



EDEN PRAIRIE SCHOOLS

Inspiring each student every day

SCHOOL BOARD Workshop

Monday, May 6, 2019

6:15 PM

MEETING AGENDA

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

1. **Convene - 6:15 p.m - This Workshop will begin approximately five (5) minutes after the Brief Business Meeting adjourns.**

School Board Roll Call:

Karla Bratrud, Lauren Crandall, Dave Espe, Elaine Larabee, Holly Link, Adam Seidel, Terri Swartout

2. Board Committee Protocol Discussion

A. Public Posting & Notification Timing Requirements

- 1) MN Statutes Chapter 13D - The Minnesota Open Meeting Law 2
- 2) MSBA - The Open Meeting Law 14

B. Discuss Options Around Presentation and Approval of Committee Meeting Minutes

- 1) School Board Committee Business Process 20

3. Discuss Yearly Work Plan for Committees

4. New Director Orientation Packet 21

5. Workshop Training - Wednesday, June 5, 2019

6. Confirm Agenda for next School Board Workshop

7. Adjournment

Minnesota Statutes Chapter 13D

The Minnesota Open Meeting Law

13D.01 MEETINGS MUST BE OPEN TO THE PUBLIC; EXCEPTIONS.

Subdivision 1. In executive branch, local government.

All meetings, including executive sessions, must be open to the public

(a) of a state

(1) agency,

(2) board,

(3) commission, or

(4) department,

when required or permitted by law to transact public business in a meeting;

(b) of the governing body of a

(1) school district however organized,

(2) unorganized territory,

(3) county,

(4) statutory or home rule charter city,

(5) town, or

(6) other public body;

(c) of any

(1) committee,

(2) subcommittee,

(3) board,

(4) department, or

(5) commission,

of a public body; and

(d) of the governing body or a committee of:

(1) a statewide public pension plan defined in section 356A.01, subdivision 24; or

(2) a local public pension plan governed by sections 424A.091 to 424A.096, or chapter 354A or Laws 2013, chapter 111, article 5 sections 31 to 42.

Subd. 2. Exceptions.

This chapter does not apply

- (1) to meetings of the commissioner of corrections;
- (2) to a state agency, board, or commission when it is exercising quasi-judicial functions involving disciplinary proceedings; or
- (3) as otherwise expressly provided by statute.

Subd. 3. Subject of and grounds for closed meeting.

Before closing a meeting, a public body shall state on the record the specific grounds permitting the meeting to be closed and describe the subject to be discussed.

Subd. 4. Votes to be kept in journal.

(a) The votes of the members of the state agency, board, commission, or department; or of the governing body, committee, subcommittee, board, department, or commission on an action taken in a meeting required by this section to be open to the public must be recorded in a journal kept for that purpose.

(b) The vote of each member must be recorded on each appropriation of money, except for payments of judgments, claims, and amounts fixed by statute.

Subd. 5. Public access to journal.

The journal must be open to the public during all normal business hours where records of the public body are kept.

Subd. 6. Public copy of members' materials.

(a) In any meeting which under subdivisions 1, 2, 4, and 5, and section 13D.02 must be open to the public, at least one copy of any printed materials relating to the agenda items of the meeting prepared or distributed by or at the direction of the governing body or its employees and:

- (1) distributed at the meeting to all members of the governing body;
- (2) distributed before the meeting to all members; or
- (3) available in the meeting room to all members;

shall be available in the meeting room for inspection by the public while the governing body considers their subject matter.

(b) This subdivision does not apply to materials classified by law as other than public as defined in chapter 13, or to materials relating to the agenda items of a closed meeting held in accordance with the procedures in section 13D.03 or other law permitting the closing of meetings.

13D.015 MEETINGS BY TELEPHONE OR OTHER ELECTRONIC MEANS.

[Note: This section does not apply to school boards and has been omitted.]

13D.02 MEETINGS CONDUCTED BY INTERACTIVE TV; CONDITIONS.

Subdivision 1. Conditions.

A meeting governed by section 13D.01, subdivisions 1, 2, 4, and 5, and this section may be conducted by interactive television so long as:

(1) all members of the body participating in the meeting, wherever their physical location, can hear and see one another and can hear and see all discussion and testimony presented at any location at which at least one member is present;

(2) members of the public present at the regular meeting location of the body can hear and see all discussion and testimony and all votes of members of the body;

(3) at least one member of the body is physically present at the regular meeting location; and

(4) each location at which a member of the body is present is open and accessible to the public.

