistant I, Prairie View Elementary, effective 10/6/2017.

Gehrts, Kimberly – Food Service Assistant I, Oak Point Elementary, effective 9/8/2017.

Stone, Deborah – Food Service Assistant I, Central Middle School, effective 6/8/2017.

Sutliff, Rebecca – Food Service Assistant I, Cedar Ridge Elementary, effective 6/8/2017.

##### LITTLE EAGLES

Sipe, Meghan – Little Eagles Preschool Teacher, Education Center, effective 8/14/2017.

Michelau, Sophia – Little Eagles Preschool Teacher, Education Center, effective 8/21/2017.

MSEA

Altmann, Gina – Special Education Paraprofessional, Eden Prairie High School, effective 6/8/2017.

Bergstrom, James – Security Monitor, Eden Prairie High School, effective 6/8/2017.

Clark, Jaleesa – Special Education Bus Paraprofessional, Transportation, effective 6/8/2017.

Page, Stacie – Special Education Paraprofessional, Forest Hills Elementary, effective 6/8/2017.

Pieper, Lacey – Special Education Paraprofessional, TASSEL, effective 6/8/2017.

Spiros, Halley – Special Education Paraprofessional, Eden Prairie High School, effective 6/8/2017.

Sullivan, Kristin – Special Education Paraprofessional, Oak Point Elementary, effective 6/8/2017.

Veire, Cyndi – Playground Paraprofessional, Cedar Ridge Elementary, effective 8/21/2017.

TRANSPORTATION

Busch, Aaron – Bus Driver, Transportation, effective 6/8/2017.

Evans, Jeffrey – Bus Driver, Transportation, effective 6/8/2017.

Hammick, Natoya – Bus Driver, Transportation, effective 8/21/2017.

## **Board Business**

### **General Consent Agenda**

#### **Approval of Payments, all funds, August 2017**

Check #393985-394165	\$2,046,865.78
Electronic Disbursements	\$3,886,399.60
<b>TOTAL</b>	<b>\$5,933,861.63</b>

#### **Acknowledgment of Electronic Transfers August 2017**

<b>INVEST DATE</b>	<b>FROM</b>	<b>TO</b>	<b>INTEREST RATE</b>	<b>MATURITY DATE</b>	<b>PRINCIPAL</b>
08/01/17	PMA Financial	MNTrust	1.080%	09/01/17	\$7,338.09
08/14/17	PMA Financial	MNTrust	1.090%	09/14/17	\$2,314.38

