



MEETING AGENDA

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

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

Call to Order - School Board Roll Call

Aaron Casper, Debjyoti "DD"Dwivedy, Elaine Larabee, Holly Link, Adam Seidel, Veronica Stoltz, Terri Swartout

2. Agenda Review and Approval: (Action)

Approval of the agenda for the Monday, December 14, 2020 meeting of the School Board of Independent School District 272, Eden Prairie Schools.

MOTION _____ **Seconded** _____

Holly Link Yes___ No___ Veronica Stoltz Yes___ No___
Terri Swartout Yes___ No___ Adam Seidel Yes___ No___
Elaine Larabee Yes___ No___ Debjyoti Dwivedy Yes___ No___
Aaron Casper Yes___ No___

3. Approval of Previous Minutes: (Action)

Approval of the UNOFFICIAL Minutes of the School Board Regular Business Meetings on November 23, 2020.

MOTION _____ **Seconded** _____

Holly Link Yes___ No___ Veronica Stoltz Yes___ No___
Terri Swartout Yes___ No___ Adam Seidel Yes___ No___
Elaine Larabee Yes___ No___ Debjyoti Dwivedy Yes___ No___
Aaron Casper Yes___ No___

6

4. Truth in Taxation Hearing

A. 2021 Presentation - *Updated*

10

5. Public Comment: (Information)

6. Announcements: (Information)

A. "Eagle Excellence" by Superintendent Josh Swanson

B. Superintendent Annual Review Statement

25

C. Recognition of Outgoing Board Members

Chair Elaine Larabee

Director Holly Link

Director Terri Swartout

7. Spotlight on Success: (Information)

Forest Hills Elementary

8. Board Work: (Action)

A. Decision Preparation

1) COVID-19 Re-monitor

26

B. Required Board Action (Action)

1) Approval of Final Fiscal Year (FY) 2021-22 Levy (Action)

MOTION _____ **Seconded** _____

Holly Link Yes___ No___ Veronica Stoltz ¹ Yes___ No___

Terri Swartout Yes___ No___ Adam Seidel Yes___ No___
Elaine Larabee Yes___ No___ Debjyoti Dwivedy Yes___ No___
Aaron Casper Yes___ No___

a. Executive Summary of Pay 2021 Levy 40

b. Pay 21 Final Levy Certification 41

2) Resolution for Combined Polling Places for the General Elections for 2021 (Action) 42

MOTION _____ **Seconded** _____

Holly Link Yes___ No___ Veronica Stoltz Yes___ No___
Terri Swartout Yes___ No___ Adam Seidel Yes___ No___
Elaine Larabee Yes___ No___ Debjyoti Dwivedy Yes___ No___
Aaron Casper Yes___ No___

3) School Board Treasurer's Report (Action) 46

MOTION _____ **Seconded** _____

Holly Link Yes___ No___ Veronica Stoltz Yes___ No___
Terri Swartout Yes___ No___ Adam Seidel Yes___ No___
Elaine Larabee Yes___ No___ Debjyoti Dwivedy Yes___ No___
Aaron Casper Yes___ No___

4) Statement from Board Director Veronica Stoltz (Action) 47

MOTION _____ **Seconded** _____

Holly Link Yes___ No___ Veronica Stoltz Yes___ No___
Terri Swartout Yes___ No___ Adam Seidel Yes___ No___
Elaine Larabee Yes___ No___ Debjyoti Dwivedy Yes___ No___
Aaron Casper Yes___ No___

C. Policy Monitoring (Action)

1) EL 2.5 Financial Planning and Budgeting 48

OI MOTION _____ **Seconded** _____

Holly Link Yes___ No___ Veronica Stoltz Yes___ No___
Terri Swartout Yes___ No___ Adam Seidel Yes___ No___
Elaine Larabee Yes___ No___ Debjyoti Dwivedy Yes___ No___
Aaron Casper Yes___ No___

Evidence MOTION _____ **Seconded** _____

Holly Link Yes___ No___ Veronica Stoltz Yes___ No___
Terri Swartout Yes___ No___ Adam Seidel Yes___ No___
Elaine Larabee Yes___ No___ Debjyoti Dwivedy Yes___ No___
Aaron Casper Yes___ No___

a. EL 2.5.1 Risks incurring those situations or conditions described as unacceptable in the School Board policy "Financial Condition and Activities."

OI MOTION _____ **Seconded** _____

Holly Link Yes___ No___ Veronica Stoltz Yes___ No___
Terri Swartout Yes___ No___ Adam Seidel Yes___ No___
Elaine Larabee Yes___ No___ Debjyoti Dwivedy Yes___ No___
Aaron Casper Yes___ No___

Evidence MOTION _____ **Seconded** _____

Holly Link Yes___ No___ Veronica Stoltz Yes___ No___
Terri Swartout Yes___ No___ Adam Seidel Yes___ No___
Elaine Larabee Yes___ No___ Debjyoti Dwivedy Yes___ No___
Aaron Casper Yes___ No___

b. EL 2.5.2 Neglects to present, no later than the third quarter of the current fiscal year, the assumptions, any material reinvestment of unbudgeted revenues or savings, and a timeline for the next annual budget.

OI MOTION _____ **Seconded** _____

Holly Link Yes___ No___ Veronica Stoltz Yes___ No___
Terri Swartout Yes___ No___ Adam Seidel Yes___ No___
Elaine Larabee Yes___ No___ Debjyoti Dwivedy Yes___ No___

Aaron Casper Yes___ No___
Evidence MOTION _____ **Seconded** _____
 Holly Link Yes___ No___ Veronica Stoltz Yes___ No___
 Terri Swartout Yes___ No___ Adam Seidel Yes___ No___
 Elaine Larabee Yes___ No___ Debjyoti Dwivedy Yes___ No___
 Aaron Casper Yes___ No___

c. EL 2.5.3 Allows the fiscal year-end unassigned general fund balance to fall below 8% of expenditures.

OI MOTION _____ **Seconded** _____
 Holly Link Yes___ No___ Veronica Stoltz Yes___ No___
 Terri Swartout Yes___ No___ Adam Seidel Yes___ No___
 Elaine Larabee Yes___ No___ Debjyoti Dwivedy Yes___ No___
 Aaron Casper Yes___ No___
Evidence MOTION _____ **Seconded** _____
 Holly Link Yes___ No___ Veronica Stoltz Yes___ No___
 Terri Swartout Yes___ No___ Adam Seidel Yes___ No___
 Elaine Larabee Yes___ No___ Debjyoti Dwivedy Yes___ No___
 Aaron Casper Yes___ No___

d. EL 2.5.4 Does not collect appropriate input from various sources.

OI MOTION _____ **Seconded** _____
 Holly Link Yes___ No___ Veronica Stoltz Yes___ No___
 Terri Swartout Yes___ No___ Adam Seidel Yes___ No___
 Elaine Larabee Yes___ No___ Debjyoti Dwivedy Yes___ No___
 Aaron Casper Yes___ No___
Evidence MOTION _____ **Seconded** _____
 Holly Link Yes___ No___ Veronica Stoltz Yes___ No___
 Terri Swartout Yes___ No___ Adam Seidel Yes___ No___
 Elaine Larabee Yes___ No___ Debjyoti Dwivedy Yes___ No___
 Aaron Casper Yes___ No___

2) EL 2.0 Global Executive Constraint

54

OI MOTION _____ **Seconded** _____
 Holly Link Yes___ No___ Veronica Stoltz Yes___ No___
 Terri Swartout Yes___ No___ Adam Seidel Yes___ No___
 Elaine Larabee Yes___ No___ Debjyoti Dwivedy Yes___ No___
 Aaron Casper Yes___ No___
Evidence MOTION _____ **Seconded** _____
 Holly Link Yes___ No___ Veronica Stoltz Yes___ No___
 Terri Swartout Yes___ No___ Adam Seidel Yes___ No___
 Elaine Larabee Yes___ No___ Debjyoti Dwivedy Yes___ No___
 Aaron Casper Yes___ No___

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

1) 2020-21 Record of Board Policy Monitoring - Governance Policies *(No Updates)*

55

2) Record of Board Policy Monitoring - Ends and Executive Limitation **(Action)**

61

MOTION _____ **Seconded** _____
 Holly Link Yes___ No___ Veronica Stoltz Yes___ No___
 Terri Swartout Yes___ No___ Adam Seidel Yes___ No___
 Elaine Larabee Yes___ No___ Debjyoti Dwivedy Yes___ No___
 Aaron Casper Yes___ No___

9. Superintendent Consent Agenda: **(Action)**

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

MOTION _____ **Seconded** _____
 Holly Link Yes___ No___ Veronica Stoltz Yes___ No___
 Terri Swartout Yes___ No___ Adam Seidel Yes___ No___
 Elaine Larabee Yes___ No___ Debjyoti Dwivedy Yes___ 3 No___
 Aaron Casper Yes___ No___

A. District Policies - See Appendix "A"

- 1) District Policy 419 - Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction
- 2) District Policy 522 - Title IX Student Sex Nondiscrimination, Grievance Procedure and Process *(New)*
- 3) District Policy 522 - Student Sex Nondiscrimination (Title IX) *(Delete)*
- 4) District Policy 607 - Organization of Grade Levels

B. Monthly Reports

- 1) Resolution of Acceptance of Donations 64
- 2) Human Resources Report 65
- 3) Business Services Reports
 - a. Board Business 66

C. Seek Bids - Lower Campus Updates 67

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

A. Designing Pathways Update 68

11. Superintendent's Incidental Information Report: *(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. CMS Construction Update - *Presentation Added* 79

B. Start Time Update - *Presentation Added* 91

12. Board Action on Committee Reports & Minutes:

A. Board Development Committee *(Action)*

1) BDC Minutes for the 12/1/20 Meeting 100

MOTION ____ **Seconded** ____

Holly Link Yes___ No___ Veronica Stoltz Yes___ No___

Terri Swartout Yes___ No___ Adam Seidel Yes___ No___

Elaine Larabee Yes___ No___ Debjyoti Dwivedy Yes___ No___

Aaron Casper Yes___ No___

B. Community Linkage Committee

1) School Board Site Visits Debrief

C. Negotiations Committee

D. Policy Committee *(Action)*

1) PC Minutes for the 11/30/20 Meeting 101

MOTION ____ **Seconded** ____

Holly Link Yes___ No___ Veronica Stoltz Yes___ No___

Terri Swartout Yes___ No___ Adam Seidel Yes___ No___

Elaine Larabee Yes___ No___ Debjyoti Dwivedy Yes___ No___

Aaron Casper Yes___ No___

a. Mentoring Training Policy Review 102

MOTION ____ **Seconded** ____

Holly Link Yes___ No___ Veronica Stoltz Yes___ No___

Terri Swartout Yes___ No___ Adam Seidel Yes___ No___

Elaine Larabee Yes___ No___ Debjyoti Dwivedy Yes___ No___

Aaron Casper Yes___ No___

13. Other Board Updates (AMSD, ISD 287, ECSU): *(Information)*

- A. AMSD (Association of Metropolitan Schools) - Terri Swartout & Holly Link
- B. ISD 287 (Intermediate School District 287) - Adam Seidel
- C. Metropolitan Educational Cooperative Service Unit (ECSU) - Veronica Stoltz

14. **Board Work Plan:** *(Action)*

A. Work Plan Change Document *(Action)*

104

MOTION _____ **Seconded** _____

Holly Link Yes___ No___ Veronica Stoltz Yes___ No___

Terri Swartout Yes___ No___ Adam Seidel Yes___ No___

Elaine Larabee Yes___ No___ Debjyoti Dwivedy Yes___ No___

Aaron Casper Yes___ No___

B. 2020-21 Board Annual Work Plan

105

15. **Adjournment:** *(Action)*

MOTION _____ **Seconded** _____ to adjourn at _____ PM

Holly Link Yes___ No___ Veronica Stoltz Yes___ No___

Terri Swartout Yes___ No___ Adam Seidel Yes___ No___

Elaine Larabee Yes___ No___ Debjyoti Dwivedy Yes___ No___

Aaron Casper Yes___ No___

16. **Appendix "A" - District Policies**

A. District Policy 419 - Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction

120

B. District Policy 522 - Title IX Student Sex Nondiscrimination, Grievance Procedure and Process *(New)*

124

C. District Policy 522 - Student Sex Nondiscrimination (Title IX) *(Delete)*

144

D. District Policy 607 - Organization of Grade Levels

148

INDEPENDENT SCHOOL DISTRICT 272 ~ EDEN PRAIRIE SCHOOLS
UNOFFICIAL MINUTES OF THE NOVEMBER 23, 2020
SCHOOL BOARD MEETING

A Regular Meeting of the Independent School District 272, Eden Prairie Schools, was held on November 23, 2020 via Zoom Webinar Conferencing.

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

Present: Aaron Casper, Debjyoti "DD"Dwivedy, Elaine Larabee, Holly Link, Adam Seidel, Veronica Stoltz, Terri Swartout

Present: Superintendent Josh Swanson

2. Agenda Review and Approval – MOTION by T. Swartout, **Seconded** by V. Stoltz to approve the agenda for the Monday, November 23, 2020 School Board of Independent School District 272, Eden Prairie Schools – Passed Unanimously, 7-0 (TS, VS, EL, DD, HL, AS, AC)

3. Approval of Previous Minutes – MOTION by A. Seidel, **Seconded** by T. Swartout to approval of the UNOFFICIAL Minutes of the School Board Regular Business Meeting on Monday, October 26, 2020 and the Special Meeting on Friday, November 13, 2020 – Passed Unanimously, 7-0 (TS, VS, EL, DD, HL, AS, AC)

A. October 26, 2020 Regular Business Meeting

B. November 13, 2020 Special Meeting

4. Announcements – “Eagle Excellence” by Superintendent Swanson

- Eden Prairie Early Childhood Somali Cultural Liaison Yussuf Mohamed Issa developed tools and resources for Somali families as part of the Pyramid Model to Promote Social, Emotional, and Behavioral Outcomes of all Young Children. Yussuf created these resources in partnership with National Center for Pyramid Model Innovations. You can find the materials on the [NCPMI resource library](#).
- EPHS Boys Soccer Team finished second in the [Section 2AA finals](#).
- We appreciate and celebrate our educators and support professionals and are grateful for the work they do every day for each student. Please join us as we thank our staff who inspire us every day!
 - American Education Week was Nov. 16-20, 2020.
 - Educational Support Professionals Day was Nov. 18, 2020.
 - Substitute Educators Day was Nov. 20, 2020

5. Spotlight on Success

Eden Prairie High School (EPHS) – *Finding success in our new courses that match the District’s Vision for rigor and authenticity.*

6. Board Education & Required Reporting

A. Fiscal Year (FY) 2019-20 Audited Financial Presentation Information (See Appendix "B")

- 1) 2019-20 Audited Financial Executive Summary
- 2) Audited Financial Presentation (See Appendix "B")
- 3) Comprehensive Annual Financial Report (See Appendix "B")
- 4) District Internal Fund Balance Report (See Appendix "B")
- 5) Management Report (See Appendix "B")
- 6) Special Purpose Audit Reports (See Appendix "B")

B. COVID-19 Reassessment Update

7. Board Work

A. Decision Preparation

- 1) 2019-20 School Board Year-end Treasurer's Report

B. Required Board Action

- 1) Policy Monitoring – FY 2020-21

a. School Board Policy Re-monitoring (BMD's & GP's)

(1) Board-Management Delegation (BMD)

a) BMD 3.0 - Single Point of Connection

MOTION by H. Link, **Seconded** by A. Casper to approve FY 2020-21 Grid Sheet for BMD 3.0 as presented – Passed Unanimously, 7-0 (TS, VS, EL, DD, HL, AS, AC)

- b) BMD 3.2/3.2.3- Delegation to the Superintendent
MOTION by A. Casper, **Seconded** by A. Seidel to approve FY 2020-21 Grid Sheet for BMD 3.2/3.2.3 as presented – Passed Unanimously, 7-0 (TS, VS, EL, DD, HL, AS, AC)

(2) Governance Process (GP)

- a) GP 4.5 - School Board Members' Code of Conduct
MOTION by H. Link, **Seconded** by T. Swartout to approve FY 2020-21 Grid Sheet for GP 4.5 and all the child policies as presented – Passed Unanimously, 7-0 (TS, VS, EL, DD, HL, AS, AC)
- b) GP 4.6/GP 4.6.4.2 - Process for Addressing School Board Member Violations
MOTION by T. Swartout, **Seconded** by A. Seidel to approve FY 2020-21 Grid Sheet for GP 4.6//GP4.6.4.2 and all the child policies as presented – Passed Unanimously, 7-0 (TS, VS, EL, DD, HL, AS, AC)
- c) GP 4.10 - Operation of the School Board Governing Rules
MOTION by A. Casper, **Seconded** by H. Link to approve FY 2020-21 Grid Sheet for GP 4.10 and all the child policies as presented – Passed Unanimously, 7-0 (TS, VS, EL, DD, HL, AS, AC)

- b. Executive Limitations - EL 2.9 Communication and Support to the School Board
OI MOTION by H. Link, **Seconded** by T. Swartout, that by exception the overall Global Constraint of the OI and its child policies are reasonable as presented – Passed Unanimously, 7-0 (TS, VS, EL, DD, HL, AS, AC)
Evidence MOTION by V. Stoltz, **Seconded** A. Casper, that by exception the Evidence supports the OI and its child policies as presented – Passed Unanimously, 7-0 (TS, VS, EL, DD, HL, AS, AC)

2) Record of Board Self-Evaluation

- a. 2020-21 Record of Board Policy Monitoring - Governance Policies
MOTION by A. Seidel, **Seconded** by H. Link to accept report as presented – Passed Unanimously, 7-0 (TS, VS, EL, DD, HL, AS, AC)
- b. 2020-21 Record of Board Policy Monitoring - Ends and Executive Limitations
MOTION by T. Swartout, **Seconded** V. Stoltz to accept report as presented – Passed Unanimously, 7-0 (TS, VS, EL, DD, HL, AS, AC)

8. Superintendent Consent Agenda: **MOTION** by A. Casper, **Seconded** by T. Swartout to approve the Consent Agenda as presented – Passed Unanimously, 7-0 (TS, VS, EL, DD, HL, AS, AC)

A. District Policies (See Appendix "A")

- 1) District Policy 516 - Student Medication
- 2) District Policy 601 - School District Curriculum and Instruction Goals

B. Monthly Reports

- 1) Resolution of Acceptance of Donations
- 2) Human Resources Report
- 3) Business Services Reports
 - a. Board Business
 - b. Financial Report - Monthly Revenue/Expenditure Report

9. Superintendent's Incidental Information Report

- A. School Start Times: Next Steps

10. Board Action on Committee Reports & Minutes

- A. Board Development Committee

B. Community Linkage Committee

1) CLC Meeting Minutes from November 5, 2020

MOTION by V. Stoltz, **Seconded** A. Casper to accept minutes as presented – Passed Unanimously, 7-0 (TS, VS, EL, DD, HL, AS, AC)

2) Article for Inspiring News

MOTION by H. Link, **Seconded** by A. Casper to accept the article for Inspiring New as presented – Passed Unanimously, 7-0 (TS, VS, EL, DD, HL, AS, AC)

C. Negotiations Committee

D. Policy Committee

11. Other Board Updates (AMSD, ISD 287, ECSU) (Information)

A. AMSD (Association of Metropolitan Schools) – Terri Swartout/Update to Board

B. ISD 287 (Intermediate School District 287) - Adam Seidel/Update to Board

C. Metropolitan Educational Cooperative Service Unit (ECSU) - Veronica Stoltz/No updates to report

12. Board Work Plan

A. "Proposed" Work Plan Changes Document

MOTION by H. Link, **Seconded** by A. Seidel to approve changes as presented – Passed Unanimously, 7-0 (TS, VS, EL, DD, HL, AS, AC)

**Eden Prairie School Board
2020–21 WORK PLAN CHANGES
"Proposed" Changes for the
November 23, 2020 Meeting**

Date of Meeting/Workshop	Changes Requested
Monday, December 14, 2020	- <i>Statement from Board Director Veronica Stoltz</i> - <i>Designing Pathways Update (Board Education)</i>
Monday, January 4, 2021 (Annual Meeting)	
Monday, January 4, 2021 – Workshop	
Monday, January 25, 2021	
Monday, February 8, 2021 – Workshop	
Monday, February 22, 2021	- <i>Propose to Re-monitor Ends 1.1.2</i>
Monday, March 8, 2021 – Workshop	
Monday, March 22, 2021	- <i>Re-monitor progress of GP 4.5 for 2020-2021</i>
Monday, April 12, 2021 – Workshop	
Monday, April 26, 2021	
Monday, May 10, 2021 – Workshop	
Monday, May 24, 2021	
Monday, June 14, 2021 – Workshop	
Monday, June 28, 2021	
Placeholder – General Board Work	
<ul style="list-style-type: none"> • Cultural Proficiency Continuum • Board Development Training • School Board Listening Session Discussion 	
Placeholder – Policy Review	
<ul style="list-style-type: none"> • <i>Policy GP 4.9.1.1 to be sent to the Policy Committee to create language requested</i> • A review of all Board Policies as it relates to race inclusion for all students in all ethnic groups 	

B. 2020-21 Board Annual Work Plan

13. Closed Session: Review of FY 2019-20 Superintendent Annual Review (Minn. Stat. 13D.05, Subd.3)

Pursuant to MN Statue 13D.05, Subd.3(a): A public body may close a meeting to evaluate the performance of an individual who is subject to its authority.