Subd. 2. Members are present for quorum, participation.

Each member of a body participating in a meeting by electronic means is considered present at the meeting for purposes of determining a quorum and participating in all proceedings.

Subd. 3. Monitoring from remote site; costs.

If interactive television is used to conduct a meeting, to the extent practical, a public body shall allow a person to monitor the meeting electronically from a remote location. The body may require the person making such a connection to pay for documented marginal costs that the public body incurs as a result of the additional connection.

Subd. 4. Notice of regular and all member sites.

If interactive television is used to conduct a regular, special, or emergency meeting, the public body shall provide notice of the regular meeting location and notice of any site where a member of the public body will be participating in the meeting by interactive television. The timing and method of providing notice must be as described in section 13D.04.

Subd. 5. School boards; interactive technology with an audio and visual link.

A school board conducting a meeting under this section may use interactive technology with an audio and visual link to conduct the meeting if the school board complies with all other requirements under this section.

13D.021 MEETINGS BY TELEPHONE OR OTHER ELECTRONIC MEANS; CONDITIONS.

Subdivision 1. Conditions.

A meeting governed by this section and section 13D.01, subdivisions 1, 2, 4, and 5, may be conducted by telephone or other electronic means so long as the following conditions are met:

(1) the presiding officer, chief legal counsel, or chief administrative officer for the affected governing body determines that an in-person meeting or a meeting conducted under section 13D.02 is not practical or prudent because of a health pandemic or an emergency declared under chapter 12;

(2) all members of the body participating in the meeting, wherever their physical location, can hear one another and can hear all discussion and testimony;

(3) members of the public present at the regular meeting location of the body can hear all discussion and testimony and all votes of the members of the body, unless attendance at the regular meeting location is not feasible due to the health pandemic or emergency declaration;

(4) at least one member of the body, chief legal counsel, or chief administrative officer is physically present at the regular meeting location, unless unfeasible due to the health pandemic or emergency declaration; and

(5) all votes are conducted by roll call, so each member's vote on each issue can be identified and recorded.

Subd. 2. Members are present for quorum, participation.

Each member of the body participating in a meeting by telephone or other electronic means is considered present at the meeting for purposes of determining a quorum and participating in all proceedings.

Subd. 3. Monitoring from remote site; costs.

If telephone or another electronic means is used to conduct a meeting, to the extent practical, the body shall allow a person to monitor the meeting electronically from a remote location. The body may require the person making a connection to pay for the documented additional cost that the body incurs as a result of the additional connection.

Subd. 4. Notice of regular and all member sites.

If telephone or another electronic means is used to conduct a regular, special, or emergency meeting, the public body shall provide notice of the regular meeting location, of the fact that some members may participate by telephone or other electronic means, and of the provisions of subdivision 3. The timing and method of providing notice is governed by section 13D.04 of the Open Meeting Law.

13D.03 CLOSED MEETINGS FOR LABOR NEGOTIATIONS STRATEGY.

Subdivision 1. Procedure.

(a) Section 13D.01, subdivisions 1, 2, 4, 5, and section 13D.02 do not apply to a meeting held pursuant to the procedure in this section.

(b) The governing body of a public employer may by a majority vote in a public meeting decide to hold a closed meeting to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to sections 179A.01 to 179A.25.

(c) The time of commencement and place of the closed meeting shall be announced at the public meeting.

(d) A written roll of members and all other persons present at the closed meeting shall be made available to the public after the closed meeting.

Subd. 2. Meeting must be recorded.

(a) The proceedings of a closed meeting to discuss negotiation strategies shall be tape-recorded at the expense of the governing body.

(b) The recording shall be preserved for two years after the contract is signed and shall be made available to the public after all labor contracts are signed by the governing body for the current budget period.

Subd. 3. If violation claimed.

(a) If an action is brought claiming that public business other than discussions of labor negotiation strategies or developments or discussion and review of labor negotiation proposals was transacted at a closed meeting held pursuant to this section during the time when the tape is not available to the public, the court shall review the recording of the meeting in camera.

(b) If the court finds that this section was not violated, the action shall be dismissed and the recording shall be sealed and preserved in the records of the court until otherwise made available to the public pursuant to this section.

(c) If the court finds that this section was violated, the recording may be introduced at trial in its entirety subject to any protective orders as requested by either party and deemed appropriate by the court.

13D.04 NOTICE OF MEETINGS.

Subdivision 1. Regular meetings.

