



# EDEN PRAIRIE SCHOOLS

Inspiring each student every day

SCHOOL BOARD Regular Business Meeting

Monday, September 23, 2019

6:00 PM

## MEETING AGENDA

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

1. **Convene: 6:00 p.m.** (Roll Call)  
**Call to Order:**  
School Board Roll Call  
Karla Bratrud, Lauren Crandall, Dave Espe, Elaine Larabee, Holly Link, Adam Seidel, Terri Swartout
2. **Pledge of Allegiance: 6:00 p.m.**
3. **Agenda Review and Approval: 6:05 p.m.** (Action)  
Approval of the agenda for the Monday, September 23, 2019 meeting of the School Board of Independent School District 272, Eden Prairie Schools.  

Motion \_\_\_\_\_ Seconded \_\_\_\_\_
4. **Approval of Previous Minutes: 6:05 p.m.** (Action) 4  
Approval of the the Unofficial Minutes from the August 26, 2019 Regular Business Meeting and September 9, 2019 Brief Business Meeting of the Independent School District 272, Eden Prairie, MN.  

Motion \_\_\_\_\_ Seconded \_\_\_\_\_
5. **Public Comment: 6:05 p.m.** (Information)
6. **Announcements: 6:10 p.m.** (Information)
7. **Spotlight on Success: 6:15 p.m.** (Information)  
Cedar Ridge - Service Learning with Residents at The Colony
8. **Board Work: 6:25 p.m.** (Action)
  - A. Required Board Action
    - 1) Eden Prairie High School "Naming of Space Request" (Action) 9  

Motion \_\_\_\_\_ Seconded \_\_\_\_\_
    - 2) Approval of Preliminary FY 2020-21 Tax Levy (Action)  

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

      - a. Executive Summary - Preliminary FY21 Tax Levy 10
      - b. Tax Levy Comparison 11
      - c. Tax Levy Presentation Pay20 12
    - 3) Resolution Appointing Election Judges - Roll Call (Action) 27  

Adam Seidel Yes\_\_ No\_\_

Lauren Crandall Yes\_\_ No\_\_

Terri Swartout Yes\_\_ No\_\_

Karla Bratrud Yes\_\_ No\_\_

Holly Link Yes\_\_ No\_\_

Elaine Larabee Yes\_\_ No\_\_

Dave Espe Yes\_\_ No\_\_
    - 4) Resolution Establishing Absentee Ballot Board (Action) 31  

Motion \_\_\_\_\_ Seconded \_\_\_\_\_
  - B. Policy Monitoring (Action)
    - 1) Executive Limitations (EL)
      - a. EL 2.2.3 Treatment of Students 33  

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

Evidence Motion \_\_\_\_\_ Seconded \_\_\_\_\_
      - b. EL 2.3 Treatment of Parents 38

	OI Motion _____	Seconded _____	
	Evidence Motion _____	Seconded _____	
c. EL 2.6 Financial Management & Operations			54
	OI Motion _____	Seconded _____	
	Evidence Motion _____	Seconded _____	
2) <u>Board Management Delegation (BMD)</u>		(Action)	
a. 3.0 Single Point of Connection			62
	Motion _____	Seconded _____	
b. 3.1 Unity of Control			63
	Motion _____	Seconded _____	
c. 3.2 Delegation to the Superintendent			64
	Motion _____	Seconded _____	
d. 3.3 Superintendent Accountability and Performance			66
	Motion _____	Seconded _____	
3) <u>Governance Process (GP)</u>		(Action)	
a. 4.4 Officer Roles			68
	Motion _____	Seconded _____	
b. 4.5 School Board Members' Code of Conduct			70
	Motion _____	Seconded _____	
c. 4.6 Process of Addressing School Board Member Violations			75
	Motion _____	Seconded _____	
d. 4.7 School Board Committee Principles			77
	Motion _____	Seconded _____	
e. 4.8 School Board Committee Structure			78
	Motion _____	Seconded _____	
f. 4.10 Operation of the School Board Governing Rules			80
	Motion _____	Seconded _____	
C. Record of Board Self-Evaluation		(Action)	
1) Record of Board Policy Monitoring - Ends & EL's			81
	Motion _____	Seconded _____	
2) Record of Board Self-Evaluation - Governance Policies			85
	Motion _____	Seconded _____	
D. Approval to Accept School Board Member's Resignation		(Action)	
	Motion _____	Seconded _____	
9. <u>Superintendent Consent Agenda: 7:50 p.m.</u>		(Action)	
<i>Management items the Board would not act upon in Policy Governance, but require Board approval from outside entities.</i>			
	Motion _____	Seconded _____	
A. Monthly Reports			
1) Resolution of Acceptance of Donations			91
2) Human Resources Report			92
3) Business Services Reports			
a. Board Business			97
b. Financial Summary Report			98
B. Summary Update of General District Policies - See Appendix "A" (Individual Listing of Policies)			99
10. <u>Board Education &amp; Required Reporting: 7:55 p.m.</u>		(Information)	
11. <u>Superintendent's Incidental Information Report: 7:55 p.m.</u>		(Information)	
<i>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</i>			

*rather for awareness and understanding. (Supports EL 2.9 in general and 2.9.6 specifically)*

- |  |                                    |
|--|------------------------------------|
| A. 2019-20 Preliminary Enrollment Update   | 100                                |
| B. 2018-19 Preliminary Financial Report  | 107                                |
| <b>12. Board Action on Committee Reports &amp; Minutes: <u>8:15 p.m.</u></b>                                   | <b>(Action)</b>                    |
| A. Board Development Committee (D. Espe, H. Link, E. Larabee)  |                                    |
| B. Community Linkage Committee (L. Crandall, T. Swartout, K. Bratrud)  | <b>(Action)</b>                    |
| 1) CLC Meeting Minutes for 9/13/19   | 114                                |
|  | <b>Motion _____ Seconded _____</b> |
| C. Negotiations Committee (E. Larabee, A. Seidel, L. Crandall)   |                                    |
| D. Policy Committee (E. Larabee, T. Swartout, A. Seidel)   |                                    |
| <b>13. Other Board Updates (AMSD, ISD 287): <u>8:25 p.m.</u></b>   | <b>(Information)</b>               |
| A. AMSD (Association of Metropolitan Schools) - T. Swartout  |                                    |
| B. ISD 287 (Intermediate School District 287) - A. Seidel  |                                    |
| <b>14. Board Work Plan: <u>8:35 p.m.</u></b>   |                                    |
| A. "Proposed" Work Plan Changes Document   | <b>(Action)</b>                    |
|  | <b>Motion _____ Seconded _____</b> |
| B. 2019-20 Annual Work Plan  | 117                                |
| <b>15. Adjournment: _____ p.m.</b>   | <b>(Action)</b>                    |
| <b>MOTION</b> to adjourn the Monday, September 23, 2019 Meeting of the Eden Prairie School Board at _____ p.m. |                                    |
|  | <b>Motion _____ Seconded _____</b> |
| <b>16. Appendix "A" (Reference #9, Item #B)</b>  |                                    |
| A. Appendix "A"  |                                    |
| 1) District Policy 101 - Legal Status of the School District   | 127                                |
| 2) District Policy 101.1 - Name of the School District   | 130                                |
| 3) District Policy 103 - Complaints - Students, Employees, Parents, Other Persons                              | 131                                |
| 4) District Policy 205 - Open Meetings and Closed Meetings   | 133                                |
| 5) District Policy 214 - Out-of-State Travel by School Board Members   | 142                                |
| 6) District Policy 305 - Policy Implementation   | 144                                |
| 7) District Policy 306 - Administrator Code of Ethics  | 145                                |

**INDEPENDENT SCHOOL DISTRICT 272 ~ EDEN PRAIRIE SCHOOLS  
UNOFFICIAL MINUTES OF THE AUGUST 26, 2019  
SCHOOL BOARD MEETING**

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A Regular Business Meeting of the Independent School District 272, Eden Prairie Schools, was held on August 26, 2019 in the Administrative Services Center, EDC Meeting Room, 8100 School Road, Eden Prairie, MN 55344.

**1. Convene: 6:00 p.m.**

**Call to Order:**

*Present:* Karla Bratrud, Dave Espe, Elaine Larabee, Holly Link, Adam Seidel, Terri Swartout

*Present:* Superintendent Josh Swanson

Board Member Lauren Crandall participated remotely at the Public Conference Room, Residences at AG47, 6847 Stewart Road, Cincinnati, OH 45236.

**2. Pledge of Allegiance:**

**3. Agenda Review and Approval: MOTION** by H. Link, **Seconded** by T. Swartout to approve the agenda for Monday, August 26, 2019 meeting of the School Board of Independent School District 272, Eden Prairie Schools – Passed Unanimously

**4. Approval of Previous Minutes: MOTION** by A. Seidel, **Seconded** by T. Swartout to approve the Unofficial Minutes from the July 22, 2019 Regular Business Meeting – Passed Unanimously

**5. Public Comment:** None to Report

**6. Announcements:**

- A public “thank you” to the ninety-two employees who will be recognized and honored at the District Kick-off event for reaching that special milestone of 20, 25, 30 and 35 years of service; and they will be acknowledged at each of their site meetings as well.
- A new and exciting highlight, our third community solar garden came online this month in Randolph, MN, and it will supply 14% of our solar energy. We have three community solar gardens that are online right now and they provide 65-70% of our power (we have solar panels on all our roofs across the district).

**7. Board Work:**

A. Policy Monitoring: Executive Limitations - 2.1, 2.2 and 2.7

**1) EL 2.1 Emergency Superintendent Succession**

**MOTION** by D. Espe, **Seconded** by A. Seidel to accept Operation Interpretation (OI) as reasonable – Passed Unanimously

**MOTION** by A. Seidel, **Seconded** by H. Link to accept Evidence supporting Operation Interpretation (OI) in compliance – Passed Unanimously

**2) EL 2.2 Treatment of Students**

**MOTION** by K. Bratrud, **Seconded** by A. Seidel, the Global Constraint of Operation Interpretation (OI) is reasonable with the exception of EL 2.2.3 – Passed Unanimously

**MOTION** by A. Seidel, **Seconded** by L. Crandall H. Link, the Global Constraint of the Evidence does support the Operation Interpretation (OI) with the exception of EL 2.2.3 – Passed Unanimously

**EL 2.2.1**

**MOTION** by A. Seidel, **Seconded** by D. Espe, the OI is reasonable – Passed Unanimously

**MOTION** by A. Seidel, **Seconded** by H. Link, the Evidence supports the OI – Passed Unanimously



EL 2.2.2

**MOTION** by A. Seidel, **Seconded** by K. Bratrud, the OI is reasonable – Passed Unanimously

**MOTION** by H. Link, **Seconded** by A. Seidel, the Evidence supports the OI – Passed Unanimously

EL 2.2.3

**MOTION** by A. Seidel, **Seconded** by D. Espe, the OI reasonable – withdrawn

**MOTION** by A. Seidel, **Seconded** by H. Link, the OI *is not* reasonable – Passed Unanimously

EL 2.2.4

**MOTION** by H. Link, **Seconded** by A. Seidel, the OI is reasonable – Passed Unanimously

**MOTION** by T. Swartout, **Seconded** by H. Link, the Evidence supports the OI – Passed Unanimously

EL 2.2.5

**MOTION** by T. Swartout, **Seconded** by K. Bratrud, the OI is reasonable – Passed Unanimously

**MOTION** by A. Seidel, **Seconded** by H. Link, the Evidence supports the OI – Passed Unanimously

EL 2.2.6

**MOTION** by A. Seidel, **Seconded** by L. Crandall, the OI is reasonable – Passed Unanimously

**MOTION** by K. Bratrud, **Seconded** by A. Seidel, the Evidence supports the OI – Passed Unanimously

EL 2.2.7

**MOTION** by H. Link, **Seconded** by K. Bratrud, the OI is reasonable – Passed Unanimously

**MOTION** by A. Seidel, **Seconded** by T. Swartout, the Evidence supports the OI – Passed Unanimously

EL 2.2.8

**MOTION** by K. Bratrud, **Seconded** by H. Link, the OI is reasonable – Passed Unanimously

**MOTION** by H. Link, **Seconded** by A. Seidel, the Evidence supports the OI – Passed Unanimously

EL 2.2.9

**MOTION** by K. Bratrud, **Seconded** by H. Link, the OI is reasonable – Passed 6-1; *Yeas-6:* KB,DE,HL,LC, EL,TS; *Nays-1:* AS

**MOTION** by A. Seidel, **Seconded** by K. Bratrud, the Evidence supports the OI – Passed 5-2; *Yeas-5:* KB,DE,HL,EL,AS; *Nays-2:* TS, LC

EL 2.2.10

**MOTION** by A. Seidel, **Seconded** by D. Espe, the OI is reasonable – Passed Unanimously

**MOTION** by K. Bratrud, **Seconded** by D. Espe, the Evidence supports the OI – Passed Unanimously

3) EL 2.7 Asset Protection

**MOTION** by A. Seidel, **Seconded** by H. Link, by exception, the overall Global Constraint of the Operation Interpretation (OI), and the child policies, are reasonable – Passed Unanimously

**MOTION** by A. Seidel, **Seconded** by L. Crandall, by exception, the Evidence supports the Global Constraint of the Operation Interpretation (OI) and the child policies – Passed Unanimously

B. 2019-2020 Record of Board Self-Evaluation

1) Ends & Executive Limitations (ELs) – **MOTION** BY K. Bratrud, **Seconded** by D. Espe to accept record as presented – Passed Unanimously

2) Record of Board Self-Evaluation for GPs (Governance Policies) and BMDs (Board Management Delegation) – No data changes

8. **Superintendent Consent Agenda:** **MOTION** by D. Espe, **Seconded** by K. Bratrud to approve Superintendent's agenda as presented – Passed Unanimously

A. Monthly Reports

1) Human Resources Report

2) Business Services Reports

a. Board Business

B. Summary Update of General District Policies - See Appendix "A" (Listing of Individual Policies)

C. Mandated District Policies that Require Annual Review

9. **Board Education & Required Reporting:**

10. **Superintendent's Incidental Information Report:** None to Report
11. **Board Action on Committee Reports & Minutes:**
- A. Board Development Committee (D. Espe, H. Link, E. Larabee) – Update to Board
  - B. Community Linkage Committee (L. Crandall, T. Swartout, K. Bratrud) – Update to Board
  - C. Negotiations Committee (E. Larabee, A. Seidel, L. Crandall) – Update to Board
  - D. Policy Committee (E. Larabee, A. Seidel, T. Swartout) – n/a
12. **Other Board Updates (AMSD & ISD 287):**
- A. AMSD (Association of Metropolitan Schools) – H. Link – Update to Board
  - B. ISD 287 (Intermediate School District 287) – A. Seidel – No update
  - C. WMEP (West Metro Education Program) – H. Link – Final update to Board
13. **Board Work Plan:**
- A. "Proposed" Work Plan Changes Document – **MOTION** by A. Seidel, **Seconded** by H. Link to approve the Board Work Plan Changes as presented – Passed Unanimously

**Eden Prairie School Board**  
**2019 & 2020 WORK PLAN CHANGES**  
**"Proposed" WORK PLAN CHANGES – August 26, 2019**

Date of Meeting/Workshop	Changes Requested
Monday, September 9, 2019 – <b>Workshop</b>	<ul style="list-style-type: none"> <li>- <b>ADD:</b></li> <li>- <u>Brief Business Meeting: Beginning of</u></li> <li>- <u>Workshop at 6:00 p.m. (Consent Agenda Items)</u></li> <li>- <u>Workshop Meeting:</u></li> <li>- <u>EL 2.2.9 and EL 2.2.10 Policy Discussion</u></li> <li>- <u>School Board Listening Session Discussion</u></li> </ul>
Monday, September 23, 2019	
Monday, October 14, 2019 – <b>Workshop</b>	<ul style="list-style-type: none"> <li>- <b>ADD:</b></li> <li>- <u>School Board Website Review/Discussion – Board Pages</u></li> </ul>
Monday, October 28, 2019	
Monday, November 4, 2019 – <b>Workshop</b>	
Wednesday, November 13, 2019	
Monday, November 25, 2019	
Monday, December 9, 2019	
<b>Placeholder – General Board Work</b>	
<ul style="list-style-type: none"> <li>• <del>School Board Website Review/Discussion – Board Pages</del> – <i>Moved to Workshop Meeting on 10/14/19</i></li> <li>• Workshop to Discuss: Monitoring Process and Communication</li> <li>• <del>EL 2.2 Treatment of Students – OI and Measurement Plan</del></li> </ul>	
<b>Placeholder – Policy Review</b>	

- B. 2019-2020 Annual Work Plan
14. **Adjournment:** **MOTION** by A. Seidel, **Seconded** by T. Swartout to adjourn at 7:15 p.m.
15. **Appendix "A" (Reference #8, Item #B)**
- A. Appendix "A"
    - 1) District Policy 102 - Equal Educational Opportunity
    - 2) District Policy 401 - Equal Employment Opportunity

- 3) District Policy 402 - Disability Nondiscrimination Policy
- 4) District Policy 413 - Harassment and Violence
  - a. District Policy 413-F Harassment and Violence Report Form
- 5) District Policy 414 - Mandated Reporting of Child Neglect or Physical or Sexual Abuse
  - a. District Policy 414-F - Confidential Student Maltreatment Form
- 6) District Policy 419 - Tobacco-Free Environment
- 7) District Policy 421 - Gifts to Employees and School Board Members
- 8) District Policy 504 - Student Dress and Appearance
- 9) District Policy 506 - Student Discipline
  - a. District Policy 506-F - Notice of suspension
- 10) District Policy 510 - School Activities
- 11) District Policy 511 - Student Fundraising
- 12) District Policy 523 - Policies Incorporated by Reference
- 13) District Policy 524 - Internet Acceptable Use and Safety Policy
  - a. District Policy 524 - Electronic Resources Use Agreement - Employee
  - b. District Policy 524 - iLearn Agreement - Student
- 14) District Policy 530 Immunization Requirements
  - a. District Policy 530-F - Immunization Form
- 15) District Policy 532 - Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds
- 16) District Policy 601 - School District Curriculum and Instruction Goals
- 17) District Policy 602 - Organization of School Calendar and School Day
- 18) District Policy 603 - Curriculum Development
- 19) District Policy 613 - Graduation Requirements
- 20) District Policy 616 - School District System Accountability
- 21) District Policy 620 - Credit for Learning
- 22) District Policy 707 - Transportation of Public School Students
- 23) District Policy 708 - Transportation of Nonpublic School Students
- 24) District Policy 709 - Student Transportation Safety Policy
- 25) District Policy 713 - Student Activity Accounting
- 26) District Policy 721 - Uniform Grant Guidance Policy Regarding Federal Revenue Sources
- 27) District Policy 802 - Disposition of Obsolete Equipment and Material
- 28) District Policy 806 - Crisis Management Policy



Adam Seidel – Board Clerk

**INDEPENDENT SCHOOL DISTRICT 272 ~ EDEN PRAIRIE SCHOOLS  
UNOFFICIAL MINUTES OF THE SEPTEMBER 9, 2019  
SCHOOL BOARD MEETING**

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A Brief Business Meeting of the Independent School District 272, Eden Prairie Schools, was held on September 9, 2019 in the Administrative Services Center, EDC Meeting Room, 8100 School Road, Eden Prairie, MN 55344.

1. **Convene: 6:00 p.m.** - Roll Call  
*Present:* Karla Bratrud, Lauren Crandall, Dave Espe, Elaine Larabee, Holly Link, Terri Swartout,  
Adam Seidel-Arrival 6:08  
*Present:* Superintendent Swanson
2. **Agenda Review and Approval: MOTION** by H. Link, **Seconded** by T. Swartout to approve the agenda for the Monday, September 09, 2019 Brief School Board meeting of the Independent School District 272, Eden Prairie Schools – Passed Unanimously 6-0
3. **Superintendent Consent Agenda: MOTION** by L. Crandall, **Seconded** by T. Swartout to approve agenda as presented – Passed Unanimously 6-0
  - A. Approval of Agreement with:
    - 1) Eden Prairie Education Association
    - 2) SEIU Local #284 - Buildings & Grounds
    - 3) SEIU Local #284 - Food Service
    - 4) SEIU Local #284 - Transportation
  - B. e-Learning Plan
4. **Adjournment: MOTION** by L. Crandall, **Seconded** by D. Espe to adjourn at 6:03 p.m.



Adam Seidel – Board Clerk



**Joshua L. Swanson Ed.D.**  
Superintendent  
8100 School Road  
Eden Prairie, MN 55344  
Phone: 952-975-7000  
Fax: 952-975-7020  
jswanson@edenpr.org

## Memorandum

To: Eden Prairie School Board

From: Dr. Josh Swanson

Date: September 23, 2019

Regarding: Naming of space at high school

A 15-member student leadership team worked in the Spring and Summer of 2019 to re-purpose and design a space off of the South Commons that previously housed the Career Resource Center, which is now located in Student Center East/Counseling Office. Meagan Bennett, Kelly Kison, Suzan Kammer, and Robb Virgin supported the students in their work.

The team followed a Human-Centered Design process to identify how the space would be used. From there, they developed designs that supported that use. Finally, they developed communication/marketing strategies, including naming. The student and staff group is collectively requesting that the space be renamed, "*South Commons Collab.*" We believe this name will clearly indicate to users where it is and how it should be used. We also believe it stays within our naming conventions for other spaces.

This has been a rewarding experience for all of us involved. We thank the School Board and District Administration for their support. We look forward to students enjoying the space beginning October, 2019!



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

To: Dr. Swanson, Superintendent  
From: Jason Mutzenberger, Executive Director of Business Services  
Date: September 23, 2019  
Subject: Executive Summary – Preliminary Tax Levy

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Dear Superintendent Swanson,

Eden Prairie Schools, along with all school districts across the state continue to work with the Minnesota Department of Education (MDE) on the preliminary levy certification. At the time of this memo we are still waiting for final numbers from MDE.