MOTION by D. Dwivedy, **Seconded** by A. Seidel to move into Closed Session at 8:22 PM – Passed Unanimously, 7-0 (TS, VS, EL, DD, HL, AS, AC)

MOTION by D. Dwivedy, **Seconded** by T. Swartout to move out of Closed Session and the resume regular Business Meeting at 8:45 PM – Passed Unanimously, 7-0 (TS, VS, EL, DD, HL, AS, AC)

14. Adjournment

MOTION by T. Swartout, **Seconded** by A. Seidel to adjourn at 8:47 PM. – Passed Unanimously, 7-0 (TS, VS, EL, DD, HL, AS, AC)

15. Appendix "A" - District Policies

- A. District Policy 516 - Student Medication
- B. District Policy 601 - School District Curriculum and Instruction Goals

16. Appendix "B" - Fiscal Year 2019-20 Audited Financial Presentation Information

- A. Audited Financial Presentation
- B. Comprehensive Annual Financial Report
- C. District Internal Fund Balance Report
- D. Management Report
- E. Special Purpose Audit Reports

Debjyoti Dwivedy – Board Clerk

UNOFFICIAL



Preliminary Tax Levy



EDEN PRAIRIE SCHOOLS
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

Payable in 2021 Tax Levy

Schedule of events in approval of district's Payable 2021 tax levy

- September 8: Dept. of Education prepared and distributed first draft of levy limit worksheets setting maximum authorized levy
- September 28: School board approves proposed levy amounts at the maximum
- Mid-November: County mails “Proposed Property Tax Statements” to all property owners
- December 14: Public hearing on proposed levy
- December 14: Following hearing school board will certify final actual levy amounts

Taxing Jurisdictions – Proposed Increases

- School District + 2.28%
- City of Eden Prairie + 3.20%
- Hennepin County + 0.00%



Overview of Levy Changes

Fund	Pay 20	Pay 21	\$ Change	% Change
General Fund	\$36,993,155	\$38,639,423	+ \$1,646,268	+ 4.45%
Community Educ.	1,071,185	1,146,284	+ 75,099	+ 7.01
Debt Service	10,140,005	9,517,782	- (622,223)	- (6.14)
Total	\$48,204,345	\$49,303,488	+ \$1,099,144	+ 2.28%

Note: These are estimates

Overview of Aid Changes

Fund	FY19	FY20	\$ Change	% Change
General	\$ 82,458,424	\$ 81,824,781	- \$633,643	- 0.77%
Community Educ.	336,646	344,857	+ 8,211	+ 2.44%
Total	\$ 82,795,070	\$ 82,169,638	- (\$625,432)	- 0.75%

Explanation of Levy Changes

General Fund

Category:	Operating Referendum & Local Optional Revenue
-----------	---

Change:	- \$140,151
---------	-------------

Use of Funds:	General operating expenses
---------------	----------------------------

Reasons for decrease:

	Funding based on declining adjusted pupil units
--	---

	Includes an inflationary increase of 2.31%
--	--

Explanation of Levy Changes

General Fund

Category:

Lease Levy

Change:

- \$361,801

Use of Funds:

Lease payment obligations

Reasons for decrease:

Ending of Education Center Lease to move Community Education to Lower Campus

Explanation of Levy Changes

General Fund

Category:	Long Term Facility Maintenance (LTFM)
Change:	+ \$1,533,232
Use of Funds:	Deferred capital and maintenance, approved health and safety, increased accessibility to school facilities.

Reasons for decrease:

Increase in pay-as-you go

Consideration for district-wide debt financing plan

Explanation of Levy Changes

General Fund

Category:	Capital Projects (Technology Levy)
-----------	------------------------------------

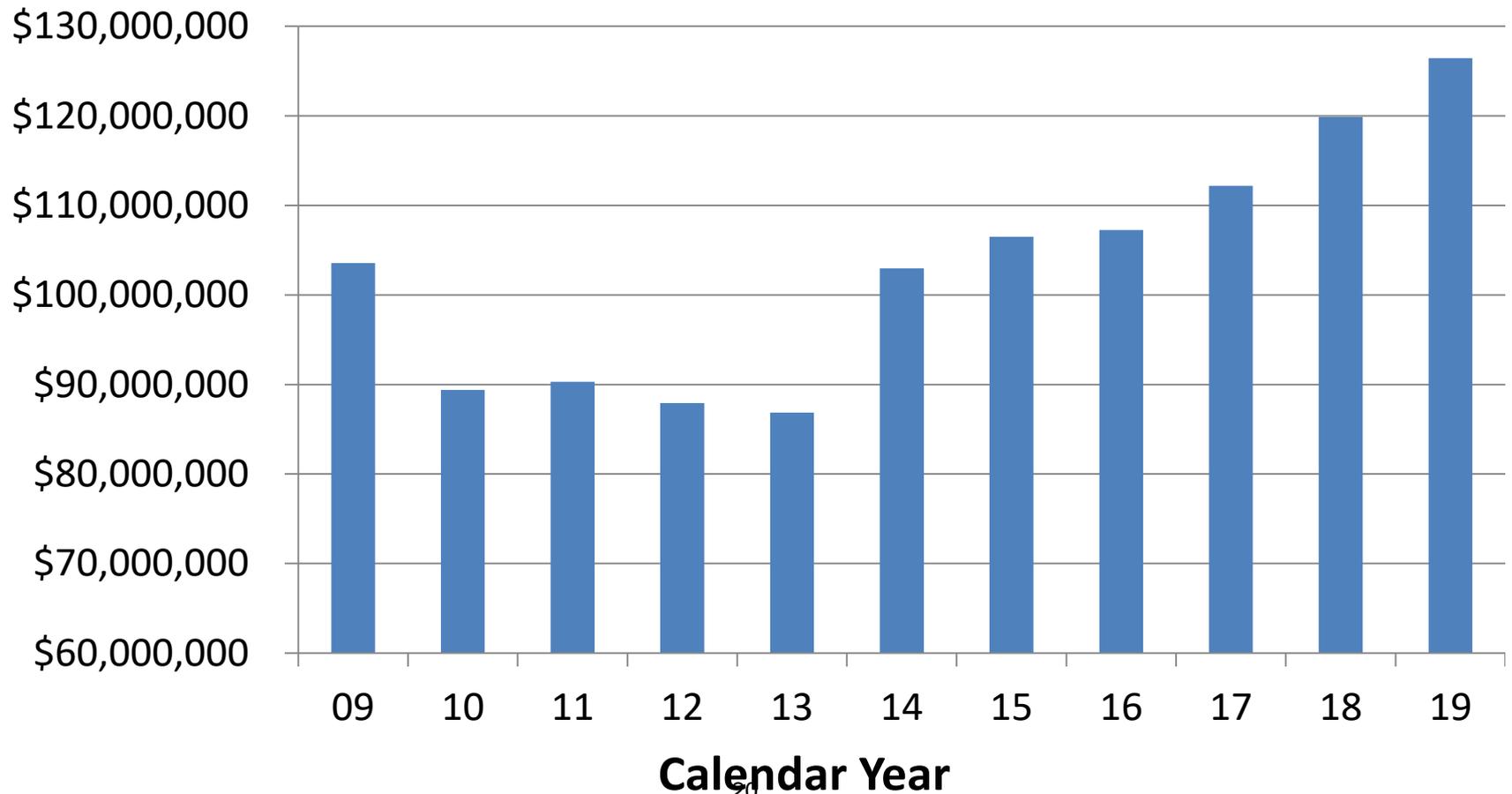
Change:	+ \$287,829
---------	-------------

Use of Funds:	General operating expenses
---------------	----------------------------

Reasons for increase:

The capital projects levy is based on net tax capacity (ANTC)

Adjusted Net Tax Capacity (ANTC)



Explanation of Levy Changes

Community Education Fund	
Category:	School-Age Care
Change:	+ \$75,099
Use of Funds:	A district that offers a school age care program is eligible for revenue for the additional costs of providing services to children with disabilities
Reasons for increase:	
	Experienced more reimbursable costs last year, creating a positive adjustment of \$68,986
	The Eagle Zone program means the district can claim the incurred expenses as revenue



Explanation of Levy Changes

Debt Service Fund	
Category:	Total Debt Service
Change:	- \$532,655
Use of Funds:	Principal and Interest Payments
Reasons for increase:	
	Reduction of debt excess as we are required to levy 105% of our debt payments.

Overview of Levy Changes

Fund	Pay 20	Pay 21	\$ Change	% Change
Voter Approved	\$ 24,704,433	\$ 24,881,302	+ \$176,869	+ 0.72%
Other	<u>23,499,912</u>	<u>24,422,186</u>	<u>+922,274</u>	<u>+ 3.92%</u>
Total	\$ 48,204,345	\$ 49,303,488	+ \$1,099,143	+ 2.28%

THANK YOU



EDEN PRAIRIE SCHOOLS
Inspiring each student every day

2020 Superintendent Annual Review Statement:

In accordance with Board Policy 3.3, Superintendent Accountability and Performance, the Board has reviewed Superintendent Swanson's performance based on the monitoring reports submitted between June 2020 and November 2020, and offers the following statement as a summary of his annual performance evaluation:

The Board finds Superintendent Dr. Swanson in compliance with all of our Executive Limitation policies, which provide the boundaries and operating expectations within which he must operate.

The Board also finds Dr. Swanson in compliance with all of our Ends Policies with the exception of Ends policy 1.1.2. The Board notes the exceptional efforts made by Dr. Swanson to maintain excellent student academic outcomes despite the current limitations imposed due to the pandemic.

- **Ends Policy 1.1.2:** Each student achieves individual growth expectations and proficiency annually in, but not limited to, Language Arts, Math and Science.

Significant gains in student achievement continue to be made in a number of areas. The Board is especially appreciative of the Superintendent's focus on increasing high school graduation rates for all students and his continued focus on third grade reading proficiency while sustaining achievement gains across other Ends goals.

During this unprecedented time, the Board commends Superintendent Swanson's thoughtful leadership. He has demonstrated his dedication to maximizing student achievement while maintaining a high level of fiscal responsibility. His continued commitment to students, families and the community is recognized and appreciated.



COVID-19 Re-Assessment December 2020



EDEN PRAIRIE SCHOOLS
Inspiring each student every day

Making a Decision: Goals

1. Prioritize the safety of students and staff
2. Prioritize in-person learning, especially for younger learners and those with most need
3. Recognize differences in potential spread among different ages
4. Support planning, while permitting flexibility for districts
5. Take into account disease prevalence at a local level

How do schools determine their safe learning model?

STEP 1

Minnesota Department of Health (MDH) will use data from counties to determine a base learning model for public schools.

STEP 2

Minnesota Department of Education (MDE) will share county data and the consultative process for public schools to engage with education and public health experts to review their county health data and safe learning plans.

STEP 3

Public schools, with their incident command team, will evaluate their ability to implement required and recommended health best practices.

STEP 4

Public schools, in consultation with public health, will determine a learning model to begin the school year and communicate that decision with their school community.*

STEP 5

Public schools and MDH will monitor the community and school-level impact of COVID-19 on a regular basis. Adjustments will be made to the learning model if needed.

Safe learning models:



Distance learning



Hybrid learning

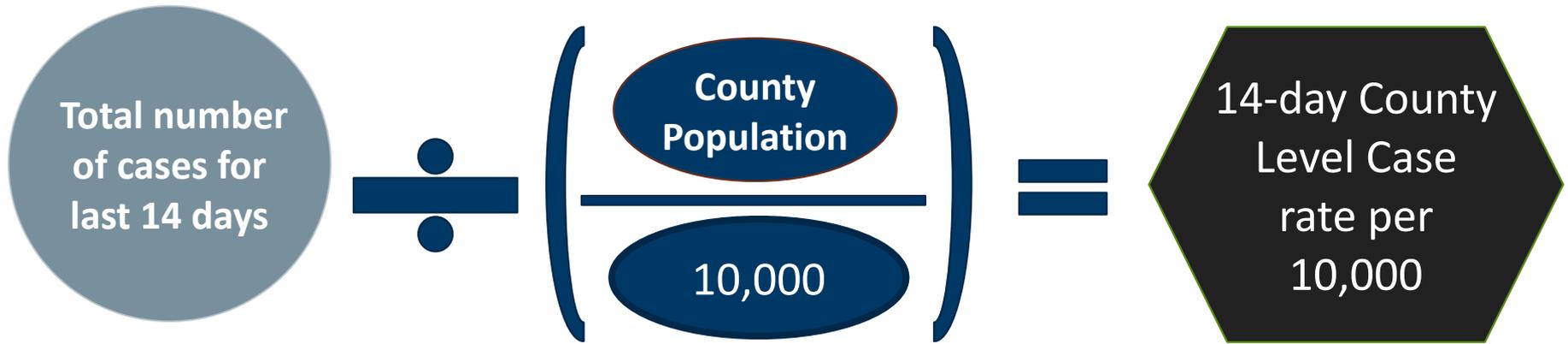


In-person learning

* Regardless of learning model, all public schools must offer an equitable distance learning option to all families.

14-day county level case rate

STAY SAFE MN



Selecting a learning model for school opening

STAY SAFE MN

Number of cases per 10,000 over 14 days, by county of residence	Learning model
0-9	In-person learning for all students
10-19	In person learning for elementary students; hybrid learning for secondary students
20-29	Hybrid learning for all students
30-49	Hybrid learning for elementary students; distance learning for secondary students
50+	Distance learning for all students

Transition Plan Preparation and Philosophy

- Thoughtful and Planful Approach
- Continuously Leverage the Framework of the Safe Learning Plan
- Maintain Stability and Predictability for Families and Staff
- To the Extent Possible Use a Natural Break
- Gather Input, but Make a Wholistic Decision that is Student and Educationally Centered While Keeping MDE and MDH Recommendations for Health and Safety Top of Mind
- Ensure all staff, operations and instructional, are ready

Decision Making

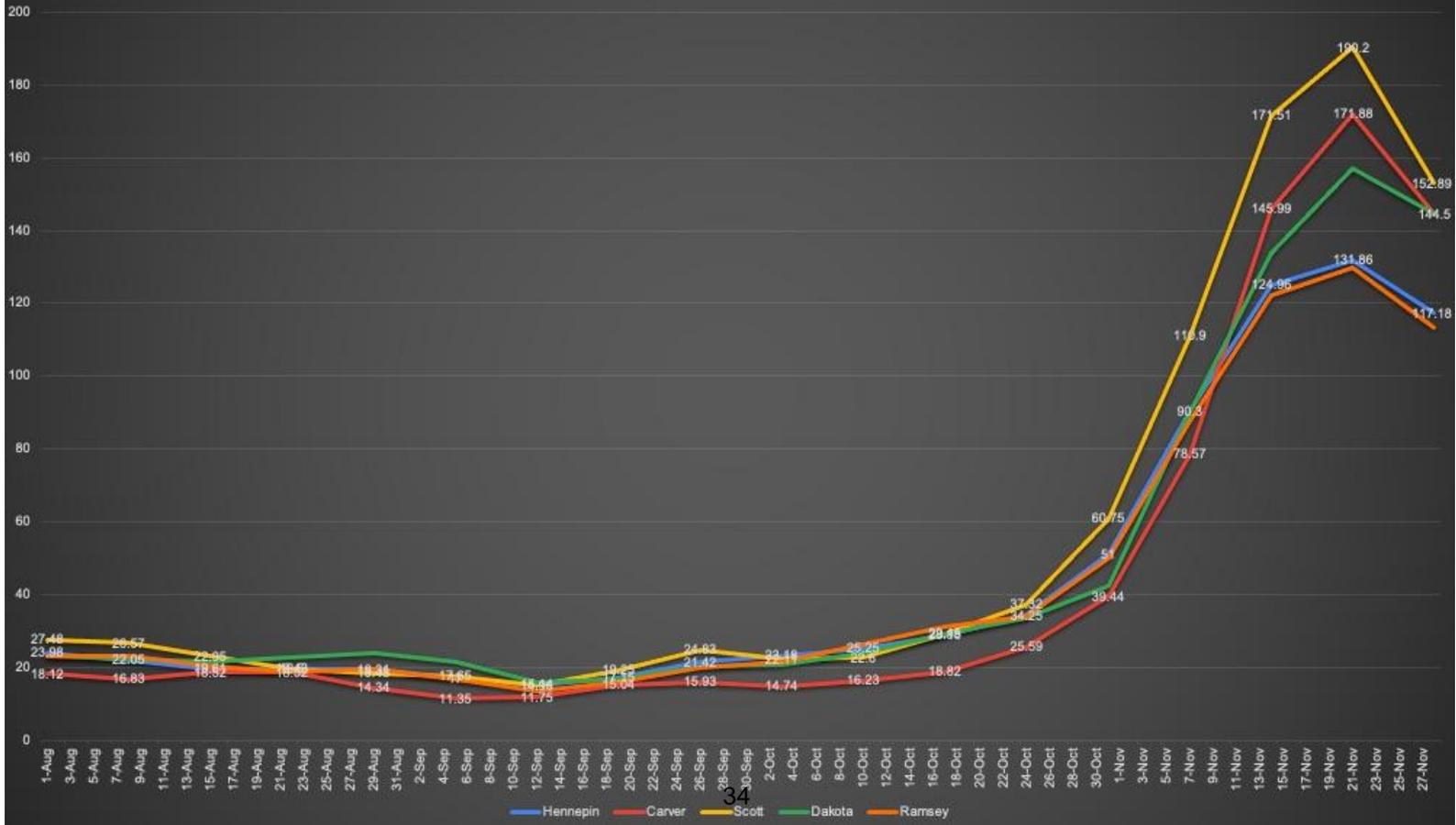
The decision to move between models is a complex one and there is *no single metric* that will be used to make a recommendation of decision. It will be a combination of:

1. Consideration of the stability and trend of the 14 Day Case Rate Data at the County Level
2. Stability of the 14 Day Case Rate Data in Eden Prairie and surrounding cities
3. Ability to mitigate and contain positive cases in our schools and community
4. Preparation to implement the required health and safety measures in various models
5. The selected model reduces the potential for quarantining classrooms or large groups
6. Operational readiness such as: transportation, nutrition services, facilities, scheduling
7. Ability to provide childcare readiness, especially for tier one and essential workers
8. Adequate staffing can be maintained to serve students instructionally and operationally

Upcoming Meetings to Review Current Context

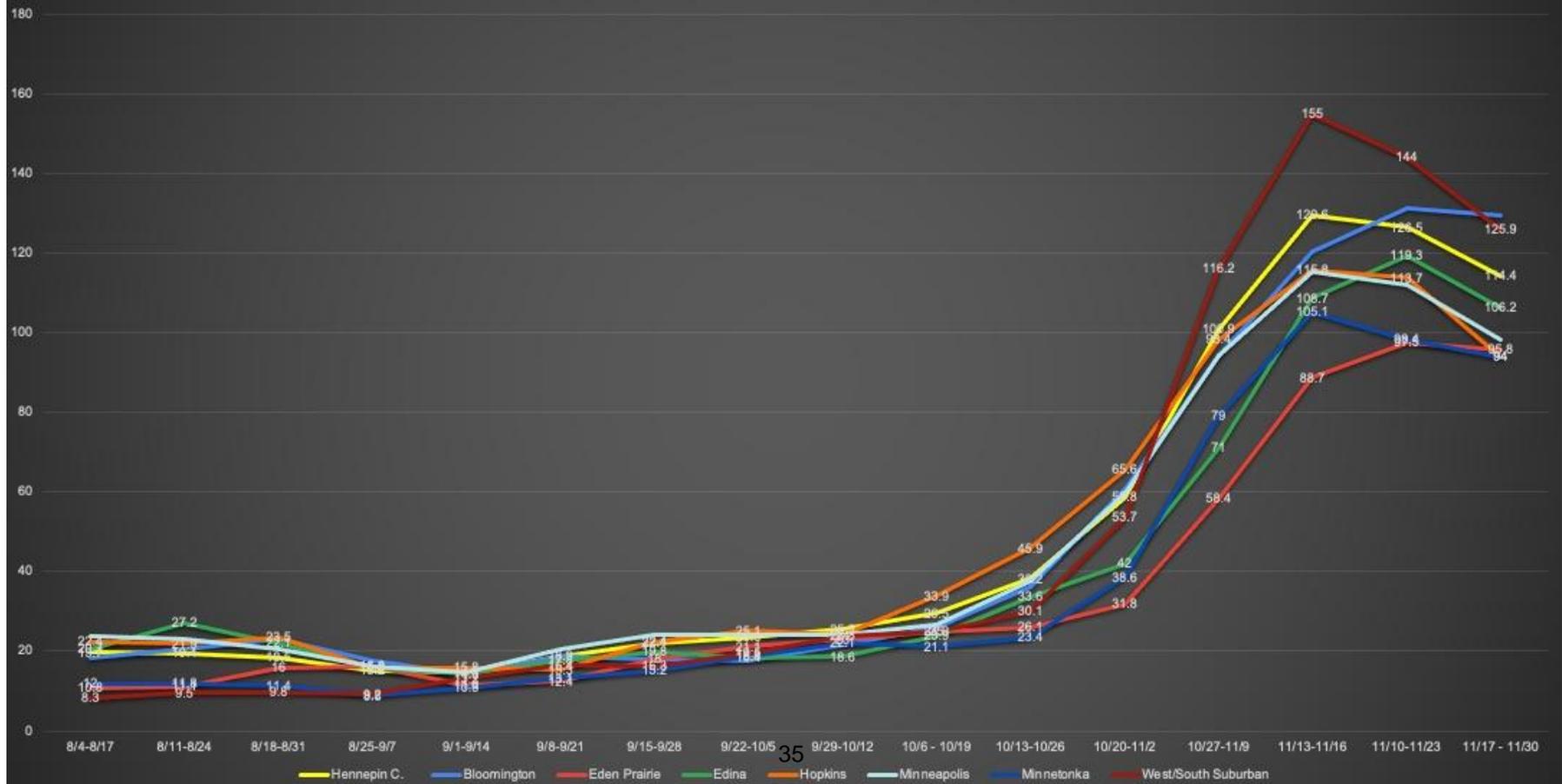
- Incident Command Team Last Friday
- Cabinet Consultation
- Regional Support Team (MDH, MDE, Hennepin County)
- Incident Command Team This Friday
- Hoping for Updated Safe Learning Plan Guidance