## REVENUES/TRANSFERS IN (BY SOURCE CODE)

### Revenue Notes:

## EXPENDITURES/TRANSFERS OUT (BY OBJECT CODE)

### Expenditure Notes:



**EDEN PRAIRIE  
SCHOOLS**

*Inspiring Each Student Every Day*

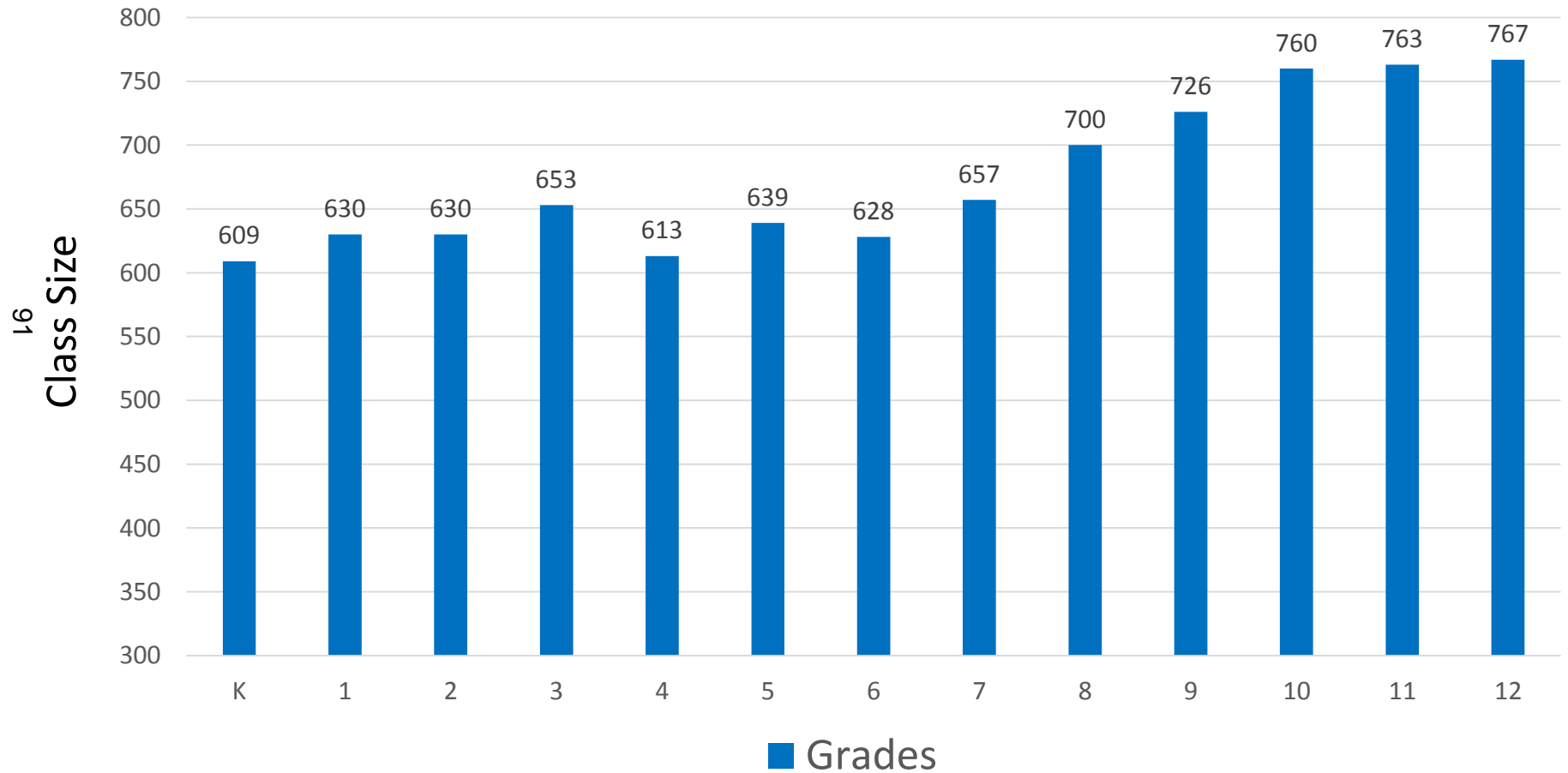
# Enrollment Report

**September 2017**

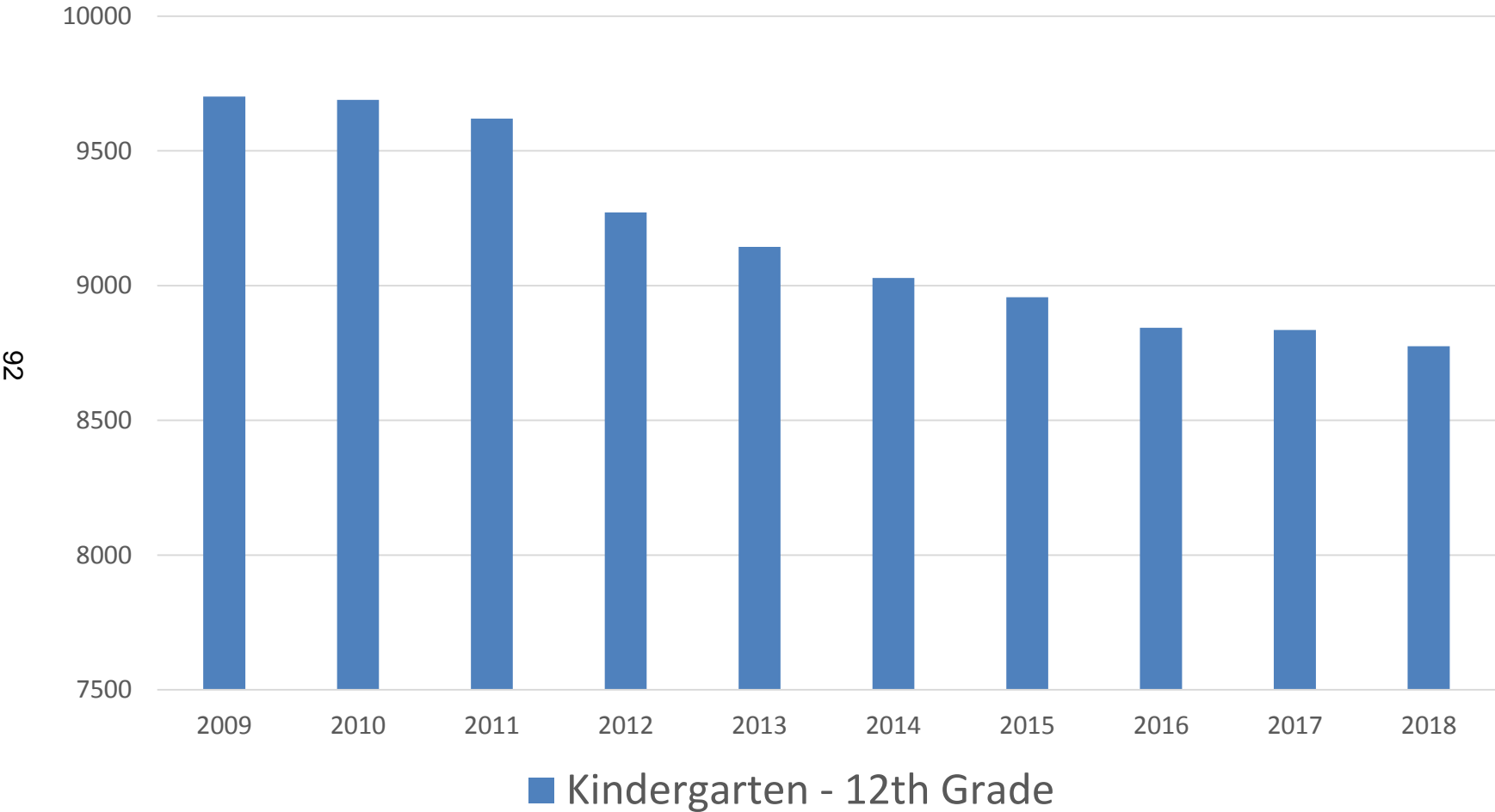
06



# Fall 2017 Enrollment

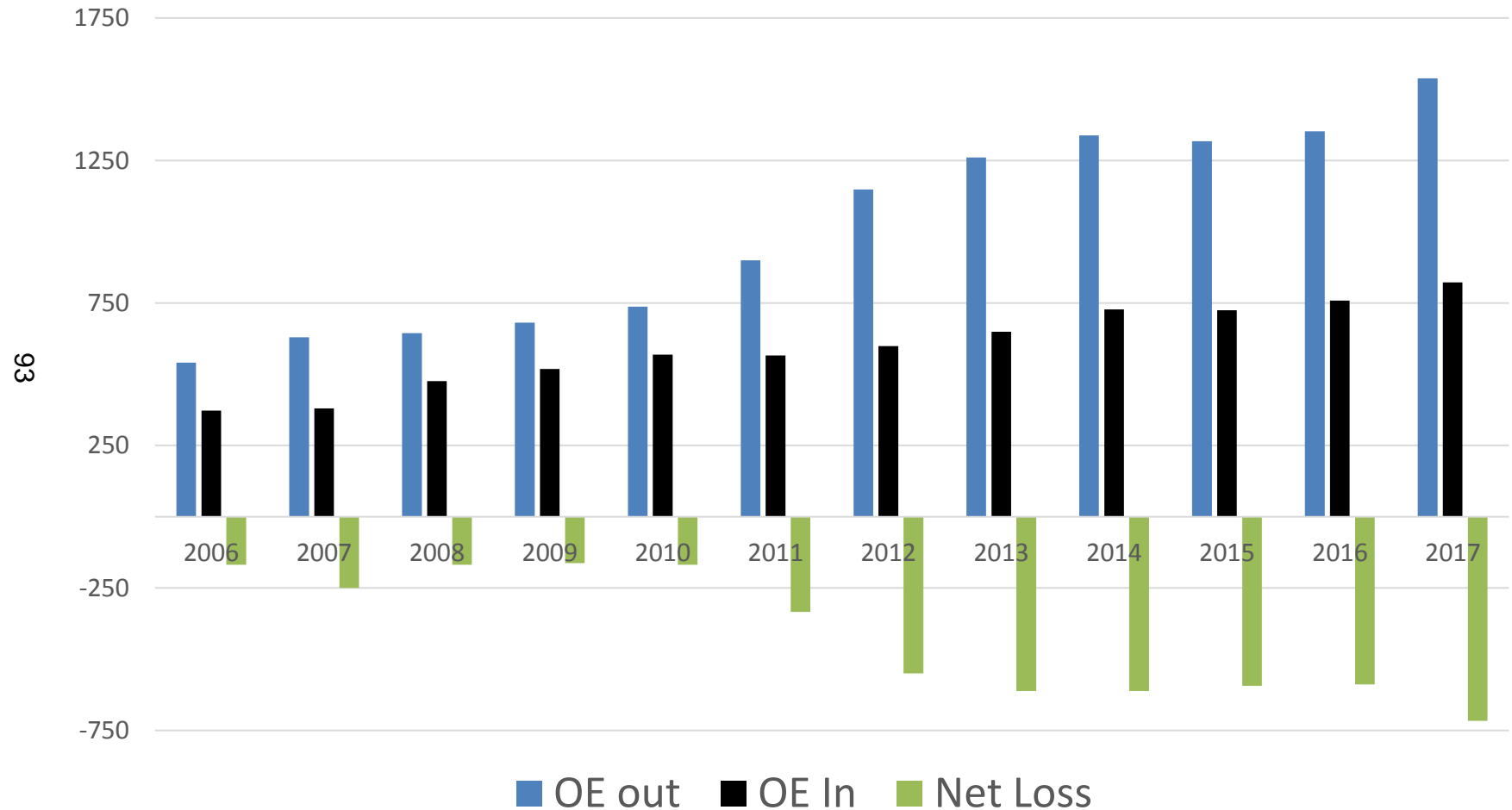


# Enrollment Trends





# Open Enrollment



# Open Enrollment In vs Out



Top Incoming	2015-16	2016-17
Eastern Carver ISD	157	168
Minneapolis ISD	134	151
Shakopee ISD	106	115
Bloomington ISD	40	53
Hopkins ISD	54	49
Minnetonka ISD	48	44

Top Outgoing	2015-16	2016-17
Minnetonka ISD	527	558
Eagle Ridge Academy	280	444
Edina ISD	84	73
Hopkins ISD	52	44
Bloomington ISD	42	38
Eastern Carver ISD	24	37

# Kindergarten Capture Rate



Fiscal Year	EP Resident Enrollment	Estimated Census	Capture Rate
2011-12	633	794	79.7%
2012-13	671	795	84.4%
2013-14	619	753	82.2%
2014-15	642	751	85.5%
2015-16	611	760	80.4%
2016-17	606	773	78.4%
2017-18	609	780	78.1%
2018-19	560	717	78.1%
2019-20	620	794	78.1%
2020-21	580	743	78.1%
2021-22	586	753	78.1%

# Fall 2017 Emerging Trends



- Enrollment is lower than anticipated
  - 35 students, approximately \$300,000 revenue
- Kindergarten capture rate is trending downward
  - 78.1% compared with 80.4% two years ago