The preliminary levy for taxes payable in 2020 is required to be school board approved by September 30<sup>th</sup> and we will provide numbers and comparative data at the September 23<sup>rd</sup> board meeting. At this time, we believe there will be a levy increase due to a few major items:

- The bond referendum passed by the community in May 2019 increased the debt service levy as planned.
- The operating referendum passed by the community in November 2014 includes an inflationary adjustment of 1.85% and continues to provide solid and stable operating revenue.
- The school-aged care levy which provides funding to cover the cost of providing ancillary services necessary to accommodate students with disabilities is increasing.

The combination of these items will result in an overall levy increase for Eden Prairie Schools. At the September 23<sup>rd</sup> School Board meeting, we propose the school board approve the preliminary tax levy at the maximum for taxes payable in 2020 for Independent School District #272.

This allows the Business Office to continue working with MDE to finalize the amounts that will appear on the truth in taxation notices in November.

**Eden Prairie Schools**  
**Preliminary Levy Certification Payable 2020**

Categories		2018 Pay 19 FY 20	2019 Pay 20 FY 21	Dollar Change	Comments
<b>1</b>	<b>GENERAL FUND</b>				
2	Equity	\$ 788,616	\$ 761,801	\$ (26,815)	Similar to last year
3	Achievement & Integration	490,328	461,225	(29,103)	Increased base revenue but FY20 included a large positive adjustment
4	Alternative Teacher Compensation	846,178	852,337	6,159	Similar to last year
5	Referendum	22,572,135	22,292,091	(280,045)	1.85% inflation increase, LOR, & prior year adjustments
6	Transition	55,041	53,818	(1,223)	Similar to last year
7	Re-employment Ins.	44,752	105,170	60,418	Large FY18 adjustment
8	Safe Schools	498,820	498,926	107	Similar to prior years
9	Career Technical	370,613	415,994	45,381	35% of estimated expenditures, increased investments into CTE prgm
10	Abatement/Other Adjustments	71,069	490,282	419,214	Picking up current and previous year abatements
11	Building/ Lease	1,578,740	990,773	(587,966)	Slight increase in base lease cost but large prior year adjustments
12	Operating Capital	1,097,828	1,083,322	(14,506)	Similar to prior years
13	Capital Projects	6,907,966	7,312,021	404,055	Technology levy, increase in adjusted net tax capacity
14	Long Term Facility Maintenance (LTFM)	2,555,184	1,795,514	(759,670)	Less pay-as-you-go this year as planned to help offset debt levy increase
15	Capital Facilities Bonds Adjustment	(124,740)	(120,120)	4,620	Offset in debt service fund
16	<b>LEVY TOTAL</b>	<b>\$ 37,752,529</b>	<b>\$ 36,993,155</b>	<b>\$ (759,374)</b>	<b>-2.01%</b>
17	Basic Maint. & Sparsity	\$ 60,386,904	\$ 62,477,125	\$ 2,090,221	2% formula increase, prior year student counts
18	Declining Enrollment	161,537	271,033	109,497	28% of formula allowance for fewer pupils
19	Pension Adjustment	225,550	363,081	137,531	Pay for 2018 legislative action on Teacher Retirement Association
20	Gifted & Talented	124,371	123,679	(692)	Based on adjusted pupil units
21	Extended Time	532,168	483,045	(49,123)	Based on adjusted pupil units
22	Transportation Sparsity	-	15,921	15,921	18.2% of excess cost of providing transportation
23	Basic Skills	1,819,040	2,005,304	186,264	Eligible Free/Reduced & EL concentration
24	Referendum	3,125	3,125	-	Equalization aid
25	Achievement & Integration	959,968	1,065,735	105,767	Based on submitted budget to MDE
26	Special Education	11,619,881	12,953,753	1,333,873	Estimate by MDE
27	Abatement Aid	47,215	5,938	(41,276)	Abatement activity
28	Alternative Teacher Compensation	1,478,685	1,459,137	(19,547)	Based on adjusted pupil units
29	Nonpub/Alt Att Transp	336,498	229,562	(106,936)	Reduced FTE's and expenditures
30	Operating Capital	1,036,808	1,001,984	(34,823)	Change in equalization
31	<b>AID TOTAL</b>	<b>\$ 78,731,749</b>	<b>\$ 82,458,424</b>	<b>\$ 3,726,675</b>	<b>4.73%</b>
32	<b>GENERAL FUND TOTAL</b>	<b>\$ 116,484,278</b>	<b>\$ 119,451,579</b>	<b>\$ 2,967,301</b>	<b>2.55%</b>
<b>33</b>	<b>COMMUNITY EDUCATION FUND</b>				
34	Basic Levy	\$ 451,675	\$ 451,675	\$ -	\$5.42 per population (2012 census)
35	Early Child & Family	326,603	333,775	7,173	Slightly larger population
36	Home Visiting	8,905	9,212	307	0-4 year old
37	Disabled Adults	6,365	6,365	-	50% of approved expenditures
38	School-Aged Care	174,978	269,599	94,621	Funding for students with disabilities
39	Abatement Adjustment	10,316	559	(9,758)	Abatement activity
40	<b>LEVY TOTAL</b>	<b>\$ 978,842</b>	<b>\$ 1,071,185</b>	<b>\$ 92,343</b>	<b>9.43%</b>
41	Early Child & Family Education	\$ 306,651	\$ 332,575	\$ 25,923	Based on ANTC and 5 year old population
42	Home Visiting Aid	4,193	3,554	(639)	Similar to prior year
43	Abatement Aid	3,812	518	(3,294)	Abatement activity
44	<b>AID TOTAL</b>	<b>\$ 314,656</b>	<b>\$ 336,646</b>	<b>\$ 21,990</b>	<b>6.99%</b>
45	<b>COMM. ED. FUND TOTAL</b>	<b>\$ 1,293,498</b>	<b>\$ 1,407,831</b>	<b>\$ 114,333</b>	<b>8.84%</b>
<b>46</b>	<b>DEBT SERVICE FUND</b>				
47	Debt Levy	\$ 2,320,763	\$ 2,025,289	\$ (295,474)	Scheduled principal & interest payments
48	Alternative Facilities (LTFM) Bond	5,853,947	8,114,715	2,260,768	Scheduled principal & interest payments
49	Debt Excess	(224,281)	-	224,281	Calculated using fund balance & projected costs
50	Abatement Adjustment	-	70,724	70,724	Abatement activity
51	<b>DEBT SERVICE LEVY TOTAL</b>	<b>\$ 7,950,429</b>	<b>\$ 10,210,729</b>	<b>\$ 2,260,299</b>	<b>28.43%</b>
52	<b>ALL FUNDS LEVY &amp; AID TOTAL</b>	<b>\$ 125,728,205</b>	<b>\$ 131,070,138</b>	<b>\$ 5,341,933</b>	<b>4.25%</b>
53	<b>LEVY GRAND TOTAL</b>	<b>\$ 46,681,800</b>	<b>\$ 48,275,069</b>	<b>\$ 1,593,268</b>	<b>3.41%</b>



# Preliminary Tax Levy



**EDEN PRAIRIE SCHOOLS**

*Inspiring each student every day*



# Property Tax Background

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- 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 2020 Tax Levy

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## Schedule of events in approval of district's Payable 2020 tax levy

- September 6: Dept. of Education prepared and distributed first draft of levy limit worksheets setting maximum authorized levy
- September 23: School board approves proposed levy amounts at the maximum
- Mid-November: County mails “Proposed Property Tax Statements” to all property owners
- December 09: Public hearing on proposed levy
- December 09: Following hearing school board will certify final actual levy amounts

# Taxing Jurisdictions – Projected Increases

- School District + 3.41%
- City of Eden Prairie + 3.50%
- Hennepin County + 4.75%

15



# Overview of Levy Changes

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Fund	Pay 19	Pay 20	\$ Change	% Change
General Fund	\$37,752,529	\$36,993,155	- (\$759,374)	- 2.01%
Community Educ.	978,842	1,071,185	+ 92,343	+ 9.43
Debt Service	7,950,429	10,210,729	+ 2,260,300	+ 28.43
<b>Total</b>	<b>\$46,681,800</b>	<b>\$48,275,069</b>	<b>+ \$1,593,268</b>	<b>+ 3.41%</b>

# Overview of Aid Changes

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Fund	FY19	FY20	\$ Change	% Change
General	\$78,731,749	\$82,458,424	+ \$3,726,675	+ 4.73%
Community Educ.	314,656	336,646	+ 21,990	+ 6.99%
<b>Total</b>	<b>\$79,046,405</b>	<b>\$82,795,070</b>	<b>+ \$3,748,665</b>	<b>+ 4.74%</b>

# Explanation of Levy Changes

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## General Fund

Category:	Operating Referendum & Local Optional Revenue
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Change:	- \$280,045
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Use of Funds:	General operating expenses
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Reasons for decrease:

	Funding based on declining adjusted pupil units
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	Includes an inflationary increase of 1.85%
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# Explanation of Levy Changes

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19

## General Fund

Category:	Lease Levy
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Change:	- \$587,966
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Use of Funds:	Lease payment obligations
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Reasons for decrease:

	Elimination of TIES lease
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	Final payment made on TASSEL building improvement lease
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	Pay 2017 negative adjustment
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# Explanation of Levy Changes

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20

## General Fund

Category:	Long Term Facility Maintenance (LTFM)
Change:	- \$759,670
Use of Funds:	Deferred capital and maintenance, approved health and safety, increased accessibility to school facilities.

### Reasons for decrease:

Decrease in pay-as-you go

Consideration for district-wide debt financing plan





# Explanation of Levy Changes

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21

## General Fund

Category:	Capital Projects (Technology Levy)
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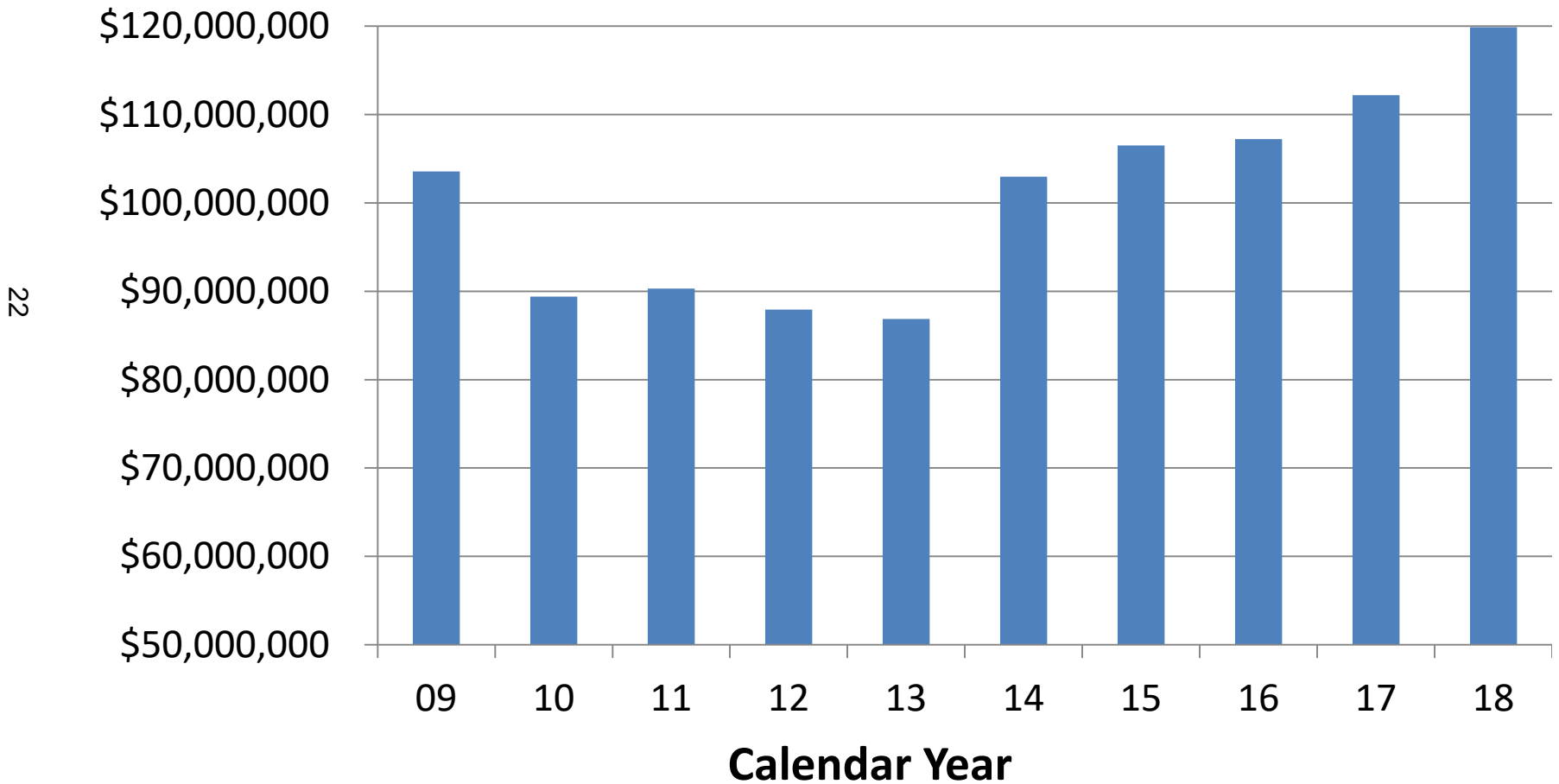
Change:	+ \$404,055
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Use of Funds:	General operating expenses
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Reasons for increase:

	The capital projects levy is based on anet tax capacity (ANTC)
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# Adjusted Net Tax Capacity (ANTC)



# Explanation of Levy Changes

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23

Community Education Fund	
Category:	School-Age Care
Change:	+ \$94,621
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:	
	The Eagle Zone program means the district can claim the incurred expenses as revenue



# Explanation of Levy Changes

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24

Debt Service Fund	
Category:	Total Debt Service
Change:	+ 2,260,299
Use of Funds:	Principal and Interest Payments
Reasons for increase:	
	Passage of bond for Designing Pathways

# Overview of Levy Changes

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Fund	Pay 19	Pay 20	\$ Change	% Change
Voter Approved	\$ 24,721,000	\$ 24,775,157	+ \$54,157	+ 0.22%
Other	<u>21,960,800</u>	<u>23,499,912</u>	<u>+1,539,112</u>	<u>+ 7.01%</u>
<b>Total</b>	<b>\$ 46,681,800</b>	<b>\$ 48,275,069</b>	<b>+ \$1,593,269</b>	<b>+ 3.41%</b>

# THANK YOU



**EDEN PRAIRIE SCHOOLS**

Inspiring each student every day

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

Pursuant to due call and notice thereof, a Regular meeting of the School Board of Independent School District No. 272, State of Minnesota, was duly held in said school district on September 23, 2019, at 6 o'clock p.m. for the purpose, in part, of adopting a resolution appointing election judges.

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

**RESOLUTION APPOINTING ELECTION JUDGES  
FOR THE NOVEMBER 5, 2019  
SCHOOL DISTRICT GENERAL ELECTION**

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

1. The individuals specified on EXHIBIT A attached hereto, each of whom is qualified to serve as an election judge, are hereby appointed as judges of election for the school district's general election on November 5, 2019 to act as such at the polling places and combined polling places listed on said exhibit.
2. The election judges shall act as clerks of election, count the ballots cast, and submit the results to the school board for canvass in the manner provided for other school district elections.
3. The School District Election Clerk is hereby authorized to make any substitutions or additions deemed necessary.

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

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

and the following voted against:

EXHIBIT A

POLLING PLACE OR COMBINED POLLING PLACE

ELECTION JUDGES

**Immanuel  
Church**

**Lutheran**

Head Election Judge

Norbert Gernes

Asst. Head Election Judge

Cheryl Poling

Regular Election Judge

Barbara Kistle  
Dave Brennan  
Diane Martin  
Heidi Glover  
Londa Amundson  
Paula Rheault  
Tony Arndt  
Bruce Stenswick  
Carol Cansdale  
Matt Pellowski  
Joyce Johnson  
Matt Hansen

Alternate Judge

Donna Bechthold

**St. Andrew Lutheran Church**

Head Election Judge

Ann Higgins

Asst. Head Election Judge

Wesley Sund

Regular Election Judge

Brad Starr  
Allison Curtis  
Karen Hollingsworth  
Lisa Smith Baker  
MaryAnn Weston  
Patricia Vagnoni  
Richard Skala  
Michael Moesenthin  
Cheryl Larson  
Susan Dickman  
Mary Beth Buckman



**Prairie Lutheran Church**

Head Election Judge

Daniel Dylla

Asst. Head Election Judge

Ellen Crump

Regular Election Judge

Barbara Buehl  
Bernadine Beauvais  
Christine Lasley  
Donald Pitsch  
Donnamae Fritz  
Kyle Salage  
Maurice Weiler  
Norman York  
Thomas Wilson  
Leanne Ashley  
Kristine Goldman

**Grace Church**

Head Election Judge

Jessica Ballantine

Asst. Head Election Judge

Nancy Bollweg

Regular Election Judge

Janet Deems  
Linda Lonn  
Judy Bissonett  
Barb Clay  
Patrick Slator  
Patrick Atkinson  
Deb Wilson  
Joan Palmquist  
Glenda Hawkins  
Angela Roloff  
Stacey Bozanich  
Manjit Bajwa

Alternate Judge

Katherine Hanson

Public Accuracy Judge

Head Judge

Ellen Crump  
Ann Higgins

Healthcare Facility Judge

Absentee Voting Judge

Bernadine Beauvais  
Barbara Kistle

STATE OF MINNESOTA     )  
  )SS  
COUNTY OF HENNEPIN    )

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

WITNESS MY HAND officially as such clerk this \_\_\_\_\_ day of \_\_\_\_\_ 2019.

\_\_\_\_\_  
Clerk



**A RESOLUTION ESTABLISHING ABSENTEE BALLOT BOARD FOR THE  
NOVEMBER 5, 2019 GENERAL ELECTION**

WHEREAS, Minnesota Statutes, Section 203B.121 requires that a school board must establish an absentee ballot board by ordinance or resolution.

BE IT RESOLVED by the School Board of Independent School District No. 272 that the Eden Prairie Schools Absentee Ballot Board is hereby established, and that the individuals named on Exhibit A, and on file in the office of the School District Clerk, are hereby appointed to the Eden Prairie Schools Absentee Ballot Board for the November 5, 2019 General Election; and

BE IT FURTHER RESOLVED that the School Board of Independent School District No. 272 also appoints other individuals and all members appointed as Hennepin County election judges, as authorized under Minn. Stat. 204B.21, subdivision 2, to serve as members of the Independent School District No. 272 Absentee Ballot Board; and

BE IT FURTHER RESOLVED that the School District Election Clerk is hereby authorized to make any substitutions or additions as deemed necessary.

Passed and adopted by the School Board of Independent School District No. 272 this 23<sup>rd</sup> day of September 2019.

This resolution was adopted by the school board of Independent School District No. 272 on this 23<sup>rd</sup> day of September 2019 by a vote of \_\_\_\_ ayes and \_\_\_\_ nays.

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School District Clerk

Attest:

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Laurie Hemstock,  
School District Elections Clerk

(SEAL)

**EXHIBIT A**  
**Absentee Ballot Board Appointments**

Laurie Hemstock  
Brenda Haynes

Eden Prairie School District 272 Superintendent Monitoring Report		
Policy Name: <b>EL 2.2 Treatment of Students</b>	Monitoring Timeframe: <del>July 2017 – June 2018</del> <b>July 2018 - June 2019</b>	<b>Policy Monitoring Column FOR BOARD USE ONLY</b> Compliance rating: <ul style="list-style-type: none"> <li>• OI is/is not reasonable</li> <li>• Data does/does not provide adequate evidence of compliance</li> </ul> <i><b>Include specific evidence for rating conclusion and recommendations.</b></i>
Policy Quadrant: Executive Limitations	Date of School Board Monitoring: <del>August 27, 2018</del> <b>August 26, 2019</b>	
		Board member name:
<b>2.2.3 Furthermore, the Superintendent shall not: Unfairly or inequitably identify and address student behavior violations.</b>		
<u>Operational Interpretation:</u> <ol style="list-style-type: none"> <li>1. I interpret “unfairly identify” student behavior violations to mean the District student discipline policy adequately describes those behaviors or actions for which any student could reasonably expect an appropriate and consistent official action from a school staff member or administrator.</li> <li>2. I interpret “inequitably address” to mean that there is a District expectation that administration and staff enforce the student discipline policy and apply it equitably and consistently to all students in response to the identified student conduct violation. This includes an expectation of consistency regarding the severity of the consequence, regardless of the student’s demographic designation.</li> <li>3. Failure to fairly or equitable identify and address student behavior is referred to as “disproportionality”.</li> </ol>		

<p><u>Justification:</u></p> <ol style="list-style-type: none"> <li>1. District Policy 506 Student Discipline was adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.</li> <li>2. Disproportionality: Suspension is associated with negative outcomes for society in general. Skiba and colleagues have found that suspension is applied disproportionately to students who are older, male, from low socio-economic background, are a racial/ethnic minority, or have been identified with a disability. Specifically, students of a minority background are suspended more often, for less serious and more subjective behaviors, and with more serious consequences (Mendez &amp; Knoff, 2003). Instead of supporting students with risk factors, suspension often increases the disparity between student groups. <i>“Disproportionate Minority Representation in Suspension and Expulsion in Minnesota Public Schools: A report from the Minnesota Department of Education (<a href="http://tinyurl.com/jwvr7rp">http://tinyurl.com/jwvr7rp</a>).</i></li> </ol>	
<p><u>Measurement Plan:</u></p> <p>The Disciplinary Incident Reporting System (DIRS) enables both the Minnesota Department of Education and our school district to comply with state and federal reporting requirements. DIRS is a web-based, password-protected system through which all public school districts must report disciplinary incidents that result in either suspension or expulsion.</p> <p>Minnesota Statutes, section 121A.06, Subdivision 3, requires the Minnesota Department of Education (MDE) to annually report on disciplinary incidents, including incidents involving dangerous weapons, that occur in Minnesota public schools. Data for this report is obtained from MDE’s Disciplinary Incident Report System (DIRS).</p> <ol style="list-style-type: none"> <li>1. Eden Prairie Schools submits its DIRS data each July to the Minnesota Department of Education. Longitudinal and current year data from this report shall be used in the monitoring report.</li> <li>2. <b>Intentional and research informed actions to prevent inequitable practices and responses to student behavior shall be reported during monitoring.</b></li> </ol>	

Evidence:

1. The data included in this report is from the FY ~~2018~~ 2019 DIRS report to MDE.

1. Number of expulsions in ~~2017-18~~ 2018-19= 0 students
2. Out-of-School Suspensions by MDE demographic

NOTE: Data from previous years was also reviewed and updated to ensure that it is un-duplicated by incident in the first column (shown in gray) and unduplicated by student in the last three columns.