14 Day Case Rate/10,000



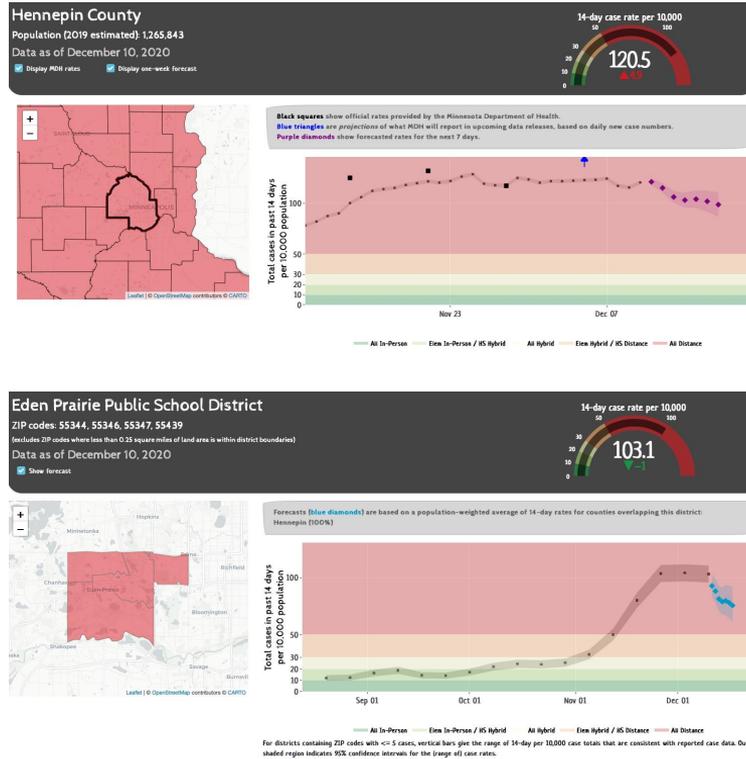
Hennepin County at 117.18 and Neighbors Range from 113.32 to 155.89

City Level 14 Day/10,000 Case Rate



EP Rate at 95.8 and Neighbors Range from 94 to 129.6

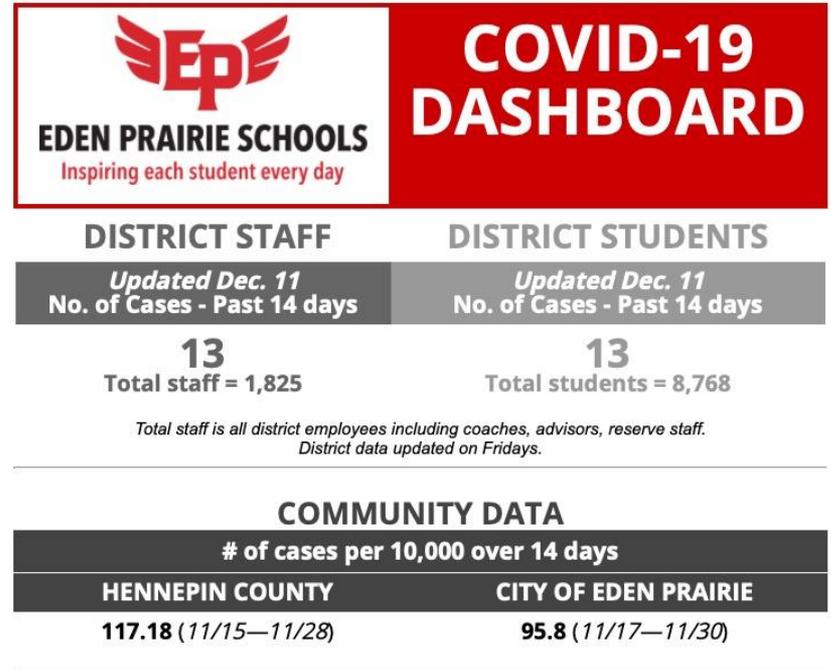
Predictive Data Sets



- This is NOT the Official Data
- MDE has told us to use local data, but can't tell us exactly what that is
- We are seeing a flattening of positive 14-day case rates
- The predictive data would indicate a downward trend
- Need to monitor if this predictive trend is realized

Local Facts and Figures

- Focused on continuing to track cases even though we are in distance learning.
- Important for students, families, and staff to continue to report (without that it will be difficult to get support). We've been communicating that importance.
- Overall we believe we've had pretty decent compliance.



Vaccines and Distribution

- We still don't know when and don't know a lot....
- We are offering supports to the city and distribution teams (Very Appreciative of Our City)
- Educators are considered 1B in the distribution plan
- Updated Quarantine Guidance
- We will follow guidance by MDH and MDE
- Hopeful that we can protect staff and our community through this process to help us be able to return to a more normal educational environment and experience

Timing and Communication

- Focused on continuing to track cases even though we are in distance learning.
- Important for students, families, and staff to continue to report (without that it will be difficult to get support). We've been communicating that importance.
- Overall we believe we've had pretty decent compliance.
- Looking to hear about any updates from the Governor and State Departments
- Analyzing Staffing
- I want to get our students back in as much of an in-person model as we can, as soon as we can, that aligns with the Safe Learning Plan.
- **Communicate Prior to Winter Break Learning Models that will be used on January 4th.**



EDEN PRAIRIE SCHOOLS

Inspiring each student every day

December 14, 2020

To: Dr. Josh Swanson, Superintendent
From: Jason Mutzenberger, Executive Director of Business Services
Re: Pay 2021 Levy

We present for school board approval the final levy for taxes payable in 2021. We are requesting the school board to direct Eden Prairie Schools to levy a specific dollar amount of \$49,310,399.78.

Some items of note for the final levy for taxes payable in 2021:

1. The calculation of the final levy represents an increase of 2.14% or \$1,035,331 over the prior year.
2. An Eden Prairie home valued at \$400,000 will see on average a school property tax decrease of \$28 per year or \$2.29 per month, assuming no change in home market value.
3. This is the 7th year of the November 2014 election to renew and increase the operating levy.
4. A 10-year Capital Facilities Bond used to finance the remodel of elementary buildings in 2011 is now paid off, saving capital funds of \$120,000 per year.
5. Abatements in the Debt Service Fund will not be levied, saving the taxpayers \$69,188.

We recommend the School Board of Independent School District No. 272 approve a final levy for taxes payable in 2021 in the amount of \$49,310,399.78.

**Eden Prairie Schools
Final Levy Certification Payable 2021**

Categories	2019 Pay 20 FY 21	2020 Pay 21 FY 22	Dollar Change	Comments
1 GENERAL FUND				
2 Equity	\$ 761,801	\$ 786,690	\$ 24,889	Similar to last year
3 Achievement & Integration	461,225	467,681	6,456	Similar to last year
4 Alternative Teacher Compensation	852,337	840,298	(12,039)	Similar to last year
5 Referendum	22,292,091	22,151,939	(140,151)	2.31% inflation increase, prior year adjustments, declining enrollment
6 Transition	53,818	53,942	123	Similar to last year
7 Re-employment Ins.	105,170	61,897	(43,273)	Large FY19 adjustment in the prior year
8 Safe Schools	498,926	492,871	(6,055)	Similar to prior years
9 Career Technical	415,994	466,501	50,507	35% of estimated expenditures, increased investments into CTE prgm
10 Abatement/Other Adjustments	490,282	401,088	(89,195)	Fewer abatements this year
11 Building/ Lease	1,208,717	846,916	(361,801)	Reduction in Education Center lease due to moving Community Education
12 Building/ Lease Adjustments	(217,943)	(25,985)	191,958	Prior year large adjustment creating positive variance
13 Operating Capital	1,083,322	1,193,885	110,563	Similar to prior years
14 Capital Projects	7,312,021	7,599,850	287,829	Technology levy, increase in adjusted net tax capacity
15 Long Term Facility Maintenance (LTFM)	1,795,514	3,586,499	1,790,985	More pay-as-you-go planned moving forward
16 Capital Facilities Bonds Adjustment	(120,120)	-	120,120	10 year payment plan is paid off!
17 LEVY TOTAL	\$ 36,993,155	\$ 38,924,070	\$ 1,930,915	5.22%
34 COMMUNITY EDUCATION FUND				
35 Basic Levy	\$ 451,675	\$ 451,675	\$ -	\$5.42 per population (2012 census)
36 Early Child & Family	333,775	327,503	(6,272)	Slightly smaller population
37 Home Visiting	9,212	10,050	838	0-4 year old
38 Disabled Adults	6,365	6,365	-	50% of approved expenditures
39 School-Aged Care	269,599	343,986	74,387	Funding for students with disabilities
40 Abatement Adjustment	559	6,784	6,225	Abatement activity
41 LEVY TOTAL	\$ 1,071,185	\$ 1,146,362	\$ 75,177	7.02%
47 DEBT SERVICE FUND				
48 Debt Levy	\$ 2,025,289	\$ 2,167,725	\$ 142,436	Scheduled principal & interest payments
49 Alternative Facilities (LTFM) Bond	8,114,715	7,614,832	(499,883)	Scheduled principal & interest payments
50 Debt Excess	-	(542,590)	(542,590)	Calculated using fund balance & projected costs
51 Abatement Adjustment	70,724	-	(70,724)	Underlevy abatement activity
52 DEBT SERVICE LEVY TOTAL	\$ 10,210,729	\$ 9,239,967	\$ (970,761)	-9.51%
53 ALL FUNDS LEVY & AID TOTAL	\$ 131,070,138	\$ 131,542,736	\$41 472,598	0.36%
54 LEVY GRAND TOTAL	\$ 48,275,069	\$ 49,310,400	\$ 1,035,331	2.14%

EXTRACT OF MINUTES OF MEETING
OF 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 (Eden Prairie), State of Minnesota, was held in said school district on December 14th, 2020, at 6:00 o'clock p.m.

The following members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION DESIGNATING COMBINED POLLING PLACES FOR THE
2021 SCHOOL DISTRICT ELECTION(S)**

WHEREAS, when no other election is being held in a school district, Minnesota Statutes, Section 205A.11, subdivision 2 requires the School Board to designate by resolution the combined polling places at which voters in those precincts may vote in the School District election(s) for the upcoming 2021 calendar year;

WHEREAS, changes to the combined polling place locations designated in this resolution may be made in the event of an emergency in accordance with Minnesota Statutes, Section 204B.175;

WHEREAS, changes to the combined polling places locations designated in this resolution also may be made before the next election if one or more of the authorized combined polling places becomes unavailable for use; and

NOW, THEREFORE, BE IT RESOLVED, that the School Board of Independent School District No. 272, State of Minnesota, hereby designates the following combined polling places for School District elections that are not conducted on the same date as other state, county or municipal elections in 2021:

COMBINED POLLING PLACE:

Immanuel Lutheran Church
16515 Luther Way
Eden Prairie, Minnesota

Precincts served:

City of Eden Prairie, Precinct 1
City of Eden Prairie, Precinct 2
City of Eden Prairie, Precinct 3
City of Eden Prairie, Precinct 5
City of Eden Prairie, Precinct 6
City of Chanhassen, Precinct 1

COMBINED POLLING PLACE:

St. Andrew Lutheran Church
13600 Technology Drive
Eden Prairie, Minnesota

Precincts served:

City of Eden Prairie, Precinct 4
City of Eden Prairie, Precinct 7
City of Eden Prairie, Precinct 8
City of Eden Prairie, Precinct 11
City of Eden Prairie, Precinct 12
City of Edina, Precinct 10c
City of Edina, Precinct 19c

COMBINED POLLING PLACE:

Prairie Lutheran Church
11000 Blossom Road
Eden Prairie, Minnesota

Precincts served:

City of Eden Prairie, Precinct 13
City of Eden Prairie, Precinct 14
City of Eden Prairie, Precinct 15
City of Eden Prairie, Precinct 16
City of Eden Prairie, Precinct 17
City of Bloomington W-3, Precinct 17

COMBINED POLLING PLACE:

Grace Church
9301 Eden Prairie Road
Eden Prairie, Minnesota

Precincts served:

City of Eden Prairie, Precinct 9
City of Eden Prairie, Precinct 10
City of Eden Prairie, Precinct 18
City of Eden Prairie, Precinct 19A
City of Eden Prairie, Precinct 19B

AND BE IT FURTHER RESOLVED, that the School District Clerk is hereby authorized to designate an emergency replacement that meets the requirements of the Minnesota Election Law for any combined polling place designated in this resolution;

AND BE IT FURTHER RESOLVED, that the School District Clerk is hereby authorized to designate a replacement that meets the requirements of the Minnesota Election Law for any combined polling place designated in this resolution that becomes unavailable for use by the School District; and

AND BE IT FURTHER RESOLVED, that the School District Clerk is directed to send a copy of this resolution and any subsequent combined polling place designations to the Hennepin County Elections Office.

Adopted by the School Board of Independent School District No. 272, Eden Prairie, Minnesota this 14th day of December, 2020.

Chair

Clerk

The motion for the adoption of the foregoing resolution was duly seconded by _____ and upon vote being taken thereon the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

CLERK’S CERTIFICATE

STATE OF MINNESOTA)
) ss.
COUNTY OF HENNEPIN)

I, the undersigned, being the duly qualified and acting Clerk of the School Board of Independent School District No. 272, Eden Prairie, Minnesota, hereby certify that the attached and foregoing is a full, true and correct transcript of the minutes of a regular meeting of the School Board of Independent School District No. 272, duly called and held on the date therein indicated, so far as such minutes relate to a Resolution Designating Combined Polling Places for the 2021 School District Election(s) 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 14th day of December, 2020.

Clerk of the School Board
Independent School District No. 272
Eden Prairie, Minnesota

2019-2020 Eden Prairie School Board Year-End Treasurer Report

Budget Category	Description	Fiscal Year 2017-2018 Expenses	Fiscal Year 2018-2019 Expenses	Fiscal Year 2019-2020 Expenses	Approved 2019-2020 Budget	Underspend	Approved 2020-2021 Budget
109	Board Member Compensation	\$34,850.00	\$36,100.00	35,006.66	36,300.00	\$1,293.34	36,300.00
210	FICA (Fed Ins Contrib Act)	\$1,111.69	\$2,761.74	1,918.53	2,000.00	\$81.47	1,500.00
214	PERA (Pub Emp Ret Assoc)	\$1,162.56	\$1,135.12	1,125.08	1,500.00	\$374.92	1,300.00
270	Workers Comp	\$169.82	-	-	300.00	\$300.00	-
305	Service Fees/Consulting	\$2,695.44	\$3,859.35	15,743.69	14,000.00	-\$1,743.69	15,000.00
329	Postge	\$0.00	\$15.40	14.35	0.00	-\$14.35	-
366	Travel/Conferences	\$3,890.00	\$2,115.00	1,687.52	6,000.00	\$4,312.48	5,750.00
398	Chargeback	\$2,083.17	\$393.11	70.00	1,500.00	\$1,430.00	250.00
401	General Supplies	\$243.65	\$284.92	545.21	400.00	-\$145.21	750.00
490	Food Cost	\$702.79	\$456.58	11.24	600.00	\$588.76	500.00
820	Membership/Dues	\$16,067.00	\$16,353.00	\$16,547.00	16,400.00	-\$147.00	16,650.00
	TOTALS	\$62,976.12	\$63,474.22	\$72,669.28	79,000.00	\$6,330.72	78,000.00



EDEN PRAIRIE SCHOOLS

Inspiring each student every day

To: Eden Prairie School Board Members
From: Director Veronica Stoltz
Re: Statement Regarding Policy Violations
Date: December 14, 2020

It has been made clear to me that my conduct following the August 24, 2020 board meeting led to severe disappointment from my fellow board members and caused unintended discord within our district. Engaging with the crowd of educators who had gathered following adjournment of our formal meeting was in violation of policies carefully outlined by the Eden Prairie School district to govern the conduct of its school board members. I acknowledge that I did not abide by the governing policies of my office and offer my sincere apologies to anyone whom my actions may have hurt.

Veronica Stoltz

Veronica Stoltz
Member, Eden Prairie School Board
Inspiring Each Student Every Day

Eden Prairie School District 272
Superintendent Monitoring Report

Policy Name: EL 2.5 Financial Planning and Budgeting	Monitoring Time Frame: July 1, 2018 - June 30, 2019 July 1, 2019 - June 30, 2020	Policy Monitoring Column FOR BOARD USE ONLY Compliance rating: <ul style="list-style-type: none"> ● OI is/is not reasonable ● Data does/does not provide adequate evidence of compliance <i>Include specific evidence for rating conclusion and recommendations.</i>
Policy Quadrant: Executive Limitations	Date of School Board Monitoring: December 09, 2019 December 14, 2020	
		Board member name:
<u>Global Constraint:</u> The Superintendent shall not cause or allow financial planning and budgeting for any fiscal year or the remaining part of any fiscal year to deviate materially from the School Board’s Ends priorities, risk financial jeopardy, or fail to be derived from a multi-year plan.		<i>(enter rating and reasoning when appropriate)</i>
<u>Operational Interpretation:</u> <ol style="list-style-type: none"> 1. The Board’s Ends policy was created to address the question of “what good” the organization creates as a result of our work. The Ends priorities provide the framework upon which the Superintendent bases action. 2. A <i>multi-year plan</i> projects expected revenue and expenditure across a three to five-year period. 		
<u>Justification:</u> <ol style="list-style-type: none"> 1. Board expectations are communicated to the Superintendent via the Ends policy, and the Superintendent is empowered to implement the “Means” to accomplish the “Ends.” The strategic plan is a five-year plan to accomplish the means. Failing to substantially address or change the specific ideals set forth in Board Policy would result in a material deviation from the Ends. 2. School district budgets are largely based upon projections of revenue and anticipated expenditures. It is appropriate to review multi-year financial projections and strategic plan in order to anticipate the opportunities and barriers presented in future budgets. 		
<u>Measurement Plan:</u> <ol style="list-style-type: none"> 1. Compliance with this policy shall be evidenced by the School Board Ends Monitoring Reports results. 2. A multi-year plan showing projected revenues and expenditures shall be a component of annual budget planning and execution. 		