# Next Steps

- 2017-18 Mid-Year Budget Update
  - Analyze revenue impact
  - Re-balance the budget
- 2018-19 Enrollment Projection & Beyond
  - Capture Rate
  - Trends/Cohort Survival Rate
- Long-Range Financial Projection
  - 5-Year Forecast

EPS

EDEN PRAIRIE  
SCHOOLS

*Inspiring Each Student Every Day*

# 2016-17 Preliminary Year-end Review

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School Board Meeting  
September 25, 2017



# 2016-17 Financial Audit



- Audit preliminary fieldwork completed in June
- Audit main fieldwork completed Mid-September
- Preliminary results presented to School Board-September 25<sup>th</sup>
- Recap final results with Board Leadership in November
- Final audit report presented to School Board-November 27<sup>th</sup>

# 2016-17 Audit Findings



- Student Activities
  - Internal Controls at district sites are not sufficient to assure all cash receipts have been recorded.
  - 3 out of 12 deposits were not timely
- Legal Compliance
  - 2 out of 26 disbursements not paid within 35 days
  - 1 facility project did not obtain proper certificate of completion prior to final contractor payment
  - Vendor awarded contracts without obtaining proper quotes/bids
- Federal Grants
  - Personnel activity reports were not properly completed for employees paid with federal funds