Demographic comparison across 3-ys	OSS Incidents				Percent of Students Represented in OSS (by demographic)				Number (by demographic) in Student Body				Percent (by demographic) of Total Student Body			
SCHOOL YEAR	<del>15-16</del>	16-17	17-18	18-19	<del>15-16</del>	16-17	17-18	*18-19	<del>15-16</del>	16-17	17-18	18-19	<del>15-16</del>	16-17	17-18	18-19
American Indian	x	X	X	X	<del>0.71%</del>	4.95%	2.33%	0.57%	<del>33</del>	35	36	30	<del>0.37%</del>	0.4%	0.41%	0.34%
Asian	x	X	X	X	<del>3.55%</del>	3.30%	3.72%	4.55%	<del>1135</del>	1162	1207	1215	<del>12.84%</del>	13.15%	13.78%	13.87%
Black	84	118	155	107	<del>43.26%</del>	43.97%	48.84%	46.60%	<del>1100</del>	1143	1179	1279	<del>12.44%</del>	12.93%	13.46%	14.61%
Hispanic	17	27	22	25	<del>10.64%</del>	10.44%	8.37%	11.36%	<del>631</del>	666	715	743	<del>7.14%</del>	7.53%	8.16%	8.48%
White	48	62	89	63	<del>29.79%</del>	29.67%	28.84%	30.11%	<del>5480</del>	5368	5130	4985	<del>61.99%</del>	60.73%	58.55%	56.93%
Native Hawaiian / Pacific Islander	x	X	0	0	<del>0.71%</del>	0.55%	0.00%	0.00%	x	11	X	8	<del>0.08%</del>	0.12%	0.10%	0.09%
Two or More Races	19	21	29	15	<del>11.35%</del>	7.14%	7.91%	6.82%	452	453	485	494	<del>5.11%</del>	5.13%	5.54%	5.64%
Undefined	0	0	0	0	<del>0.00%</del>	0%	0.00%	0.00%	x	X	X	3	<del>0.02%</del>	0.01%	0.01%	0.03%
TOTAL	176	245	309	220	n/a	n/a	n/a	n/a	8840	8839	8762	8757	100%	100%	100%	100%

### 3. Out-of-School Suspension – Special Education

Students in Special Education: 3-yr comparison	OSS Incidents	Percent of Students Represented in OSS	Number in student body	Percent of Total Student Body
18-19 Special Education	65	28% of students with OSS (50 students)	960	10.96%
17-18 Special Education	98	28% of students with OSS (61 students)	890	10.16%
16-17 Special Education	105	41% of students with OSS (75 students)	920	10.41%
15-16 Special Education	80-77	41% of students with OSS (58 students)	996	11.27%

### 2. Intentional and research informed actions

~~The Minnesota Department of Education annually reviews district discipline data to determine if a district is disproportionate in student discipline specific to any student subgroup population. To date, Eden Prairie Schools has not been identified as being “disproportionate.”~~ Administrators were trained in the Tools of the Cultural Proficiency, part of a research informed framework to support culturally competent and equitable responses to students. This includes consideration of language barriers and cultural communication differences. Positive behavior interventions & supports is a also a research informed framework that supports equitable practices.

These practices are intentionally designed to support social-emotional learning proactively and in response to challenging behavior. One component of these supports is restorative practices.

1. Administrators received training in restorative practices in October 2018, January 2019, and April 2019.
2. Administrators received training from legal experts around equitable implementation of policy and due process as it relates to student discipline in January 2019.



3. Administrative collaboration with other districts to learn about prevention of and response to disproportionality in discipline over 6 meetings between October 2018 and June 2019.
  4. Administration periodically reviewed discipline data, including ongoing monitoring of individual student needs to ensure interventions were effectively impacting each student's behavior.
  5. Administrators engaged in training on the Tools of Cultural proficiency during 6 meetings between August 2018 and June 2019.
  6. Building PBIS Teams received training in restorative practices in June 2019.
- ~~Administration continues to examine programs and services and recognizes the need to direct additional efforts toward creating alternatives to suspension for our students. These efforts are focused around culturally responsive instruction and a framework of positive behavior intervention & supports for all students. This framework includes decision making based on student data to identify needs, ensures instruction is designed and resources are applied in an impactful way, and emphasizes monitoring of student data to know if the intervention is effectively impacting student behavior. This includes consideration of strengths and growth of each student while being responsive to cultural background, life experience, and skill development of each individual.~~

Statement of Assertion:

Report is Reasonable and Evidence support the Operational Interpretation

## Eden Prairie School District 272 Superintendent Monitoring Report

Policy Name: <b>EL 2.3 Treatment of Parents</b>	Monitoring Timeframe: July <del>2017</del> <b>2018</b> to June <del>2018</del> <b>2019</b>	<b>Policy Monitoring Column FOR BOARD USE ONLY</b> Compliance rating: <ul style="list-style-type: none"> <li>OI is/is not reasonable</li> <li>Data does/does not provide adequate evidence of compliance</li> </ul> <i><b>Include specific evidence for rating conclusion and recommendations.</b></i>
Policy Quadrant: Executive Limitations	Date of School Board Monitoring: September <b>23, 2019</b> <del>24, 2018</del>	
		Board member name:
<u><b>Global Constraint:</b></u>  <b>The Superintendent shall not allow a culture or district practice that fails to proactively engage parents of district students in a respectful partnership that supports the successful education of their child.</b>		<i>(enter rating and reasoning when appropriate)</i>
<u><b>Operational Interpretation:</b></u> I interpret “culture or district practice” for purposes of this policy as those policies and norms present in a school district.  I interpret “parent” to be a child’s guardian or to any other adult allowed and/or permitted by law to access private educational records and/or make educational decisions for the child.  I interpret “proactively engage parents in a respectful partnership” as those formal and informal practices that build capacity and trust.		

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<p><u>Justification:</u></p> <ol style="list-style-type: none"> <li>1. I justify my interpretation of “parent” by citing its definition in MN Statute 13.02, Subd. 8.</li> <li>2. In order to participate in a “respectful partnership”, it is the responsibility of each person in the school community to contribute to a climate of understanding and mutual respect for the rights and dignity of each individual by: <ul style="list-style-type: none"> <li>• showing courtesy and self-discipline in actions and words;</li> <li>• seeking solutions to problems;</li> <li>• respecting the rules, regulations and practices that create safe and secure learning and working environments;</li> <li>• demonstrating honesty and integrity;</li> <li>• acting in a manner that results in a positive and supportive atmosphere.</li> </ul> </li> </ol> <p>(Source: Edmonton Public Schools)</p>	
<p><u>Measurement Plan:</u></p> <ol style="list-style-type: none"> <li>1. Compliance to the legal definition of “parent” and the rights and responsibilities associated with creating a partnership to educate their child.</li> <li>2. <del>Parent survey data regarding parent perceptions of their experience with Eden Prairie Schools.</del> Parent’s are engaged proactively and their voices are used to provide feedback, influence, district program design, and support the education of students.</li> <li>3. Public voice of support for the educational direction of the district following proactive engagement and educational design work.</li> <li>4. <del>Compliance with all provisions of the policy.</del></li> </ol>	
<p><u>Evidence:</u></p> <ol style="list-style-type: none"> <li>1. The definition of “parent” was used for initiating proactive engagement for the purpose of supporting education for each student.</li> <li>2. Proactive meetings and engagement to involve parents in respectful partnerships were conducted throughout the 2018-2019 school year. Examples include: <ol style="list-style-type: none"> <li>a. Superintendent or delegated cabinet member invited parents to 14 public meetings with parent group.</li> <li>b. 21 targeted meetings facilitated by E-12 school principal/Early Childhood Director to gather and share information regarding Designing Pathways</li> <li>c. Parents engaged in the Designing Pathways - Academic Choice Programming Planning Committee</li> <li>d. Superintendent meetings with District-wide PTO to provide information and receive feedback</li> </ol> </li> </ol>	<p>2.</p>

- e. Reading in the Home Project
- f. Books and Breakfast Parent Engagement
- g. Engagement of parents for feedback on Gifted and Talented Programming
- h. Title I District-Wide Parent Engagement Programming
- i. Title III Cedar Ridge English Learner Parent Engagement Sessions
- j. American Indian Parent Advisory Committee
- k. World's Best Workforce Committee
- l. Special Education Advisory Council
- m. Early Childhood Parent Advisory Committee
- n. Conferences and scheduled meetings by staff to proactively engage parents in supporting the education of each student

3. Passage of referenda at a level of 70%, which was the highest level of support in 25 years.

~~2 Random sample of 400 "parents" of students attending EPS. (Eden Prairie May 2018 Residential Survey.)~~

- ~~a) —~~
- ~~b) —~~
- ~~c) 91% of respondents reported a favorable job performance of the Eden Prairie School Board~~
- ~~d) —~~
- ~~e) 87% of respondents reported a favorable job performance of the Superintendent and District Office Administration.~~
- ~~f) 93% of respondents reported a favorable job performance of the School Principals and their Leadership Teams.~~
- ~~g) 97% of respondents reported a favorable job performance of teachers and instructional staff.~~
- ~~h) 88% of respondents reported favorably that the Eden Prairie School District Board and Administration do a good job of involving community leaders, parents and interested citizens in decisions about the schools.~~
- ~~i) 96% of respondents reported favorably that they trust Eden Prairie Schools to do what is right for the children in this district.~~
- ~~j) 92% of respondents reported favorably that Eden Prairie Schools does a good job of communicating important issues and decisions to residents of this area.~~
- ~~k) 90% of respondents reported favorably that they are satisfied with the School District's decision-making process of adopting new practices and making financial judgments.~~

<p><u>Statement of Assertion:</u> Report is Reasonable and Evidence support the Operational Interpretation</p>	
<p><b>2.3.1 Furthermore, the Superintendent shall not: Impede the flow of timely, adequate, and easily accessible information about the district in general and their child, in particular.</b></p>	
<p><u>Operational Interpretation:</u> I interpret “impede the flow of information” as failing to implement a stable information access system with multiple means for parental access to information regarding their child and the District as a whole. “Information about the district” is public relations information that is created and disseminated for the express purpose of informing and/or engaging parents in the opportunities and challenges of the school district. It also includes relevant information regarding student and/or staff accomplishments and acknowledgements. “Information about their child” is Private Educational Records and Directory Information as defined in Minnesota Government Data Practices Act, Statute 13. The district collects this data in the normal course of the educational process.  I interpret the flow of “timely information” to mean access to data and the formal and informal opportunities provided during the school year for communication between school personnel and parents. I interpret “adequate information” as:</p> <ol style="list-style-type: none"> <li>1. Private Educational Records that communicates individual student performance enabling teachers, parents, and when appropriate students, to work together to support learning goals throughout the child’s school years.</li> <li>2. Directory Information is student data that is routinely collected by the District and is available to the general public upon request unless prohibited in writing by the parent. “Directory information” means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to: the student’s name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (i.e., full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended. It also includes the name, address, and telephone number of the student’s parent(s). Directory information does not include a student’s social security number or a student’s identification</li> </ol>	

<p>number (“ID”) if the ID may be used to access education records without use of one or more factors that authenticate the student’s identity such as a personal identification number, password, or other factor known or possessed only by the authorized user. It also does not include personally identifiable data that references religion, race, color, social position, or nationality.</p> <p>3. District Data that communicates the condition of the District and its strategic plan.</p>	
<p><u>Justification:</u></p> <ol style="list-style-type: none"> <li>1. My interpretation of this policy regarding “information about the district” is justified by the National School Public Relations Association four step public relations planning process: <ol style="list-style-type: none"> <li>a. Research – up front analysis of where the district stands in regard to all public it wishes to reach.</li> <li>b. Action Plan – developing public relation goals, objectives, and strategies that go hand-in-hand with the district’s overall mission and goals.</li> <li>c. Communicate/Implement – carrying out the tactics necessary to meet the objectives and goals.</li> <li>d. Evaluate - looking back at actions taken to determine their effectiveness and what changes are needed in the future.</li> </ol> </li> <li>2. My interpretation of this policy regarding parental access to student data is justified on the legal definitions of “private educational records” and “directory information”. State and federal law provides that all data collected, created, received, or maintained by a school district are public unless classified as not public or private or confidential. State law classifies all data on individuals maintained by a school district which relates to a student as “private” educational data (Source: Eden Prairie Schools Policy 515). The legal standards regarding parental access to private student data (per EL 2.2.2) are defined by: <ol style="list-style-type: none"> <li>a. Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and Minn. Rules Parts 1205.0100-1205.2000</li> <li>b. Family Educational Rights and Privacy Act (FERPA) and its regulations in 34 CFR Part 99.</li> <li>c. Individuals with Disabilities Act (IDEA)</li> </ol> </li> </ol> <p>The District provides opportunities for parents to access timely and adequate educational data regarding their child by:</p> <ol style="list-style-type: none"> <li>1. Providing access to directory information and private student records via a password protected Internet portal.</li> <li>2. Distribution of individual student results from mandated testing as required by the State of Minnesota.</li> <li>3. Providing the means and opportunities to exchange information and recommendations via formal and informal communication channels and scheduled events.</li> </ol>	

<p>4. Annual notification of their rights to view, correct and limit access to their child’s directory information, and file a complaint in regards to the District’s handling of private and directory student records.</p> <p>“Directory information” means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed.</p>	
<p><u>Measurement Plan:</u></p> <p>Our current compliance monitoring plan for the flow of information about the district and individual students includes:</p> <ol style="list-style-type: none"> <li>1. The collection of quantitative data measuring parental access to private educational data: <ol style="list-style-type: none"> <li>a. Parent requests for access to the parent portal</li> <li>b. Parent portal usage</li> <li>c. Formal opportunities for parents to speak with teachers regarding their child’s educational progress</li> </ol> </li> <li>2. Compliance with legal requirements regarding the timeliness of private educational data dissemination to parents.</li> <li>3. Compliance with notification requirements regarding parental rights to review student educational records and restrict the release of directory information.</li> <li>4. Any instance of noncompliance with #2 and #3 above will be noted in the annual monitoring report.</li> <li>5. There is an active multi-modal communications plan to generally inform parents about the District.</li> </ol>	
<p><u>Evidence:</u></p> <ol style="list-style-type: none"> <li>1. Strategies utilized in <del>2017-18</del> 2018-19 to provide access and support through technology to help engage parents in their child’s education: <ol style="list-style-type: none"> <li>a. Parent Learning Sessions regarding parenting in a digital world</li> <li>b. Extended Parent Help Desk Hours During High Volume of Support Times</li> <li>c. <del>3,170</del> 3,243 active parents currently enrolled in Password Self-Service as of September 2018</li> <li>d. Parent Tech Help at Open Houses, Parent Night, Curriculum Nights, and Kindercamp through Community Education at all Elementaries</li> <li>e. High School, CMS, and Oak Point (servicing all Elementaries) advertised hours for technical support for student login information, parent portal login information, lunch pin numbers, signing iLearn agreements, support for devices that went home for the summer, and device pick up: 7:30-3:30 at the Technology Support desk at each site beginning June 8th until the first day of school.</li> </ol> </li> </ol>	

~~f. Help desk offered parent drop-in options at the District Technology office 7:30-3:30 for technical support for student login information, parent portal login information, lunch pin numbers, signing iLearn agreements~~

g. Parent support provided through the District Welcome Center to assist in using the Online Registration process, completing the iLearn Agreement, and obtaining Parent Portal Access.

2. Metrics that have been collected:

a. Parent Portal Accounts

- i. 2013 - 10,346
- ii. 2014 - 13,395
- iii. 2015 - 15,302
- iv. 2016 - 10,461
- v. 2017 - 10,702
- vi. 2018 - 10,595
- vii. 2019 - 13,066

3. Parent portal logins

- a. From August 1<sup>st</sup> to September 15<sup>th</sup> 2012-13 – 8084
- b. From August 1<sup>st</sup> to September 18<sup>th</sup> 2013-14 – 43,338
- c. From August 1<sup>st</sup> to September 8<sup>th</sup> 2014-15 – 28,836 (Reduction, but Apple IDs and Lunch Pins and Student Passwords did not change this August)
- d. Parents: From August 1<sup>st</sup> to September 14, 2016 - 21,218

Students: From August 1<sup>st</sup> to September 14, 2016 - 41,612

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

Students: From August 1<sup>st</sup> to September 6, 2017 - 31,187

- f. Parents: From August 1<sup>st</sup> to September 6, 2018 - 24,415

Students: From August 1<sup>st</sup> to September 6, 2018 - 25,307

- g. Parents: From August 1<sup>st</sup> to September 10, 2019 - 36,078

Students: From August 1<sup>st</sup> to September 10, 2019 - 60,344



4. Kindergarten parents received information on signing iLearn agreements and creating Apple IDs at Open Houses, Kindercamp, and Kindergarten Information Nights.
5. Students new to the district were targeted K-12 and information was distributed to them during Open Houses, Orientations, and the first day school in classrooms.
6. The Technology Help Desk tracks parents without email addresses on file and mails their credentials to them via US Postal Service.
7. ~~1,607~~ 1,520 individual parents were helped live on the phone from August 1, ~~2017~~ 2018 to July 31, ~~2018~~ 2019.
8. Summer 2018 call answer rates were 92.4% and 2018-19 year long rates were 89.3%. 52 of 479 calls and 167 of 1520 calls, respectively, were outside the hours of operation.

Additional Call Statistics:

Period Start	Period End	Calls Offered	Calls Handled	Answer %	Comments
7/1/18	9/1/18	479	424	92.4%	52 of unavailable were outside of hours
7/31/18	9/1/18	427	375	91.8%	52 of unavailable were outside of hours
8/1/17	7/31/18	1607	1438	91.1%	167 of unavailable were outside of hours

9. From ~~9/1/2017 – 9/6/2018~~ 7/1/2018 - 7/22/19 over ~~85~~ 80 voicemails were returned answering parent/student calls that were left while the help desk was closed.
10. Approximately ~~602~~ 611 parents used the email Parent Helpline from July, ~~2017~~ 2018 to September ~~2018~~ 2019. Parents were contacted by phone or email.
11. Walk up help desk services were provided for families at Oak Point, CMS, and the HS during targeted services and extended school year hours from June ~~2019~~ to August ~~2018~~ 2019.
12. The District met legal requirements regarding the timeliness of private educational data dissemination to parents. The information is included in each site's student handbook. Parents are asked to review the contents of the handbook and acknowledge their understanding at the beginning of each school year, or upon entrance to the District.