<p><u>Evidence:</u></p> <ol style="list-style-type: none"> 1. Ends policy monitoring reports have not disclosed budget allocations or financial resources as a barrier. 2. The district used a multi-year financing plan provided by our financial advisor, Ehlers & Associates, during 2018-19 2019-20. The district business office also creates a multi-year financial projection model which is studied by the Superintendent’s Cabinet and the Citizen’s Finance Advisory Committee. The summarized financial projections from the plan are disclosed in the Informational Overview section of the 2019-20 2020-21 Annual Budget Book and was presented to the school board in January 2019 2020. 	
<p><u>Statement of Assertion:</u> Report is Reasonable and Evidence support the Operational Interpretation</p>	
<p>2.5.1 Furthermore, there will be no financial plan that: Risks incurring those situations or conditions described as unacceptable in the School Board policy “Financial Condition and Activities.”</p>	
<p><u>Operational Interpretation:</u> I interpret this policy to mean that the proposed budget for the upcoming fiscal year meets the reasonable requirements as interpreted in EL.2.6 Financial Condition and Activities.</p>	
<p><u>Justification:</u> Executive Limitations Policy 2.6 Financial Conditions and Activities delineates School Board determined restrictions of selected financial activities in order to protect the District from adverse financial risk, as well as involve the School Board in certain decision-making processes that they have determined to be “their work.”</p>	
<p><u>Measurement Plan:</u> Compliance with this policy shall be evidenced by School Board approval of the School District Budget.</p>	
<p><u>Evidence:</u> The district budget was presented to the School Board at its May 20, 2019 May 18, 2020 meeting and was approved by the School Board at its June 24, 2019 June 22, 2020 meeting.</p>	
<p><u>Statement of Assertion:</u> Report is Reasonable and Evidence support the Operational Interpretation</p>	

<p>2.5.2 Neglects to present, no later than the third quarter of the current fiscal year, the assumptions, any material reinvestment of unbudgeted revenues or savings, and a timeline for the next annual budget.</p>	
<p><u>Operational Interpretation:</u></p> <ol style="list-style-type: none"> 1. I interpret this policy to mean that no later than the third quarter of the fiscal year (January – March) the Administration will present and enact “Budget Assumptions,” any material reinvestment of unbudgeted revenues or savings, and a timeline for action when building the next annual budget. 2. An <i>assumption</i> is a “thing that is accepted as true or certain to happen without proof.” When creating a budget, <i>assumptions</i> are expectations that provide a starting point for the process. <i>Assumptions</i> are most often relative to revenue and expenditure forecasts. They also can be expressed as managerial decisions, anticipated legislative actions, and changes to student enrollment. 3. <i>To fully disclose and make clear</i> the budget must reflect the conditions and expectations in which it was created and also anticipate those that may be in effect during its implementation. 4. A published <i>timeline</i> of discrete actions to be performed provides a framework for budget work to be completed and also provides transparency to the process. 	
<p><u>Justification:</u></p> <p>The district budget must adhere to financial realities. In order to conform with the “means” and “ends” expressed via the Policy Governance structure, it is important to promote understanding of the budgeting process as well as the tenets or “assumptions” used to create the annual financial plan or budget for the District.</p>	
<p><u>Measurement Plan:</u></p> <p>Compliance to this policy shall be evidenced by:</p> <ol style="list-style-type: none"> 1. Presentation to the Board of the assumptions, material reinvestment of unbudgeted revenues or savings, and timeline by the third quarter of the fiscal year. 2. School Board approval of the School District Budget. 	
<p><u>Evidence:</u></p> <ol style="list-style-type: none"> 1. The 2019-20 2020-21 budget timeline and 2019-20 2020-21 budget assumptions were presented to the School Board at its January 27, 2019 January 27, 2020 meeting and finalized at its March 26, 2019 March 23, 2020 Board meeting. 2. The district budget was presented to the School Board at its May 20, 2019 May 18, 2020 meeting and was approved by the School Board at its June 24, 2019 June 22, 2020 meeting. 	
<p><u>Statement of Assertion:</u></p> <p>Report is Reasonable and Evidence support the Operational Interpretation</p>	

<p>2.5.3 Furthermore, there will be no financial plan that: Allows the year-end unassigned general fund balance to fall below 8% of expenditures.</p>	
<p><u>Operational Interpretation:</u> I interpret this to mean that upon the completion of the annual financial audit, the general fund shall demonstrate a minimum of 8% of annual expenditures within the unassigned portion of the district’s fund balance.</p>	
<p><u>Justification:</u></p> <ol style="list-style-type: none"> 1. External independent auditors generally recommend a minimum fund balance equaling one month of expenditures, or approximately two payroll periods. 2. A comparison of neighboring district fund balance policies and recommendations places 8% in a reasonable or comparable range. 3. The State of Minnesota requires school districts to undergo a financial audit each fiscal year. 	
<p><u>Measurement Plan:</u> Compliance shall be demonstrated by:</p> <ol style="list-style-type: none"> 1. The projected general fund balance presented as part of the annual budget process demonstrates a balance of >8% of projected expenditures, and 2. The external audit confirms the general fund balance of >8% of reported expenditures at the conclusion of the fiscal year audited. 	
<p><u>Evidence:</u></p> <ol style="list-style-type: none"> 1. The 2018-19 2019-20 mid-year budget update projected an unassigned General Fund balance of 16.4% 15.8% (greater than 8%) for the fiscal year ending June 30, 2019 June 30, 2020. 2. The Executive Audit Summary presented by the auditing firm of MMKR & Co, P.A at the November 25, 2019 November 23, 2020 meeting of the School Board confirmed a June 30, 2019 June 30, 2020 year-end unassigned fund balance of 12.8% 13.2% (greater than 8%). This calculation of unassigned fund balance percentage includes, in the denominator, expenditures for operating capital. For consistency purposes, the district excludes operating capital expenditures from its internal calculation of unassigned fund balance, which remains in a restricted and self-contained fund. The district’s internal calculation of unassigned fund balance of 16.0% 16.1% was also presented at the November 25, 2019 November 23, 2020 meeting of the school board. 	
<p><u>Statement of Assertion:</u> Report is Reasonable and Evidence support the Operational Interpretation</p>	

<p>2.5.4 Furthermore, there will be no financial plan that: Does not collect appropriate input from various sources.</p>	
<p><u>Operational Interpretation:</u></p> <ol style="list-style-type: none"> 1. I interpret this policy to mean that as the annual budget is developed, the Administration collects input from reputable sources as a function of the budget development process. Those sources could be either external or internal to the District. External <i>sources</i> may consist of, but are not limited to, the federal government, the Minnesota Department of Education, Minnesota Statute and Rule, local community advisory committees, and parents (as defined in EL 2.3). District employees are considered internal sources. 2. The term <i>appropriate</i> in this context refers to being “suitable or proper” to the circumstance. 3. Collection of <i>input</i> for the purposes of informing budget development must come from reputable sources with knowledge of the process and needs of the District. Generally, <i>appropriate input</i> is regarded as “advisory” in nature. 	
<p><u>Justification:</u></p> <ol style="list-style-type: none"> 1. Public schools are local governmental entities, and therefore function as representatives of the community, state, and nation. The “public good” requires a budget process that is relatively transparent and seeks input from its customers and employees...each of whom have varying interests and values. With that said, it is important to note that the professionals hired by the District are highly trained and knowledgeable in their occupational craft. 2. The Superintendent must weigh all of these factors when recommending a budget for approval. While all points of view and corresponding input may not find their way into the recommended budget, it is still important to acknowledge that various positions and recommendations brought forth were considered for inclusion. 3. The Superintendent is ultimately responsible for the budget, and therefore retains the authority to determine the appropriate level of input collected during the budget development process. 	
<p><u>Measurement Plan:</u> The Superintendent shall note and recognize the contributions of internal and external sources as part of the annual budget adoption process in the annual Budget Book.</p>	
<p><u>Evidence:</u> The Introductory Section of the 2018-19 2019-20 Budget Book included the following information regarding the collection of input:</p>	

Collecting Input

School Board Executive Limitation 2.5.4 states that “There will be no financial plan that does not collect appropriate input from various sources”. The process to build the proposed ~~2018-19~~ 2019-20 budget included the following input opportunities:

1. School Board – The first official action that begins the process of budget development was the approval of the payable ~~2018~~ 2019 tax levy, which occurred on ~~December 11, 2017~~ December 10, 2018. This levy includes approximately ~~22.7%~~ 23.1% of General Fund revenue. The board also provided guidance and input to the budget development process as follows:
 - ~~January 8, 2018~~ January 7, 2019 – Board workshop on 5-year financial model
 - ~~February 12, 2018~~ January 28, 2019 – Review budget timeline, discuss preliminary ~~2018-19~~ 2019-20 budget assumptions, ~~2017-18~~ 2018-19 Mid-year budget approval, and approval of capital bus purchases
 - ~~March 26, 2018~~ March 25, 2019 – Approved final ~~2018-19~~ 2019-20 budget assumptions, review proposed ~~2018-19~~ 2019-20 preliminary capital budget
 - ~~April 9, 2018~~ April 22, 2019 – Review proposed ~~2018-19~~ 2019-20 School Board budget
 - ~~April 23, 2018~~ April 22, 2019 – Approved ~~2018-19~~ 2019-20 preliminary capital budget ~~and the 2018-19 School Board budget~~
 - ~~May 20, 2018~~ May 20, 2019 – ~~2018-19~~ 2019-20 first reading of adopted budget ~~and approval of the 2019-2020 School Board budget~~
2. Finance Advisory Committee – This committee of community members and staff reviews the assumptions included in the financial projection model. These assumptions and committee discussion provide important input into the budget development process.
3. Principals – This group of leaders is essential to the budget development process. They provide input and shared decision making for budget adjustments, staffing and program needs.
4. Community – The district website, email list and publications contained continuous updates regarding the budget development process including timeline, assumptions, and proposed adjustments. Community feedback is an essential part of assessing the final budget recommendation.
5. Superintendent’s Cabinet – This group meets weekly. Some part of the budget development process, including discussion of staff and community feedback, is on the agenda each week.

Statement of Assertion:

Report is Reasonable and Evidence support the Operational Interpretation

Board member’s summarizing comments:

Eden Prairie School District 272
Superintendent Monitoring Report

Policy Name: EL 2.0 Global Executive Constraint	Monitoring Time Frame: July 1, 2018 to June 30, 2019 July 1, 2019 to June 30, 2020	Policy Monitoring Column FOR BOARD USE ONLY Compliance rating: <ul style="list-style-type: none"> ● OI is/is not reasonable ● Evidence supports/does not support the OI <i>Include specific evidence for rating conclusion and recommendations.</i>
Policy Quadrant: Executive Limitations	Date of School Board Monitoring: December 9, 2019 December 14, 2020	
		Board member name:
Global Constraint: The Superintendent shall not cause or allow any practice, activity, decision, or organizational circumstance that is unlawful, unethical, imprudent, or in violation of commonly accepted business and professional practices.		<i>(enter rating and reasoning when appropriate)</i>
Operational Interpretation: I interpret this policy to mean that I will not cause or allow any conduct that is not ethical or lawful within the reasonable and legal scope of District control.		
Justification: The provisions in Executive Limitations policies 2.1 to 2.9 have demonstrated that I have not allowed any practice, activity, decision, or organizational circumstance that is unlawful, unethical, imprudent, or in violation of commonly accepted business and professional practices.		
Measurement Plan: Compliance with all provisions of Executive Limitations 2.1 to 2.9		
Evidence: I have presented supporting data throughout the Executive Limitations policies 2.1 to 2.9.		
Statement of Assertion: Report is Reasonable and Evidence support the Operational Interpretation		
Board Member's summarizing comments:		

**Record of Board Self-Evaluation
Governance Policies
(July 1, 2020 – June 30, 2021)
Monitoring July 1, 2019 – June 30, 2020 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
---------------	--------------------------------	--	---	-------------------------------------	------------------

BOARD-MANAGEMENT DELEGATION (BMD) POLICIES					
3.0					
Single Point of Connection	09/28/2020	Yes			Yes
3.1 Unity of Control	09/28/2020	Yes			Yes
3.1.1	09/28/2020	Yes			Yes
3.1.2	09/28/2020	Yes			Yes
3.1.3	09/28/2020	Yes			Yes
3.2					
Delegation to the Superintendent	09/28/2020	Yes			Yes
3.2.1	09/28/2020	Yes			Yes
3.2.2	09/28/2020	Yes			Yes
3.2.3	09/28/2020	Yes			Yes
3.2.4	09/28/2020	Yes			Yes
3.3					
Superintendent Accountability and Performance	09/28/2020	Yes			Yes
3.3.1	09/28/2020	Yes			Yes
3.3.2	09/28/2020	Yes			Yes
3.3.3	09/28/2020	Yes			Yes
3.3.4	09/28/2020	Yes			Yes
3.3.5	09/28/2020	Yes			Yes

**Record of Board Self-Evaluation
Governance Policies
(July 1, 2020 – June 30, 2021)
Monitoring July 1, 2019 – June 30, 2020 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 Global Governance Commitment	10/26/2020	Yes			Yes
4.0.1	10/26/2020	Yes			Yes
4.0.2	10/26/2020	Yes			Yes
4.1 Governing Style	10/26/2020	Yes			Yes
4.1.1	10/26/2020	Yes			Yes
4.1.2	10/26/2020	Yes			Yes
4.1.3	10/26/2020	Yes			Yes
4.1.4	10/26/2020	Yes	The Board acknowledges that the coronavirus pandemic interrupted board development plans.	The board will monitor interest in and provision for development of new board members.	Yes
4.1.5	10/26/2020	Yes			Yes
4.1.6	10/26/2020	Yes			Yes
4.2 School Board Job Products	10/26/2020	Yes			Yes
4.2.1	10/26/2020	Yes			Yes
4.2.2	10/26/2020	Yes			Yes
4.2.2 - A	10/26/2020	Yes			Yes
4.2.2 - B	10/26/2020	Yes			Yes
4.2.2 - C	10/26/2020	Yes			Yes

**Record of Board Self-Evaluation
Governance Policies
(July 1, 2020 – June 30, 2021)
Monitoring July 1, 2019 – June 30, 2020 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
4.2.2 - D	10/26/2020	Yes			Yes
4.2.3	10/26/2020	Yes			Yes
4.3 Annual Work Plan	10/26/2020	Yes			Yes
4.3.1	10/26/2020	Yes			Yes
4.3.2	10/26/2020	Yes	Annually in June, the Board should make a concentrated effort to either plot placeholder items or delete them.	Annually in June, the Board will make a concentrated effort to either plot placeholder items or delete them.	Yes
4.3.3	10/26/2020	Yes			Yes
4.4 Officer Roles	09/28/2020	Yes			Yes
4.4.1	09/28/2020	Yes			Yes
4.4.1.1	09/28/2020	Yes			Yes
4.4.1.2	09/28/2020	Yes			Yes
4.4.1.3	09/28/2020	Yes			Yes
4.4.1.4	09/28/2020	Yes			Yes
4.4.1.5	09/28/2020	Yes			Yes
4.4.1.6	09/28/2020	Yes			Yes
4.4.1.7	09/28/2020	Yes			Yes
4.4.1.8	09/28/2020	Yes			Yes
4.4.1.9	09/28/2020	Yes			Yes
4.4.2	09/28/2020	Yes			Yes
4.4.3	09/28/2020	Yes			Yes

**Record of Board Self-Evaluation
Governance Policies
(July 1, 2020 – June 30, 2021)
Monitoring July 1, 2019 – June 30, 2020 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
4.4.4	09/28/2020	Yes			Yes
4.5 School Board Members' Code of Conduct	09/28/2020	Yes			Yes
4.5.1	09/28/2020	Yes			Yes
4.5.2	09/28/2020	Yes			Yes
4.5.2.1	09/28/2020	Yes			Yes
4.5.2.2	09/28/2020	Yes			Yes
4.5.2.3	09/28/2020	Yes			Yes
4.5.3	09/28/2020	Yes			Yes
4.5.3.1	09/28/2020	Yes			Yes
4.5.3.2	09/28/2020	Yes			Yes
4.5.4	09/28/2020	Yes			Yes
4.5.5	09/28/2020	Yes			Yes
4.5.6	09/28/2020	Yes			Yes
4.5.7	09/28/2020	Yes			Yes
4.5.8	09/28/2020	Yes			Yes
4.5.8.1	09/28/2020	Yes			Yes
4.5.8.2	09/28/2020	Yes		2019-20 MSBA Training Schedule Completed	Yes

**Record of Board Self-Evaluation
Governance Policies
(July 1, 2020 – June 30, 2021)
Monitoring July 1, 2019 – June 30, 2020 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
4.5.8.3	09/28/2020	Yes			Yes
4.5.8.4	09/28/2020	Yes			Yes
4.5.8.5	09/28/2020	Yes			Yes
4.5.8.6	09/28/2020	Yes			Yes
4.5.8.7	09/28/2020	Yes			Yes
4.6 Process for Addressing School Board Member Violations					
	09/28/2020	Yes			Yes
4.6.1	09/28/2020	Yes			Yes
4.6.2	09/28/2020	Yes			Yes
4.6.3	09/28/2020	Yes			Yes
4.6.4	09/28/2020	Yes			Yes
4.6.4.1	09/28/2020	Yes			Yes
4.6.4.2	09/28/2020	Yes			Yes
4.7 School Board Committee Principles					
	09/28/2020	Yes			Yes
4.7.1	09/28/2020	Yes			Yes
4.7.2	09/28/2020	Yes			Yes
4.7.3	09/28/2020	Yes			Yes
4.7.4	09/28/2020	Yes			Yes
4.8					

**Record of Board Self-Evaluation
Governance Policies
(July 1, 2020 – June 30, 2021)
Monitoring July 1, 2019 – June 30, 2020 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
School Board Committee Structure	09/28/2020	Yes			Yes
4.8.1	09/28/2020	Yes			Yes
4.8.2	09/28/2020	Yes			Yes
4.8.3	09/28/2020	Yes			Yes
4.8.4	09/28/2020	Yes			Yes
4.9 Governance Investment	10/26/2020	Yes			Yes
4.9.1	10/26/2020	Yes			Yes
4.9.1.1	10/26/2020	Yes			Yes
4.9.1.2	10/26/2020	Yes			Yes
4.9.1.3	10/26/2020	Yes			Yes
4.9.2	10/26/2020	Yes			Yes
4.9.3	10/26/2020	Yes			Yes
4.10 Operation of the School Board Governing Rules	09/28/2020	Yes			Yes
4.10.1	09/28/2020	Yes			Yes
4.10.1.1	09/28/2020	Yes			Yes
4.10.1.2	09/28/2020	Yes			Yes

**Record of Board Policy Monitoring
Ends and Executive Limitations
July 1, 2019 – June 30, 2020**

Monitoring 2019-2020 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	19-20 OI 5/18/20	Yes	Yes				Yes
	Evidence 19-20 10/26/20			Yes	Yes		Yes
	20-21 OI 6/22/20	Yes	Yes				Yes
	21-22 OI 6/28/21						
1.1.1 Each student is reading at grade level by the end of third grade	19-20 OI 5/18/20	Yes	Yes				Yes
	Evidence 19-20 10/26/20			Yes	Yes		Yes
	20-21 OI 6/22/20	Yes	Yes				Yes
	21-22 OI 6/28/21						
1.1.2 Each student achieves individual growth expectations and proficiency annually in, but	19-20 OI 5/18/20	Yes	Yes				Yes
	Evidence 19-20 10/26/20			No	No	<i>Propose to Re-monitor Ends 1.1.2 on 2/22/21</i>	No

not limited to, Language Arts, Math and Science	20-21 OI 6/22/20	Yes	Yes				Yes
	21-22 OI 6/28/21						
1.1.3 Each student receives a broad-based education that exceeds the Minnesota State Graduation Requirements	19-20 OI 5/18/20	Yes	Yes				Yes
	Evidence 19-20 10/26/20			Yes	Yes		Yes
	20-21 OI 6/22/20	Yes	Yes				Yes
	21-22 OI 6/28/21						
1.2 Each student demonstrates the 21 st century skills needed to succeed in the global economy	19-20 OI 5/18/20	Yes	Yes				Yes
	Evidence 19-20 10/26/20			Yes	Yes		Yes
	20-21 OI 6/22/20	Yes	Yes				Yes
	21-22 OI 6/28/21						
1.3 Each student demonstrates the knowledge that citizens and residents of the United States need to contribute positively to society	19-20 OI 5/18/20	Yes	Yes				Yes
	Evidence 19-20 10/26/20			Yes	Yes		Yes
	20-21 OI 6/22/20	Yes	Yes				Yes
	21-22 OI 6/28/21						

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	12/14/20						
EL 2.1 Emergency Superintendent Succession	08/24/20	Yes	Yes	Yes	Yes		Yes
EL 2.2 Treatment of Students	08/24/20	Yes	Yes	Yes	Yes		Yes
EL 2.3 Treatment of Parents	09/28/20	Yes	Yes	Yes	Yes		Yes
EL 2.4 Treatment of Staff	10/26/20	Yes	Yes	Yes	Yes		Yes
EL 2.5 Financial Planning and Budgeting	12/14/20						
EL 2.6 Financial Management and Operations	09/28/20	Yes	Yes	Yes	Yes		Yes
EL 2.7 Asset Protection	08/24/20	Yes	Yes	Yes	Yes		Yes
EL 2.8 Compensation and Benefits	10/26/20	Yes	Yes	Yes	Yes		Yes
EL 2.9 Communication and Support to the School Board	11/23/20	Yes	Yes	Yes	Yes		Yes

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:

TASSEL Program:

- Donation of \$194.29 – Chipotle Fundraiser, Eden Prairie, MN – funds to be used for program needs.

Prairie View Elementary:

- Donation of \$1,000.00 – Chris Bonk, Lunds & Byerly's Production Facility, Edina, MN – funds used for present and forthcoming students.
- Donation of \$677.46, Benevity Community Impact Fund, Safety Harbor, FL – funds to be used to support curriculum

SUPERINTENDENT CONSENT AGENDA

A. Semi-Monthly Reports

HUMAN RESOURCES

1. Human Resources – Principals

a. New Hires

Reetz, Russell – Associate Principal of Student Activities, Eden Prairie High School, 8 hours/day, 5 days/week, 260 days/year, effective 2/1/2021.

2. Human Resources - Licensed Staff

a. New Hires

Bergland, Emily – Physical Education, 1.0 FTE, Central Middle School, effective 12/14/2020 through 2/8/2021.

Boxum, Peggy – Special Education Long Term Substitute, 1.0 FTE, Prairie View Elementary, effective 11/12/2020 through 2/17/2021.

b. Resignation/Retirements

Chapman, Alyssa – Special Education, 1.0 FTE, Central Middle School, effective 12/23/2020.

Markovich, Diane – Elementary Education Teacher, 1.0 FTE, Eden Lake Elementary, effective 11/28/2020.

Taylor, Dru – Social Worker, 1.0 FTE, Eden Prairie High School, effective 12/23/2020.

3. Human Resources - Classified Staff

a. New Hires

CLASS

Banjac, Sreten – Technology Support Specialist, Administrative Services Center, 8 hours/day, 5 days/week, 260 days/year, effective 11/19/2020.

Crespo Pantoja, Angel – Technology Support Specialist, Administrative Services Center, 8 hours/day, 5 days/week, 260 days/year, effective 11/19/2020.

Huynh, Charleen – Due Process Clerk – Special Education, Central Middle School, Prairie View Elementary, Cedar Ridge Elementary, 7 hours/day, 5 days/week, 181 days/year, effective 11/30/2020.

BUILDING SERVICES

Jackson, Justice – From Paraprofessional, Eagle Zone to Custodian (Non-Licensed) at Eden Prairie High School, 8 hours/day, 5 days/week, 260 days/year, effective 11/23/2020.

b. Resignations/Retirements

BUILDING SERVICES

Frederick, Lester – Day Custodian, Cedar Ridge Elementary, effective 1/29/2021.

Schiung, Nuemie – Custodian (Licensed), Central Middle School, effective 12/4/2020.
MSEA

Artan, Fahan – ESL Paraprofessional, Eden Lake Elementary, effective 11/30/2020.

Richter, Loretta – Lunchroom/Playground Paraprofessional, Oak Point Elementary/Eagle Heights Spanish Immersion, effective 12/1/2020.