# General Fund Overview



GENERAL FUND - Unassigned	Budget	Actual	Variance	%
Revenue	\$105,260,837	\$105,094,612	(\$ 166,225)	(0.15%)
Expenditures	\$104,046,912	\$103,295,735	(\$ 751,177)	(0.72%)
Total Change	\$1,213,925	\$1,798,877	\$ 584,952	(0.56%)

## REVENUE:

Nothing major to note at this time

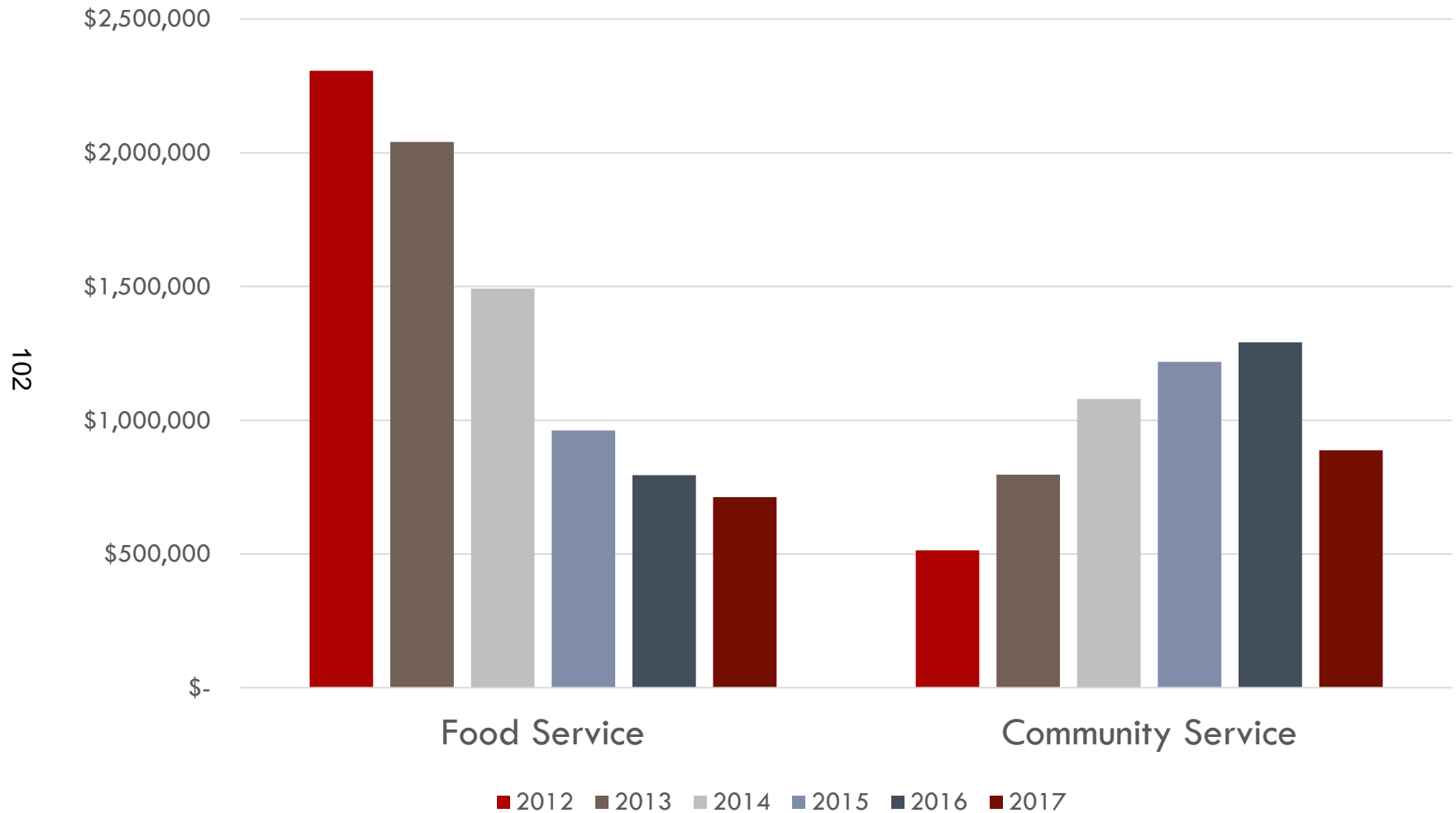
## EXPENDITURES:

Staffing Efficiencies (\$300,000)

Benefit Savings (\$200,000)

Special Education Costs (\$200,000)

# Other Funds



# Next Steps

- Wrap-up Financial Audit
  - Present November 27<sup>th</sup>
  
- Mid-Year Budget Update
  - Present January 22<sup>nd</sup>
  
- Long-Range Financial Projection
  - 5-Year Forecast

**Eden Prairie School Board**  
**2017-2018 WORK PLAN CHANGES**  
**Proposed: 09/25/17**

Date of Meeting/Workshop	Changes Requested
Monday, October 9, 2017 – <b>Workshop</b>	<ul style="list-style-type: none"> <li>- <b><u>REMOVE:</u></b> GP 4.0 Global Governance and add to Workshop agenda on Monday, November 13, 2017</li> <li>-</li> </ul>
Monday, October 23, 2017	<ul style="list-style-type: none"> <li>- <b><u>REMOVE:</u></b> GP 4.0 Global Governance – already listed on 12/11/17 for monitoring.</li> <li>- <b><u>MOVE (Board Education):</u></b> 2016 -2017 Audited Financial Presentation to November 27<sup>th</sup></li> </ul>
Monday, November 13, 2017 – <b>Workshop</b>	<ul style="list-style-type: none"> <li>- <b><u>ADD:</u></b> GP 4.0 Global Governance</li> <li>- <b><u>ADD:</u></b> Designing Pathways Discussion</li> </ul>
Monday, November 27, 2017	<ul style="list-style-type: none"> <li>- <b><u>ADD (Board Education):</u></b> 2016 -2017 Audited Financial Presentation to November 27 Meeting</li> </ul>
Monday, December 11, 2017	