A schedule of the regular meetings of a public body shall be kept on file at its primary offices. If a public body decides to hold a regular meeting at a time or place different from the time or place stated in its schedule of regular meetings, it shall give the same notice of the meeting that is provided in this section for a special meeting.

Subd. 2. Special meetings.

(a) For a special meeting, except an emergency meeting or a special meeting for which a notice requirement is otherwise expressly established by statute, the public body shall post written notice of the date, time, place, and purpose of the meeting on the principal bulletin board of the public body, or if the public body has no principal bulletin board, on the door of its usual meeting room.

(b) The notice shall also be mailed or otherwise delivered to each person who has filed a written request for notice of special meetings with the public body. This notice shall be posted and mailed or delivered at least three days before the date of the meeting.

(c) As an alternative to mailing or otherwise delivering notice to persons who have filed a written request for notice of special meetings, the public body may publish the notice once, at least three days before the meeting, in the official newspaper of the public body or, if there is none, in a qualified newspaper of general circulation within the area of the public body's authority.

(d) A person filing a request for notice of special meetings may limit the request to notification of meetings concerning particular subjects, in which case the public body is required to send notice to that person only concerning special meetings involving those subjects.

(e) A public body may establish an expiration date for requests for notices of special meetings pursuant to this subdivision and require refiling of the request once each year.

(f) Not more than 60 days before the expiration date of a request for notice, the public body shall send notice of the refiling requirement to each person who filed during the preceding year.

Subd. 3. Emergency meetings.

(a) For an emergency meeting, the public body shall make good faith efforts to provide notice of the meeting to each news medium that has filed a written request for notice if the request includes the news medium's telephone number.

(b) Notice of the emergency meeting shall be given by telephone or by any other method used to notify the members of the public body.

(c) Notice shall be provided to each news medium which has filed a written request for notice as soon as reasonably practicable after notice has been given to the members.

(d) Notice shall include the subject of the meeting. Posted or published notice of an emergency meeting is not required.

(e) An "emergency" meeting is a special meeting called because of circumstances that, in the judgment of the public body, require immediate consideration by the public body.

(f) If matters not directly related to the emergency are discussed or acted upon at an emergency meeting, the minutes of the meeting shall include a specific description of the matters.

(g) The notice requirement of this subdivision supersedes any other statutory notice requirement for a special meeting that is an emergency meeting.

Subd. 4. Recessed or continued meetings.

(a) If a meeting is a recessed or continued session of a previous meeting, and the time and place of the meeting was established during the previous meeting and recorded in the minutes of that meeting, then no further published or mailed notice is necessary.

(b) For purposes of this subdivision, the term "meeting" includes a public hearing conducted pursuant to chapter 429 or any other law or charter provision requiring a public hearing by a public body.

Subd. 5. Closed meetings.

The notice requirements of this section apply to closed meetings.

Subd. 6. State agencies.

For a meeting of an agency, board, commission, or department of the state:

(1) the notice requirements of this section apply only if a statute governing meetings of the agency, board, or commission does not contain specific reference to the method of providing notice; and

(2) all provisions of this section relating to publication are satisfied by publication in the State Register.

(3) a schedule of the regular meetings shall be kept on file at the primary offices or posted on the Web site of the agency, board, commission, or department.

Subd. 7. Actual notice.

If a person receives actual notice of a meeting of a public body at least 24 hours before the meeting, all notice requirements of this section are satisfied with respect to that person, regardless of the method of receipt of notice.

13D.05 MEETINGS HAVING DATA CLASSIFIED AS NOT PUBLIC.

Subdivision 1. General principles.

(a) Except as provided in this chapter, meetings may not be closed to discuss data that are not public data.

(b) Data that are not public data may be discussed at a meeting subject to this chapter without liability or penalty, if the disclosure relates to a matter within the scope of the public body's authority and is reasonably necessary to conduct the business or agenda item before the public body.

(c) Data discussed at an open meeting retain the data's original classification; however, a record of the meeting, regardless of form, shall be public.

(d) All closed meetings, except those closed as permitted by the attorney-client privilege, must be electronically recorded at the expense of the public body. Unless otherwise provided by law, the recordings must be preserved for at least three years after the date of the meeting.

Subd. 2. When meeting must be closed.

(a) Any portion of a meeting must be closed if expressly required by other law or if the following types of data are discussed:

(1) data that would identify alleged victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors or vulnerable adults;

(2) active investigative data as defined in section 13.82, subdivision 7, or internal affairs data relating to allegations of law enforcement personnel misconduct collected or created by a state agency, statewide system, or political subdivision;

(3) educational data, health data, medical data, welfare data, or mental health data that are not public data under section 13.32, 13.3805, subdivision 1, 13.384, or 13.46, subdivision 2 or 7; or

(4) an individual's medical records governed by sections 144.291 to 144.298.