Ritter, Lauren – Paraprofessional, Prairie View Elementary, effective 1/8/2021.

TRANSPORTATION

Swanson, Lisa – Bus Driver, Transportation, effective 12/23/2020.

c. Leave of Absence

MSEA

Tickle, Susan – Lunchroom Paraprofessional, Prairie View Elementary, effective 11/25/2020 through 1/1/2021.

Board Business

General Consent Agenda

Approval of Payments, all funds, November 2020

Check #408480-408652	\$891,969.91
Electronic Disbursements	\$7,446,385.92
TOTAL	\$8,338,355.83

Acknowledgment of Electronic Transfers November 2020

INVEST DATE	FROM	TO	INTEREST RATE	MATURITY DATE	PRINCIPAL
07/23/2019	PMA Financial	MNTrust	1.782%	11/23/2020	\$3,071,426.07
10/23/2020	PMA Financial	MNTrust	.090%	11/25/2020	\$16,001,301.92
10/23/2020	PMA Financial	MNTrust	.090%	11/25/2020	\$2,500,203.43
10/23/2020	PMA Financial	MNTrust	.090%	11/25/2020	\$2,000,162.74
07/26/2019	PMA Financial	MNTrust	1.964%	12/01/2020	\$611,349.83



December 14, 2020

To: Dr. Josh Swanson
From: Business Office
Re: Seek Bids for Lower Campus Updates

The authorization to seek bids is requested by management and begins the process to make deferred maintenance upgrades and space usage updates. This project will be to renovate classrooms and office space at Lower Campus.

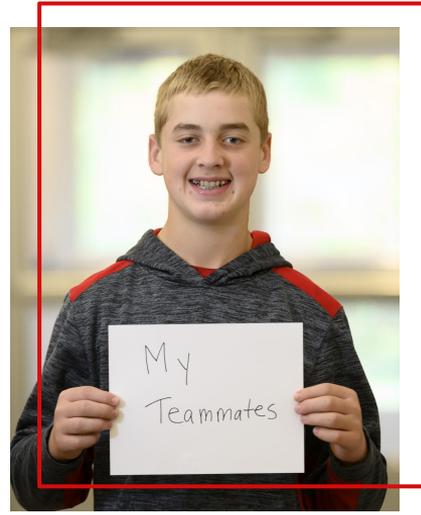
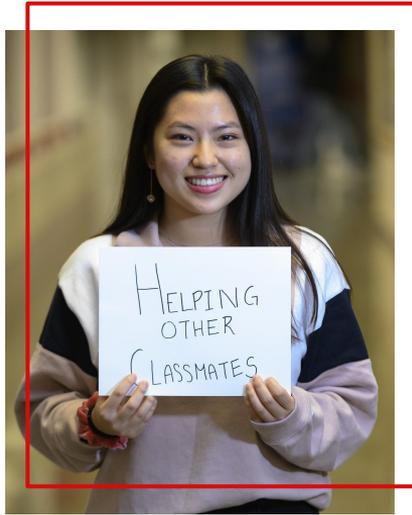
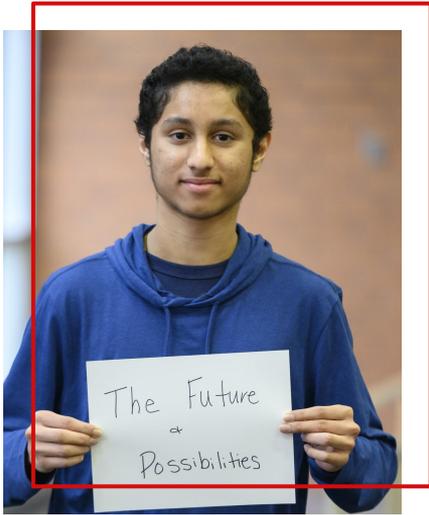
The district's 45,000 square foot lease of the Education Center from the City of Eden Prairie will end in 2021. Community Education programs and staff will return to district-owned property at Lower Campus, reducing liability and expenses currently incurred by leasing. Renovations will include a secure entrance with welcome desk, offices for Community Education staff, and increased utilization of existing classrooms. Approval to seek bids will allow timely development of project specifications and plans to solicit bids from contractors.

Funding for this project will come from a variety of sources including long-term facilities maintenance revenue, along with budgeted general and capital funds. This project has been planned and is on the list for updates in summer 2021.



EDEN PRAIRIE SCHOOLS

Inspiring each student every day

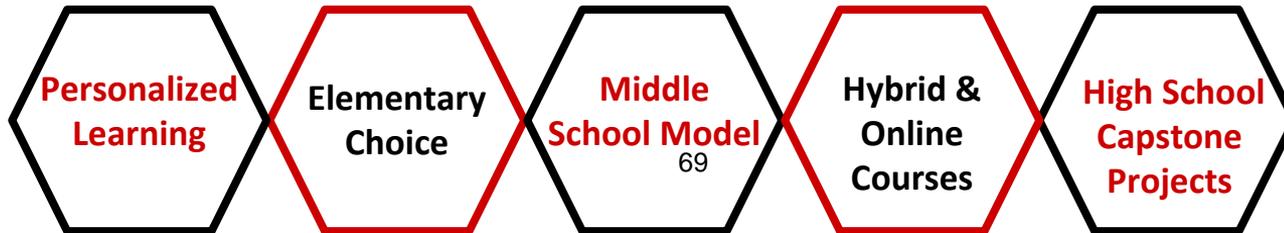


PATHWAYS⁸

Common Understanding of the Why...

Designing Pathways

Eden Prairie Schools' process to define a 10-year outlook of its academic programming and supporting facilities concluded in May 2017. Since then, the district has been moving forward with the academic programming recommendations that came out of the community-involved process including the expansion of Personalized Learning, online course offerings and capstone projects.





EDEN PRAIRIE SCHOOLS

Inspiring each student every day

...Contribute Purposefully to Our Ever-changing World



Interest Exploration Talent Development **Career & College Ready**

EPS Pathways Vision



EDEN PRAIRIE SCHOOLS

EPS Pathways Vision

Pathways at Eden Prairie Schools engage students in authentic opportunities to **explore**, **learn** about, and **experience** potential *future careers*. Pathways enable students to purposefully plan for their future by offering guidance on K-12 coursework and extracurricular experiences that can be pursued to prepare them for specific college, career, or civic opportunities post-graduation. Pathway options increase in specificity and choice as students advance in their education and feature a capstone experience that provides an opportunity for students to apply their learning in practical ways within their community. Students who successfully complete one or more pathways will receive recognition for their efforts on their transcript, though students will have the flexibility to explore as many pathways as desired during their course of study.



EPS Career Fields & Clusters



EDEN PRAIRIE SCHOOLS

Business & Management	Civic & Social Service	Natural & Applied Sciences	Engineering & Technology	Communication & Entertainment
Entrepreneurship	Government & Public Administration	Health & Medical Science	Architecture & Construction	Visual Arts & Composition
Finance	Law & Public Safety	Agriculture & Animal Science	Manufacturing	Performing Arts & Music
Marketing	Education & Training	Earth & Space Science	Transportation & Distribution	Journalism & Mass Media
Hospitality & Tourism	Counseling & Human Services	Physical Science & Mathematics	Computer Science & Information Technology	Digital Design & Programming

Pathway Progression (K-5)



EDEN PRAIRIE SCHOOLS

- The *INSPIRE* Choice Programming Model is currently being designed by a 30 member Steering Committee that includes students, teachers and administrators. The EPS Pathways Framework will help to provide clarity and vision to this work.
- There are a variety of clubs (i.e. Art, Yearbook, Choir) and/or competitive events (i.e. Math League, LEGO Robotics League, Science Fair) available to elementary students that explicitly align to Career Fields and can be branded with those labels.

Current reality (7-8)



EDEN PRAIRIE SCHOOLS

- *iMPACT!* (Career Exploration)
 - Grade 7
- Tech Ed (Engineering and Technology)
 - Grade 8
- Art (Communication & Entertainment)
 - Visual Art 7 & 8

Pathway Progression (6-8)



EDEN PRAIRIE SCHOOLS

- **Engineering & Technology**

- Grade 6
 - Intro to E & T
- Grade 7
 - Model & Make
 - GreEngineering
- Grade 8
 - Engineering, Model & Make
 - Coding & Robotics

- **Personal Exploration**

- Grade 6
 - *iMPACT!* - Pathway Exploration

- **Business & Management**

- Grade 6
 - Business Bootcamp
- Grade 7
 - Owning Your Digital Future
 - Money Matters
- Grade 8
 - Business, Communications and Leadership
 - Entrepreneurship

- **Communication & Entertainment**

- Grade 6
 - Visual Arts Experience
 - Visual Arts 3D
 - Theater Arts 6
- Visual Arts 7
 - Visual Arts Media & Culture
 - Drawing & Painting
 - Theater Arts 7
- Visual Arts 8
 - Visual Arts & Identity
 - Digital Media Arts
 - Theater Arts 8

Pathway Progression (9-12)



EDEN PRAIRIE SCHOOLS

Career Field Foundations: Business & Management	
Foundational Courses: Spreadsheets & Databases*, Business Introduction, Accounting*, Marketing Strategies*	
Career Cluster: Finance	Specialized: Personal Finance, Accounting, AP Microeconomics
Career Cluster: Entrepreneurship	Specialized: Small Business Development, Personal & Business Law, Entrepreneurship*, AP Microeconomics
Career Cluster: Marketing	Specialized: Small Business Development, Marketing Strategies, Advanced Marketing, Fashion Design & Merchandising
Career Cluster: Hospitality & Tourism	Specialized: Small Business Development, Food Fundamentals, Gourmet & International Foods, Culinary Arts
CAPSTONE Experience	

Capstone Experiences (9-12)



EDEN PRAIRIE SCHOOLS

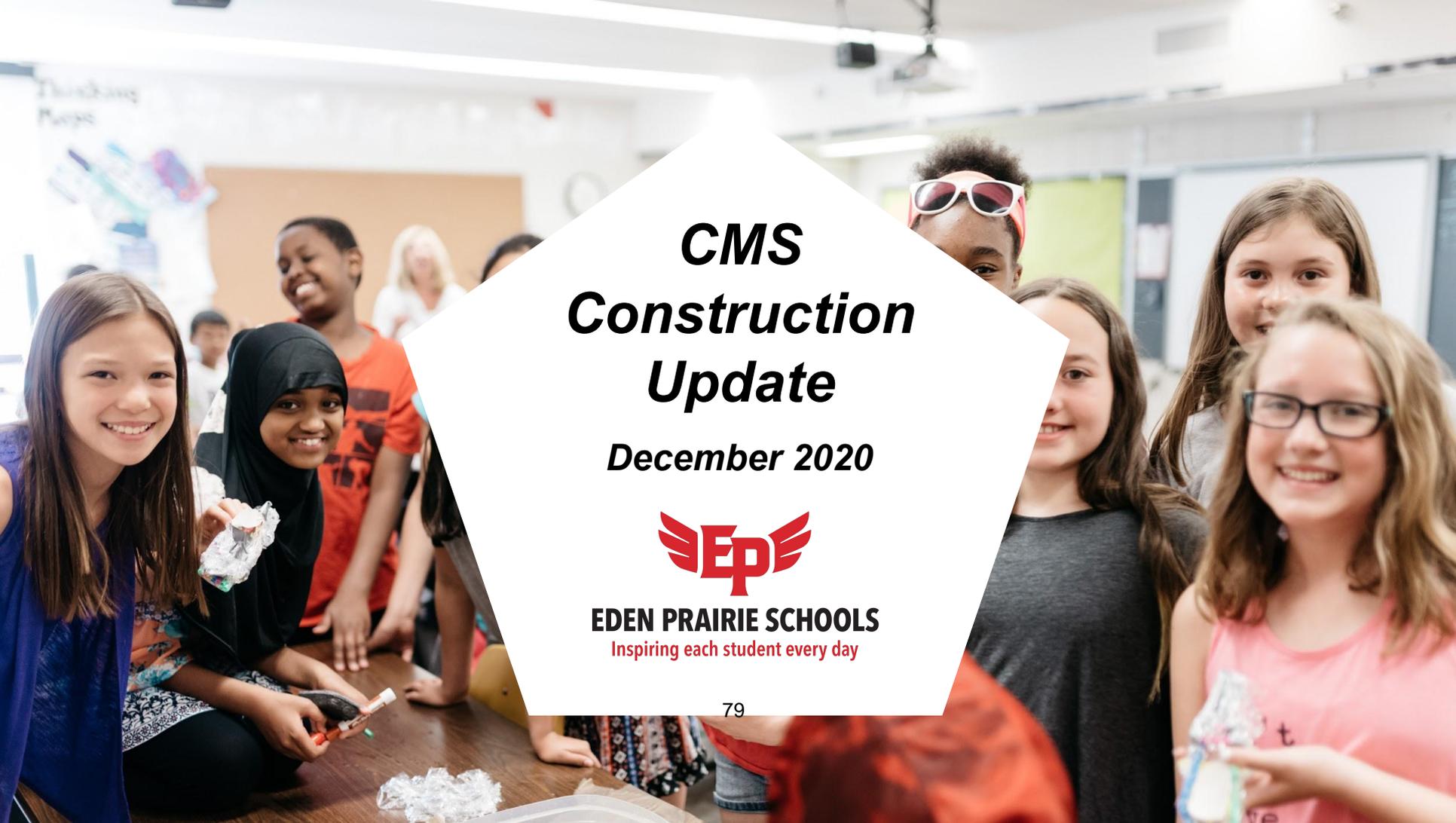
- **Essential elements of a Capstone:**
 - Authentic Learning: instruction and assessment utilizes resources, tasks, purposes, and audiences found regularly within the Career Field
 - Collaboration with professionals in the field (networking & mentoring)
 - Application of previous & current learning
 - Interdisciplinary in nature
 - Extended beyond the immediate context
 - Student choice in demonstration of learning
- **Option 1: Field-Based Capstone**
 - 4 credits (2 periods/day for 1 semester)
 - This structure allows for in-depth internships & field experiences
- **Option 2: School-based Capstone**
 - 2 credits of Exploratory Capstone (1 period/day for 1 semester)
 - More choice

EPS Career Fields & Clusters



EDEN PRAIRIE SCHOOLS

Business & Management	Civic & Social Service	Natural & Applied Sciences	Engineering & Technology	Communication & Entertainment
Entrepreneurship	Government & Public Administration	Health & Medical Science	Architecture & Construction	Visual Arts & Composition
Finance	Law & Public Safety	Agriculture & Animal Science	Manufacturing	Performing Arts & Music
Marketing	Education & Training	Earth & Space Science	Transportation & Distribution	Journalism & Mass Media
Hospitality & Tourism	Counseling & Human Services	Physical Science & Mathematics	Computer Science & Information Technology	Digital Design & Programming



***CMS
Construction
Update***

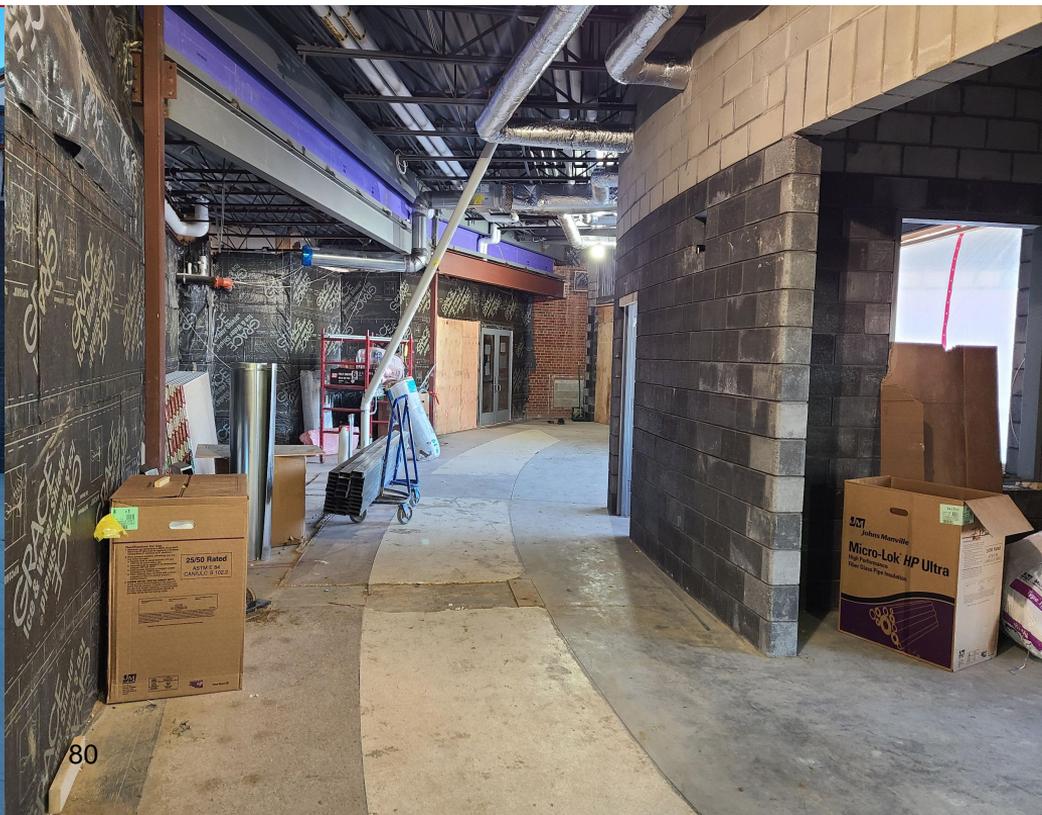
December 2020



EDEN PRAIRIE SCHOOLS

Inspiring each student every day

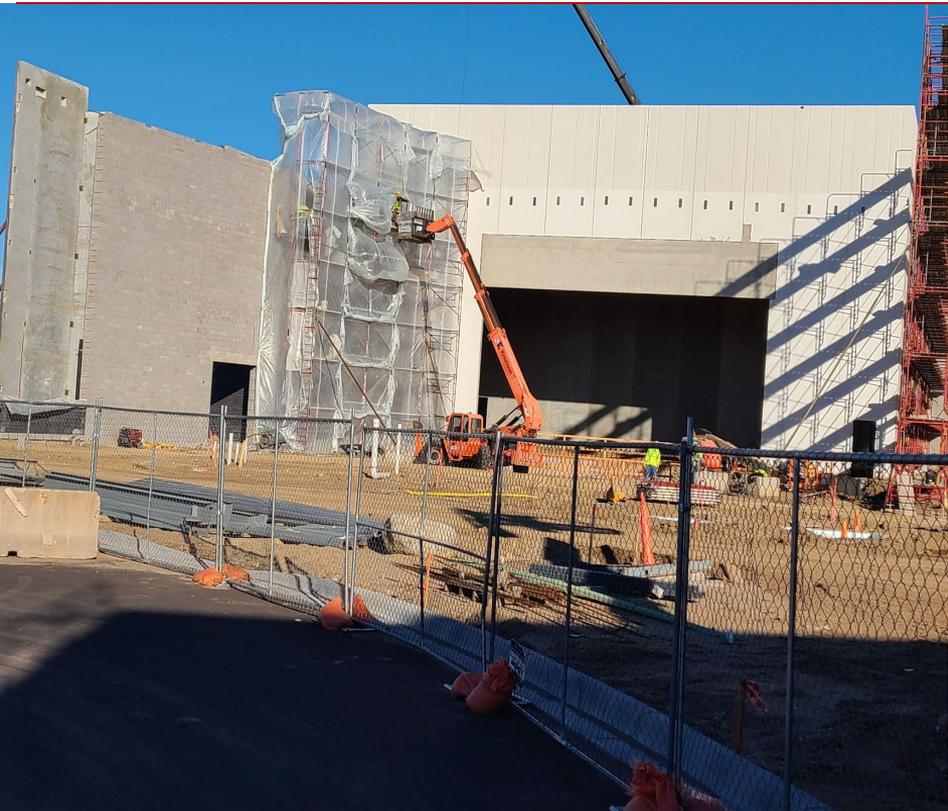
CMS-West Main Entrance



80



CMS - Theater



CMS - Gym



CMS - Cafeteria



83



CMS - East Classrooms



84



CMS - Clerestory



85

CMS - North East Classrooms



CMS - Student Resource Area



CMS - Athletic Field



Next Steps

- Project is on time and on budget
- Existing classrooms - New furniture & paint
- [Live Construction Feed](#)