**Placeholder – General Board Work**

- Prep work for January Organizational Meeting
- Workshop Regarding: Post-Secondary Options

**Placeholder – Policy Review**

- Board Reimbursement Policy
- Policy Language Review for February 2018
- Public Comment
- Schedule Future Policy Review

**EDEN PRAIRIE SCHOOL BOARD  
2017-2018 ANNUAL WORK PLAN**

**Board Meetings**

**Board Workshops**

**Other Meetings**

**September 25, 2017**

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			
*****2017*****  Board Meeting Mon, July 24, 2017 8:00 AM					<ul style="list-style-type: none"> <li>•HR Report/Monthly Reports</li> <li>•Student Handbooks</li> <li>•<del>EPS 10 Year Facilities Maintenance Plan</del> (Completed 6/26/17 Board Mtg.)</li> </ul>		<ul style="list-style-type: none"> <li>•School Board Candidate Information Meetings at ASC:                             <ul style="list-style-type: none"> <li>- 10 a.m. &amp; 7 p.m.</li> </ul> </li> </ul>
Board Workshop Mon, Aug 28, 2017 4:30 PM							<ul style="list-style-type: none"> <li>•Designing Pathways Information Session</li> </ul>
Board Meeting Mon, Aug 28, 2017 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>•Record of Board Self-Evaluation</li> </ul>		<ul style="list-style-type: none"> <li>•Monthly Reports</li> </ul>		
Post Meeting Board Workshop Mon, Aug 28, 2017							<ul style="list-style-type: none"> <li>•School Board Mtg. Self-Assessment</li> </ul>
Brief Board Meeting Mon, Sep 11, 2017 6:00 PM			Approval of Agreement –Eden Prairie Education Association				

**EDEN PRAIRIE SCHOOL BOARD  
2017-2018 ANNUAL WORK PLAN**

**Board Meetings**

**Board Workshops**

**Other Meetings**

**September 25, 2017**

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, Sept 11, 2017 6:15 PM							<ul style="list-style-type: none"> <li>•Admin Proposals for 2017-18 Workshops</li> <li>•NEW Policy Development Discussion (Ends &amp; EL Policies)</li> <li>•Policy Monitoring: All BMD Policies</li> <li>•Policy Monitoring: GP 4.4, 4.5, 4.6, 4.7, 4.8, 4.10</li> <li>•Confirm agenda for next Board Workshop</li> </ul>
Board Meeting Mon, Sept 25, 2017 6:00 PM	<ul style="list-style-type: none"> <li>•EL 2.2 Treatment of Students (Listed on 8/28/17)</li> <li>• Re-Monitor the OI of EL 2.1 Superintendent Succession Plan.</li> <li>•EL 2.3 Treatment of Parents</li> <li>•EL 2.6 Financial Management&amp;Operations</li> <li>•EL 2.7 Asset Protection (Listed on 8/28/17)</li> <li>•All BMD Policies</li> <li>•GP 4.4 Officer Roles</li> <li>•GP 4.5 School Board Members Code of Conduct</li> <li>•GP 4.6 Process for Addressing School Board Member Violations</li> <li>•GP 4.7 School Board Committee Principles</li> </ul>		<ul style="list-style-type: none"> <li>•Approval of Preliminary FY18 Levy</li> <li>•Record of Board Self-Evaluation</li> </ul>		<ul style="list-style-type: none"> <li>•Monthly Reports</li> </ul>	<u>Superintendent Incidentals:</u> <ul style="list-style-type: none"> <li>• 2016-2017 Unaudited Financials</li> <li>•Enrollment Update</li> </ul>	

**EDEN PRAIRIE SCHOOL BOARD  
2017-2018 ANNUAL WORK PLAN**

**Board Meetings**

**Board Workshops**

**Other Meetings**

**September 25, 2017**

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>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, Sept 25, 2017							<ul style="list-style-type: none"> <li>School Board Mtg. Self-Assessment</li> </ul>
Board Workshop Mon, Oct 9, 2017 6:00 PM							<ul style="list-style-type: none"> <li>Board Development: Board Governance Processes Discussion</li> <li>Administration: Setting Stage for 2018-19 Budget Guidelines</li> <li>Policy Monitoring: GP 4.0, 4.1, 4.2, 4.3, 4.9</li> <li>Confirm agenda for next Board Workshop</li> </ul>
Board Meeting Mon, Oct 23, 2017 6:00 PM	<ul style="list-style-type: none"> <li>Ends 1.1, 1.2, 1.3 Evidence (2016-17)</li> <li>EL 2.4 Treatment of Staff</li> <li>EL 2.8 Compensation and Benefits</li> <li>GP 4.0 Global Governance Commitment (Listed on 12/11/17)</li> <li>GP 4.1 Governing Style</li> <li>GP 4.2 School Board Job Products</li> </ul>		<ul style="list-style-type: none"> <li>Record of Board Self-Evaluation</li> </ul>		<ul style="list-style-type: none"> <li>Monthly Reports</li> </ul>	<u>Superintendent Incidentals:</u> <ul style="list-style-type: none"> <li>Enrollment Report as of Oct. 1, 2017</li> </ul>	