(b) A public body shall close one or more meetings for preliminary consideration of allegations or charges against an individual subject to its authority. If the members conclude that discipline of any nature may be warranted as a result of those specific charges or allegations, further meetings or hearings relating to those specific charges or allegations held after that conclusion is reached must be open. A meeting must also be open at the request of the individual who is the subject of the meeting.

Subd. 3. What meetings may be closed.

(a) A public body may close a meeting to evaluate the performance of an individual who is subject to its authority. The public body shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the public body shall

summarize its conclusions regarding the evaluation. A meeting must be open at the request of the individual who is the subject of the meeting.

(b) Meetings may be closed if the closure is expressly authorized by statute or permitted by the attorney-client privilege.

(c) A public body may close a meeting:

(1) to determine the asking price for real or personal property to be sold by the government entity;

(2) to review confidential or protected nonpublic appraisal data under section 13.44, subdivision 3; and

(3) to develop or consider offers or counteroffers for the purchase or sale of real or personal property.

Before holding a closed meeting under this paragraph, the public body must identify on the record the particular real or personal property that is the subject of the closed meeting. The proceedings of a meeting closed under this paragraph must be tape recorded at the expense of the public body. The recording must be preserved for eight years after the date of the meeting and made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the governing body has abandoned the purchase or sale. The real or personal property that is the subject of the closed meeting must be specifically identified on the tape. A list of members and all other persons present at the closed meeting must be made available to the public after the closed meeting. If an action is brought claiming that public business other than discussions allowed under this paragraph was transacted at a closed meeting held under this paragraph during the time when the tape is not available to the public, section 13D.03, subdivision 3, applies.

An agreement reached that is based on an offer considered at a closed meeting is contingent on approval of the public body at an open meeting. The actual purchase or sale must be approved at an open meeting after the notice period required by statute or the governing body's internal procedures, and the purchase price or sale price is public data.

(d) Meetings may be closed to receive security briefings and reports, to discuss issues related to security systems, to discuss emergency response procedures and to discuss security deficiencies in or recommendations regarding public services, infrastructure and facilities, if disclosure of the information discussed would pose a danger to public safety or compromise security procedures or responses. Financial issues related to security matters must be discussed and all related financial decisions must be made at an open meeting. Before closing a meeting under this paragraph, the public body, in describing the subject to be discussed, must refer to the facilities, systems, procedures, services, or infrastructures to be considered during the closed meeting. A closed meeting must be tape recorded at the expense of the governing body, and the recording must be preserved for at least four years.

13D.06 CIVIL FINES; FORFEITURE OF OFFICE; OTHER REMEDIES.

Subdivision 1. Personal liability for \$300 fine.

Any person who intentionally violates this chapter shall be subject to personal liability in the form of a civil penalty in an amount not to exceed \$300 for a single occurrence, which may not be paid by the public body.

Subd. 2. Who may bring action; where.

An action to enforce the penalty in subdivision 1 may be brought by any person in any court of competent jurisdiction where the administrative office of the governing body is located.

Subd. 3. Forfeit office if three violations.

(a) If a person has been found to have intentionally violated this chapter in three or more actions brought under this chapter involving the same governing body, such person shall forfeit any further right to serve on such governing body or in any other capacity with such public body for a period of time equal to the term of office such person was then serving.

(b) The court determining the merits of any action in connection with any alleged third violation shall receive competent, relevant evidence in connection therewith and, upon finding as to the occurrence of a separate third violation, unrelated to the previous violations, issue its order declaring the position vacant and notify the appointing authority or clerk of the governing body.

(c) As soon as practicable thereafter the appointing authority or the governing body shall fill the position as in the case of any other vacancy.

Subd. 4. Costs; attorney fees; requirements; limits.

(a) In addition to other remedies, the court may award reasonable costs, disbursements, and reasonable attorney fees of up to \$13,000 to any party in an action under this chapter.

(b) The court may award costs and attorney fees to a defendant only if the court finds that the action under this chapter was frivolous and without merit.

(c) A public body may pay any costs, disbursements, or attorney fees incurred by or awarded against any of its members in an action under this chapter.

(d) No monetary penalties or attorney fees may be awarded against a member of a public body unless the court finds that there was an intent to violate this chapter.