CMS Update



Start & End Times For 2021-2022



EDEN PRAIRIE SCHOOLS
Inspiring each student every day

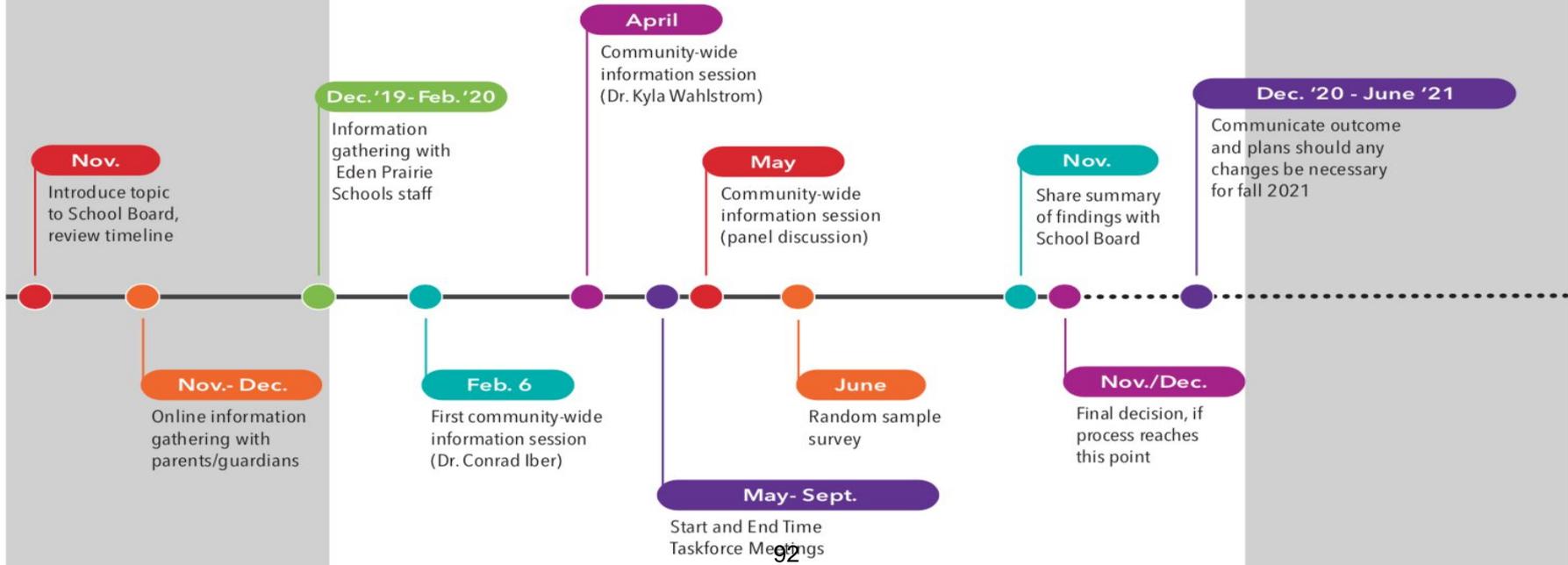
SCHOOL SCHEDULES TIMELINE

Version: October 2020

2019

2020

2021



Process and Engagement

- Community interest expressed in 2015-2016
- Designing Pathways 2015-2020
- 1 Year engagement process kicked off in 2019
- Staff across the district provided voice and feedback
- Community engagement and input sessions in 2019-20
- Multiple qualitative and quantitative data inputs
- Multiple subject matter experts and practitioners: Presented
- Communication throughout the process
- 18 Member task force: Spring-Fall 2020
- Culminated in a task force recommendation supported 17-1
- Recommendation delivered to the Superintendent: Fall 2020

Task Force Recommendation

- Adjust EPS start times to align with the research
 - Each hour of additional sleep reduces feelings of depression & unhappiness.
 - Increased sleep is related to improved attendance, grades & graduation rates.
 - Sleep deprivation in adolescents related to increased suicidal ideation, planning attempt, and attempt requiring treatment.
 - Sleep deprivation in adolescents related to increased risk-taking with illicit prescription use, tobacco/cigarettes, alcohol use, and sexual experimentation.
 - Sleep deprivation in adolescents related to impaired judgment and increased car accidents.
 - Sleep is important for “washing” the brain.
 - School districts with the latest high school start times saw improved grades across all content areas, reduced tardiness, reduced absenteeism, and improved graduation rates.
 - The more days that students spend practicing or doing sports before school, the lower the self-reported grades.
- Communicate with the community the “WHY” this is important

In Addition....

- CMS schedule aligned with Designing Pathways vision
 - Request by staff
 - Choice for EACH student
 - Expands options to support “Ends”
- Requires de-Coupling CMS and EPHS schedules
- Expand school day, if possible, beyond state minimums
- Support EL’s for expanded lunch and recess at elementaries
- Be operationally viable
- Be financially viable

2021-22 Start and End Times: For Review and Comment

Benefits:

- Lengthen Instructional Day
 - Elementaries by 10 minutes
 - Middle School by 15 minutes
- Support Academics While Also Supporting Lunch and Recess Times
- Allows Expanded Choice Through New CMS Schedule
- Aligns ALL schools and times with the research
- Is operationally and financially viable

School	Start Time	End Time
Oak Point	7:45	2:15
Eagle Heights	7:45	2:15
Cedar Ridge	8:00	2:30
Forest Hills	8:00	2:30
High School	8:35	3:20
Eden Lake	8:40	3:10
Prairie View	8:40	3:10
CMS	9:25	4:07

Next Steps

- Comprehensive communication plan rolling out
- Website contains numerous resources and background information
- Dec. 15, 2020 - Jan 15, 2021: Review and comment by community
- Formal process for gathering input from community members
- January 7th, 8th, and 12th at various times
- Review of input and consideration of viable suggestions
- Jan. 25: Communicate finalized start-end times for fall 2021
- Finalize other schedules like activities, athletics, childcare, etc...
- Feb-June: Continue to share school start-end times with families in preparation for 2021-22 school year

Appreciation: Task Force Work

John Buteyn: EPHS Teacher & Coach
Patrice Erickson: 9-12 Parent
Michael Schommer: 9-12 Parent
Gena Gerard: 9-12 Parent
Shipra Garg: 7-8 & 9-12 Parent
Mark Allen: 7-8 Parent
Beth Yeh: K-6 Parent
Amy Kettunen-Jahnke: Administrator
Joel Knorr: Administrator
Dr. Stacie Stanley: Facilitator
Mr. Brett Johnson: Convenor
Cabinet, Principals, and Departments

Carla Thompson: CMS Teacher
Alexandra Vitko: 7-8 & 9-12 Parent
Rachel Bakken: K-12 Parent
Hiba Al-Zahawi: EC & K-6 Parent
Denise Holtz: 7-8 Parent
Cindy Nelson-Kaigama: K-6 Parent
Wendy Meyers: Community Member,
Sleep Specialist
Abigail Libsack: K-6 & 9-12 Parent
Suz Feely: K-12 Parent
Mr. Jason Mutzenberger: Support
Mr. Randy Haar: Support



EDEN PRAIRIE SCHOOLS
Inspiring each student every day

**Eden Prairie School Board
Board Development Committee Meeting Minutes
December 1, 2020**

Via Zoom Conferencing

Charter per Board Policy GP 4.8: This committee will ensure ongoing Board development and oversee self-monitoring of the Board's performance related to Governance Process and Board Management Delegation policies.

Committee Members: Elaine Larabee, Holly Link, Adam Seidel

Agenda Items

1. 12:00 noon Approve meeting agenda
2. 12:05 pm Review 2020-2021 New School Board Director Orientation PowerPoint
 - a. Holly Link will send the committee approved version to Brenda Haynes to store on shared BDC drive.
3. 12:20 pm Director Link sent BDC drive documents to Brenda Haynes to place in shared drive
4. 12:25 pm Dates have been established for policy governance training in January 2021
 - a. New members and Director Stoltz have been contacted and enrolled in training.
5. 12:25 pm DISC assessment/board training March 2021
 - a. Susan Hintz is unavailable mid thru late February 2021, due to personal travel.
 - b. Superintendent Swanson and BDC Chair will coordinate with Susan Hintz re dates and times of the training. Susan@tslteam.com
 - c. Total cost for this training is estimated to be: \$4,570.
6. 12:46 pm Adjournment

2019-2020 Proposed Board Development Committee Yearly Plan (subject to change)

<p>Quarter 1, 2020 Jan-Mar Jan. Coord. with Board liaison to schedule MSBA I and II training for new members by June 2020 Feb: Schedule Policy Governance training for new members with Stacey Sjogren Mar: Policy Governance new member training with Stacey Sjogren on 3/14/20</p>
<p>Quarter 2, 2020 Apr-June Whole board training rescheduled due to COVID-19</p>
<p>Quarter 3 2020 July-Sep New board member document updates rescheduled to 4th quarter due to COVID-19</p>
<p>Quarter 4 2020 Oct-Dec Oct: Second date considered for Whole Board Training Nov-Dec: Candidate PPT, Director Handbook and New Director PPT updated. Coordinated with District Administration re on-boarding of member-elects; registered new Board members for MSBA Training Phase I and II.</p>
<p>Remaining Items Schedule policy governance training with Stacey Sjogren.</p>



EDEN PRAIRIE SCHOOLS

Inspiring each student every day

**Eden Prairie School Board
Policy Committee Minutes
November 30, 2020
12:00 PM Via Zoom Conferencing**

Charter per Board Policy GP 4.8: 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.

Committee Members Present: Adam Seidel, Terri Swartout and Veronica Stoltz

Agenda Discussion Items:

- The Committee met to discuss the proposed policy changes introduced at the November 9, 2020 Workshop, Policy 4.9.1.1.
- The Committee discussed the current Board Development procedures, availability of optional mentoring and other programs, and designed an additional policy alternative as requested by the Board.
- Director Stoltz prepared a document that includes MSBA references and references to existing Board procedures to assist discussion. The Committee will refer the Board to this document, to which potential policy language was added, for discussion at the December 14, 2020 meeting.

Meeting Adjourned

Policy Committee Mentoring Training Policy Review

EXISTING LANGUAGE

4.9.1.1 Training and retraining will be used to orient new members and candidates for membership, as well as to maintain and increase existing member skills and understandings.

LANGUAGE DISCUSSED AT THE NOV 9, 2020 WORKSHOP

4.9.1.1 Training will be used to orient new board members. Mentoring will be offered to members and retaining will be used to increase and maintain member skills and understandings

POLICY COMMITTEE PROPOSED LANGUAGE:

Training will be used to orient new member and candidates for membership. Mentoring and continued education will be offered to maintain and increase existing member skills and understandings.

Reference Materials for discussion:

MSBA NEW MEMBER ORIENTATION YEAR AT-A-GLANCE

<http://www.newportal.mnmsba.org/Portals/0/NewBoardMbrOrientationYearAtAGlance.pdf>

EP SCHOOL DISTRICT NEW MEMBER HANDBOOK

Eden Prairie School Board Member Learning Path and Responsibilities				
Action: <i>*Italics denote optional action</i>	Suggested Completion Date			
	Member Elect	Year One	Year Two	Year Three (& Four)
Meet with Board Chair	x			
Select and meet with Mentor ★	x	x	x	
Read through Board Manual	x	x	x	x
Read through Board Policies	x	x	x	x
Read through RealBoard Toolkits (Moore)	x	x	x	x
Access district website, Community-School Board page	x	x	x	x
Prepare for and attend Board Meetings and workshops	x	x	x	x
Be sworn in at first January meeting	x	x	x	x
Receive district computer, access, training on use		x		
Access Board e-mail, respond promptly to meeting invites		x	x	x
Access BoardBook® for meeting agendas, supporting documents		x	x	x
Meet and greet with Superintendent, staff		x		
Meet and greet with fellow Board Directors individually		x		
Serve on appointed school board committee(s)		x	x	x
<i>Serve as Chair of board committee</i>			x	x
<i>Serve as appointed board rep for outside organization</i>		x	x	x
<i>Serve as Board Officer</i>			x	x
<i>Serve as Board Director Peer Mentor</i> ★				x
Attend Policy Governance Training		x		
Attend Minnesota School Board Assn. Training I		x		
Attend Minnesota School Board Assn. Training II		x		
Attend Minnesota School Board Assn. Training III or Chair Approved Alternative			x	
Attend Minnesota School Board Assn. Training IV or Chair Approved Alternative			x	
Attend Minnesota School Board Assn. Convention		x	x	x
Participate in other scheduled Board development training		x	x	x
Participate in periodic Board discussions or surveys to check for understanding		x	x	x
Monitor Policies		x	x	x
Monitor Superintendent		x	x	x
Monitor Board Governance		x	x	x
Attend Community Linkage meetings		x	x	x
Attend School Site visits		x	x	x
Attend School recognition events		x	x	x
Attend School recreational events		x	x	x
Attend High School Graduation		x	x	x
Attend community organization events		x	x	x

Policy Committee Mentoring Training Policy Review

<https://resources.finalsite.net/images/v1563974952/edenprorg/dwfeilwykxeoiwulxrcu/Final2019-2020EPSBHANDBOOK.pdf>

From the EP School Board Member Learning Path

Learning opportunities: Throughout your term, you will have the opportunity to learn continually. Initially your learning will be a combination of self learning and orientation meetings with the Board Chair and District Administration. Print resources furnished by the School Board include *Policy Governance™RealBoard Toolkit* (4 book series); Alsbury, T. (2015). *A Balanced Governance Approach*; *Robert's Rules of Order*. You may elect to have a peer mentor.

From the EP New School Board Member Handbook

4.8.3 Board Development Committee: This committee ensures ongoing School Board development and oversees self-monitoring of the School Board's performance related to Governance Process and Board-Management Delegation policies.

Board Development Committee's objective:

Eden Prairie School Board
2020–21 WORK PLAN CHANGES
“Proposed” Changes for the
December 14, 2020 Meeting

Date of Meeting/Workshop	Changes Requested
Monday, January 4, 2021 (<i>Annual Meeting</i>)	
Monday, January 4, 2021 – Workshop	
Monday, January 25, 2021	
Monday, February 8, 2021 – Workshop	
Monday, February 22, 2021	
Monday, March 8, 2021 – Workshop	
Monday, March 22, 2021	
Monday, April 12, 2021 – Workshop	
Monday, April 26, 2021	
Monday, May 10, 2021 – Workshop	
Monday, May 24, 2021	
Monday, June 14, 2021 – Workshop	
Monday, June 28, 2021	
Placeholder – General Board Work	
<ul style="list-style-type: none"> • Cultural Proficiency Continuum • Board Development Training • School Board Listening Session Discussion • 	
Placeholder – Policy Review	
<ul style="list-style-type: none"> • <i>Policy GP 4.9.1.1 to be sent to the Policy Committee to create language requested</i> • A review of all Board Policies as it relates to race inclusion for all students in all ethnic groups • 	

EDEN PRAIRIE SCHOOL BOARD
2020-2021 ANNUAL WORK PLAN

Board Meetings

Board Workshops

Other Meetings

December 14, 2020

Board Meeting or Board Workshop Type, Date and Time	Board Work				Supt Consent Agenda Items (Human Resources & Business Services Reports)	Board Education & Required Reporting	Workshop Topic(s)
	Policy Monitoring Ends, EL, BMD & GP Monitoring	Decision Preparation	Required Board Action	Board Action on Committee Reports & Minutes			
*****2020***** Brief Business Meeting Wed, Jul 8, 2020 7:30 AM				<ul style="list-style-type: none"> Community Linkage Meeting Minutes Board Development Committee Minutes 			
Board Meeting Mon, Jul 27, 2020 7:30 AM		<ul style="list-style-type: none"> August Meeting Discussion 	<ul style="list-style-type: none"> Resolution to "Call the General Election" Schedule Candidate Information Sessions 		<ul style="list-style-type: none"> Monthly Reports Student Handbooks: <ul style="list-style-type: none"> - High School - Middle School - Elementary Schools (Summary Detail Included) 		
School Board "New Candidate" Information Session Monday (to be scheduled) ASC/EDC, 6:30 – 8:30 p.m.							
School Board "New Candidate" Information Session Monday (to be scheduled) ASC/EDC, 6:30 – 8:30 p.m.							
Brief Business Meeting Wed, Aug 5, 2020 7:30 AM -Cancelled-							
Regular Business Meeting Mon, Aug 10, 2020 6:00 PM							
Brief Business Meeting Thurs, Aug 13, 2020 Time: 6:00 PM			105				

EDEN PRAIRIE SCHOOL BOARD
2020-2021 ANNUAL WORK PLAN

Board Meetings
Board Workshops
Other Meetings

December 14, 2020

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			
-Cancelled-							
Board Meeting Mon, Aug 24, 2020 6:00 PM	<ul style="list-style-type: none"> •EL 2.1 Emergency Supt. Succession •EL 2.2 Treatment of Students •EL 2.7 Asset Protection 		<ul style="list-style-type: none"> •2020-21 School Site Visits •EP Online <hr style="width: 50%; margin: 5px auto;"/> <ul style="list-style-type: none"> •Record of Board Self-Evaluation 		<ul style="list-style-type: none"> •Monthly Reports 		
Post Meeting Board Workshop Mon, Aug 24, 2020							<ul style="list-style-type: none"> •School Board Mtg. Self-Assessment
Brief Business Meeting Mon, Sep 14, 2020 6:00 PM -Cancelled-					<ul style="list-style-type: none"> •Contract Agreements 		
Board Workshop Mon, Sep 14, 2020 6:00 PM							<ul style="list-style-type: none"> •2019-20 Budget Update •Update on School Openings •Morris Leatherman Survey •ADMIN Proposals for FY 2020-21 Workshops •NEW Policy Development Discussion (Ends & EL Policies)

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

Board Meetings

Board Workshops

Other Meetings

December 14, 2020

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

EDEN PRAIRIE SCHOOL BOARD
2020-2021 ANNUAL WORK PLAN

Board Meetings

Board Workshops

Other Meetings

December 14, 2020

Board Meeting or Board Workshop Type, Date and Time	Board Work				Supt Consent Agenda Items (Human Resources & Business Services Reports)	Board Education & Required Reporting	Workshop Topic(s)
	Policy Monitoring Ends, EL, BMD & GP Monitoring	Decision Preparation	Required Board Action	Board Action on Committee Reports & Minutes			
	<ul style="list-style-type: none"> •GP 4.6 Process for Addressing School Board Member Violations •GP 4.7 School Board Committee Principles •GP 4.8 School Board Committee Structure •GP 4.10 Operation of the School Board Governing Rules 						
Post Meeting Board Workshop Mon, Sep 28, 2020							•School Board Mtg. Self-Assessment
Board Workshop Mon, Oct 12, 2020 6:00 PM							<ul style="list-style-type: none"> •Administration: Setting Stage for FY 2021-22 Budget Guidelines •Policy Monitoring Discussion: GP 4.4 & GP 4.4.1.4 •Policy Monitoring: GP 4.0, 4.1, 4.2, 4.3, 4.9 •Time Frame: Joint Workshop between School Board Members &

EDEN PRAIRIE SCHOOL BOARD
2020-2021 ANNUAL WORK PLAN

Board Meetings
Board Workshops
Other Meetings

December 14, 2020

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			
							ADMIN to discuss Enrollment • School Start Times • Site Visit Discussion - ADMIN • Confirm agenda for next Board Workshop
Board Meeting Mon, Oct 26, 2020 6:00 PM	<ul style="list-style-type: none"> • Ends 1.1, 1.2, 1.3 Evidence (FY 2018-19) <hr/> <ul style="list-style-type: none"> • EL 2.4 Treatment of Staff • EL 2.8 Compensation and Benefits <hr/> <ul style="list-style-type: none"> • GP 4.0 Global Governance Commitment • GP 4.1 Governing Style • GP 4.2 School Board Job Products • GP 4.3 Annual Work Plan • GP 4.9 Governance Investment • 2nd Reading – New Policy for GP 4.5 - (GP 4.5.6.1)– School Board Electronic Devices • Policy GP 4.4.1.4 	Re-Assessment: COVID-19 Re-monitor	<ul style="list-style-type: none"> • Future Board Workshop Topics • Resolution Awarding the Sale of Facility Maintenance Bonds (Moved from 11/23/20) • Resolution Authorizing Sale of Refunding Bonds Purchase (Moved from 11/23/20) <hr/> <ul style="list-style-type: none"> • Record of Board Self-Evaluation 	109	<ul style="list-style-type: none"> • Monthly Reports • FY 2020-21 Bus Purchase (Moved from 01/25/21) 	<u>Superintendent Incidentals:</u> <ul style="list-style-type: none"> • Enrollment Report as of Oct. 1, 2020 -Exec. Summary -Capture Rate -History & Projection Totals -Official October 1 Enrollment Count • World’s Best Workforce Report • FY 2019-2020 Achievement Integration Summary Report 	

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

Board Meetings

Board Workshops

Other Meetings

December 14, 2020

Board Meeting or Board Workshop Type, Date and Time	Board Work				Supt Consent Agenda Items (Human Resources & Business Services Reports)	Board Education & Required Reporting	Workshop Topic(s)
	Policy Monitoring Ends, EL, BMD & GP Monitoring	Decision Preparation	Required Board Action	Board Action on Committee Reports & Minutes			
Post Meeting Board Workshop Mon, Oct 26, 2020							• School Board Mtg. Self-Assessment
Brief Business Meeting Mon, Nov 9, 2020 6:00 PM Rescheduled on Nov 13, 2020			<ul style="list-style-type: none"> • Resolution Approving Canvassing of Elections • Resolution Authorizing Issuance of Certificates of Election 				
Board Workshop Mon, Nov 9, 2020 6:15 PM 6:00 PM							<ul style="list-style-type: none"> • Policy Monitoring Discussion: BMD's: 3.0 & 3.2.3 GP's: 4.5, 4.5.1, 4.5.3 (& Child Policies), 4.5.4, 4.5.6, 4.5.7 & 4.6, 4.6.4.2 & 4.10 • "New Policy Introductions" • Review of Treasurer's Annual Report • Student Enrollment • Discussion: Board Monitoring Process and Communication