**EDEN PRAIRIE SCHOOL BOARD  
2017-2018 ANNUAL WORK PLAN**

**Board Meetings**

**Board Workshops**

**Other Meetings**

**September 25, 2017**

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>GP 4.3 Annual Work Plan</li> <li>GP 4.9 Governance Investment</li> </ul>						
Post Meeting Board Workshop Mon, Oct 23, 2017							<ul style="list-style-type: none"> <li>School Board Mtg. Self-Assessment</li> </ul>
Board Workshop Mon, Nov 13, 2017 6:00 PM							<ul style="list-style-type: none"> <li>Administration: Guidelines Setting Stage for 2018-19 Budget -Part 2</li> <li>Superintendent Goal Setting Discussion</li> <li>Confirm agenda for next Board Workshop</li> <li></li> </ul>
Board Meeting Mon, Nov 27, 2017 6:00 PM	<ul style="list-style-type: none"> <li>EL 2.9 Communication and Support to the School Board (Semi-annual)</li> </ul>	<ul style="list-style-type: none"> <li><del>Closed Session:</del> Superintendent Review</li> <li>Superintendent Goal Setting</li> </ul>	<ul style="list-style-type: none"> <li>Approval of FY17 Audit</li> <li>Appointment: WMEP Representative (listed on 12/11/17)</li> <li>Record of Board Self-Evaluation</li> </ul>	<ul style="list-style-type: none"> <li>Treasurer's Report</li> </ul>	<ul style="list-style-type: none"> <li>Monthly Reports</li> </ul>	<ul style="list-style-type: none"> <li>World's Best Workforce Report</li> <li>2016-2017 Audited Financials</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
Post Meeting Board Workshop Mon, Nov 27, 2017							<ul style="list-style-type: none"> <li>School Board Mtg. Self-Assessment</li> </ul>
Truth in Taxation Hearing							

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**EDEN PRAIRIE SCHOOL BOARD  
2017-2018 ANNUAL WORK PLAN**

**Board Meetings**

**Board Workshops**

**Other Meetings**

**September 25, 2017**

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			
Mon, Dec 11, 2017 6:00 PM							
Board Meeting Mon, Dec 11, 2017 6:15 PM Convene following the Truth in Taxation Hearing	<ul style="list-style-type: none"> <li>•EL 2.5 Financial Planning and Budgeting</li> <li>•EL 2.0 Global Executive Constraint</li> <li>•GP 4.0 Global Governance Commitment</li> </ul>		<ul style="list-style-type: none"> <li>•Approval of Final FY18 Levy</li> <li>•Appointment of District 287 Representative</li> <li>•Appointment of WMEP Representative</li> <li>•Superintendent Review Statement (Announcements)</li> <li>•Record of Board Self-Evaluation</li> </ul>		<ul style="list-style-type: none"> <li>•Monthly Reports</li> </ul>		
Post Meeting Board Workshop Mon, Dec 11, 2017							<ul style="list-style-type: none"> <li>• School Board Mtg. Self-Assessment</li> </ul>
*****2018*****  Annual Organizational Meeting Mon, Jan 8, 2018 6:00 PM			<ul style="list-style-type: none"> <li>•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> </ul>		<ul style="list-style-type: none"> <li>•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> </ul> </li> </ul>		

**EDEN PRAIRIE SCHOOL BOARD  
2017-2018 ANNUAL WORK PLAN**

**Board Meetings**

**Board Workshops**

**Other Meetings**

**September 25, 2017**

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>- School District Responsible Authority</li> <li>- Deputy Clerk &amp; Deputy Treasurer</li> <li>- Facsimile Signature Authorization</li> <li>- Authorization for Superintendent to Sign Contracts</li> <li>- Local Ed Agency (LEA) Representative</li> </ul>		
Board Workshop Mon, Jan 8, 2018 6:15 PM Convene following the Annual Organizational Meeting							<ul style="list-style-type: none"> <li>• 2018 Committees &amp; Outside Organization Discussion</li> <li>• Confirm agenda for next Board Workshop</li> </ul>
Board Meeting Mon, Jan 22, 2018 6:00 PM		<ul style="list-style-type: none"> <li>• 2018-19 School Calendar</li> <li>• 2019-20 School Calendar-DRAFT</li> </ul>	<ul style="list-style-type: none"> <li>• Mid-Year Budget Approval</li> <li>• Record of Board Self-Evaluation</li> </ul>	<ul style="list-style-type: none"> <li>• 2018 School Board Committee &amp; Outside Organization Assignments</li> </ul>	<ul style="list-style-type: none"> <li>• Monthly Reports</li> <li>• Capital Budget for Buses</li> <li>• Pay Equity Report</li> </ul>	<ul style="list-style-type: none"> <li>• Budget Events Timeline</li> <li>• FY19 Budget Assumptions</li> </ul>	
Post Meeting Board Workshop Mon, Jan 22, 2018							<ul style="list-style-type: none"> <li>• School Board Meeting Self-Assessment</li> </ul>
Board Workshop Mon, Feb 12, 2018 6:00 PM							<ul style="list-style-type: none"> <li>• Local Legislative Update</li> <li>• Confirm agenda for next Board Workshop</li> </ul>