(e) The court shall award reasonable attorney fees to a prevailing plaintiff who has brought an action under this section if the public body that is the defendant in the action was also the subject of a prior written opinion issued under section 13.072, and the court finds that the opinion is directly related to the cause of action being litigated and that the

public body did not act in conformity with the opinion. The court shall give deference to the opinion in a proceeding brought under this section.

13D.065 USE OF SOCIAL MEDIA.

The use of social media by members of a public body does not violate this chapter so long as the social media use is limited to exchanges with all members of the general public. For purposes of this section, e-mail is not considered a type of social media.

13D.07 CITATION.

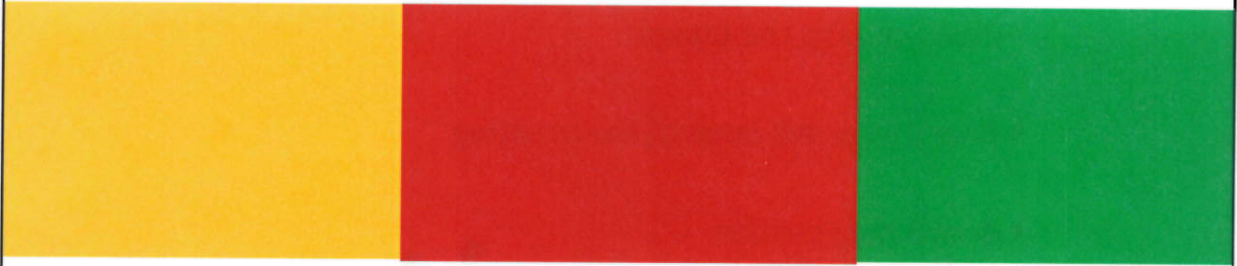
This chapter may be cited as the "Minnesota Open Meeting Law."

13D.08 OPEN MEETING LAW CODED ELSEWHERE.

[Note: This section does not apply to school boards and has been omitted.]



THE OPEN MEETING LAW



Cathy Miller, MSBA Staff

Director of Legal & Policy Services

February 2018



The Open Meeting Law (OML)

Purpose

Prohibit secret meetings

Allow interested public to be fully informed

Allow public input

Public must be given an opportunity to observe

Board decisions/actions

Detect improper influences





Limits

- Public does not need to be given an opportunity to interact with the board
- Board may still control the meeting
- Board may set the:
 - Time
 - Place and
 - Manner of public input



Consequences for Violations

- Personal liability (\$ for intentional violations only)
- \$300 fine for each violation
- No limit on total dollar amount
- No coverage by E & O insurance policy
- **Plus** costs and attorney's fees **if**
 - Prior written opinion by the Dept. of Administration **AND**
 - Subsequent action by public body not in conformity with the applicable opinion (New 2008)
- Forfeiture of office
- The press knows this law well



Types of Board Meetings

- Regular Meetings
- Special Meetings
- Emergency Meetings



Regular Meetings

- Scheduled
- Schedule kept on file at the School District Office
- No need to post or provide additional notice
- Unless
 - Change meeting Date, Time, or Location
 - Then notice must be provided



Special Meetings

- May be called by the chair, the clerk, or any **three** board members
- Must post notice of date, time, place, and purpose on the School District's principal bulletin board **AND**
- Mail or deliver notice to those who have requested it at least **three** days before meeting **OR** publish notice in official newspaper at least **three** days before meeting



Emergency Meetings

- True emergency
- Judgment of the board
- Requires immediate consideration
- Good faith effort to give notice to media that have requested notice
- Notice is to be by the same manner as notice is given to board members



Recessed or Continued Meetings

- **If** the recess or continuation happens in an open meeting
- **And** the time and place were established during that open meeting
- **And** recorded in the minutes of that meeting
- **Then** no additional published or mailed notice is required



Board Committees

- Board committees **are** covered by the OML
- Notification and voting procedures are the **same** as for board meetings



Materials

- One copy of all printed materials relating to the agenda must be available to the public at the meeting
- **Not** one copy for each person
- Does **not** include private or confidential data under the Minnesota Government Data Practices Act
- In my opinion, all written information sent to the board before the meeting should be provided unless private or confidential data (even e-mail)



Not Covered by the OML

- A meeting of less than a quorum is **not** covered by the OML (unless committee)
- A quorum is half plus one or rounded up
(a vacancy is **not** counted when determining quorum)
- Social gatherings where no board business is discussed are **not** covered by the OML

Eden Prairie School Board Committee Business Process

Board Request to Committee

In the course of its work, the Board may make a specific request of a committee to “help (the Board) do its job” (GP 4.7). The committee chair clarifies the request with the Board, agreeing on the expected deliverable and the timeframe in which it is to be completed.