EDEN PRAIRIE SCHOOL BOARD
2020-2021 ANNUAL WORK PLAN

Board Meetings

Board Workshops

Other Meetings

December 14, 2020

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"> Community Linkage Comm. to “draft” article for Inspiring News Confirm agenda for next Board Workshop
Brief Business Meeting Friday, Nov 13, 2020 2:00PM Zoom Conferencing			<ul style="list-style-type: none"> Resolution Approving Canvassing of Elections Resolution Authorizing Issuance of Certificates of Election 				
Board Meeting Mon, Nov 23, 2020 6:00 PM	<ul style="list-style-type: none"> EL 2.9 Communication and Support to the School Board Vote on Policies from the Nov 9, 2020 Workshop – Discussed and Re-monitored 	<ul style="list-style-type: none"> Re-Assessment: COVID-19 Re-monitor Closed Session: Review of FY 2019-20 Superintendent Annual Review -Minn. Stat. 13D.05, Subd. 3 	<ul style="list-style-type: none"> Resolution Awarding the Sale of Facility Maintenance Bonds Resolution Authorizing Sale of Refunding Bonds Purchase (moved to 10/26/20) Record of Board Self-Evaluation 		<ul style="list-style-type: none"> Monthly Reports 	<ul style="list-style-type: none"> FY 2019-20 Audited Financial Presentation 	
Post Meeting Board Workshop Mon, Nov 23, 2020			111				<ul style="list-style-type: none"> School Board Mtg. Self-Assessment

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

Board Meetings
Board Workshops
Other Meetings

December 14, 2020

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

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

Board Meetings
Board Workshops
Other Meetings

December 14, 2020

Board Meeting or Board Workshop Type, Date and Time	Board Work				Supt Consent Agenda Items (Human Resources & Business Services Reports)	Board Education & Required Reporting	Workshop Topic(s)
	Policy Monitoring Ends, EL, BMD & GP Monitoring	Decision Preparation	Required Board Action	Board Action on Committee Reports & Minutes			

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

EDEN PRAIRIE SCHOOL BOARD
2020-2021 ANNUAL WORK PLAN

Board Meetings
Board Workshops
Other Meetings

December 14, 2020

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, Jan 4, 2021 6:15 PM Convene following the Annual Organizational Meeting							<ul style="list-style-type: none"> • 2021 Committees & Outside Organization Discussion • CLC: Senior Center Talking Points, Agenda & Attendance Discussion • Budget: 5-Year Financial Forecast • Levy's & Schedule • School Wide Enrichment Model (SEM) –1, (Move from the February 2021 Workshop) • Engagement Strategies • Confirm agenda for next Board Workshop
Board Meeting Mon, Jan 25, 2021 6:00 PM		<ul style="list-style-type: none"> • FY 2021-22 Final School Calendar (Draft) • FY 2022-23 Preliminary School Calendar (Draft) • FY 2021-22 Budget Timelines – First Reading • FY 2021-22 Budget Assumptions – First Reading 	<ul style="list-style-type: none"> • FY 2020-21 Mid-Year Budget Approval • Record of Board Self-Evaluation 	114	<ul style="list-style-type: none"> • 2021 School Board Committee & Outside Organization Assignments 	<ul style="list-style-type: none"> • Monthly Reports • FY 2021-22 Bus Purchase (moved to 10/26/20) 	

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

Board Meetings

Board Workshops

Other Meetings

December 14, 2020

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, Jan 25, 2021							•School Board Meeting Self-Assessment
Board Workshop Mon, Feb 8, 2021 6:00 PM							<ul style="list-style-type: none"> •Finance 101 •Transportation: Funding & Options •School Wide Enrichment Model (SEM) – 1 (Move to January 2021 Workshop) •Walk through School Board Agenda •Confirm agenda for next Board Workshop
Board Meeting Mon, Feb 22, 2021 6:00 PM			<hr/> <ul style="list-style-type: none"> •Record of Board Self-Evaluation 		<ul style="list-style-type: none"> • Monthly Reports • Approval of FY 2021-22 School Calendar • Approval of Preliminary FY 2022-23 School Calendar 	•Ends 1.1.2	
Post Meeting Board Workshop Mon, Feb 22, 2021							•School Board Meeting Self-Assessment
Board Workshop Mon, Mar 8, 2021			115				<ul style="list-style-type: none"> •Communications •Define Policy under Policy Governance:

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

Board Meetings

Board Workshops

Other Meetings

December 14, 2020

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			
6:00 PM							Ends, EL's, GP's and BMD's •Policy Workshop: Discuss Potential Policy Changes •Confirm agenda for next Board Workshop
Board Meeting Mon, Mar 22, 2021 6:00 PM	•Re-monitor GP 4.5 for FY 2020-21	•FY 2021-22 Capital Budget – <i>First Reading</i> •FY 2021-22 Capital Outlay	•Resolution to Release Probationary Teachers •Final FY 2021-22 Budget Assumptions <hr/> •Record of Board Self-Evaluation		•Monthly Reports •Achievement & Integration Budget	•Designing Pathways Update •	
Post Meeting Board Workshop Mon, Mar 22, 2021							•School Board Meeting Self-Assessment
Board Workshop Mon, Apr 12, 2021 6:00 PM							•Agenda Items: Sample Agenda & Discussion of Agenda Elements •Source of Agenda Items: Board Request for Information; Superintendent Information; Agenda Timeline •FY 2021-2022 Annual Work Plan

EDEN PRAIRIE SCHOOL BOARD
2020-2021 ANNUAL WORK PLAN

Board Meetings

Board Workshops

Other Meetings

December 14, 2020

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			
							Calendar Discussion <ul style="list-style-type: none"> • Discussion/Review all items in Placeholder area on "Work Plan Changes Document" • FY 2021-2022 School Board Meeting Calendar Discussion • FY 2021-2022 School Board Budget Discussion • Mechanics of Monitoring • Choice for Each: School Wide Enrichment Model (SEM) • Confirm agenda for next Board Workshop
Board Meeting Mon, Apr 26, 2021 6:00 PM		<ul style="list-style-type: none"> • FY 2021-22 School Board Work Plan – First Reading • Closed Session: Negotiation Strategy • FY 2021-22 School Board Budget – First Reading 	<ul style="list-style-type: none"> • Approval of • FY 2021-22 Capital Budget • Approval of • FY 2021-22 School Board Meeting Calendar <hr/> <p align="center">117</p> <ul style="list-style-type: none"> • Record of Board Self-Evaluation 		<ul style="list-style-type: none"> • Monthly Reports • ALC Fiscal Agent Agreement with District 287 		

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

Board Meetings

Board Workshops

Other Meetings

December 14, 2020

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, Apr 26, 2021							•School Board Meeting Self-Assessment
Board Workshop Mon, May 10, 2021 6:00 PM							•Strategic Plan •Community Ed •Y-T-D Update and Plan Update •Confirm agenda for next Board Workshop
Board Meeting Mon, May 24, 2021 6:00 PM		• FY 2021-22 Budget – First Reading	•Approval of FY 2021-22 School Board Work Plan •Approval of FY 2021-22 School Board Budget <hr/> •Record of Board Self-Evaluation		•Monthly Reports •MSHSL Resolution for Membership •Approval of FY 2021-22 School Meal Prices		
Post Meeting Board Workshop Mon, May 24, 2021							•School Board Meeting Self-Assessment
Board Workshop Mon, June 14, 2021 6:00 PM							•General Fund Budget Q&A •Confirm agenda for next Board Workshop

EDEN PRAIRIE SCHOOL BOARD
2020-2021 ANNUAL WORK PLAN

Board Meetings
Board Workshops
Other Meetings

December 14, 2020

Board Meeting or Board Workshop Type, Date and Time	Board Work				Supt Consent Agenda Items (Human Resources & Business Services Reports)	Board Education & Required Reporting	Workshop Topic(s)
	Policy Monitoring Ends, EL, BMD & GP Monitoring	Decision Preparation	Required Board Action	Board Action on Committee Reports & Minutes			
Board Meeting Mon, June 28, 2021 6:00 PM	<ul style="list-style-type: none"> Ends 1.1, 1.2, 1.3 OI 		<ul style="list-style-type: none"> Approval of FY 2021-22 Adopted Budget ISD 287 10-Year Facilities Maintenance Resolution <hr/> <ul style="list-style-type: none"> Record of Board Self-Evaluation 		<ul style="list-style-type: none"> Monthly Reports EPS 10-Year Facilities Maintenance Plan Q-Comp Annual Report Annual Review of District Mandated Policies Approval of Updated District Policies 		
Post Meeting Board Workshop Mon, Jun 28, 2021							<ul style="list-style-type: none"> School Board Meeting Self-Assessment

**TOBACCO-FREE ENVIRONMENT; POSSESSION AND USE OF TOBACCO, TOBACCO-RELATED DEVICES,
AND ELECTRONIC DELIVERY DEVICES; VAPING AWARENESS AND PREVENTION INSTRUCTION****I. PURPOSE**

The purpose of this policy is to maintain a learning and working environment that is tobacco free.

II. GENERAL STATEMENT OF POLICY

- A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or carries or uses an activated electronic delivery device in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for school purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.
- D. The school district will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, tobacco-related devices, or electronic delivery devices cigarettes. The school district will not promote or allow promotion of tobacco products or electronic delivery devices e-cigarettes on school property or at school-sponsored events.

**TOBACCO-FREE ENVIRONMENT; POSSESSION AND USE OF TOBACCO, TOBACCO-RELATED DEVICES,
AND ELECTRONIC DELIVERY DEVICES; **VAPING AWARENESS AND PREVENTION INSTRUCTION****

III. TOBACCO AND TOBACCO-RELATED DEVICES DEFINED

- A. “Electronic delivery device” means any product containing or delivering nicotine, lobelia, or any other substance, **whether natural or synthetic**, intended for human consumption that can be used by a person to simulate smoking in the delivery of nicotine or any other substance through inhalation of **aerosol** vapor from the product. Electronic delivery devices includes **but is not limited to devices manufactured, marketed, or sold as electronic cigarettes, electronic cigars, electronic pipe, vape pens, modes, tank systems, or under any other product name or descriptor any component part of a product, whether or not marked or sold separately**. Electronic delivery devices includes any component part of a product, whether or not marketed or sold separately **do not include any product that has been approved or certified by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is marked and sold for such an approved purpose**. Electronic delivery device excludes drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.
- B. “Heated tobacco product” means a tobacco product that produces aerosols containing nicotine and other chemicals which are inhaled by users through the mouth.
- ~~B.C.~~ “Tobacco” means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, **including but not limited to**; cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco. Tobacco excludes **any** drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration **any tobacco product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose**.

**TOBACCO-FREE ENVIRONMENT; POSSESSION AND USE OF TOBACCO, TOBACCO-RELATED DEVICES,
AND ELECTRONIC DELIVERY DEVICES; VAPING AWARENESS AND PREVENTION INSTRUCTION**

- ~~C-D.~~ “Tobacco-related devices” means cigarette papers or pipes for smoking or other devices intentionally designed or intended to be used in a manner which enables the chewing, sniffing, smoking, or inhalation of vapors aerosol or vapor of tobacco or tobacco products. Tobacco-related devices include components of tobacco-related devices which may be marketed or sold separately.
- ~~D-E.~~ “Smoking” means inhaling, exhaling, burning or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. Smoking includes carrying or using an activated electronic delivery device.
- F. “Vaping” means using an activated electronic delivery device or heated tobacco product.”

IV. EXCEPTIONS

- A. A violation of this policy does not occur when an Indian adult lights tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law.
- B. A violation of this policy does not occur when an adult nonstudent possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco-cessation product, as a tobacco-dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose. Nothing in this exception authorizes smoking or use of tobacco, tobacco-related devices, or electronic delivery devices on school property or at off-campus events sponsored by the school district.

V. VAPING PREVENTION INSTRUCTION

- A. The school district must provide vaping prevention instruction at least once to students in grades 6 through 8.
- B. The school district may use instructional materials based upon the Minnesota Department of Health’s school e-cigarette toolkit or may use other smoking prevention instructional materials with a focus on vaping and the use of electronic delivery devices and heated tobacco products. The instruction may be provided as part of the school district’s locally developed health standards.

**TOBACCO-FREE ENVIRONMENT; POSSESSION AND USE OF TOBACCO, TOBACCO-RELATED DEVICES,
AND ELECTRONIC DELIVERY DEVICES; **VAPING AWARENESS AND PREVENTION INSTRUCTION******V-VI. ENFORCEMENT**

- A. All individuals on school premises shall adhere to this policy.
- B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.
- C. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.
- D. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.
- E. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.
- F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.
- G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

VI-VII. DISSEMINATION OF POLICY

- A. This policy shall appear in the student handbook.
- B. The school district will develop a method of discussing this policy with students and employees.

Adopted: 8/14/2012

Revised: 8/26/2019; 6/22/2020; 12/14/20

TITLE IX SEX NONDISCRIMINATION POLICY, GRIEVANCE PROCEDURE AND PROCESS**522 TITLE IX SEX NONDISCRIMINATION POLICY, GRIEVANCE PROCEDURE AND PROCESS****I. GENERAL STATEMENT OF POLICY**

- A. The school district does not discriminate on the basis of sex in its education programs or activities, and it is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The school district is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.
- B. The school district prohibits sexual harassment that occurs within its education programs and activities. When the school district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.
- C. This policy applies to sexual harassment as defined in Section II.H that occurs within the school district's education programs and activities and that is committed by a school district employee, student, or other members of the school community. This policy does not apply to sexual harassment that occurs off school grounds, in a private setting, and outside the scope of the school district's education programs and activities. This policy does not apply to sexual harassment that occurs outside the geographic boundaries of the United States, even if the sexual harassment occurs in the school district's education programs or activities.
- D. Any student, parent, or guardian having questions regarding the application of Title IX and its regulations and/or this policy and grievance process should discuss them with the Title IX Coordinator. The school district's Title IX Coordinator(s) is/are:

Russell Reetz, Associate Principal of Student Activities
952-975-8101
rreetz@edenpr.org

Questions relating solely to Title IX and its regulations may be referred to the Title IX Coordinator(s), the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

TITLE IX SEX NONDISCRIMINATION POLICY, GRIEVANCE PROCEDURE AND PROCESS

- E. The effective date of this policy is August 14, 2020 and applies to alleged violations of this policy occurring on or after August 14, 2020.

II. DEFINITIONS

- A. “Actual knowledge” means notice of sexual harassment or allegations of sexual harassment to the school district’s Title IX Coordinator or to any employee of the school district. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only official of the school district with actual knowledge is the respondent.
- B. “Complainant” means a person who is alleged to be the victim of conduct that could constitute sexual harassment under Title IX. A Title IX Coordinator who signs a formal complaint is not a complainant unless the Title IX Coordinator is alleged to be the victim of the conduct described in the formal complaint.
- C. “Day” or “days” means, unless expressly stated otherwise, business days (i.e. day(s) that the school district office is open for normal operating hours, Monday - Friday, excluding State-recognized holidays).
- A. “Deliberately indifferent” means clearly unreasonable in light of the known circumstances. The school district is deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.
- B. “Education program or activity” means locations, events, or circumstances for which the school district exercises substantial control over both the respondent and the context in which the sexual harassment occurs and includes school district education programs or activities that occur on or off of school district property.
- C. “Formal complaint” means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the school district investigate the allegation of sexual harassment.
 - 1. A formal complaint filed by a complainant must be a physical document or an electronic submission. The formal complaint must contain the complainant’s physical or digital signature, or otherwise indicate that the complainant is the person filing the formal complaint, and must be submitted to the Title IX Coordinator in person, by mail, or by email.

TITLE IX SEX NONDISCRIMINATION POLICY, GRIEVANCE PROCEDURE AND PROCESS

2. A formal complaint shall state that, at the time of filing the formal complaint, the complainant was participating in, or attempting to participate in, an education program or activity of the school district with which the formal complaint is filed.
- D. “Informal resolution” means options for resolving a formal complaint that do not involve a full investigation and adjudication. Informal resolution may encompass a broad range of conflict resolution strategies, including mediation or restorative justice.
 - E. “Relevant questions” and “relevant evidence” are questions, documents, statements, or information that are related to the allegations raised in a formal complaint. Relevant evidence includes evidence that is both inculpatory and exculpatory. Questions and evidence about the complainant’s sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant’s prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant’s prior sexual behavior with respect to the respondent and are offered to prove consent.
 - F. “Remedies” means actions designed to restore or preserve the complainant’s equal access to education after a respondent is found responsible. Remedies may include the same individualized services that constitute supportive measures, but need not be non-punitive or non-disciplinary, nor must they avoid burdening the respondent.
 - G. “Respondent” means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment under Title IX.
 - H. “Sexual harassment” means any of three types of misconduct on the basis of sex that occurs in a school district education program or activity and is committed against a person in the United States:
 1. *Quid pro quo* harassment by a school district employee (conditioning the provision of an aid, benefit, or service of the school district on an individual's participation in unwelcome sexual conduct);

TITLE IX SEX NONDISCRIMINATION POLICY, GRIEVANCE PROCEDURE AND PROCESS

2. Unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal educational access; or
 3. Any instance of sexual assault (as defined in the Clery Act, 20 U.S.C. §1092(f)(6)A(v)), dating violence, domestic violence, or stalking (as defined in the Violence Against Women Act, 34 U.S.C. §12291).
- I. “Supportive measures” means individualized services provided to the complainant or respondent without fee or charge that are reasonably available, non-punitive, non-disciplinary, not unreasonably burdensome to the other party, and designed to ensure equal educational access, protect safety, and deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, alternative educational services as defined under Minn. Stat. § 121A.41, as amended, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the school district buildings or property, and other similar measures.
- J. “Title IX Personnel” means any person who addresses, works on, or assists with the school district’s response to a report of sexual harassment or formal complaint, and includes persons who facilitate informal resolutions. The following are considered Title IX Personnel:
1. “Title IX Coordinator” means an employee of the school district that coordinates the school district’s efforts to comply with and carry out its responsibilities under Title IX. The Title IX Coordinator is responsible for acting as the primary contact for the parties and ensuring that the parties are provided with all notices, evidence, reports, and written determinations to which they are entitled under this policy and grievance process. The Title IX Coordinator is also responsible for effective implementation of any supportive measures or remedies. The Title IX Coordinator must be free from conflicts of interest and bias when administering the grievance process.
 2. “Investigator” means a person who investigates a formal complaint. The investigator of a formal complaint may not be the same person as the Decision-maker or the Appellate Decision-maker. The Investigator may be a school district employee, school district official, or a third party designated by the school district.

TITLE IX SEX NONDISCRIMINATION POLICY, GRIEVANCE PROCEDURE AND PROCESS

3. “Decision-maker” means a person who makes a determination regarding responsibility after the investigation has concluded. The Decision-maker cannot be the same person as the Title IX Coordinator, the Investigator, or the Appellate Decision-maker.
4. “Appellate Decision-maker” means a person who considers and decides appeals of determinations regarding responsibility and dismissals of formal complaints. The Appellate Decision-maker cannot be the same person as the Title IX Coordinator, Investigator, or Decision-maker. The Appellate Decision-maker may be a school district employee, or a third party designated by the school district.
5. The superintendent of the school district may delegate functions assigned to a specific school district employee under this policy, including but not limited to the functions assigned to the Title IX Coordinator, Investigator, Decision-maker, Appellate Decision-maker, and facilitator of informal resolution processes, to any suitably qualified individual and such delegation may be rescinded by the superintendent at any time. The school district may also, in its discretion, appoint suitably qualified persons who are not school district employees to fulfill any function under this policy, including, but not limited to, Investigator, Decision-maker, Appellate Decision-maker, and facilitator of informal resolution processes.

III. BASIC REQUIREMENTS FOR GRIEVANCE PROCESS**A. Equitable Treatment**

1. The school district shall treat complainants and respondents equitably. However, equality or parity with respect to supportive measures provided to complainants and respondents is not required.
2. The school district will not impose any disciplinary sanctions or take any other actions against a respondent that do not constitute supportive measures until it has completed this grievance process and the respondent has been found responsible.
3. The school district will provide appropriate remedies to the complainant any time a respondent is found responsible.

TITLE IX SEX NONDISCRIMINATION POLICY, GRIEVANCE PROCEDURE AND PROCESS**B. Objective and Unbiased Evaluation of Complaints**

1. Title IX Personnel, including the Title IX Coordinator, Investigator, Decision-maker, and Appellate Decision-maker, shall be free from conflicts of interest or bias for or against complainants or respondents generally or a specific complainant or respondent.
2. Throughout the grievance process, Title IX Personnel will objectively evaluate all relevant evidence, inculpatory and exculpatory, and shall avoid credibility determinations based solely on a person's status as a complainant, respondent, or witness.

C. Title IX Personnel will presume that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.**D. Confidentiality**

The school district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, or FERPA's regulations, and State law under Minn. Stat. § 13.32 34 C.F.R. Part 99, or as required by law, or to carry out the purposes of 34 C.F.R. Part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder (i.e., the school district's obligation to maintain confidentiality shall not impair or otherwise affect the complainants and respondents receipt of the information to which they are entitled with respect to the investigative record and determination of responsibility).

E. Right to an Advisor; Right to a Support Person

Complainants and respondents have the right, at their own expense, to be assisted by an advisor of their choice during all stages of any grievance proceeding, including all meetings and investigative interviews. The advisor may be, but is not required to be, an attorney. In general, an advisor is not permitted to speak for or on behalf of a complainant or respondent, appear in lieu of complainant or respondent, participate as a witness, or participate directly in any other manner during any phase of the grievance process.

TITLE IX SEX NONDISCRIMINATION POLICY, GRIEVANCE PROCEDURE AND PROCESS

A complainant or respondent with a disability may be assisted by a support person throughout the grievance process, including all meetings and investigative interviews, if such accommodation is necessary. A support person may be a friend, family member, or any individual who is not otherwise a potential witness. The support person is not permitted to speak for or on behalf of a complainant or respondent, appear in lieu of complainant or respondent, participate as a witness, or participate directly in any other manner during any phase of the grievance process.