13. The District met notification requirements regarding parental rights to review student educational records and restrict the release of directory information. The information is included in each site's student handbook. Parents are asked to review the contents of the handbook and acknowledge their understanding at the beginning of each school year, or upon entrance to the District.
14. The following are a list of current strategies the district uses to communicate with parents. These, and other strategies, will be organized into a comprehensive strategic communication plan that will drive the district's overall communication effort.
  - a. Parent Post, electronic newsletter, is sent to all parents on demand (Tuesday - Thursday)
  - b. ~~Connecting Points~~ Inspiring News, printed newsletter, is sent to all households four times each year
  - c. Information is shared with the media on ~~the a~~ regular basis so it can be used as possible content in the newspaper or other media forms; the district sends it ~~a~~ Media Tips email to a list of media contacts every Wednesday
  - d. The Blackboard Connect system is used on a regular basis to share urgent/emergency information with parents; principals also use the system to connect with parents
  - e. All schools utilize Constant Contact to send mobile friendly e-newsletters and announcements to parents.
  - f. The district website ~~was redesigned to be device-adaptive and more ADA-compliant.~~ It is regularly populated with information for parents including access to the Parent Portal, which includes information specific to students
  - g. The district undertakes periodic community engagement efforts to solicit input from parents and community members; recent efforts included ~~equity world cafe~~, school tour design, designing pathways, and strategic planning.
  - h. The district launched a Parent Ambassador program to help spread the great news about Eden Prairie Schools.
  - i. The district regularly conducts comprehensive surveys to solicit information from parents and community members
  - j. The district has ~~started~~ maintains Facebook, Twitter, YouTube ~~and Instagram~~ sites to communicate with parents and community members who are already engaged on those platforms.
  - k. Schools have also started school Twitter accounts to engage with staff, parents and community members.
  - l. ~~The district has developed a mobile app with important information like grades, lunch balances, calendar, news and more, so information is more accessible and easier to navigate.~~
  - m. ~~The district facilitated 30 input sessions for parents, staff, students, community members, including Somali and Latino community members under the Designing Pathways phase 2 facilities process.~~

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<ul style="list-style-type: none"> <li>n. The May referendum information campaign was a comprehensive engagement effort that included more than 45 public meetings with various stakeholders, including parents/guardians</li> <li>o. The Welcome Center opened in fall 2018 as a central registration and information center for Eden Prairie families.</li> <li>p. The district pushes important updates through school newsletters when appropriate.</li> <li>q. The district regularly produces videos to help parents and community members see the classroom experience in action.</li> <li>r. A district brochure and individual school brochures provide incoming parents an overview of the Eden Prairie Schools experience.</li> <li>s. Families with incoming kindergarteners are provided with the following communications that provide an overview of the Eden Prairie Schools experience: large poster mailer, four kindergarten event opportunities throughout the year, branded kindergarten packet, follow up postcards and phone calls, kindergarten video, a confirmation email, and school event invitations from their future principal.</li> <li>t. All schools offer a parent-focused tour experience of their schools to any incoming family.</li> </ul>	
<p><u>Statement of Assertion:</u> Report is Reasonable and Evidence support the Operational Interpretation</p>	
<p><b>2.3.2 Furthermore, the Superintendent shall not: Allow an environment where concerns or inquiries directed to the Superintendent are not acknowledged and subsequently handled by the district in a timely, respectful manner.</b></p>	
<p><u>Operational Interpretation:</u> I interpret this policy to mean that the district must create a relationship with parents within which their issues are attended to appropriately. Most parent issues are resolved by providing further information or clarity related to their child's situation. Those on the front line of parental engagement (teachers, coaches, etc.) are encouraged to respond to parents as soon as possible, but preferably no more than two work- days later.</p> <p><u>Operational Definitions</u> "Complaints" are written report claiming a violation of a district policy "Concerns" are an emotion that results from lack of information or clarity of communication. "Inquiries" are an act of asking a question to resolve a personal concern.</p>	

<p>“Timely manner” is the act of responding in an appropriate and judicious manner. “Respectful” is a polite, professional, personal interaction.</p>	
<p><u>Justification:</u> In the normal course of business, the District will receive numerous contacts from parents regarding the district in general and their child in particular. There is a District-wide expectation that inquiries and concerns are best resolved through use of the “chain of command”.</p> <p>The chain of command concept relies on the belief that those closest to the inquiry or concern are best equipped to respond to it. If not receiving satisfaction, the parent has the right to contact the supervisor of the employee with whom there is a dispute...and so on until reaching the Superintendent. Attempts to bypass the “chain of command” often results in dysfunction within the organization and are discouraged.</p> <p>Occasionally, parent inquires may take the form of complaints. The school district takes seriously all concerns or complaints by parents. If a specific complaint procedure is provided within any other district policy, the specific procedure shall be followed in reference to such a complaint.</p> <p>While written reports are encouraged, a complaint may be made orally. Any employee receiving a complaint shall advise the principal or immediate supervisor of the receipt of the complaint. The supervisor shall make an initial determination as to the seriousness of the complaint and whether the matter should be referred to the superintendent. A person may file a complaint at any level of the school district; i.e., principal, superintendent or school board. However, persons are encouraged to file a complaint at the building level when appropriate.</p> <p>Depending upon the nature and seriousness of the complaint, the supervisor or other administrator receiving the complaint shall determine the nature and scope of the investigation or follow-up procedures. If the complaint involves serious allegations, the matter shall promptly be referred to the superintendent who shall determine whether an internal or external investigation should be conducted. In either case, the superintendent or designee shall determine the nature and scope of the investigation and designate the person responsible for the investigation or follow up relating to the complaint. The designated investigator shall ascertain details concerning the complaint and respond promptly to the appropriate administrator concerning the status or outcome of the matter.</p>	

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The appropriate administrator shall respond to the complaining party concerning the outcome of the investigation or follow-up, including any appropriate action or corrective measure that was taken. The superintendent or designee shall be consulted in advance of any written response when appropriate.

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

The response to the complaining party shall be consistent with the rights of others pursuant to the applicable provisions of Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act) or other law. (Source: MSBA Model Policy 103)

#### POLICIES MANDATED BY LAW THAT CONTAIN REPORTING PROCEDURES

The School Board has adopted the following district policies that are mandated by law. Each of the district policies listed below contain a complaint or grievance procedure with prescribed district action. Copies of district policies are available on the district website or may be requested from the Superintendent’s Office.

1. Policy 406 Public and Private Personnel Data
2. Policy 514 Bullying Prohibition
3. Policy 521 Student Disability Nondiscrimination
4. Policy 522 Student Sex Nondiscrimination
5. Policy 526 Hazing Prohibition
6. Policy 528 Student Parental, Family, and Marital Status Non Discrimination (including Title IX grievance procedure)

Eden Prairie Administrators are mandated to follow the Minnesota Code of Ethics for School Administrators (Minn. Rules Part 3512.5200) with the following pertinent standards:

1. Fulfills professional responsibilities with honesty and integrity
2. Supports the principle of due process and protects the civil and human rights of all individuals.
3. Implements the school board’s policies.

Minnesota Rule 214.10, Subd, 1, 2, & 3 governs complaints and subsequent investigation of failure to follow the Administrator’s Code of Ethics.

#### Measurement Plan:

Our current compliance measurement plan is as follows:

1. Track parent inquiries that are directed to and acknowledged by the Superintendent’s Office.

<ol style="list-style-type: none"> <li>Track parent inquiries or concerns that rise to the level of District Office involvement after the chain of command has been followed.</li> <li>Track District level ongoing or unresolved parent concerns/ inquiries and those that result in an appeal to an outside governmental agency.</li> </ol>	
<p><u>Evidence:</u></p> <ol style="list-style-type: none"> <li>There were <del>42</del> <b>thirty-three (33)</b> parent inquiries that were directed to and acknowledged by the Superintendent's Office.</li> <li><b>Eleven (11)</b> <del>Five (5)</del> parent inquiries rose to the level of the <b>Superintendent's office</b> <del>District office</del> involvement after following the chain of command.</li> <li>There are zero (0) unresolved or ongoing parent concerns or inquiries at the District and/or appeal level.</li> </ol>	
<p><u>Statement of Assertion:</u> Report is Reasonable and Evidence support the Operational Interpretation</p>	
<p><b>2.3.3 Furthermore, the Superintendent shall not: Set school policies or make major decisions without appropriate input and representation from district parents.</b></p>	
<p><u>Operational Interpretation:</u> I interpret "set school policies" to mean those management-level policies that encompass a broad variety of issues ranging from internal district operations to student conduct to investments and use of school district facilities and equipment. In most Districts, policies are operational interpretations of state or federal rule, best practice, or local determinations and the Eden Prairie district is no exception to this practice in terms of management-level policies. With this broad scope of policies in mind, I believe it is reasonable to seek the input and representation of parents in the following, specific areas of management-level policies not mandated by state or federal law:</p> <ol style="list-style-type: none"> <li>Students (Policy Series 500)</li> <li>Educational Program (Policy Series 600)</li> <li>Non-Instructional Operations and Business Services (Policy Series 700)</li> <li>School District-Community Relations (Policy Series 900)</li> </ol>	

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<p>I interpret “major decisions” as those district decisions, whether policy-related or not, that are likely to incite a strong response in the community or within individual schools. Such decision areas might include: changes to building configuration, attendance boundary changes, changes to the educational program, etc. However, I am mindful that my authority to make major decisions is governed by certain Executive Limitations Policies:</p> <p>2.7.10. <i>Substantially change the principal educational purpose of a school by closing or repurposing it, or by consolidating or combining it with another school without board approval</i></p> <p>2.7.12 <i>Eliminate any non-state-required programs that would adversely affect our reputation and/or diminish the value of our broad-based educational opportunities without board approval.</i></p> <p>I interpret ‘appropriate input and representation’ to mean that if parental involvement is required, my administrative team will assess the circumstances of the situation and involve parents as we believe the situation merits. The following is a rough “sliding scale” of parental involvement we are likely to employ:</p> <ol style="list-style-type: none"> <li>1. Engage our PTO membership in a discussion about the issue.</li> <li>2. Post information about the issue on the website and ask for email input.</li> <li>3. Schedule parent/public input sessions about the specific topic.</li> <li>4. Orchestrate a formal survey of parents.</li> </ol>	
<p><u>Justification:</u></p> <p>My interpretation of “school policies” is justified by our shared understanding of the difference between levels of organizational policies as was clarified by Policy Governance. We share an understanding that I am responsible for creating a framework of policies that manage the inner workings of the organization and that those policies must conform to the framework of board-level governing policies as well as state and federal statutes and laws.</p> <p>My interpretation of “major decisions” is justified as it represents that narrow area between decisions that require board involvement (e.g. 2.7.10) and those management-level decisions that are routine in nature but still benefit from parental involvement.</p> <p>My interpretation of “appropriate input and representation” is justified based on a combination of the Superintendent's extensive experience in successfully involving parents in the input process and K-12 educational practices firmly grounded in research.</p>	
<p><u>Measurement Plan:</u></p>	

Our current compliance measurement plan is to track topics that fit in this “parental involvement” category and that may require policy changes or additions during each monitoring period. Monitoring data will include a list of these areas, a description of the type of engagement implemented, and a notation if we receive significant response after the decision was made public and/or implemented.

Evidence:

Parent involvement:

1. Parents were involved in the Strategic Plan process—specifically as members of the Core Planning, [which provided them with a tour of our schools to observe elements of the strategic plan in action](#). Feedback from parents was positive.
2. District Administration met ~~ets~~ with the PTO presidents [council](#) several times [throughout the year to present information, hear from parents, and inform decision making](#).
3. The Superintendent and cabinet members attended ~~selective~~ PTO parent meetings ~~every~~ [throughout the year to listen, share information, and inform our decision making](#).
4. [The superintendents and administrative staff met with racial/cultural parent groups to hear questions, concerns, and feedback.](#)
5. ~~Volunteering: Community Education operates a district wide volunteer program at all pre-k, elementary and middle school buildings. This program recruits, trains, and places volunteers in academic support type of positions identified by the school and or program. Traditional volunteer opportunities outside of this program still continue across the District, but data is not collected.~~
6. ~~Community Education collected the following data on the volunteer program for the 17-18 school year:~~
  - ~~Total Hours Served = 17,269~~
  - ~~Total Volunteers (classroom) = 260~~
  - ~~Total Volunteers (special events) = 9~~
  - ~~Total volunteers (summer) = 52 (includes EPIC, Early Childhood, KinderCamp)~~
  - ~~Oak Point Elementary = 159 volunteers~~
  - ~~Prairie View Elementary = 56 volunteers~~
  - ~~Central Middle School = 9 volunteers~~
  - ~~Eagle Heights Spanish Immersion = 9 volunteers~~
  - ~~Cedar Ridge Elementary = 12 volunteers~~
  - ~~Lower Campus / Little Eagles Preschool = 120 volunteers~~
  - ~~Education Center / Early Childhood Family Education = 60 volunteers~~
  - ~~EPIC Summer Camps = 52 volunteers~~



<p>7. Administration has engaged parents in the Designing Pathways process <b>through opportunities to serve on the planning committee for Academic Choice programming.</b> <del>through both in person and online opportunities for conversation and input. The committee met from process was held in January 2019 - March 2019.</del> 6. The district conducted another comprehensive survey with parents about the Designing Pathways process in May 2018.</p> <p>8. <b>A major change was the initiation of grade level changes through the bond referendum question and we received the highest level of support in 25 years after extensive involvement of parents during the design and decision making process.</b></p>	
<p><u>Statement of Assertion:</u> Report is Reasonable and Evidence support the Operational Interpretation</p>	
<p>EL 2.3 Treatment of Parents:</p>	

Eden Prairie School District 272 Superintendent Monitoring Report		
Policy Name: <b>EL 2.6 Financial Management and Operations</b>	Monitoring Timeframe: <del>July 1, 2017-June 30, 2018</del> July 1, 2018-June 30, 2019	<b>Policy Monitoring Column FOR BOARD USE ONLY</b>  Compliance rating: <ul style="list-style-type: none"> <li>• OI is/is not reasonable</li> <li>• Data does/does not provide adequate evidence of compliance</li> </ul> <b><i>Include specific evidence for rating conclusion and recommendations.</i></b>
Policy Quadrant: Executive Limitations	Date of School Board Monitoring: <del>September 24, 2018</del> September 23, 2019	
		Board member name:
<b><u>Global Constraint:</u></b>  <b>The Superintendent shall not cause or allow the development of financial jeopardy. The Superintendent shall also not allow a material deviation of actual expenditures from the current budget without Board approval.</b>		(enter rating and reasoning when appropriate)
<u>Operational Interpretation:</u> 1. I interpret this to mean that the budget approved by the Board reflects the priorities established in the Ends policies and the Strategic Plan. Managing the district finances within the budget is adequate and reflects reasonable alignment with the Ends Policies and Strategic Plan. Adhering to the limitations set forth in this policy reflects the avoidance of financial jeopardy. 2. I further interpret “material deviation of actual expenditures from the current budget” to mean that the expenditures incurred will be in support of the Board’s Ends Policies and the District Strategic Plan. 3. I interpret compliance with the overall policy to mean that all six (6) policy provisions are in compliance.		
<u>Justification:</u> 1. School districts are required to comply with MN Statute 123B.83 -Expenditure Limitations, which requires that a district must limit its expenditures so that the calculated net unreserved general fund balance or operating debt as of June 30 does not constitute Statutory Operating Debt (SOD). A school district is in SOD when it reports a year-end negative Net Unreserved General Fund Balance (NUGFB) which exceeds 2.5 percent of its unreserved/undesignated operating expenditures. (Source: MDE)		

<p>2. The School Finance Award is given annually by the Minnesota Department of Education (MDE) Division of School Finance to recognize schools for meeting statutory deadlines for submission of audited financial data, as well as select policy, fiscal and financial reporting criteria.</p>	
<p><u>Measurement Plan:</u> Compliance with all provisions of the policy.</p>	
<p><u>Evidence:</u></p> <ol style="list-style-type: none"> <li>1. For Fiscal Year (FY) <del>2016-17</del> <b>2017-18</b>, the district did not have a negative Net Unreserved General Fund Balance. At the conclusion of the Fiscal Year (FY) <del>2017-18</del> <b>2018-19</b> audit field work, preliminary figures indicate that the district will have a positive fund balance in excess of the board minimum of 8 percent.</li> <li>2. For Fiscal Year (FY) <del>2016-17</del> <b>2017-18</b> the district received the School Finance Award.</li> </ol>	
<p><u>Statement of Compliance:</u> Report is Reasonable and Evidence supports the Operational Interpretation</p>	
<p><b>2.6.1 Furthermore, the Superintendent shall not: Allow payroll or debts to be settled in an untimely manner.</b></p>	
<p><u>Operational Interpretation:</u> I interpret this to mean the superintendent shall not permit debts to be settled in an untimely manner.</p>	
<p><u>Justification:</u> The payment of school district debts in a timely manner is a key component of effective and efficient fiscal management. Late payments may realize significant additional costs to school districts (late fees and penalties) and, therefore, implementing and maintaining strict debt processing procedure and timelines is critical.</p>	
<p><u>Measurement Plan:</u></p> <ol style="list-style-type: none"> <li>1. The Annual Audit Report, which outlines legal compliance issues including untimely payments, are furnished to the Board annually</li> <li>2. An annual internal review ensures that the number of days from each invoice date to its paid date does not exceed thirty-five (35) days per M.S. 471.425.</li> </ol>	

<p><u>Evidence:</u></p> <ol style="list-style-type: none"> <li>1. There were two disbursements identified by the independent audit firm for FY 2016-17 2017-18 that were not paid within the required timeframe. This was an oversight by school district personnel and departments were reminded of the importance of this requirement.</li> <li>2. The annual internal review of invoice payments shows a continued need for training and accountability for school district sites and departments. Furthermore, there were no delinquency reports or late payment charges from vendors during the fiscal year.</li> </ol>	
<p><u>Statement of Compliance:</u> Report is Reasonable and Evidence supports the Operational Interpretation</p>	
<p><b>2.6.2 Furthermore, the Superintendent shall not: Allow payments or other government-ordered payments or filings to be overdue or inaccurately filed.</b></p>	
<p><u>Operational Interpretation:</u> I interpret this to mean the superintendent shall ensure tax payments and other government-ordered payments or filings be completed accurately and in a timely manner.</p>	
<p><u>Justification:</u> The accurate and timely processing of tax and other government payments and filings is critical to preserve the fiscal integrity of the school district. Failure to do so could result in loss of funding, fiscal penalties, and consume significant employee time and resources.</p>	
<p><u>Measurement Plan:</u></p> <ol style="list-style-type: none"> <li>1. The Annual Audit Report, which outlines legal compliance issues including tax payments or government ordered filings, are furnished to the Board annually.</li> <li>2. An annual internal review of Sales &amp; Use and Payroll related taxes and filings ensures that all are filed and paid when due.</li> </ol>	
<p><u>Evidence:</u></p> <ol style="list-style-type: none"> <li>1. <del>During the Fiscal Year (FY) 2016-17 audit report, the independent audit firm identified one vendor where the district did not obtain the required documentation of either a Contractor Withholding Affidavit or</del></li> </ol>	

<p><del>Commissioner of Revenue Form IC134 as required by state statutes prior to making final payment. The district has since updated its procedures to ensure compliance.</del></p> <p>2. The annual internal review of sales &amp; use and payroll related taxes and filings revealed no exceptions for Fiscal Year (FY) <del>2017-2018</del> 2018-19. Furthermore, there were neither reports of delinquency nor late payment charges incurred during the fiscal year.</p>	
<p><u>Statement of Compliance:</u> Report is Reasonable and Evidence supports the Operational Interpretation</p>	
<p><b>2.6.3 Furthermore, the Superintendent shall not: Use contingency funds greater than \$100,000 without informing the Board.</b></p>	
<p><u>Operational Interpretation:</u> I interpret this to mean the superintendent shall not expend contingency funds greater than \$100,000 without informing the Board.</p>	
<p><u>Justification:</u> The rationale for this provision is self-evident.</p>	
<p><u>Measurement Plan:</u> Any single use of contingency funds which exceed \$100,000 will be reported to the school board.</p>	
<p><u>Evidence:</u> No single use of contingency funds in any account exceeded \$100,000.</p> <ol style="list-style-type: none"> <li>1. The general fund contingency for FY <del>2017-18</del> 2018-19 was \$100,000, of which <del>\$54,362</del> \$100,000 was spent on <del>8</del> 15 individual expenditures.</li> <li>2. The capital fund contingency for FY <del>2017-18</del> 2018-19 was \$100,000, of which <del>\$30,790</del> \$100,000 was spent on <del>3</del> 12 individual expenditures.</li> <li>3. The staffing contingency for FY <del>2017-18</del> 2018-19 was \$250,000, of which no funds were needed to address class size or staffing issues.</li> </ol>	
<p><u>Statement of Compliance:</u> Report is Reasonable and Evidence supports the Operational Interpretation</p>	

<b>2.6.4 Furthermore, the Superintendent shall not: Acquire, encumber, or dispose of real property without Board approval.</b>	
<u>Operational Interpretation:</u> 1. I interpret this to mean the Superintendent shall not purchase, agree to purchase, or sell any real property belonging to Eden Prairie Schools without board approval. a. “Real Property” is defined as “A building or structure shall include the building or structure itself, together with all improvements or fixtures annexed to the building or structure, which are integrated with and of permanent benefit to the building or structure, regardless of the present use of the building, and which cannot be removed without substantial damage to itself or to the building or structure.” (MN Statute 272.03.b.)	
<u>Justification:</u> The school board is the governing body of the school district. As such, the school board has the responsibility for the care, management, and control over public schools in the school district. The school board shall have the general charge of the business of the school district, its facilities and property, and of the interest of the schools.	
<u>Measurement Plan:</u> This policy shall be measured by the avoidance of the limitations set forth in this policy.	
<u>Evidence:</u> <del>No real property was purchased or sold by the district in FY 2017-18.</del> The school district sold a small portion of land at Prairie View elementary to the City of Eden Prairie which will allow the City to make roadway improvements on Duck Lake Trail to benefit the families near this site. The School Board approved the transaction on October 22, 2018.	
<u>Statement of Compliance:</u> Report is Reasonable and Evidence supports the Operational Interpretation	

<p><b>2.6.5 Furthermore, the Superintendent shall not: Lease real property or remodel leased real property without School Board approval.</b></p>	
<p><u>Operational Interpretation:</u></p> <ol style="list-style-type: none"> <li>1. I interpret this to mean the Superintendent shall not lease or remodel real property without board approval. <ol style="list-style-type: none"> <li>a. Districts may levy for leased facilities when the leased facility would be economically advantageous. The facilities must be used for instructional purposes. The district may also lease space for purposes other than instruction, including but not limited to office or storage space (Minn. Stat. § 126C.40).</li> <li>b. Remodel is often broadly used to describe any kind of significant physical change to the character or use of a space.</li> <li>c. “Real Property” is defined as “A building or structure shall include the building or structure itself, together with all improvements or fixtures annexed to the building or structure, which are integrated with and of permanent benefit to the building or structure, regardless of the present use of the building, and which cannot be removed without substantial damage to itself or to the building or structure.” (MN Statute 272.03.b.)</li> </ol> </li> </ol>	
<p><u>Justification:</u></p> <p>The school board is the governing body of the school district. As such, the school board has the responsibility for the care, management, and control over public schools in the school district. The school board shall have the general charge of the business of the school district, its facilities and property, and of the interest of the schools.</p>	
<p><u>Measurement Plan:</u></p> <p>This policy shall be measured by the avoidance of the limitations set forth in this policy.</p>	
<p><u>Evidence:</u></p> <p>No new leases were entered into during FY <del>2017-18</del> <b>2018-19</b>. The district has existing leases including but not limited to:</p> <ol style="list-style-type: none"> <li>1. City of Eden Prairie located at the City Center houses the TASSEL program and Community Education.</li> <li>2. City of Eden Prairie located at the Community Center for the Ice Arena and Swimming Pools.</li> <li>3. Mariucci Arena for graduation.</li> </ol>	
<p><u>Statement of Compliance:</u></p> <p>Report is Reasonable and Evidence supports the Operational Interpretation</p>	

<b>2.6.6 Furthermore, the Superintendent shall not: Allow receivables to remain unpursued after a reasonable grace period.</b>	
<u>Operational Interpretation:</u> I interpret this to mean the superintendent shall ensure district receivables are pursued in an effective and efficient manner.	
<u>Justification:</u> The collection of receivables is an important component of a healthy financial system in any school district. Timely attention to outstanding receivables improves the likelihood of successfully collecting the receivables, positively influences cash-flow, and ensures budgeted revenues are met (or exceeded).	
<u>Measurement Plan:</u> Receivables which remain unpaid after 18 months are to be written off or pursued by a collection agency. However, receivables older than 18 months may remain on the ledger for an additional 12 months if the District and auditors deem them potentially collectable.	
<u>Evidence:</u> 1. Receivables are reviewed monthly for collection. 2. As of <del>June 30, 2018</del> <b>June 30, 2019</b> , there are no receivables on the ledger aged over 18 months.	
<u>Statement of Compliance:</u> Report is Reasonable and Evidence supports the Operational Interpretation	
<b>2.6.7 Furthermore, the Superintendent shall not: Allow fee-based relationships in excess of \$100,000 annually to continue beyond 3 years without a formal review that includes an analysis of contract fees and performance.</b>	
<u>Operational Interpretation:</u> 1. I interpret this to mean that the Superintendent shall monitor fee-based relationships to the extent to which the District expends amounts in excess of \$100,000 per year during any three-year period.	