Committee Action

Based on the complexity of the Board request, the committee drafts a time bound plan for completion of the request. This may or may not take the form of a yearly plan.

The committee chair coordinates a meeting time with the committee members and asks the Executive Assistant to book a meeting room and send an invitation to committee members. Committee meetings are posted and open to the public.

The committee chair creates and sends a meeting agenda to the committee members at least one day prior to the meeting. The committee meets as scheduled to approve the committee meeting agenda and collaboratively work on the Board request. Meeting minutes, and any supporting documents, are sent by the committee chair to the committee members to approve. Approved documents are sent to the Board Chair and the Executive Assistant at least one day prior to the agenda setting meeting for an upcoming Board Business Meeting or Workshop.

Acceptance of Committee Meeting Minutes, Committee Updates, Request for Board Action

During the Board Business Meeting, the **Board votes** whether or not to accept the committee meeting minutes. The committee chair, or member, **updates** the Board on the committee’s recent work. The Board may accept the committee’s work as complete, request further refinement, or withdraw its request for committee action.

If the committee needs further clarification of a Board’s request, or if the committee needs Board approval prior to moving forward with completion of the deliverable, the committee requests **Board Action**. The Board may take immediate action as requested, or add the action to the Board Work Plan slate.

Eden Prairie School Board

New Director Orientation



EDEN PRAIRIE SCHOOLS

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Welcome

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



EDEN PRAIRIE SCHOOLS

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Being a School Board Director



Assuming your new Director role:

Who An elected or appointed official acting in the long range best interest of **ALL** students.

What Focus is long range, high level (governance).

24

Why To ensure that **each** student obtains an outstanding education that prepares them for their future in a manner that justifies the resources expended. *“What good, for whom, at what cost”*

How Work collaboratively with fellow board members and the superintendent to bring about positive change for the District through implemented policy.

What's expected of me as a Board Director?

Board Director responsibilities:

- Complete Board required training (orientation, additional individual and whole board training)
- Complete MN State mandated training within 6 months of being sworn in
- Prepare for Board Meetings, be present and on time
 - Model effective leadership
 - Observe the principles of the Policy Governance model
 - Serve on at least one Board committee
 - Attend board events
 - Attend District and community events



What tools do I need to do the job?

From the District office you receive:

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

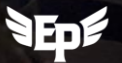
From the Board you receive:

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



What does it mean to govern?

27



EDEN PRAIRIE SCHOOLS

Governance: The Board's job

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

The Board's responsibilities include:

- Set the vision for the District
- Hire the Superintendent to bring the vision about; evaluate at least yearly
- Connect with the community

28



- Set policies based on community values and monitor progress to reach those goals
- Approve the District budget
- Advocate for public education

Management: The Superintendent's job

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

The Superintendent's job:

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

Accountability:

The Superintendent is directly accountable to the School Board.



How does the Board do its work?

30



EDEN PRAIRIE SCHOOLS

Board Structure:

- **Board Officers:**

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

- **Board Directors:**

All seven board members

- **Ex-officio member:**

The superintendent educates and advises the Board so that they may make informed decisions on matters requiring a Board vote. The Superintendent is not a voting member of the Board.



Board Meetings:

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

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

32

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

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

Outside organizations:

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



Quorums and the Open Meeting Law:

Quorum:

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

Meeting:

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

Open Meeting:

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



The Official School Board Calendar:



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

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

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

School Board Events:

The Board is committed to robust community linkage

We develop a yearly plan to

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



Who can you turn to with questions?

During orientation:

The Board Chair, Board Mentor (self selected),
Superintendent

During initial training:

Board Chair, Board Mentor, Superintendent, MN School Board Assoc. (MSBA) Phase 1 and 2 facilitators, Policy Governance training facilitators, and self-study reference materials.

Ongoing:

Board Chair, Board Mentor, other Board Directors, Superintendent, MSBA Phase 3 and 4 facilitators, whole board training consultants, [MSBA website](#), [NSBA website](#), school board governance related research materials.



How will you receive payment for your service?

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



A final thought: EPSB Ends Policy 1.0

“Eden Prairie public schools exist so that

each student

obtains an outstanding education

that prepares them for their next stage of life

in a manner that justifies the resources expended.”

Welcome Aboard!



EDEN PRAIRIE SCHOOLS

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