F. Notice

The school district will send written notice of any investigative interviews or meetings to any party whose participation is invited or expected. The written notice will include the date, time, location, participants, and purpose of the meeting or interview, and will be provided to allow sufficient time for the party to prepare to participate.

G. Consolidation

The school district may, in its discretion, consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

H. Evidence

1. During the grievance process, the school district will not require, allow, rely upon, or otherwise use questions or evidence that constitute or seek disclosure of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.
2. The school district shall not access, consider, disclose, or otherwise use a party's medical, psychological, and similar treatment records unless the school district obtains the party's voluntary, written consent.

I. Burden of Proof

1. The burden of gathering evidence and the burden of proof shall remain upon the school district and not upon the parties.

TITLE IX SEX NONDISCRIMINATION POLICY, GRIEVANCE PROCEDURE AND PROCESS

2. The grievance process shall use a preponderance of the evidence standard (i.e. whether it is more likely than not that the respondent engaged in sexual harassment) for all formal complaints of sexual harassment, including when school district employees are respondents.

J. Timelines

1. Any informal resolution process must be completed within thirty (30) calendar days following the parties' agreement to participate in such informal process.
2. An appeal of a determination of responsibility or of a decision dismissing a formal complaint must be received by the school district within five (5) days of the date the determination of responsibility or dismissal was provided to the parties.
3. Any appeal of a determination of responsibility or of a dismissal will be decided within thirty (30) calendar days of the day the appeal was received by the School District.
4. The school district will seek to conclude the grievance process, including any appeal, within 120 calendar days of the date the formal complaint was received by the School District.
5. Although the school district strives to adhere to the timelines described above, in each case, the school district may extend the time frames for good cause. Good cause may include, without limitation: the complexity of the allegations; the severity and extent of the alleged misconduct; the number of parties, witnesses, and the types of other evidence (e.g., forensic evidence) involved; the availability of the parties, advisors, witnesses, and evidence (e.g., forensic evidence); concurrent law enforcement activity; intervening school district holidays, breaks, or other closures; the need for language assistance or accommodation of disabilities; and/or other unforeseen circumstances.

K. Potential Remedies and Disciplinary Sanctions

1. The following is the range of possible remedies that the school district may provide a complainant and disciplinary sanctions that the school district might impose upon a respondent, following determination of

TITLE IX SEX NONDISCRIMINATION POLICY, GRIEVANCE PROCEDURE AND PROCESS

responsibility: counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, mutual or unilateral restrictions on contact between the parties, changes in work locations, leaves of absence, monitoring of certain areas of the school district buildings or property, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge.

2. If the Decision-maker determines a student-respondent is responsible for violating this policy, the Decision-maker will recommend appropriate remedies, including disciplinary sanctions/consequences. The Title IX Coordinator will notify the superintendent of the recommended remedies, such that an authorized administrator can consider the recommendation(s) and implement appropriate remedies in compliance with MSBA Model Policy 506 – Student Discipline. The discipline of a student-respondent must comply with the applicable provisions of Minnesota Pupil Fair Dismissal Act, the Individuals with Disabilities Education Improvement Act (IDEA) and/or Section 504 of the Rehabilitation Act of 1972, and their respective implementing regulations.

IV. REPORTING PROHIBITED CONDUCT

- A. Any student who believes they have been the victim of unlawful sex discrimination or sexual harassment, or any person (including the parent of a student) with actual knowledge of conduct which may constitute unlawful sex discrimination or sexual harassment toward a student should report the alleged acts as soon as possible to the Title IX Coordinator.
- B. Any employee of the school district who has experienced, has actual knowledge of, or has witnessed unlawful sex discrimination, including sexual harassment, or who otherwise becomes aware of unlawful sex discrimination, including sexual harassment, must promptly report the allegations to the Title IX Coordinator without screening or investigating the report or allegations.
- C. A report of unlawful sex discrimination or sexual harassment may be made at any time, including during non-business hours, and may be made in person, by mail, by telephone, or by e-mail using the Title IX Coordinator's contact information. A report may also be made by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.

TITLE IX SEX NONDISCRIMINATION POLICY, GRIEVANCE PROCEDURE AND PROCESS

- D. Sexual harassment may constitute both a violation of this policy and criminal law. To the extent the alleged conduct may constitute a crime, the School District may report the alleged conduct to law enforcement authorities. The school district encourages complainants to report criminal behavior to the police immediately.

V. INITIAL RESPONSE AND ASSESSMENT BY THE TITLE IX COORDINATOR

- A. When the Title IX Coordinator receives a report, the Title IX Coordinator shall promptly contact the complainant confidentially to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint .

- B. The school district will offer supportive measures to the complainant whether or not the complainant decides to make a formal complaint. The school district must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the school district's ability to provide the supportive measures.

The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

- C. If the complainant does not wish to file a formal complaint, the allegations will not be investigated by the school district unless the Title IX Coordinator determines that signing a formal complaint to initiate an investigation over the complainant's wishes is necessary in order to effectively address the concerns that have been raised and is not clearly unreasonable in light of the known circumstances.

- D. Upon receipt of a formal complaint, the school district must provide written notice of the formal complaint to the known parties with sufficient time to prepare a response before any initial interview. This written notice must contain:

1. The allegations of sexual harassment, including sufficient details known at the time, the identities of the parties involved in the incident (if known), the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known;

TITLE IX SEX NONDISCRIMINATION POLICY, GRIEVANCE PROCEDURE AND PROCESS

2. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the grievance process;
3. A statement explaining that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney;
4. A statement that the parties may inspect and review evidence gathered pursuant to this policy;
5. A statement informing the parties of any code of conduct provision that prohibits knowingly making false statements or knowingly submitting false information; and
6. A copy of this policy.

VI. STATUS OF RESPONDENT DURING PENDENCY OF FORMAL COMPLAINT

A. Emergency Removal of a Student

1. The school district may remove a student-respondent from an education program or activity of the school district on an emergency basis before a determination regarding responsibility is made if:
 - a. The school district undertakes an individualized safety and risk analysis;
 - b. The school district determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal of the student-respondent; and
 - c. The school district determines the student-respondent poses such a threat, it will so notify the student-respondent and the student-respondent will have an opportunity to challenge the decision immediately following the removal. In determining whether to impose emergency removal measures, the Title IX Coordinator shall consult related school district policies, including MSBA Model Policy 506 – Student Discipline. The school district must take into consideration applicable requirements of the Individuals with

TITLE IX SEX NONDISCRIMINATION POLICY, GRIEVANCE PROCEDURE AND PROCESS

Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973, prior to removing a special education student or Section 504 student on an emergency basis.

B. Employee Administrative Leave

The school district may place a non-student employee on administrative leave during the pendency of the grievance process of a formal complaint. Such leave will typically be paid leave unless circumstances justify unpaid leave in compliance with legal requirements. The school district must take into consideration applicable requirements of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act prior to removing an individual with a qualifying disability.

VII. INFORMAL RESOLUTION OF A FORMAL COMPLAINT

- A. At any time prior to reaching a determination of responsibility, informal resolution may be offered and facilitated by the school district at the school district's discretion, but only after a formal complaint has been received by the school district.
- B. The school district may not require as a condition of enrollment or continued enrollment, or of employment or continued employment, or enjoyment of any other right, waiver of the right to a formal investigation and adjudication of formal complaints of sexual harassment.
- C. The informal resolution process may not be used to resolve allegations that a school district employee sexually harassed a student.
- D. The school district will not facilitate an informal resolution process without both parties' agreement, and will obtain their voluntary, written consent. The school district will provide to the parties a written notice disclosing the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, the parties' right to withdraw from the informal resolution process, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

TITLE IX SEX NONDISCRIMINATION POLICY, GRIEVANCE PROCEDURE AND PROCESS

- E. At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.

VIII. DISMISSAL OF A FORMAL COMPLAINT

- A. Under federal law, the school district must dismiss a Title IX complaint, or a portion thereof, if the conduct alleged in a formal complaint or a portion thereof:
 - 1. Would not meet the definition of sexual harassment, even if proven;
 - 2. Did not occur in the school district's education program or activity; or
 - 3. Did not occur against a person in the United States.

- B. The school district may, in its discretion, dismiss a formal complaint or allegations therein if:
 - 1. The complainant informs the Title IX Coordinator in writing that the complainant desires to withdraw the formal complaint or allegations therein;
 - 2. The respondent is no longer enrolled or employed by the school district; or
 - 3. Specific circumstances prevent the school district from gathering sufficient evidence to reach a determination.

- C. School District Policy 413, as well as other legal provisions such as the Minnesota Human Rights Act, contain different definitions for "sexual harassment" than the Title IX "sexual harassment" definition listed in this policy. In some cases, an allegation of sexual harassment may not rise to the level of Title IX sexual harassment, but could still be conduct that, if true, would violate other school policies, including but not limited to Policy 413. If it is determined at any point during the investigation and grievance process that a formal complaint, even if proved, would not meet the Title IX definition of sexual harassment in this Policy, the School District must dismiss the Title IX complaint pursuant to Section VIII.A above. The District shall, however, continue to investigate and address the allegations pursuant to other applicable school policies and regulations.

TITLE IX SEX NONDISCRIMINATION POLICY, GRIEVANCE PROCEDURE AND PROCESS

- D. The school district shall provide written notice to both parties of a dismissal. The notice must include the reasons for the dismissal.
- E. Dismissal of a formal complaint or a portion thereof does not preclude the school district from addressing the underlying conduct in any manner that the school district deems appropriate.

IX. INVESTIGATION OF A FORMAL COMPLAINT

- A. If a formal complaint is received by the School District, the school district will assign or designate an Investigator to investigate the allegations set forth in the formal complaint.
- B. If during the course of the investigation the school district decides to investigate any allegations about the complainant or respondent that were not included in the written notice of a formal complaint provided to the parties, the school district must provide notice of the additional allegations to the known parties.
- C. When a party's participation is invited or expected in an investigative interview, the Investigator will coordinate with the Title IX Coordinator to provide written notice to the party of the date, time, location, participants, and purposes of the investigative interview with sufficient time for the party to prepare.
- D. During the investigation, the Investigator must provide the parties with an equal opportunity to present witnesses for interviews, including fact witnesses and expert witnesses, and other inculpatory and exculpatory evidence.
- E. Prior to the completion of the investigative report, the Investigator, through the Title IX Coordinator, will provide the parties and their advisors (if any) with an equal opportunity to inspect and review any evidence directly related to the allegations. The evidence shall be provided in electronic format or hard copy and shall include all relevant evidence, evidence upon which the school district does not intend to rely in reaching a determination regarding responsibility, and any inculpatory or exculpatory evidence whether obtained from a party or another source. The parties will have ten (10) days to submit a written response, which the Investigator will consider prior to completion of the investigative report.
- F. The Investigator will prepare a written investigative report that fairly summarizes the relevant evidence. The investigative report may include credibility determinations that are not based on a person's status as a complainant, respondent or witness. The school district will send the parties and their advisors

TITLE IX SEX NONDISCRIMINATION POLICY, GRIEVANCE PROCEDURE AND PROCESS

(if any) a copy of the report in electronic format or hard copy, for their review and written response at least ten (10) days prior to a determination of responsibility.

X. DETERMINATION REGARDING RESPONSIBILITY

- A. After the school district has sent the investigative report to both parties and before the school district has reached a determination regarding responsibility, the Decision-maker must afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness.
- B. The Decision-maker must provide the relevant questions submitted by the parties to the other parties or witnesses to whom the questions are offered, and then provide each party with the answers, and allow for additional, limited follow-up questions from each party.
- C. The Decision-maker must explain to the party proposing the questions any decision to exclude a question as not relevant.
- D. When the exchange of questions and answers has concluded, the Decision-maker must issue a written determination regarding responsibility that applies the preponderance of the evidence standard to the facts and circumstances of the formal complaint. The written determination of responsibility must include the following:
 - 1. Identification of the allegations potentially constituting sexual harassment;
 - 2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;
 - 3. Findings of fact supporting the determination;
 - 4. Conclusions regarding the application of the school district's code of conduct to the facts;

TITLE IX SEX NONDISCRIMINATION POLICY, GRIEVANCE PROCEDURE AND PROCESS

5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the school district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the recipient's education program or activity will be provided by the school district to the complainant; and
 6. The school district's procedures and permissible bases for the complainant and respondent to appeal and the date by which an appeal must be made.
- E. In determining appropriate disciplinary sanctions, the Decision-maker should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incident occurred.
 - F. The written determination of responsibility must be provided to the parties simultaneously.
 - G. The Title IX Coordinator is responsible for the effective implementation of any remedies.
 - H. The determination regarding responsibility becomes final either on the date that the school district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

XI. APPEALS

- A. The school district shall offer the parties an opportunity to appeal a determination regarding responsibility or the school district's dismissal of a formal complaint or any allegations therein, on the following bases:
 1. A procedural irregularity that affected the outcome of the matter (e.g., a material deviation from established procedures);
 2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and

TITLE IX SEX NONDISCRIMINATION POLICY, GRIEVANCE PROCEDURE AND PROCESS

3. The Title IX Coordinator, Investigator, or Decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.
- B. If notice of an appeal is timely received by the school district, the school district will notify the parties in writing of the receipt of the appeal, assign or designate the Appellate Decision-maker, and give the parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome.
- C. After reviewing the parties' written statements, the Appellate Decision-maker must issue a written decision describing the result of the appeal and the rationale for the result.
- D. The written decision describing the result of the appeal must be provided simultaneously to the parties.
- E. The decision of the Appellate Decision-maker is final. No further review beyond the appeal is permitted.

XII. RETALIATION PROHIBITED

- A. Neither the school district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, or because the individual made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, constitutes retaliation. Retaliation against a person for making a report of sexual harassment, filing a formal complaint, or participating in an investigation, constitutes a violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

TITLE IX SEX NONDISCRIMINATION POLICY, GRIEVANCE PROCEDURE AND PROCESS

- B. Any person may submit a report or formal complaint alleging retaliation in the manner described in this policy and it will be addressed in the same manner as other complaints of sexual harassment or sex discrimination.
- C. Charging an individual with violation of school district policies for making a materially false statement in bad faith in the course of a grievance proceeding under this policy shall not constitute retaliation, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

XIII. TRAINING

- A. The school district shall ensure that Title IX Personnel receive appropriate training. The training shall include instruction on:
 - 1. The Title IX definition of sexual harassment;
 - 2. The scope of the school district's education program or activity;
 - 3. How to conduct an investigation and grievance process, appeals, and informal resolution processes, as applicable;
 - 4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias;
 - 5. For Decision-makers, training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's prior sexual behavior are not relevant; and
 - 6. For Investigators, training on issues of relevance, including the creation of an investigative report that fairly summarizes relevant evidence.
- B. The training materials will not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints.
- C. Materials used to train Title IX Personnel must be posted on the school district's website. If the school district does not have a website, it must make the training materials available for public inspection upon request.

TITLE IX SEX NONDISCRIMINATION POLICY, GRIEVANCE PROCEDURE AND PROCESS**XIV. DISSEMINATION OF POLICY**

- A. This policy shall be made available to all students, parents/guardians of students, school district employee, and employee unions.
- B. The school district shall conspicuously post the name of the Title IX Coordinator, including office address, telephone number, and work email address on its website and in each handbook that it makes available to parents, employees, students, unions, or applicants.
- C. The school district must provide applicants for admission and employment, students, parents or legal guardians of secondary school students, employees, and all unions holding collective bargaining agreements with the school district, with the following:
 - 1. The name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator;
 - 2. Notice that the school district does not discriminate on the basis of sex in the education program or activity that it operates, and that it is required by Title IX not to discriminate in such a manner;
 - 3. A statement that the requirement not to discriminate in the education program or activity extends to admission and employment, and that inquiries about the application of Title IX may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the United States Department of Education, or both; and
 - 4. Notice of the school district's grievance procedures and grievance process contained in this policy, including how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment, and how the school district will respond.

XV. RECORDKEEPING

- A. The school district must create, and maintain for a period of seven calendar years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the school district must document:

TITLE IX SEX NONDISCRIMINATION POLICY, GRIEVANCE PROCEDURE AND PROCESS

1. The basis for the school district's conclusion that its response to the report or formal complaint was not deliberately indifferent;
 2. The measures the school district has taken that are designed to restore or preserve equal access to the school district's education program or activity; and
 3. If the school district does not provide a complainant with supportive measures, then it must document the reasons why such a response was not clearly unreasonable in light of the known circumstances. Such a record must be maintained for a period of seven years.
 4. The documentation of certain bases or measures does not limit the recipient in the future from providing additional explanations or detailing additional measures taken.
- B. The school district must also maintain for a period of seven calendar years records of:
1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the recipient's education program or activity;
 2. Any appeal and the result therefrom;
 3. Any informal resolution and the result therefrom; and
 4. All materials used to train Title IX Personnel.

Adopted: 12/14/20

~~I. PURPOSE~~

~~Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex.~~

~~II. GENERAL STATEMENT OF POLICY~~

~~A. The school district provides equal educational opportunity for all students, and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the school district on the basis of sex.~~

~~B. Every school district employee shall be responsible for complying with this policy.~~

~~C. The school board hereby designates the Assistant Superintendent at the Administrative Services Center 8100 School Road, Eden Prairie, MN 952-975-7156 as its Title IX coordinator. This employee coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX.~~

~~D. Any student, parent or guardian having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the Title IX coordinator. Questions relating solely to Title IX and its regulations may be referred to the Assistant Secretary for Civil Rights of the United States Department of Education. In the absence of a specific designee, an inquiry or complaint should be referred to the superintendent or the school district human rights officer.~~

~~III. REPORTING GRIEVANCE PROCEDURES~~

~~A. Any student who believes he or she has been the victim of unlawful sex discrimination by a teacher, administrator or other school district personnel, or any person with knowledge or belief of conduct which may constitute unlawful sex discrimination toward a student should report the alleged acts immediately to an appropriate school district official designated by this policy or may file a grievance. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting unlawful sex discrimination toward a student directly to a school district human rights officer or to the superintendent.~~

- ~~B. In Each School Building. The building principal is the person responsible for receiving oral or written reports or grievances of unlawful sex discrimination toward a student at the building level. Any adult school district personnel who receives a report of unlawful sex discrimination toward a student shall inform the building principal immediately.~~
- ~~C. Upon receipt of a report or grievance, the principal must notify the school district human rights officer immediately, without screening or investigating the report. The principal may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the human rights officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any report or complaint of unlawful sex discrimination toward a student as provided herein may result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.~~
- ~~D. The school board hereby designates the Executive Director of Human Resource, 8100 School Road, Eden Prairie, MN, (952) 975-7000 as the school district human rights officer(s) to receive reports, complaints or grievances of unlawful sex discrimination toward a student. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.~~
- ~~E. The school district shall conspicuously post the name of the Title IX coordinator and human rights officer(s), including office mailing addresses and telephone numbers.~~
- ~~F. Submission of a good faith complaint, grievance or report of unlawful sex discrimination toward a student will not affect the complainant or reporter's future employment, grades or work assignments.~~
- ~~G. Use of formal reporting forms is not mandatory.~~
- ~~H. The school district will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.~~

~~IV. INVESTIGATION~~

- ~~A. By authority of the school district, the human rights officer, upon receipt of a report, complaint or grievance alleging unlawful sex discrimination toward a student shall promptly undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.~~
- ~~B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.~~
- ~~C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.~~
- ~~D. In addition, the school district may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged unlawful sex discrimination toward a student.~~
- ~~E. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.~~

~~V. SCHOOL DISTRICT ACTION~~

- ~~A. Upon conclusion of the investigation and receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.~~

~~B. The result of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.~~

~~VI. REPRISAL~~

~~The school district will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who reports alleged unlawful sex discrimination toward a student or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such unlawful sex discrimination. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.~~

~~VII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES~~

~~These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law, or contacting the Office of Civil Rights for the United States Department of Education.~~

~~VIII. DISSEMINATION OF POLICY AND EVALUATION~~

~~A. This policy shall be made available to all students, parents/guardians of students, staff members, employee unions and organizations.~~

~~B. The school district shall review this policy and the school district's operation for compliance with state and federal laws prohibiting discrimination on a continuous basis.~~

~~Adopted: 8/14/2012~~

~~Revised: 11/25/2019~~

I. PURPOSE

The purpose of this policy is to address the grade level organization of schools within the school district.

II. GENERAL STATEMENT OF POLICY

A. The policy of the school district is to address the groupings of grade levels as recognized in Minn. Stat. § 120A.05 as follows:

- Elementary: Grades K-6
- Middle: Grades 7 and 8
- High School: Grades 9 through 12

B. The superintendent may seek school board approval to administer certain programs on a nongraded basis or a design different from that indicated. Program proposals that seek school board approval must meet all state requirements and reflect the rationale for the modification.

C. The school district may request documentation that verifies a student falls within the school's minimum and maximum age requirements for admission to publicly funded prekindergarten, preschool, kindergarten, or grades 1 through 12. Documentation may include a passport, a hospital birth record or physician's certificate, a baptismal or religious certificate, an adoption record, health records, immunization records, immigration records, previously verified school records, early childhood screening records, Minnesota Immunization Information Connection records, or an affidavit from a parent.

III. DEFINITIONS

A. "Kindergarten" means a program designed for students five years of age on September 1 of the calendar year in which the school year commences that prepares students to enter first grade the following school year.

B. "Prekindergarten" means a program designed for students younger than five years of age on September 1 of the calendar year in which the school year commences that prepares students to enter kindergarten the following school year.

Adopted: 5/28/2013

Revised: 12/9/2019; Revised: 12/14/2020