<p>2. Furthermore, if fee-based relationship monitoring indicates that the annual expenditure or sharing of dividends exceeded \$100,000 per year for three consecutive years, the Superintendent will initiate a formal review of the business relationship to include the analysis of contract fees and overall financial performance.</p>	
<p><u>Justification:</u> The \$100,000 threshold was established as it mirrors when it mirrored Minnesota Statute 471.345 Uniform Municipal Contracting Law. The threshold changed in August 2018 to \$175,000.</p>	
<p><u>Measurement Plan:</u> Fee based relationships which meet or exceed these thresholds are identified annually and evaluated at least every 3 years using industry best practices.</p>	
<p><u>Evidence:</u> While all vendors are held to and meet high standards, the following fee-based relationships have been identified as subject to administrative review:</p> <ol style="list-style-type: none"> <li>1. Insurance Consultants</li> <li>2. OPEB Trustee</li> <li>3. Banking</li> <li>4. Architect</li> </ol> <p>None of the fee-based agreements currently in place with the identified vendors exceeded \$100,000 threshold during the evaluation period.</p>	
<p><u>Statement of Compliance:</u> Report is Reasonable and Evidence support the Operational Interpretation</p>	
<p>Board member's summarizing comments:</p>	

**Record of Board Self-Evaluation**  
**Governance Process and Board Management Delegation Policies**  
**July 1, 2018 – June 30, 2019**

**Policy Type:** Board-Management Delegation  
**Policy Title:** 3.0 Single Point of Connection

The School Board's sole official connection to the district, its achievement, and its conduct will be through the Superintendent. Therefore, the School Board does not direct or evaluate any other district employees.

Policy	Date of Self-Evaluation	Board Behavior Fully Compliant	Board behavior needing improvement or opportunity for continuous improvement	Commitment Made/Action Taken	Completed
3.0 Single Point of Connection	Sept 23, 2019				

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

**BMD 3.1**

**Record of Board Self-Evaluation  
Governance Process and Board Management Delegation Policies  
July 1, 2018 – June 30, 2019**

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

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

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

Policy	Date of Self-Evaluation	Board Behavior Fully Compliant	Board behavior needing improvement or opportunity for continuous improvement	Commitment Made/Action Taken	Completed
<b>3.1 Unity of Control</b>	Sept 23, 2019				
3.1.1	Sept 23, 2019				
3.1.2	Sept 23, 2019				
3.1.3	Sept 23, 2019				

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

**Record of Board Self-Evaluation**  
**Governance Process and Board Management Delegation Policies**  
**July 1, 2018 – June 30, 2019**

**Policy Type:** Board-Management Delegation  
**Policy Title:** 3.2 Delegation to the Superintendent

The School Board will instruct the Superintendent through written policies that prescribe the district ends to be achieved and describe district situations and actions to be avoided, allowing the Superintendent to use any reasonable interpretation of these policies. Accordingly:

- 3.2.1 The School Board will develop Ends policies instructing the Superintendent to achieve the defined results for students.
- 3.2.2 The School Board will develop Executive Limitations policies that limit the latitude the Superintendent may exercise in choosing district means.
- 3.2.3 Once the School Board has accepted the Superintendent's *reasonable interpretation* of any School Board policy the Superintendent is authorized to establish all further district policies, make all decisions, take all actions, establish all practices, and pursue all activities in order to accomplish the School Board's Ends Policies. Therefore such decisions of the Superintendent shall have full force and authority as if decided by the School Board.
- 3.2.4 The School Board may change its Ends and Executive Limitations policies, thereby shifting the boundary between School Board and Superintendent domains. By doing so, the School Board changes the latitude of choice given to the Superintendent.

Policy	Date of Self-Evaluation	Board Behavior Fully Compliant	Board behavior needing improvement or opportunity for continuous improvement	Commitment Made/Action Taken	Completed
<b>3.2 Delegation to the Superintendent</b>	Sept 23, 2018				
3.2.1	Sept 23, 2018				
3.2.2	Sept 23, 2018				

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

**BMD 3.2**

3.2.3	Sept 23, 2018				
3.2.4	Sept 23, 2019				

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

**Record of Board Self-Evaluation**  
**Governance Process and Board Management Delegation Policies**  
**July 1, 2018 – June 30, 2019**

<b>Policy Type:</b>	<b>Board-Management Delegation</b>
<b>Policy Title:</b>	<b>3.3 Superintendent Accountability and Performance</b>

The School Board will view the Superintendent performance as identical to district performance on the School Board's Ends and Executive Limitations policies.

- 3.3.1 The Superintendent's performance will be evaluated through systematic and rigorous monitoring of the School Board's Ends and Executive Limitations policies. The performance standard for Ends policies shall be whether the Superintendent has achieved expected progress toward achieving the Ends. The performance standard for Executive Limitations policies shall be whether the Superintendent has complied with the Executive Limitations.
- 3.3.2 In every case, the School Board will determine the reasonableness of the Superintendent's interpretation. The School Board is the final arbiter of reasonableness but will always judge with a "reasonable person" test rather than with interpretations favored by School Board members or by the School Board as a whole.
- 3.3.3 In every case, the School Board will determine whether the data demonstrates expected progress towards the School Board's Ends policies or compliance with the School Board's Executive Limitations policies.
- 3.3.4 The School Board will acquire monitoring information by one or more of three methods:
- (a) by *internal report*, in which the Superintendent discloses interpretations and compliance information to the School Board;
  - (b) by *external report*, in which an external, disinterested third party selected by the School Board assesses compliance with School Board policies; or
  - (c) by *direct Board inspection*, in which a designated member or members of the School Board assess compliance with the appropriate policy criteria.
- 3.3.5 All Ends and Executive Limitations policies will be monitored at a frequency and by a method chosen by the School Board. The School Board can monitor any policy at any time by any method but will ordinarily depend on a routine schedule.

Adopted: 10/23/12  
Revised: 11/13/12; 01/08/13; 04/28/15; 3/26/18; 9/24/18

POLICY		METHOD	FREQUENCY	MONTH
<b>Ends</b>				
1.0	Eden Prairie public schools exist so that each student obtains an education that prepares them for their next stage of life in a manner that justifies the resources expended.	Internal	Annually	
1.1	Each student graduates and is academically prepared to progress to multiple opportunities after high school.	Internal	Annually	
1.2	Each student demonstrates the 21 <sup>st</sup> century skills needed to succeed in the global economy.	Internal	Annually	
1.3	Each student demonstrates the knowledge that citizens and residents of the United States need to contribute positively to society.	Internal	Annually	
<b>Executive Limitations</b>				
2.0	Global Executive Constraint	Internal	Annually	
2.1	Emergency Superintendent Succession	Internal	Annually	
2.2	Treatment of Students	Internal	Annually	
2.3	Treatment of Parents	Internal	Annually	
2.4	Treatment of Staff	Internal	Annually	
2.5	Financial Planning and Budgeting	Internal	Annually	
2.6	Financial Management and Operations	Internal	Annually	
2.7	Asset Protection	Internal	Annually	
2.8	Compensation and Benefits	Internal	Annually	
2.9	Communication and Support to the School Board	Internal	Semiannually	

Policy	Date of Self-Evaluation	Board Behavior Fully Compliant	Board behavior needing improvement or opportunity for continuous improvement	Commitment Made/Action Taken	Completed
<b>3.3 Superintendent Accountability and Performance</b>	Sept 23, 2019				
3.3.1	Sept 23, 2019				
3.3.2	Sept 23, 2019				
3.3.3	Sept 23, 2019				
3.3.4	Sept 23, 2019				
3.3.5	Sept 23, 2019				

Adopted: 10/23/12

Revised: 11/13/12; 01/08/13; 04/28/15; 3/26/18; 9/24/18

**Record of Board Self-Evaluation**  
**Governance Process and Board Management Delegation Policies**  
**July 1, 2018 – June 30, 2019**

**Policy Type: Governance Process**  
**Policy Title: 4.4 Officer Roles**

Officers of the School Board are empowered with specific responsibilities delegated to them by the School Board or by state statute. Officers are elected following nominations during the first meeting in January. The following outlines their responsibilities.

4.4.1 The Chair is empowered by the School Board to assure the integrity of the School Board's governing process as well as the adherence to rules legitimately imposed on it from outside the district. The Chair resides over each meeting and is expected to:

4.4.1.1 Conduct a meeting that follows the governance protocol, processes and procedures agreed upon by the School Board.

4.4.1.2 Maintain a School Board meeting atmosphere that is respectful, engaging and productive.

4.4.1.3 Assure all required School Board actions brought forward, including Superintendent consent agenda items, are handled expeditiously.

Additional responsibilities include, but may not be limited to:

4.4.1.4 Developing meeting agendas in concert with the Vice Chair and Superintendent that are consistent with the School Board's annual work plan and School Board-approved agenda procedures.

4.4.1.5 Responding on behalf of the School Board to all external email communications from owners.

4.4.1.6 Representing the School Board to external organizations as required.

4.4.1.7 Representing the School Board's stated position on topics in newspaper, media and other email communications when requested.

4.4.1.8 Delegating authority if necessary, but maintaining accountability for its use.

4.4.1.9 Appointing School Board members to School Board committees, requested Admin committees, and external organization positions requiring School Board involvement.

Adopted: 10/23/12

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



- 4.4.2 The Vice-Chair will serve in the absence of the Chair, assist the Chair as requested in the execution of Chair responsibilities, co-develop meeting agendas consistent with the School Board's Annual Work Plan with the Chair and Superintendent, and act as the School Board parliamentarian.
- 4.4.3 The Treasurer reviews School Board expenses on a monthly basis and reports School Board expenses vs. the budget set in Governance Process policy 4.9 at mid-year and year-end. In addition, the Treasurer reviews the Superintendent's expenses at mid-year and year-end and conducts and reports on the Superintendent contract review annually.
- 4.4.4 The Clerk approves the final draft of School Board meeting minutes prior to School Board approval. The Clerk will read all formal resolutions to be voted on by the School Board. The Clerk will also assure the School Board's policies are accurately recorded, maintained and posted.

Policy	Date of Self-Evaluation	Board Behavior Fully Compliant	Board behavior needing improvement or opportunity for continuous improvement	Commitment Made/Action Taken	Completed
<b>4.4 Officer Roles</b>	Sept 23, 2019				
4.4.1	Sept 23, 2019				
4.4.1.1	Sept 23, 2019				
4.4.1.2	Sept 23, 2019				
4.4.1.3	Sept 23, 2019				
4.4.1.4	Sept 23, 2019				
4.4.1.5	Sept 23, 2019				
4.4.1.6	Sept 23, 2019				
4.4.1.7	Sept 23, 2019				
4.4.1.8	Sept 23, 2019				
4.4.1.9	Sept 23, 2019				
4.4.2	Sept 23, 2019				
4.4.3	Sept 23, 2019				
4.4.4	Sept 23, 2019				

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

**Record of Board Self-Evaluation  
Governance Process and Board Management Delegation Policies  
July 1, 2018 – June 30, 2019**

<b>Policy Type:</b>	<b>Governance Process</b>
<b>Policy Title:</b>	<b>4.5 School Board Members' Code of Conduct</b>

The School Board commits itself and its members to ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum when acting as School Board members.

- 4.5.1 Members will demonstrate loyalty to the owners, not conflicted by loyalties to staff, other organizations, or any personal interests as consumers.
- 4.5.2 Members will avoid conflict of interest with respect to their fiduciary responsibility.
  - 4.5.2.1 There will be no self-dealing or business by a member with the district. Members will annually disclose their involvements with other organizations or with vendors and any associations that might be reasonably seen as representing a conflict of interest.
  - 4.5.2.2 When the School Board is to decide on an issue about which a member has an unavoidable conflict of interest, that member will absent herself or himself without comment not only from the vote but also from the deliberation.
  - 4.5.2.3 School Board members will not use their School Board position to obtain employment in the district for themselves, family members, or close associates. A School Board member who applies for employment will first resign from the School Board.
- 4.5.3 School Board members will not attempt to exercise individual authority over the school district or attempt to cause division between School Board members or the School Board and members of the district.
  - 4.5.3.1 Members' interaction with the Superintendent or with staff will recognize the lack of authority vested in individuals except when explicitly authorized by the School Board.

Adopted: 10/23/12

Revised: 10/22/13; 02/25/14; 03/24/15; 04/28/15, 11/19/18

**GP 4.5**

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- 4.5.3.2 Members' interactions with the public, the press, or other entities will recognize the same limitation and the inability of any School Board member to speak for the School Board except to repeat explicitly stated School Board decisions.
- 4.5.4 Members will respect the confidentiality appropriate to issues of a sensitive nature.
- 4.5.5 Members will be prompt and attend all Board Business Meetings and Board Workshops, and all meetings of Board Committees and other outside assignments. Absences must be communicated to the Board Chair or Committee Chair at least seventy-two hours prior to the affected meeting. In the case of an unforeseen conflict, the Board Chair or Committee Chair must be notified as soon as possible.
- 4.5.6 Members will be properly prepared for School Board deliberation.
- 4.5.7 Members will support the legitimacy and authority of the final determination of the School Board on any matter, irrespective of the member's personal position on the issue.
- 4.5.8 For an effective School Board, School Board Members will attend a series of training courses that familiarize them with the operation of School Boards within the State of Minnesota as well as the Eden Prairie School District. School Board Member training will consist of the following:

- 4.5.8.1 Introduction to Policy Governance – School Board members will take this course as soon as possible upon election to the School Board and no later than six months from taking office. Course content to be determined by the Board Development Committee.

The following training sessions are conducted by the Minnesota School Boards Association (MSBA):

- 4.5.8.2 Phase I Orientation (New School Board Members) – School Board members will take this course as soon as possible upon election to the School Board and no later than six months from taking office.
- 4.5.8.3 Phase II Orientation (New School Board Members) – School Board members will take this course as soon as possible upon election to the School Board and no later than six months from taking office.
- 4.5.8.4 Phase III Orientation (Building a High Performance School Board) – School Board members will take this course (or an alternate course of similar training as approved by the School Board Chair) within the first two years of taking office.

Adopted: 10/23/12

Revised: 10/22/13; 02/25/14; 03/24/15; 04/28/15, 11/19/18

**GP 4.5**

4.5.8.5 Phase IV Orientation (Community Engagement) – School Board members will take this course (or an alternate course of similar training as approved by the School Board Chair) within the first two years of taking office.

4.5.8.6 Officer Training – any School Board member elected to be an officer will attend this course within six months of election.

4.5.8.7 Annual Leadership Conference – each School Board member will attend this conference no less than once every three years.

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

Policy	Date of Self-Evaluation	Board Behavior Fully Compliant	Board behavior needing improvement or opportunity for continuous improvement	Commitment Made/Action Taken	Completed
<b>4.5 School Board Members' Code of Conduct</b>	Sept 23, 2019				
4.5.1	Sept 23, 2019				
4.5.2	Sept 23, 2019				
4.5.2.1	Sept 23, 2019				
4.5.2.2	Sept 23, 2019				
4.5.2.3	Sept 23, 2019				
4.5.3	Sept 23, 2019				
4.5.3.1	Sept 23, 2019				
4.5.3.2	Sept 23, 2019				
4.5.4	Sept 23, 2019				
4.5.5	Sept 23, 2019				
4.5.6	Sept 23, 2019				
4.5.7	Sept 23, 2019				
4.5.8	Sept 23, 2019				
4.5.8.1	Sept 23, 2019				
4.5.8.2	Sept 23, 2019				
4.5.8.3	Sept 23, 2019				
4.5.8.4	Sept 23, 2019				
4.5.8.5	Sept 23, 2019				
4.5.8.6	Sept 23, 2019				
4.5.8.7	Sept 24, 2018				

Adopted: 10/23/12

Revised: 10/22/13; 02/25/14; 03/24/15; 04/28/15, 11/19/18

# MSBA School Board Training Record

GP 4.5.8

	Name	Training	Date Attended	Location
1	Dave Espe	Phase I Orientation	12/07/11	St. Peter
		Phase II Orientation	01/11/12	Minneapolis
		2012 Annual Leadership Conference	1/12/12 & 1/13/12	Minneapolis
		2012 Recognition Luncheon	01/12/12	Minneapolis
		2013 Annual Leadership Conference	1/17/13 & 1/18/13	Minneapolis
		Phase III Orientation	04/25/13	
		2014 Annual Leadership Conference	01/16/14	Minneapolis
		2014 Officers' Workshop	02/13/14	Brooklyn Park
		2015 Annual Leadership Conference	01/15/15	Minneapolis
		2015 Advocacy Meeting	07/17/15	
		2016 Annual Leadership Conference	01/14/16	Minneapolis
		Phase IV Alternative approved by Chair	2016	
		Beyond Diversity	05/11/16 & 05/12/16	Golden Valley
		2017 Annual Leadership Conference	01/12/17	
		2018 Annual Leadership Conference	01/11/18	
2	Elaine Larabee	Phase I Orientation	12/13/14	St. Cloud
		Phase II Orientation	01/15/14	Minneapolis
		2014 Annual Leadership Conference	01/16/14	Minneapolis
		2014 Officers' Workshop	02/13/14	Brooklyn Park
		2014 Summer Seminar	08/04/14	
		Policy Governance Training w/S. Sjogren	03/28/14	Minneapolis
		Phase III Orientation	04/11/15	Brooklyn Park
		2015 Annual Leadership Conference	01/15/15	Minneapolis
		Phase IV Alternative approved by Chair	2016	
		2015 Advocacy Meeting	09/17/15	
		Beyond Diversity	05/11/16 & 05/12/16	Golden Valley
		2017 Leadership Conference	01/12/17	
		2018 Annual Leadership Conference	01/11/18	
		Officer's Workshop	02/27/18	
		Phase IV Orientation	09/15/18	Maple Grove
		2019 Annual Leadership Conference	01/17 & 18/2019	Minneapolis
4	Holly Link	Phase I Orientation	12/07/13	St. Cloud
		Phase II Orientation	12/07/13	St. Cloud
		2014 Early Bird "Achieving High Student Performance"	01/15/14	Minneapolis
		LCEB 2014: A Board Everyone Trusts	01/16/14	
		2014 Annual Leadership Conference	01/16/14	Minneapolis
		Policy Governance Training w/S. Sjogren	03/28/14	Minneapolis
		Phase IV Orientation	5/2/2014, 4/20/18	St. Peter
		2015 Annual Leadership Conference	01/15/15	Minneapolis
		Phase III Orientation	04/22/15	St. Cloud
		2015 Advocacy Meeting	07/17/15	
		2016 Annual Leadership Conference	01/14/16	Minneapolis
		2016 Officers' Workshop	02/11/16	Maple Grove
		2017 Annual Leadership Conference	01/12/17	
		2018 Annual Leadership Conference	01/11/18	
		Phase IV Orientation	04/20/18	
		2019 Annual Leadership Conference	01/17 & 18/2019	Minneapolis