**EDEN PRAIRIE SCHOOL BOARD  
2017-2018 ANNUAL WORK PLAN**

**Board Meetings**

**Board Workshops**

**Other Meetings**

**September 25, 2017**

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, Feb 26, 2018 6:00 PM		<ul style="list-style-type: none"> <li>Closed Session: Negotiation Strategy</li> </ul>	<ul style="list-style-type: none"> <li>Record of Board Self-Evaluation</li> </ul>		<ul style="list-style-type: none"> <li>Monthly Reports</li> <li>Approval of 2018-19 School Calendar</li> <li>Approval of 2019-20 School Calendar DRAFT</li> <li>2018-19 Achievement &amp; Integration Budget</li> <li>American Indian Education Resolution</li> </ul>		
Post Meeting Board Workshop Mon, Feb 26, 2018							<ul style="list-style-type: none"> <li>School Board Meeting Self-Assessment</li> </ul>
Board Workshop Mon, Mar 12, 2018 6:00 PM							<ul style="list-style-type: none"> <li>Confirm agenda for next Board Workshop</li> <li>(Tentative) All-Day Policy Workshop for the purpose of reviewing the wording of all policies &amp; make revisions as appropriate.</li> </ul>
Board Meeting Mon, Mar 26, 2018 6:00 PM		<ul style="list-style-type: none"> <li>2018-19 Capital Budget</li> <li>Closed Session: Negotiation Strategy</li> </ul>	<ul style="list-style-type: none"> <li>Record of Board Self-Evaluation</li> <li>Resolution to Release Probationary Teachers</li> <li>School Board Expense Reimbursement Policy – 1<sup>st</sup> Reading</li> </ul>		<ul style="list-style-type: none"> <li>Monthly Reports</li> </ul>	<ul style="list-style-type: none"> <li>Final FY19 Budget Assumptions</li> </ul>	

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**EDEN PRAIRIE SCHOOL BOARD  
2017-2018 ANNUAL WORK PLAN**

**Board Meetings**

**Board Workshops**

**Other Meetings**

**September 25, 2017**

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, Mar 26, 2018							<ul style="list-style-type: none"> <li>• School Board Meeting Self-Assessment</li> </ul>
Board Workshop Mon, Apr 9, 2018 6:00 PM							<ul style="list-style-type: none"> <li>• Discussion: 2018-19 School Board Meeting Schedule</li> <li>• 2018-19 School Board Budget 1<sup>st</sup> Reading (Presented by Treasurer)</li> <li>• Policy Monitoring Follow-up: 1.1.1 &amp; 1.1.2</li> <li>• Confirm agenda for next Board Workshop</li> </ul>
Board Meeting Mon, Apr 23, 2018 6:00 PM		<ul style="list-style-type: none"> <li>• 2018-19 School Board Work Plan – 1<sup>st</sup> Reading</li> </ul>	<ul style="list-style-type: none"> <li>• Approval of 2018-19 Capital Budget</li> <li>• Approval of 2018-19 School Board Budget</li> <li>• Approval of 2018-19 School Board Meeting Schedule</li> <li>• Record of Board Self-Evaluation</li> </ul>		<ul style="list-style-type: none"> <li>• Monthly Reports</li> </ul>		
Post Meeting Board Workshop Mon, Apr 23, 2018							<ul style="list-style-type: none"> <li>• School Board Meeting Self-Assessment</li> </ul>

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**EDEN PRAIRIE SCHOOL BOARD  
2017-2018 ANNUAL WORK PLAN**

**Board Meetings**

**Board Workshops**

**Other Meetings**

**September 25, 2017**

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 <u>Mon, May 7, 2017</u> 6:00 PM*							•Confirm agenda for next Board Workshop
Board Meeting <u>Mon, May 21, 2018</u> 6:00 PM*	•Ends 1.1, 1.2, 1.3 OI (2018-19) (S/B listed on 6/18/18)	• 2018-19 Budget – First Reading	•Approval of 2018-19 School Board Work Plan •Record of Board Self-Evaluation		•Monthly Reports •Approval of District Health and Safety Program •MSHSL Resolution for Membership •Approval of 2018-19 School Meal Prices		
Post Meeting Board Workshop <u>Mon, May 21, 2018*</u>							•School Board Meeting Self-Assessment
Board Workshop <u>Mon, Jun 4, 2018</u> 6:00 PM*							•Confirm agenda for next Board Workshop
Board Meeting <u>Mon, Jun 18, 2018</u> 6:00 PM*	•EL 2.9 Communication and Support to the School Board (Semi-annual) •Ends 1.1, 1.2, 1.3 OI (2018-19)		•Approval of 2018-19 Budget •ISD 287 10-Year Facilities Maintenance Resolution •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	• Annual Overnight/ Extended Trip Report	

**EDEN PRAIRIE SCHOOL BOARD  
2017-2018 ANNUAL WORK PLAN**

**Board Meetings**

**Board Workshops**

**Other Meetings**

**September 25, 2017**

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 <u>Mon, Jun 18, 2018*</u>							• School Board Meeting Self-Assessment