# MSBA School Board Training Record

**GP 4.5.8**

	<b>Name</b>	<b>Training</b>	<b>Date Attended</b>	<b>Location</b>
5	Adam Seidel	Effective Board Governance Seminar w/ S. Sjogren	01/11/16	Minneapolis
		Phase I Orientation	01/13/16	Minneapolis
		Phase II Orientation	01/13/16	Minneapolis
		Phase III Orientation	Not Completed	
		Phase IV Orientation	10/13/17	
		Officer's Workshop	02/13/18	
		2019 Annual Leadership Conference	01/17 & 18/2019	Minneapolis
6	Terri Swartout	Introduction to Policy Governance Seminar (by Stacy Sjogren)	4/13/2018	Eden Prairie School District-ASC
		Phase I Orientation	1/10/2018	
		Phase II Orientation	1/10/2018	
		2018 Annual Leadership Conference	01/11/18	
		Phase III Orientation	4/26/2019	Maple Grove
		Phase IV Orientation	4/20/2018	
		2019 Annual Leadership Conference	01/17 & 18/2019	Minneapolis
7	Lauren Crandall	Introduction to Policy Governance Seminar (by Stacy Sjogren)	4/13/2018	Eden Prairie School District-ASC
		Phase I Orientation - Combo	8/7/2018	
		Phase II Orientation - Combo	8/7/2018	
		Phase III Orientation	4/19/2018	
		Phase IV Orientation	4/20/2018	
		Beyond Diversity	1/9 & 1/10/2019	Minnetonka
		2019 Annual Leadership Conference	01/17 & 18/2019	Minneapolis
		2019 Officer's Workshop	02/15/19	Maple Grove
	Karla Bratrud	Phase I Orientation	12/6/2011	St. Peter
		Phase II Orientation	1/11/2012	Minneapolis
		2012 Early Bird Session "Win over your Constituents"	1/11/2012	Minneapolis
		2012 Annual Leadership Conference	1/12/12 and 1/13/12	Minneapolis
		2012 Recognition Luncheon	1/12/2012	Minneapolis
		2013 Annual Leadership Conference	1/17/13 and 1/18/13	Minneapolis
		Phase III Orientation	4/25/2013	
		2014 Annual Leadership Conference	1/16/2014	Minneapolis
		2014 Officers Workshop	2/13/2014	Brooklyn Park
		2015 Annual Leadership Conference	1/15/2015	Minneapolis
	Josh Swanson	Introduction to Policy Governance Seminar (by Stacy Sjogren)	4/13/2018	Eden Prairie School District-ASC
		Phase I Orientation (and as a Mentor)	1/10/18, 8/7/2018	
		Phase II Orientation (and as a Mentor)	1/10/18, 8/7/2018	
		2018 Annual Leadership Conference	01/11/18	
		Officer's Workshop	02/13/18	
		Phase III Orientation	4/19/2018 & 4/26/2019	Maple Grove
		Phase IV Orientation	4/20/2018, 9/15/18	
		2019 Annual Leadership Conference	01/17 & 18/2019	Minneapolis
	Brenda Haynes	2017 MSBA Officers Training (Board Clerk)	02/15/17	Maple Grove
		Introduction to Policy Governance Seminar (by Stacy Sjogren)	4/13/2018	Eden Prairie School District-ASC
		2018 Officers Workshop Training (Board Clerk)	2/27/2018	Maple Grove
		2019 Officers Workshop Training (Board Clerk)	03/05/19	Maple Grove

**Record of Board Self-Evaluation  
Governance Process and Board Management Delegation Policies  
July 1, 2018 – June 30, 2019**

**Policy Type: Governance Process**  
**Policy Title: 4.6 Process for Addressing School Board Member Violations**

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

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

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

Policy	Date of Self-Evaluation	Board Behavior Fully Compliant	Board behavior needing improvement or opportunity for continuous improvement	Commitment Made/Action Taken	Completed
<b>4.6 Process for Addressing School Board Member Violations</b>	Sept 23, 2019				
4.6.1	Sept 23, 2019				
4.6.2	Sept 23, 2019				
4.6.3	Sept 23, 2019				
4.6.4	Sept 23, 2019				
4.6.4.1	Sept 23, 2019				

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

**GP 4.6**

<b>Policy</b>	<b>Date of Self-Evaluation</b>	<b>Board Behavior Fully Compliant</b>	<b>Board behavior needing improvement or opportunity for continuous improvement</b>	<b>Commitment Made/Action Taken</b>	<b>Completed</b>
4.6.4.2	Sept 23, 2019				



**Record of Board Self-Evaluation**  
**Governance Process and Board Management Delegation Policies**  
**July 1, 2018 – June 30, 2019**

**Policy Type:** Governance Process  
**Policy Title:** 4.7 School Board Committee Principles

School Board committees, when used, will be assigned so as to reinforce the wholeness of the School Board's job and so as never to interfere with delegation from School Board to Superintendent. Accordingly:

- 4.7.1 School Board committees are to help the School Board do its job. Committees act according to their charter as laid out in Policy GP 4.8 and/or by School Board direction. In keeping with the School Board's broader focus, School Board committees will not advise staff or have direct dealings with staff operations.
- 4.7.2 School Board committees may not speak or act for the School Board except when formally given such authority for specific and time-limited purposes. Expectations and authority will be carefully stated in order not to conflict with authority delegated to the Superintendent.
- 4.7.3 School Board committees cannot exercise authority over staff. Because the Superintendent works for the full School Board, he or she will not be required to obtain the approval of a School Board committee before an executive action.
- 4.7.4 This policy applies to any group that is formed by School Board action, whether or not it is called a committee and regardless of whether the group includes School Board members. It does not apply to committees formed under the authority of the Superintendent.

Policy	Date of Self-Evaluation	Board Behavior Fully Compliant	Board behavior needing improvement or opportunity for continuous improvement	Commitment Made/Action Taken	Completed
<b>4.7 Board Committee Principles</b>	Sept 23, 2019				
4.7.1	Sept 23, 2019				
4.7.2	Sept 23, 2019				
4.7.3	Sept 23, 2019				
4.7.4	Sept 23, 2019				

Adopted: 10/23/12

Revised: 09/10/13; 03/25/14; 03/24/15

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**Record of Board Self-Evaluation**  
**Governance Process and Board Management Delegation Policies**  
**July 1, 2018 – June 30, 2019**

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

A School Board-level committee is created by a majority vote of the School Board to assist in the completion of School Board business. Each committee submits a yearly plan of action to the Board, submits minutes of meetings in a timely manner, and reports progress during Board business meetings. The only School Board committees are those that are set forth in this policy.

**4.8.1 Community Linkage Committee:**

This committee will facilitate multiple methods of School Board communication with owners that provide input and inform the School Board of ownership values as they relate to School Board policies, as well as provide valuable information to owners.

**4.8.2 Policy Committee:**

This committee will meet at the request of the School Board to create and recommend new School Board policies and/or School Board policy revisions for School Board consideration. The Policy Committee may bring forward additional recommendations on reordering or re-wording related policies to ensure consistency. In addition, this committee will maintain the necessary processes and procedures for the School Board's review of the Ends and Executive Limitation policies.

**4.8.3 Board Development Committee:**

This committee will ensure ongoing School Board development and oversee self-monitoring of the School Board's performance related to Governance Process and Board-Management Delegation policies.

**4.8.4 Negotiations Committee:**

This committee will observe the collective bargaining of union contracts of the district. The School Board will determine annually which group contract negotiations they will observe. When convened, the committee, which shall consist of three School Board members appointed by the Chair, will have at least one School Board member in attendance for each negotiating session.

Adopted: 10/23/12

Revised: 03/26/13; 06/11/13; 10/22/13; 04/22/14; 03/24/15; 04/25/16; 03/26/18

<b>Policy</b>	<b>Date of Self-Evaluation</b>	<b>Board Behavior Fully Compliant</b>	<b>Board behavior needing improvement or opportunity for continuous improvement</b>	<b>Commitment Made/Action Taken</b>	<b>Completed</b>
<b>4.8 Board Committee Structure</b>	Sept 23, 2019				
<b>4.8.1 Community Linkage Committee</b>	Sept 23, 2019				
<b>4.8.2 Policy Committee</b>	Sept 23, 2019				
<b>4.8.3 Board Development Committee</b>	Sept 23, 2019				
<b>4.8.4 Negotiations Committee</b>	Sept 23, 2019				

Adopted: 10/23/12

Revised: 03/26/13; 06/11/13; 10/22/13; 04/22/14; 03/24/15; 04/25/16; 03/26/18

**Record of Board Self-Evaluation**  
**Governance Process and Board Management Delegation Policies**  
**July 1, 2018 – June 30, 2019**

**Policy Type: Governance Process**  
**Policy Title: 4.10 Operation of the School Board Governing Rules**

The purpose of this policy is to provide governing rules for the conduct of meetings of the School Board. An orderly School Board meeting allows School Board members to participate in discussion and decision of school district issues. Rules of order allow School Board members the opportunity to review school-related topics, discuss school business items, and bring matters to conclusion in a timely and consistent manner.

4.10.1 The Rules of Order for School Board meetings shall be as follows:

- 4.10.1.1 Minnesota Statutes where specified;
- 4.10.1.2 Specific rules of order as provided by the approved policies under Policy Governance consistent with Minnesota Statutes; and
- 4.10.1.3 Robert's Rules of Order (latest edition for small boards) where not inconsistent with 1 and 2 above.

Policy	Date of Self-Evaluation	Board Behavior Fully Compliant	Board behavior needing improvement or opportunity for continuous improvement	Commitment Made/Action Taken	Completed
<b>4.10 Operation of the School Board Governing Rules</b>	Sept 23, 2019				
4.10.1	Sept 23, 2019				
4.10.1.1	Sept 23, 2019				
4.10.1.2	Sept 23, 2019				
4.10.1.3	Sept 23, 2019				

Adopted: 10/22/13  
Revised:

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

**Monitoring 2018-2019 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	18-19 OI 06/18/18	Yes	Yes				
	18-19 Evidence 10/28/19						
	19-20 OI 6/24/19	Yes	Yes				
1.1.1 Each student is reading at grade level by the end of third grade	18-19 OI 06/18/18	Yes	Yes				
	18-19 Evidence 10/28/19						
	19-20 OI 6/24/19	Yes	Yes				
1.1.2 Each student achieves individual growth expectations and proficiency annually in, but not limited to, Language Arts, Math and Science	18-19 OI 06/18/18	Yes	Yes				
	18-19 Evidence 10/28/19						
	19-20 OI 6/24/19	Yes	Yes				

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							
<b>1.1.3</b> Each student receives a broad-based education that exceeds the Minnesota State Graduation Requirements	18-19 OI 06/18/18	Yes	Yes				
	18-19 Evidence 10/28/19						
	19-20 OI 6/24/19	Yes	Yes				
<b>1.2</b> Each student demonstrates the 21 <sup>st</sup> century skills needed to succeed in the global economy	18-19 OI 06/18/18	Yes	Yes				
	18-19 Evidence 10/28/19						
	19-20 OI 6/24/19	Yes	Yes				
<b>1.3</b> Each student demonstrates the knowledge that citizens and residents of the United States need to contribute positively to society	18-19 OI 06/18/18	Yes	Yes				
	18-19 Evidence 10/28/19						
	19-20 OI 6/24/19	Yes	Yes				

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	12/9/19						
EL 2.1 Emergency Superintendent Succession	08/26/19	Yes	Yes	Yes	Yes		Yes
EL 2.2 Treatment of Students	08/26/19	Yes	Yes, with the exception of EL 2.2.3	Yes	Yes, with the exception of EL 2.2.3	Administration to bring back OI and Evidence of EL 2.2.3 on 9/23/19	No
EL 2.3 Treatment of Parents	09/23/19						
EL 2.4 Treatment of Staff	10/28/19						
EL 2.5 Financial Planning and Budgeting	12/9/19						
EL 2.6 Financial Management and Operations	09/23/19						
EL 2.7 Asset Protection	08/26/19	Yes	Yes	Yes	Yes		Yes
EL 2.8 Compensation and Benefits	10/28/19						

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 2.9 Communication and Support to the School Board	06/24/19 (Semi-annual)	Yes	Yes	Yes	Yes		Yes
	11/18/19						
	06/22/20 (Semi-annual)						



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

**Monitoring July 1, 2018 – June 30, 2019 School Year Data**

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

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

<b>3.0 Single Point of Connection</b>	09/23/2019				
<b>3.1 Unity of Control</b>	09/23/2019				
3.1.1	09/23/2019				
3.1.2	09/23/2019				
3.1.3	09/23/2019				
<b>3.2 Delegation to the Superintendent</b>	09/23/2019				
3.2.1	09/23/2019				
3.2.2	09/23/2019				
3.2.3	09/23/2019				
3.2.4	09/23/2019				
<b>3.3 Superintendent Accountability and Performance</b>	09/23/2019				
3.3.1	09/23/2019				
3.3.2	09/23/2019				
3.3.3	09/23/2019				
3.3.4	09/23/2019				
3.3.5	09/23/2019				

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

**Monitoring July 1, 2018 – June 30, 2019 School Year Data**

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

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

<b>4.0 Global Governance Commitment</b>	10/28/2019				
4.0.1	10/28/2019				
4.0.2	10/28/2019				
<b>4.1 Governing Style</b>	10/28/2019				
4.1.1	10/28/2019				
4.1.2	10/28/2019				
4.1.3	10/28/2019				
4.1.4	10/28/2019				
4.1.5	10/28/2019				
4.1.6	10/28/2019				
<b>4.2 School Board Job Products</b>	10/28/2019				
4.2.1	10/28/2019				
4.2.2	10/28/2019				
4.2.2 - A	10/28/2019				
4.2.2 - B	10/28/2019				
4.2.2 - C	10/28/2019				
4.2.2 - D	10/28/2019				
4.2.3	10/28/2019				

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

**Monitoring July 1, 2018 – June 30, 2019 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
<b>4.3 Annual Work Plan</b>	10/28/2019				
4.3.1	10/28/2019				
4.3.2	10/28/2019				
4.3.3	10/28/2019				
<b>4.4 Officer Roles</b>	09/23/2019				
4.4.1	09/23/2019				
4.4.1.1	09/23/2019				
4.4.1.2	09/23/2019				
4.4.1.3	09/23/2019				
4.4.1.4	09/23/2019				
4.4.1.5	09/23/2019				
4.4.1.6	09/23/2019				
4.4.1.7	09/23/2019				
4.4.1.8	09/23/2019				
4.4.1.9	09/23/2019				
4.4.2	09/23/2019				
4.4.3	09/23/2019				
4.4.4	09/23/2019				
<b>4.5 School Board Members' Code of Conduct</b>	09/23/2019				

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

**Monitoring July 1, 2018 – June 30, 2019 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
4.5.1	09/23/2019				
4.5.2	09/23/2019				
4.5.2.1	09/23/2019				
4.5.2.2	09/23/2019				
4.5.2.3	09/23/2019				
4.5.3	09/23/2019				
4.5.3.1	09/23/2019				
4.5.3.2	09/23/2019				
4.5.4	09/23/2019				
4.5.5	09/23/2019				
4.5.6	09/23/2019				
4.5.7	09/23/2019				
4.5.8	09/23/2019				
4.5.8.1	09/23/2019				
4.5.8.2	09/23/2019				
4.5.8.3	09/23/2019				
4.5.8.4	09/23/2019				
4.5.8.5	09/23/2019				
4.5.8.6	09/23/2019				
4.5.8.7	09/23/2019				

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

**Monitoring July 1, 2018 – June 30, 2019 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
<b>4.6 Process for Addressing School Board Member Violations</b>	09/23/2019				
4.6.1	09/23/2019				
4.6.2	09/23/2019				
4.6.3	09/23/2019				
4.6.4	09/23/2019				
4.6.4.1	09/23/2019				
4.6.4.2	09/23/2019				
<b>4.7 School Board Committee Principles</b>	09/23/2019				
4.7.1	09/23/2019				
4.7.2	09/23/2019				
4.7.3	09/23/2019				
4.7.4	09/23/2019				
<b>4.8 School Board Committee Structure</b>	09/23/2019				
4.8.1	09/23/2019				
4.8.2	09/23/2019				
4.8.3	09/23/2019				
4.8.4	09/23/2019				

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

**Monitoring July 1, 2018 – June 30, 2019 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
<b>4.9 Governance Investment</b>	10/28/2019				
4.9.1	10/28/2019				
4.9.1.1	10/28/2019				
4.9.1.2	10/28/2019				
4.9.1.3	10/28/2019				
4.9.2	10/28/2019				
4.9.3	10/28/2019				
<b>4.10 Operation of the School Board Governing Rules</b>	09/23/2019				
4.10.1	09/23/2019				
4.10.1.1	09/23/2019				
4.10.1.2	09/23/2019				

### **Resolution of Acceptance of Donations**

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

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#### **Cedar Ridge Elementary:**

- Donation of \$140.00 – YourCause, Wells Fargo Foundation Educational Matching Gifts Program – funds used for enhancing student curriculum
- Donation of \$140.00 – YourCause, Wells Fargo Community Support Campaign – funds used for enhancing student curriculum

#### **Central Middle School:**

- Donation of \$1500.00 – Spring Fling Planning Committee – funds will be used for the CMS Angel Fund

#### **Eden Prairie School District:**

- Donation of \$140.00 – YourCause, Wells Fargo Foundation Educational Matching Gifts Program (Individual M. Williams) – funds used to support general fund
- Donation of \$98.00 – YourCause, Wells Fargo Foundation Educational Matching Gifts Program (Individual C. Twedt) – funds used to support general fund
- Donation of \$140.00 – YourCause, Wells Fargo Community Support Campaign – funds used to support general fund
- Donation of \$98.00 – YourCause, Wells Fargo Community Support Campaign – funds used to support general fund

#### **Prairie View Elementary:**

- Donation of \$598.90 – Prairie PTO (R. Nave) – funds to be used to supply “Take Home Folders” for students

## SUPERINTENDENT CONSENT AGENDA

### A. Semi-Monthly Reports

#### HUMAN RESOURCES

##### 1. Human Resources – Eden Prairie Supervisors & Specialists (EPSS)

###### a. Resignation/Retirements

Cromwell, Brandon – Technology Systems Coordinator, Administrative Services Center, effective 10/31/2019.

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

###### a. New Hires

Aritt-Montgomery, Kristine – ELL/ESL, 1.0 FTE, Eden Prairie High School, effective 8/26/2019 through 11/8/2019.

Carlson, Annabel – Special Education, 1.0 FTE, Cedar Ridge Elementary, effective 8/26/2019.

Cockrell, Kayla – Grade 1 LTS & Title 1, 1.0 FTE, Oak Point Elementary, effective 8/26/2019.

Eggert, Brittany – Grade 6, Eagle Heights Spanish Immersion Elementary, effective 8/26/2019.

Garcia, Noemi – World Language, 1.0 FTE, Eagle Heights Spanish Immersion Elementary, effective 8/29/2019.

Gasner, Jenna – World Language – Spanish, 1.0 FTE, Eden Prairie High School, effective 8/26/2019 through 6/10/2020.

Gill, Kellen – Grade 3, 1.0 FTE, Cedar Ridge Elementary, effective 9/3/2019.

Hanson, Christopher – Special Education, 1.0 FTE, Eden Prairie High School, effective 9/11/2019.

Jessen, Kimberly – Kindergarten, 1.0 FTE, Eden Lake Elementary, effective 8/26/2019.

Kruse, Jacob – Music – Vocal Teacher, 0.917 FTE, Eden Lake Elementary, effective 8/26/2019.

Meyer, Bryanna – Speech/Language Pathologist, 1.0 FTE, Central Middle School, effective 8/26/2019.

Monks, Michael – Social Studies, 1.0 FTE, Eden Prairie High School, effective 9/16/2019 through 1/27/2019.

Park, Joanna – Grade 1, 1.0 FTE, Prairie View Elementary, effective 9/16/2019 through 12/13/2019.

Pederson, Brett – Social Studies, 1.0 FTE, Eden Prairie High School, effective 8/26/2019.

Reinertson, Kristin – Grade 2, 1.0 FTE, Forest Hills Elementary, effective 8/26/2019.

Rinowski, Abby – Grade 1, 1.0 FTE, Cedar Ridge Elementary, effective 8/27/2019.

Selway, Emily – Grade 4, 1.0 FTE, Prairie View Elementary, effective 8/26/2019.

Verrastro, Emily – Title I, 1.0 FTE, Oak Point Elementary, effective 9/9/2019.

Walker, Robert – Academic Success Coach, 1.0 FTE, Eden Prairie High School, effective 8/26/2019.

Woytcke, Ashley – Grade 6, 1.0 FTE, Forest Hills Elementary, effective 9/3/2019.

Zhang, De – World Language – Chinese, 0.7 FTE, Eden Prairie High School, Central Middle School, effective 8/26/2019.



- b. Change in Assignment  
Monson, Aaron – Instructional Excellence Coordinator – TOSA, 1.0 FTE, District Wide, effective 8/26/2019.  
Tschumperlin, Rachel – Art, 1.0 FTE, Cedar Ridge Elementary, effective 8/26/2019.
  - c. Resignation/Retirements  
Hartert, Leigh – Industrial Technology, 1.0 FTE, Eden Prairie High School, effective 6/7/2019.  
Jacobson, Robert – Special Education, 1.0 FTE, TASSEL, effective 6/7/2019.  
Rapke Hoffman, Lisa – Social Worker, 1.0 FTE, Early Childhood Special Education, effective 8/7/2019.  
Warfa, Ayan – Grade 1, 1.0 FTE, Oak Point Elementary, effective 8/22/2019.
3. Human Resources - Classified Staff
- a. New Hires  
BUILDING SERVICES  
McAlpin, Travis – Groundsperson (Licensed), Transportation & Grounds, 8 hours/day, 5 days/week, 260 days/year, effective 9/5/2019.  
CLASS  
Abdi, Hani – Cultural Liaison, District-wide, 8 hours/day, 5 days/week, 203 days/year, effective 9/10/2019.  
Ahmed, Mohamed – Cultural Liaison, Eden Lake Elementary, 8 hours/day, 5 days/week, 203 days/year, effective 9/10/2019.  
Al-Kaissy, Cassidy – Receptionist, Eagle Heights Spanish Immersion, 7.5 hours/day, 5 days/week, 191 days/year, effective 9/9/2019.  
Kurtz, Jessica – American Indian Communications Specialist, Administrative Services Center, 5 hours/week, effective 8/26/2019.  
FOOD SERVICE  
Bruggeman, Erica – Food Service Assistant I, Eden Prairie High School, 4 hours/day, 5 days/week, 177 days/year, effective 9/3/2019.  
Chhuor, Chansamngang – Food Service Assistant I, Central Middle School, 4 hours/day, 5 days/week, 177 days/year, effective 9/3/2019.  
Crowe, JoLynn – Food Service Assistant I, Prairie View Elementary, 4.75 hours/day, 5 days/week, 177 days/year, effective 9/3/2019.  
Larson, Kevin – Food Service Assistant I, Central Middle School, 4 hours/day, 5 days/week, 177 days/year, effective 9/3/2019.  
Moen, Andrea – Food Service Assistant I, Eden Prairie High School, 3.5 hours/day, 5 days/week, 177 days/year, effective 9/6/2019.  
Prodoehl, Mary – Food Service Assistant I, Prairie View Elementary, 4.75 hours/day, 5 days/week, 177 days/year, effective 9/3/2019.  
Thompson, Jill – Child Nutrition Manager, Prairie View Elementary, 8 hours/day, 5 days/week, 177 days/year, effective 8/27/2019.  
MSEA  
Brown, De’Rothy – Security Monitor, Eden Prairie High School, 8 hours/day, 5 days/week, 178 days/year, effective 9/9/2019.  
Diaz, Jennifer – Little Eagles Preschool Paraprofessional, Community Education, 3 hours/day, 3 days/week, 99 days/year, effective 9/4/2019.  
Fish, Kathleen – Eagle Zone Special Education Paraprofessional, Community Education, 2.5 hours/day, 5 days/week, 178 days/year, effective 9/11/2019.

Getz, Lauren – Eagle Zone Paraprofessional, Community Education, 2.75 hours/day, 3 days/week, 98 days/year, effective 9/4/2019.

Hank, Tyler – Special Education Paraprofessional, Eden Prairie High School, 6.5 hours/day, 5 days/week, 178 days/year, effective 9/3/2019.

Hanson, Laura – Health Services Paraprofessional, Central Middle School, 7 hours/day, 5 days/week, 178 days/year, effective 9/3/2019.

Harper, Whitney – Little Eagles Preschool Paraprofessional, Community Education, 6.5 hours/day, 5 days/week, 185 days/year, effective 9/3/2019.

Herndon, Lisa – Special Education Paraprofessional, Community Education, 5.5 hours/day, 5 days/week, 178 days/year, effective 9/10/2019.

Hodorff, Emily – Avid Tutor, Central Middle School, 6 hours/day, 2 days/week, 65 days/year, effective 10/1/2019 through 6/9/2019.

Ivey, Catherine – Avid Tutor, Eden Prairie High School, 5.5 hours/day, 2 days/week, 69 days/year, effective 9/5/2019.

Jackson, Emmanuel – Special Education Paraprofessional, 5.75 hours/day, 5 days/week, 178 days/year, effective 9/3/2019.

Kor, Elizabeth – Special Education Paraprofessional, TASSEL, 6 hours/day, 5 days/week, 178 days/year, effective 9/3/2019.

Lo, Beth – Eagle Zone Program Assistant, Community Education, 6.5 hours/day, 5 days/week, 178 days/year, effective 9/3/2019.

Marie, Lindsay – Paraprofessional and Crossing Guard, Forest Hills Elementary, 6.25 hours/day, 5 days/week, 178 days/year, effective 9/3/2019.

Miller, Jennifer – Little Eagles Preschool Paraprofessional, Community Education, 4.5 hours/day, 5 days/week, 148 days/year, effective 9/3/2019.

Mohallim, Ayan – Lunchroom/Playground Paraprofessional, Forest Hills Elementary, 2.25 hours/day, 5 days/week, 172 days/year, effective 9/13/2019.

Nosser, Cassie – ESL Paraprofessional, Oak Point Elementary, 3.5 hours/day, 178 days/year, effective 9/3/2019.

Patel, Anar – Playground Paraprofessional, Cedar Ridge Elementary, 2.5 hours/day, 5 days/week, 178 days/year, effective 9/3/2019.

Puentes Westenfield, Dianny – Crossing Guard, Oak Point Elementary, 1 hour/day, 5 days/week, 172 days/year, effective 9/3/2019.

Sandberg, Molly – Early Childhood Paraprofessional, Community Education, 7 hours/day, 200 days/year, effective 9/3/2019.

Schulz, Marisa – Eagle Zone Program Assistant, Community Education, 6 hours/day, 5 days/week, 178 days/year, effective 9/9/2019.

Stellmach, Alexandra – Eagle Zone Program Assistant, Community Education, 2.75 hours/day, 5 days/week, 178 days/year, effective 9/3/2019.

Tydd, Suzanne – Eagle Zone Special Education Paraprofessional, Community Education, 6.5 hours/week, 5 days/week, 178 days/year, effective 9/16/2019.

Vu, Quynh – Avid Tutor, Eden Prairie High School, 5.5 hours/day, 2 days/week, 69 days/year, effective 9/5/2019.

Wadnal, Sharon – Special Education Paraprofessional, Forest Hills Elementary, 5 hours/day, 5 days/week, 178 days/year, effective 9/3/2019.

#### PRESCHOOL TEACHERS

Steinberg, Andrea – Little Eagles Preschool Teacher, Community Education, 8 hours/day, 4 days/week, 147 days/year, effective 8/26/2019.

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TRANSPORTATION

Allen, Gary - Bus Driver, Transportation, 4.41 hours/day, 5 days/week, 178 days/year, effective 9/3/2019.

Burns, Cynthia - Bus Driver, Transportation, 4.61 hours/day, 5 days/week, 178 days/year, effective 9/3/2019.

Daley, Amanda - Bus Driver, Transportation, 4.74 hours/day, 5 days/week, 178 days/year, effective 9/3/2019.

Haberman, Gary - Standby Driver, Transportation, 8 hours/day, 5 days/week, 178 days/year, effective 9/3/2019.

Heinzer, Amy - Bus Driver, Transportation, 6.46 hours/day, 5 days/week, 178 days/year, effective 9/3/2019.

Hoffstrom, Daniel - Bus Driver, Transportation, 7.38 hours/day, 5 days/week, 178 days/year, effective 9/3/2019.

Lacher, Scott - Bus Driver, Transportation, 6.45 hours/day, 5 days/week, 178 days/year, effective 9/3/2019.

Mundy, George - Bus Driver, Transportation, 4.73 hours/day, 5 days/week, 178 days/year, effective 9/3/2019.

Rickel, John - Bus Driver, Transportation, 4.89 hours/day, 5 days/week, 178 days/year, effective 9/3/2019.

Rissell, Matthew - Bus Driver, Transportation, 5.43 hours/day, 5 days/week, 178 days/year, effective 9/3/2019.

Stottler, Troy - Bus Driver, Transportation, 8.15 hours/day, 5 days/week, 178 days/year, effective 9/3/2019.

b. Change in Assignment

CLASS

Olson, Tamara - Clerical Assistant I, Oak Point Elementary, 3.5 hours/day, 5 days/week, 185 days/year, effective 8/26/2019.

West, Brennan - Receptionist, Cedar Ridge Elementary, 8 hours/day, 5 days/week, 178 days/year, effective 8/26/2019.

c. Resignations/Retirements

CLASS

Brooks, Kristin - Administrative Assistant - Facilities & Safety, Administrative Services Center, effective 8/29/2019.

Kjorness, Kelly - Curriculum Assistant / Receptionist, Eagle Heights Spanish Immersion Elementary, effective 8/19/2019.

Owen, Melani - Office Professional - Student Support Services, Administrative Services Center, effective 9/10/2019.

FOOD SERVICE

Passek, Mary Lee - Food Service Assistant I, Eden Prairie High School, effective 9/20/2019.

MSEA

Green, Rielly - Special Education Paraprofessional, Forest Hills Elementary, effective 6/7/2019.

Jankewicz, Sarah - Paraprofessional, Little Eagles Preschool, effective 8/15/2019.

Nelson, Wendy - Special Education Paraprofessional, Little Eagles Preschool, effective 8/14/2019.

Robinson, Julia – Eagle Zone Program Assistant, Community Education, effective 9/9/2019.

Undis, Claire – ESL Paraprofessional, Forest Hills Elementary, effective 8/15/2019.

Valdez Ponce de Leon, Karina – Paraprofessional, Early Childhood, effective 8/14/2019.

Winegarden, Denise – Playground Paraprofessional, Cedar Ridge Elementary, effective 6/6/2019.

TRANSPORTATION

Price, Leopoldo – Bus Driver, Transportation, effective 9/3/2019.

## Board Business

### General Consent Agenda

#### Approval of Payments, all funds, June 2019

Check #403157-403680	\$2,594,684.47
Electronic Disbursements	\$9,120,684.47
<b>TOTAL</b>	<b>\$11,715,108.87</b>

#### Approval of Payments, all funds, July 2019

Check ##403681-403831	\$3,967,369.31
Electronic Disbursements	\$3,925,513.59
<b>TOTAL</b>	<b>\$7,892,882.90</b>

#### Approval of Payments, all funds, August 2019

Check #403832-404031	\$3,704,606.96
Electronic Disbursements	\$4,296,374.59
<b>TOTAL</b>	<b>\$8,000,981.55</b>

**EDEN PRAIRIE SCHOOLS**  
**GENERAL FUNDS**  
**MONTHLY REVENUE/EXPENDITURE REPORT**  
**FOR THE MONTH ENDING: Jun-19**

REVENUES/TRANSFERS IN (BY SOURCE CODE)					
SOURCE	DESCRIPTION	YEAR TO DATE RECEIVED	CURRENT FULL YEAR PROJECTION	THIS YEAR % RECEIVED	LAST YEAR % RECEIVED
001-020	TAXES	\$ 25,585,579	\$ 25,706,992	99.53%	99.21%
021-040	TUITION	61,749	66,000	93.56%	134.67%
041-089	FEES & ADMISSIONS	731,207	872,000	83.85%	87.97%
090-199	MISC REVENUE	1,723,123	1,125,500	153.10%	94.90%
200-399	STATE AID	80,313,056	78,723,316	102.02%	100.51%
400-499	FEDERAL PROGRAMS	2,614,947	2,877,000	90.89%	101.04%
600-649	SALES	119,656	56,100	213.29%	308.69%
		<b>\$ 111,149,317</b>	<b>\$ 109,426,908</b>	<b>101.57%</b>	<b>100.13%</b>
	CAPITAL OUTLAY	10,352,285	10,251,059	100.99%	102.00%
	STUDENT ACTIVITIES	1,498,861	2,000,000	74.94%	71.14%
<b>Revenue Notes:</b>					

EXPENDITURES/TRANSFERS OUT (BY OBJECT CODE)					
OBJECT	DESCRIPTION	YEAR TO DATE EXPENDED	CURRENT FULL YEAR PROJECTION	THIS YEAR % EXPENDED	LAST YEAR % EXPENDED
100	SALARIES	\$ 73,073,845	\$ 74,268,256	98.39%	98.59%
200	BENEFITS	22,952,396	22,997,786	99.80%	104.44%
300	PURCHASED SVCS	8,699,479	6,995,849	124.35%	113.87%
400	SUPPLIES & EQUIPMENT	3,519,899	3,460,798	101.71%	99.05%
800	OTHER EXPENSES	624,377	210,529	296.58%	68.56%
900	TRANSFERS & CONTINGENCY	151,257	157,864	95.81%	0.00%
		<b>\$ 109,021,253</b>	<b>\$ 108,175,129</b>	<b>100.78%</b>	<b>100.81%</b>
	CAPITAL OUTLAY	10,570,048	10,688,775	98.89%	98.72%
	STUDENT ACTIVITIES	1,552,509	2,000,000	77.63%	79.13%
<b>Expenditure Notes:</b>					

## Memorandum

To: Eden Prairie School Board

From: Dr. Josh Swanson

Date: September 23, 2019

Regarding: District Policies

During the 2019-2020 school year we are reviewing every policy in the district. A uniform change following the recommendation of our legal council is the elimination of the legal and MSBA cross references within our policies. The policy language still aligns and complies with all state and federal statutes, but does not directly reference it within the document. Any other changes are noted in the table below.

Policy	Mandatory	Name	Notes for the Board
101	No	Legal Status of the School District	No content change beyond cross references
101.1	No	Name of the School District	Updated to reflect name our current "Uniform" name. The legal name remains unchanged.
103	No	Complaints - Students, Employees, Parents, Other Persons	No content change beyond cross references
205	No	Open Meetings and Closed Meetings	No content change beyond cross references
214	Yes	Out-of-State Travel by School Board Members	No content change beyond cross references
305	No	Policy Implementation	Change to reference only student handbooks which fits within our policy governance model framework.
306	No	Administrator Code of Ethics	No content change beyond cross references

# **Preliminary Enrollment Report**

## **September 2019**

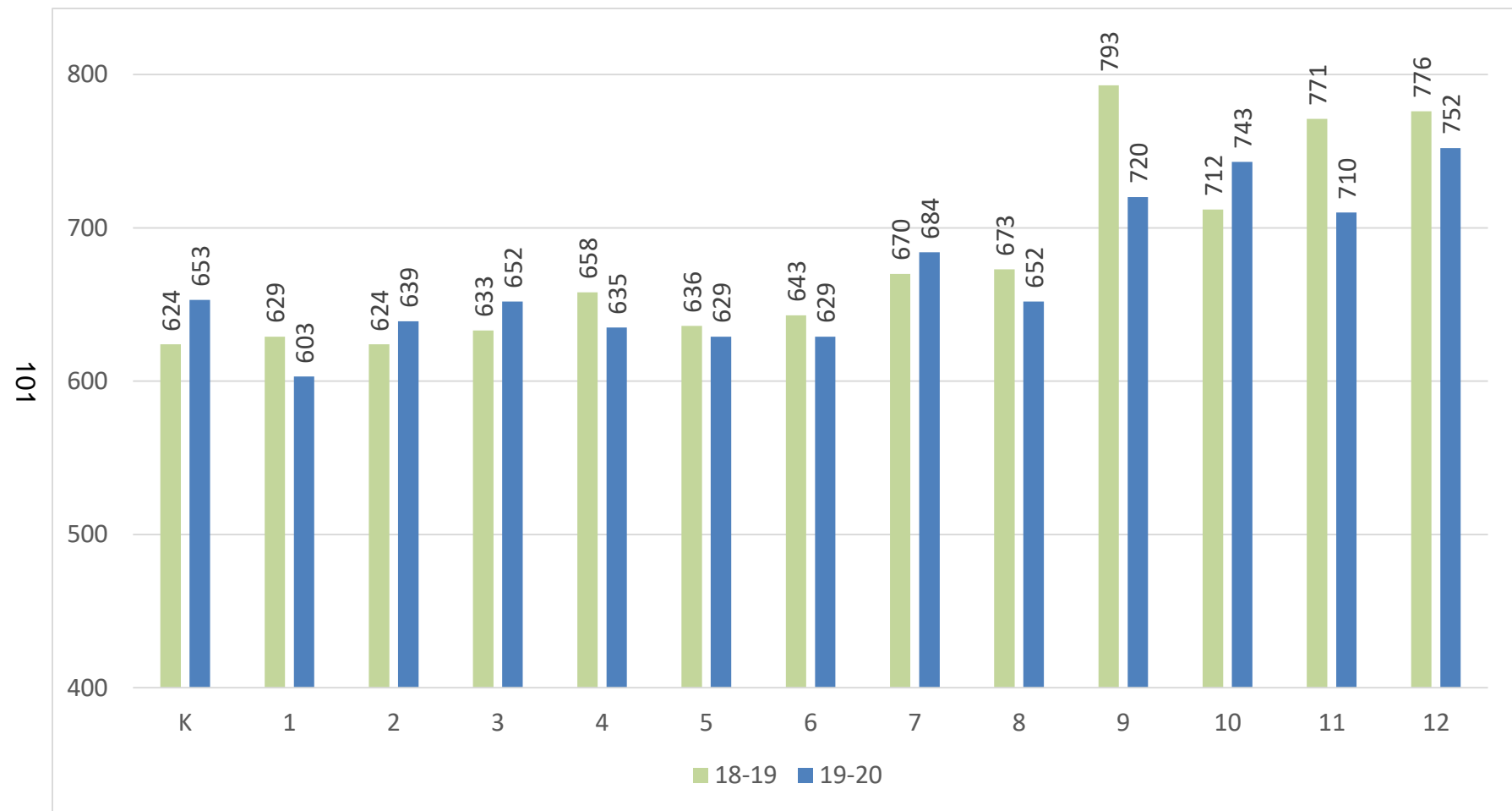


**EDEN PRAIRIE SCHOOLS**

*Inspiring each student every day*

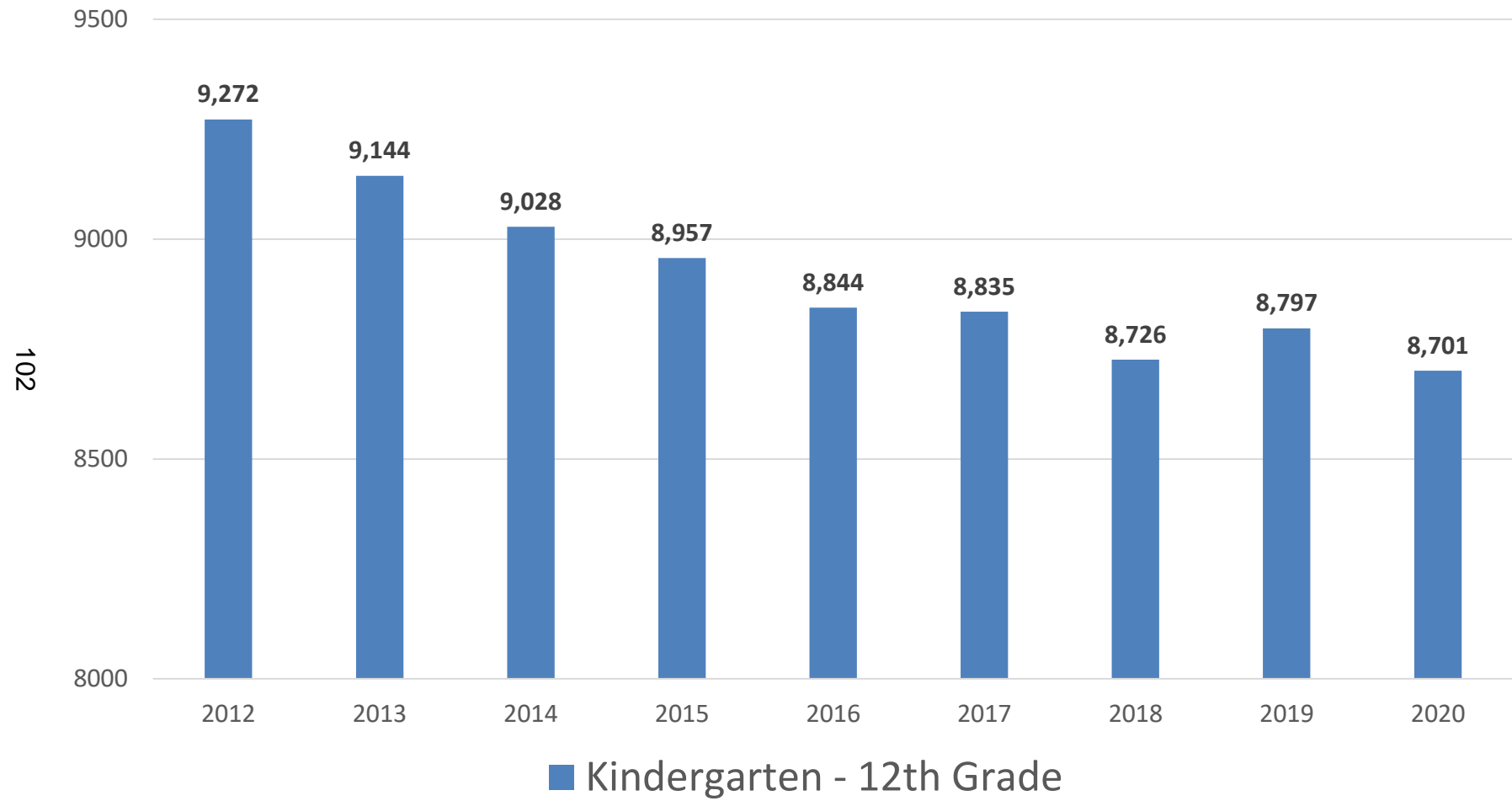


# Enrollment by Grade



18-19 Enrollment as of 10/01/18 (8,797)  
19-20 Enrollment as of 09/17/19 (8,701)

# Enrollment by Fiscal Year



# Kindergarten Capture Rate

Fiscal Year	Enrollment	Estimated Census	Capture Rate
2012-13	671	795	84.4%
2013-14	619	753	82.2%
2014-15	642	751	85.5%
2015-16	611	760	80.4%
2016-17	606	773	78.4%
2017-18	611	780	78.3%
2018-19	624	717	87.0%
2019-20	653	794	82.2%
2020-21	610	743	82.0%
2021-22	620	758	81.8%
2022-23	620	753	82.3%

103

2013-19 Enrollment as of October 1<sup>st</sup>

19-20 Enrollment as of 09/17/19

2021-23 Enrollment Projections



EDEN PRAIRIE SCHOOLS

# Fall 2019 Themes

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- Enrollment continues to be relatively stable
  - Under budget projections by 48 students
- Kindergarten capture rate is consistent with 7 year average
  - 82.2% compared with average of 82.4%
- EPHS enrollment is lower than expected
  - 2,925 compared with budget projection 2,994
  - Gateway program impact

# Next Steps

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- Enrollment Analytical
- 2019-20 Mid-Year Budget Update
  - Analyze revenue impact
  - Re-balance the budget
- 2020-21 Enrollment Projection & Beyond
  - Capture Rate
  - Trends/Cohort Survival Rate
- Long-Range Financial Projection
  - 5-Year Forecast

# THANK YOU



**EDEN PRAIRIE SCHOOLS**

Inspiring each student every day

# **FY 2018-19 Financial Update**



**EDEN PRAIRIE SCHOOLS**

*Inspiring each student every day*

# 2018-19 Financial Audit

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- Audit preliminary fieldwork completed in June
- Audit main fieldwork completed early-September
- Preliminary results presented to School Board-September 23<sup>rd</sup>
- Recap final results with Board Leadership-November 19<sup>th</sup>
- Final audit report presented to School Board-November 25<sup>th</sup>