**\*Meeting dates changed to avoid May's Board Regular Business Meeting conflicting with Memorial Day on May 28, 2018.**

**Placeholders**

**Eden Prairie School Board**  
**2017-2018 SCHOOL BOARD CALENDAR OF COMMITTEE MEETINGS AND EVENTS**

COMMITTEE MEETINGS

EVENTS

SCHOOL BOARD COMMUNITY CONNECTION

**September 25, 2017**

Name of Event	Date	Place	Time	Notes
Agenda Setting Meeting	Tuesday, July 18, 2017	ASC	10:00 a.m.	Chair & Vice Chair
School Board Meeting (Brief)	Monday, July 24, 2017	ASC/EDC	8:00 a.m.	
School Board Candidate Information Sessions	Monday, July 24, 2017	ASC/EDC	10:00 a.m. and 7:00 p.m.	
MSBA Summer Seminar	Sunday thru Wednesday, August 6-9	Minneapolis Marriott NW		John Kohner attending Monday, 8/7: Leading Above the Line/Insights into the 2017 Legislative Session
WMEP - Future-Forward Leadership Redesign Institute: What does it take to equip diverse scholars for an ever-changing global economy?	Wednesday, August 16, 2017	Hosted by Wayzata H.S. 4955 Peony Lane, N Plymouth, MN 55446	8:30 – 3:30 p.m.	John Kohner attending (no cost)
Agenda Setting Meeting	Tuesday, August 22, 2017	ASC	2:30 p.m.	Chair & Vice Chair
School Board Workshop	Monday, August 28, 2017	ASC/EDC	4:30 p.m.	Designing Pathways Discussion
School Board Meeting	Monday, August 28, 2017	ASC/EDC	6:00 p.m.	
Annual District Kick Off	Tuesday, August 29, 2017	Grace Church, 9301 Eden Prairie Road, Eden Prairie (Enter through Door 4)	8:30 a.m.	7:30 a.m. – Light Breakfast
Agenda Setting Meeting	Tuesday, September 5, 2017	ASC	3:00 p.m.	Chair & Vice Chair
Prairie Colors Marching Band Festival	Saturday, September 9, 2017	EPHS – Aerie Stadium	12 – 4 p.m. (Gates open at 11 a.m.)	Tickets only available at the gate
Eden Prairie Community Foundation Fundraiser	Saturday, September 9, 2017	EP Purgatory Park (by the Jean Harris Memorial)	3:00 – 6:00 p.m.	Ranee has tickets
School Board Business Meeting/Workshop	Monday, September 11, 2017	ASC	6:00 p.m. 6:15 p.m.	Business Meeting Board Workshop
EPHS – Homecoming Week	Week of September 18, 2017			
Agenda Setting Meeting	Tuesday, September 19, 2017	ASC	3:00 p.m.	Chair & Vice Chair
FEPS 5k for EP Schools	Saturday, September 23, 2017	EPHS Aerie Stadium	7:30 a.m.	Registration is through FEPS Attending:
School Board Meeting	Monday, September 25, 2017	ASC/EDC	6:00 p.m.	
FEPS 2 <sup>nd</sup> Beyond the Diploma Alumni Speaker Series Fundraiser	Monday, October 2, 2017	EPHS Auditorium	7:00 p.m.	Attending: Elaine, John, Greg

**Eden Prairie School Board**  
**2017-2018 SCHOOL BOARD CALENDAR OF COMMITTEE MEETINGS AND EVENTS**

COMMITTEE MEETINGS

EVENTS

SCHOOL BOARD COMMUNITY CONNECTION

**September 25, 2017**

Name of Event	Date	Place	Time	Notes
Agenda Setting Meeting	Tuesday, October 3, 2017	Conference Call	3:00 p.m.	Chair & Vice Chair
AMSD recognizing Representative Jenifer Loon with a "Friend of Public Education Award"	Friday, October 6, 2017	AMSD - TIES in the Grand Ballroom, 1667 Snelling Ave N, Falcon Heights, MN 55108	7:00 – 9:00 a.m.	Attending: Elaine, John, Greg
School Board Meeting	Monday, October 9, 2017	ASC/EDC	6:00 p.m.	
AMSD Annual Conference (Reimagining Public Education in Minnesota)	Wednesday, October 11, 2017	TIES Conference Center, St. Paul	7:30 a.m. – 1:00 p.m.	
EP Chamber Annual GALA Event (Celebrating the Chamber's 20 <sup>th</sup> GALA)	Saturday, October 14, 2017	Bearpath Golf & Country Club	5-11 p.m.	Attending: Elaine, Holly, John, Adam
MSBA Phase IV – 2017 Representing Your Community Through Policy and Engagement	Friday, October 13, 2017	St. Cloud, MN	8:30-4:00 p.m.	Attending: Adam
Agenda Setting Meeting	Tuesday, October 17, 2017	ASC	3:00 p.m.	Chair & Vice Chair
School Board Meeting	Monday, October 23, 2017	ASC/EDC	6:00 p.m.	
Eden Prairie High School Career Expo 2017	Tuesday, October 24, 2017	EPHS FREE for Members	7:30 -11:00 a.m.	EPHS and the EP Chamber invite community professionals from all industries to share their career and insights with up to 3,000 local students. <b>Attending:</b> Elaine, Holly, John, Adam
Agenda Setting Meeting	Tuesday, November 7, 2017	ASC	3:00 p.m.	Chair & Vice Chair
EP Chamber Athena Awards Luncheon	Thursday, November 9, 2017	TBA	TBA	
National Merit Breakfast	Friday, November 10, 2017	EPHS – East Commons	8:00- 10:00 a.m.	<b>Attending:</b> Elaine, Holly, John, Greg, Adam, and Ranee (tentative)
Agenda Setting Meeting	Tuesday, November 21, 2017	ASC	3:00 p.m.	Chair & Vice Chair
Agenda Setting Meeting	Tuesday, December 5, 2017	ASC	3:00 p.m.	Chair & Vice Chair
AMSD 2017 Fall Annual Conference – Reimagining Public Education in Minnesota	Friday, December 8, 2017	TIES Conference Center 1667 Snelling Ave N St. Paul, MN	8:00 – 1:00 p.m.	
TIES 2017 Education Technology Conference -Preconference Workshops (Saturday & Sunday) and Two-Day Conference (Monday & Tuesday)	December 9-12, 2017	Hyatt Regency Minneapolis, MN	Saturday/Sunday Monday/Tuesday	



**Eden Prairie School Board**  
**2017-2018 SCHOOL BOARD CALENDAR OF COMMITTEE MEETINGS AND EVENTS**

COMMITTEE MEETINGS

EVENTS

SCHOOL BOARD COMMUNITY CONNECTION

**September 25, 2017**

Name of Event	Date	Place	Time	Notes
All School Recognition of Athletics & Academic Accomplishments	December	EPHS		
Winter Break – No School	December 22, 2017 thru January 2, 2018			
MSBA Leadership Conference (97 <sup>th</sup> Annual Conference)	Thursday & Friday January 11 & 12, 2018	Minneapolis Convention Center	TBD	Attending:
EP Chamber State of the City Luncheon	Thursday, January 18, 2018	TBD	11:00-1:00 p.m.	Attending: Elaine, Greg, Dave,