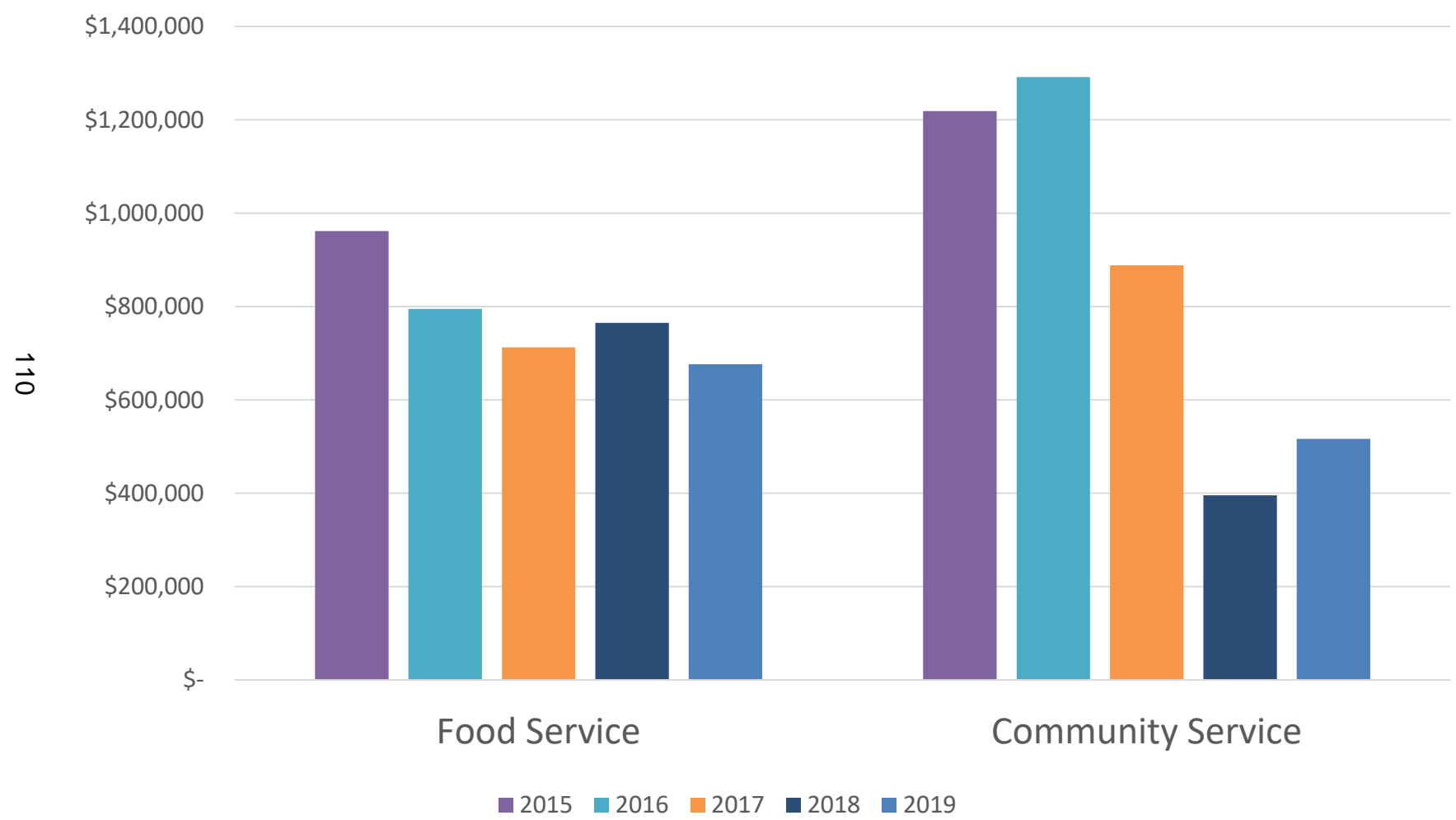


# General Fund Overview

<b>GENERAL FUND - Unassigned</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>	<b>%</b>
<b>Revenue</b>	\$109,426,908	\$110,324,317	\$ 897,409	0.82%
<b>Expenditures</b>	\$108,175,129	\$108,965,622	(\$ 790,493)	(0.73%)
<b>Total Change</b>	<b>\$ 1,251,779</b>	<b>\$ 1,358,695</b>	<b>\$ 106,916</b>	<b>0.09%</b>

**General Fund – Fund Balance Increase \$1,358,695**

# Other Funds



# 2018-19 Audit Findings

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- General Fund - Legal Compliance

- 4 out of 40 disbursements tested not paid within 35 days

- Student Activities

- Internal controls at district sites, sites operate on a cash basis and there is no way to ensure all cash collected is recorded
  - 1 out of 25 receipts tested did not have a student signature on the receipt form

- Federal Grants

- Food Service – Internal control as 1 free/reduced application was calculated incorrectly

# Next Steps

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- Wrap-up Financial Statement Preparation
  - Present November 25, 2019
- Mid-Year FY 19-20 Budget Update
  - Present January 2020
- Long-Range Financial Projection
  - 5-Year Forecast
  - January 2020

# THANK YOU



**EDEN PRAIRIE SCHOOLS**

Inspiring each student every day



**Eden Prairie School Board  
Community Linkage Committee Minutes  
September 13, 2019  
12:30-2:00- Administrative Services Center**

*Charter per Board Policy GP 4.8: This committee will facilitate multiple methods of School Board communication with owners that provide input and inform the School Board of ownership values as they relate to School Board policies, as well as provide valuable information to owners.*

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**Committee Members Present: Terri Swartout, Lauren Crandall (via Skype), Karla Bratrud**

**1. Approved Agenda**

**2. Committee Business**

- a. Inspiring News-** The next issue of Inspiring News will be published in December. If the Board wants to include a message in that issue it would need to be approved no later than the November 25<sup>th</sup> Board meeting, so the CL Committee should present a first draft at our October 14<sup>th</sup> workshop. Possible topics could include sharing information we hear at the Board table (like energy and cost savings from solar gardens), welcoming newly elected Board members, thanking outgoing Board members, and explaining how the transition of Board members works. We'd also request other Board members' ideas. Or, we could also wait until the next Inspiring News after the first of the year to include another Board message if we decide we don't have any important news to share now.
- b. Recommendations for Listening Sessions-** Based on the discussion the Board had at our September 9<sup>th</sup> workshop, our committee recommends we try to hold 4 Listening Sessions per year, two in the Administrative Services Center prior to Board meetings and two at an offsite location. We recommend holding them in September, November, February and April. If the Board approves of this, our Committee proposes scheduling a Listening Session at the Senior Center in November. We would go to this offsite session prepared with some news to share about the district, and we would bring those topics to the Board for approval at a workshop prior to that November Listening Session. We would also schedule a Listening Session from 5-5:45 pm on February 24<sup>th</sup>, 2020, in the ASC prior to that night's Board Business meeting. We will continue to have printed half-sheets of paper with our Listening Session guidelines at any Listening Sessions.

- c. **School Site Visits-** The CL Committee has scheduled these in the past, but because the purpose of these visits is the educate Board members about our schools, we believe these should be coordinated by the Board Development Committee in the future. We recommend they conduct a workshop discussion about the Board's interest in participating in these, the frequency of visits the Board is interested in, and if possible that they poll the Board with several possible dates prior to scheduling them for maximum Board participation in order to be respectful of school staff's time.
- d. **School Board page on the District Website-** In the course of our work our committee noticed some updates that need to be made to the School Board page of the district website, so we volunteered to lead a discussion at our October 14<sup>th</sup> workshop about potential changes the Board might like to request be made to our page. We compiled a list and will have Brenda send it out with that workshop's agenda.

### 3. Items for Board Action

- a. **Inspiring News-** Board approval/disapproval of a message for the December issue of Inspiring News. If approved, schedule workshop time to review a first draft.
- b. **Listening Sessions-** Board approval/disapproval of our recommendation to continue them and the schedule and guidelines presented.
- c. **School Site Visits-** Board approval/disapproval of moving this responsibility to the Board Development Committee.

### 4. Adjourned- Next CL Committee Meeting- Time and location TBD

**Eden Prairie School Board**  
**2019 & 2020 WORK PLAN CHANGES**

**“Proposed” WORK PLAN CHANGES *September 23, 2019***

<b>Date of Meeting/Workshop</b>	<b>Changes Requested</b>
<i>Monday, October 14, 2019 – Workshop</i>	
<i>Monday, October 28, 2019</i>	
<i>Monday, November 4, 2019 – Workshop</i>	
<i>Wednesday, November 13, 2019</i>	
<i>Monday, November 25, 2019</i>	
<i>Monday, December 9, 2019</i>	
<b>Placeholder – General Board Work</b>	
<ul style="list-style-type: none"> <li>Workshop to Discuss: Monitoring Process and Communication</li> </ul>	
<b>Placeholder – Policy Review</b>	
<ul style="list-style-type: none"> <li>EL 2.2.9</li> <li>GP 4.4.1 - The Chair “<i>resides</i>” over each meeting and is expected to: (<i>word should be changed to “presides”</i>)</li> <li>BMD 3.3 – Communication and Support to the School Board: (<i>Annually vs. Semiannually</i>)</li> </ul>	



**EDEN PRAIRIE SCHOOL BOARD**  
**2019-2020 ANNUAL WORK PLAN**

**Board Meetings**

**Board Workshops**

**Other Meetings**

**September 23, 2019**

Board Meeting or Board Workshop Type, Date and Time	Board Work				Supt Consent Agenda Items (Human Resources & Business Services Reports)	Board Education & Required Reporting	Workshop Topic(s)
	Policy Monitoring Ends, EL, BMD & GP Monitoring	Decision Preparation	Required Board Action	Board Action on Committee Reports & Minutes			
<b>*****2019*****</b>  <b>Board Meeting</b> <b>Mon, July 22, 2019</b> <b>7:30 AM</b>			<ul style="list-style-type: none"> <li>• Resolution: "Call the General Election"</li> <li>• Schedule Candidate Information Sessions</li> <li>• New School Board Candidate Presentation</li> <li>• School Board Handbook Presentation</li> </ul>		<ul style="list-style-type: none"> <li>• Monthly Reports</li> <li>• Student Handbooks: <ul style="list-style-type: none"> <li>- High School</li> <li>- Middle School</li> <li>- Elementary Schools (Summary Detail Included)</li> </ul> </li> </ul>		
<b>School Board "New Candidate" Information Session</b> <b>Monday, July 29, 2019</b> <b>ASC/EDC, 6:30 – 8:30 p.m.</b>							
<b>School Board "New Candidate" Information Session</b> <b>Monday, August 5, 2019</b> <b>ASC/EDC, 6:30 – 8:30 p.m.</b>							
<b>School Board Listening Session</b> <b>Monday, August 26, 2019</b> <b>ASC/Riley Creek Meeting Room, 5:00 – 5:45 p.m.</b>							
<b>Board Meeting</b> <b>Mon, Aug 26, 2019</b> <b>6:00 PM</b>	<ul style="list-style-type: none"> <li>• EL 2.1 Emergency Supt. Succession</li> <li>• EL 2.2 Treatment of Students</li> <li>• EL 2.7 Asset Protection</li> </ul>		<ul style="list-style-type: none"> <li>• Record of Board Self-Evaluation</li> </ul>		<ul style="list-style-type: none"> <li>• Monthly Reports</li> </ul>		
<b>Post Meeting Board Workshop</b> <b>Mon, Aug 26, 2019</b>							<ul style="list-style-type: none"> <li>• School Board Mtg. Self-Assessment</li> </ul>
<b>Brief Business Meeting</b> <b>Mon, Sep 9, 2019</b> <b>6:00 PM</b>					<ul style="list-style-type: none"> <li>• Contract Agreements</li> </ul>		

**EDEN PRAIRIE SCHOOL BOARD**  
**2019-2020 ANNUAL WORK PLAN**

**Board Meetings**

**Board Workshops**

**Other Meetings**

**September 23, 2019**

Board Meeting or Board Workshop Type, Date and Time	Board Work				Supt Consent Agenda Items (Human Resources & Business Services Reports)	Board Education & Required Reporting	Workshop Topic(s)
	Policy Monitoring Ends, EL, BMD & GP Monitoring	Decision Preparation	Required Board Action	Board Action on Committee Reports & Minutes			
Board Workshop Mon, Sept 9, 2019 6:15 PM							<ul style="list-style-type: none"> <li>• ADMIN Proposals for FY 2019-20 Workshops</li> <li>• NEW Policy Development Discussion (Ends &amp; EL Policies)</li> <li>• School Board Listening Session Discussion</li> <li>• EL 2.2.9 &amp; EL 2.2.10 Policy Discussion</li> <li>• Policy Monitoring: All BMD Policies</li> <li>• Policy Monitoring: GP's: 4.4, 4.5, 4.6, 4.7, 4.8, &amp; 4.10</li> <li>• Confirm agenda for next Board Workshop</li> </ul>
Board Meeting Mon, Sept 23, 2019 6:00 PM	<ul style="list-style-type: none"> <li>• EL 2.3 Treatment of Parents</li> <li>• EL 2.6 Financial Management &amp; Operations</li> </ul> <hr/> <ul style="list-style-type: none"> <li>• All BMD Policies</li> <li>• BMD 3.0 Single Point of Connection</li> <li>• BMD 3.1 Unity of Control</li> <li>• BMD 3.2 Delegation to the Superintendent</li> <li>• BMD 3.3 Superintendent Accountability &amp; Performance</li> </ul>		<ul style="list-style-type: none"> <li>• Approval of Preliminary FY 2020-21 Levy</li> <li>- Tax Levy Comparison</li> <li>- Tax Levy Presentation Pay 20</li> </ul> <hr/> <ul style="list-style-type: none"> <li>• Record of Board Self-Evaluation</li> </ul>		<ul style="list-style-type: none"> <li>• Monthly Reports</li> </ul>	<u>Superintendent Incidentals:</u> <ul style="list-style-type: none"> <li>• FY 2018-19 Year-end Preliminary Financial Report</li> <li>• FY 2019-20 Preliminary Enrollment Report</li> </ul>	

**EDEN PRAIRIE SCHOOL BOARD**  
**2019-2020 ANNUAL WORK PLAN**

Board Meetings

Board Workshops

Other Meetings

September 23, 2019

Board Meeting or Board Workshop Type, Date and Time	Board Work				Supt Consent Agenda Items (Human Resources & Business Services Reports)	Board Education & Required Reporting	Workshop Topic(s)
	Policy Monitoring Ends, EL, BMD & GP Monitoring	Decision Preparation	Required Board Action	Board Action on Committee Reports & Minutes			
	<ul style="list-style-type: none"> <li>•GP 4.4 Officer Roles</li> <li>•GP 4.5 School Board Members Code of Conduct</li> <li>•GP 4.6 Process for Addressing School Board Member Violations</li> <li>•GP 4.7 School Board Committee Principles</li> <li>•GP 4.8 School Board Committee Structure</li> <li>•GP 4.10 Operation of the School Board Governing Rules</li> </ul>						
Post Meeting Board Workshop Mon, Sept 23, 2019							•School Board Mtg. Self-Assessment
Board Workshop Mon, Oct 14, 2019 6:00 PM							<ul style="list-style-type: none"> <li>•Administration: Setting Stage for FY 2020-21 Budget Guidelines</li> <li>•Policy Monitoring: GP 4.0, 4.1, 4.2, 4.3, 4.9</li> <li>•School Board Website Review/Discussion: Board Pages</li> <li>•Confirm agenda for next Board Workshop</li> </ul>

**EDEN PRAIRIE SCHOOL BOARD**  
**2019-2020 ANNUAL WORK PLAN**

**Board Meetings**

**Board Workshops**

**Other Meetings**

**September 23, 2019**

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, Oct 28, 2019 6:00 PM	<ul style="list-style-type: none"> <li>•Ends 1.1, 1.2, 1.3 Evidence (FY 2018-19)</li> <li>•EL 2.4 Treatment of Staff</li> <li>•EL 2.8 Compensation and Benefits</li> </ul> <hr/> <ul style="list-style-type: none"> <li>•GP 4.0 Global Governance Commitment</li> <li>•GP 4.1 Governing Style</li> <li>•GP 4.2 School Board Job Products</li> <li>•GP 4.3 Annual Work Plan</li> <li>•GP 4.9 Governance Investment</li> </ul>		•Record of Board Self-Evaluation		•Monthly Reports	<u>Superintendent Incidentals:</u> <ul style="list-style-type: none"> <li>•Enrollment Report as of Oct. 1, 2019</li> <li>-Exec. Summary</li> <li>-Capture Rate</li> <li>-History &amp; Projection Totals</li> <li>-Official October 1 Enrollment Count</li> <li>•World's Best Workforce Report</li> <li>•FY 2018-2019 Achievement Integration Progress Report</li> </ul>	
Post Meeting Board Workshop Mon, Oct 28, 2019							•School Board Mtg. Self-Assessment
Board Workshop Mon, Nov 4, 2019 6:00 PM*							<ul style="list-style-type: none"> <li>•FY 2019-2020 Superintendent Goal Setting Discussion</li> <li>•"New Policy Introductions"</li> <li>•Review of Treasurer's Annual Report</li> <li>•Confirm agenda for next Board Workshop</li> </ul>

**EDEN PRAIRIE SCHOOL BOARD**  
**2019-2020 ANNUAL WORK PLAN**

**Board Meetings**

**Board Workshops**

**Other Meetings**

**September 23, 2019**

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			
Special Business Meeting Wed, Nov 13, 2019 7:30 AM			<ul style="list-style-type: none"> <li>Resolution Approving Canvassing of Elections</li> </ul>				
Board Meeting Mon, Nov 25, 2019 6:00 PM	<ul style="list-style-type: none"> <li>EL 2.9 Communication and Support to the School Board</li> </ul>	<ul style="list-style-type: none"> <li><u>Closed Session:</u> Review of FY 2018-19 Superintendent Goals -Minn. Stat. 13D.05, Subd. 3</li> </ul>	<ul style="list-style-type: none"> <li>FY 2019-20 Superintendent Goal Setting</li> <li>Record of Board Self-Evaluation</li> </ul>	<ul style="list-style-type: none"> <li>Treasurer's Report</li> <li>End &amp; EL's Policy Monitoring Process</li> </ul>	<ul style="list-style-type: none"> <li>Monthly Reports</li> </ul>	<ul style="list-style-type: none"> <li>FY 2018-19 Audited Financial Presentation</li> </ul>	
Post Meeting Board Workshop Mon, Nov 25, 2019							<ul style="list-style-type: none"> <li>School Board Mtg. Self-Assessment</li> </ul>
Board Meeting Mon, Dec 9, 2019 6:00 PM	<ul style="list-style-type: none"> <li>EL 2.5 Financial Planning and Budgeting</li> <li>EL 2.0 Global Executive Constraint</li> </ul>		<ul style="list-style-type: none"> <li>Approval of Final FY 2020-21 Levy</li> <li>Record of Board Self-Evaluation</li> </ul>		<ul style="list-style-type: none"> <li>Monthly Reports</li> </ul>	<ul style="list-style-type: none"> <li>Truth in Taxation Hearing</li> </ul>	
Post Meeting Board Workshop Mon, Dec 9, 2019							<ul style="list-style-type: none"> <li>School Board Mtg. Self-Assessment</li> </ul>

\*November Meeting dates changed due to Veteran's Day on Monday, November 11, 2019

**EDEN PRAIRIE SCHOOL BOARD**  
**2019-2020 ANNUAL WORK PLAN**

**Board Meetings**

**Board Workshops**

**Other Meetings**

**September 23, 2019**

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>*****2020*****</p> <p>Annual Organizational Meeting Mon, Jan 6, 2020 6:00 PM</p>			<ul style="list-style-type: none"> <li>• 2019 Annual Organizational Mtg.               <ul style="list-style-type: none"> <li>- Election of Officers</li> <li>- School Board Compensation</li> <li>- School Board Calendar</li> </ul> </li> <li>• Approval of School Board Meeting Calendar: Jul 1, 2020 through Jun 30, 2020</li> <li>• Resolution for Combined Polling Places for the General Elections</li> <li>• Appointment of Intermediate District 287 Representative</li> </ul>		<ul style="list-style-type: none"> <li>• 2019 Annual School District Organizational Items:               <ul style="list-style-type: none"> <li>- School District Newspaper</li> <li>- School District Depository/Financial Institutions</li> <li>- Money Wire Transfers</li> <li>- Early Claims Payment</li> <li>- School District Legal Counsel</li> <li>- School District Responsible Authority</li> <li>- Deputy Clerk &amp; Deputy Treasurer</li> <li>- Facsimile Signature Authorization</li> <li>- Authorization for Superintendent to Sign Contracts</li> <li>- Local Education Agency (LEA) Representative</li> <li>- MDE Designation of Identified Official with Authority (IoWA)</li> </ul> </li> </ul>		
<p>Board Workshop Mon, Jan 6, 2020 6:15 PM Convene following the Annual Organizational Meeting</p>							<ul style="list-style-type: none"> <li>• 2020 Committees &amp; Outside Organization Discussion</li> <li>• 5-Year Financial Forecast</li> </ul>

**EDEN PRAIRIE SCHOOL BOARD**  
**2019-2020 ANNUAL WORK PLAN**

**Board Meetings**

**Board Workshops**

**Other Meetings**

**September 23, 2019**

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			
							• Confirm agenda for next Board Workshop
<b>Board Meeting</b> Mon, Jan 27, 2020 6:00 PM		<ul style="list-style-type: none"> <li>•FY 2020-21 School Calendar <i>(Draft)</i></li> <li>•FY 2021-22 School Calendar <i>(Preliminary)</i></li> <li>•FY 2020-21 Budget Timelines – <i>First Reading</i></li> <li>•FY 2020-21 Budget Assumptions – <i>First Reading</i></li> </ul>	<ul style="list-style-type: none"> <li>•FY 2019-20 Mid-Year Budget Approval</li> <li>•Record of Board Self-Evaluation</li> </ul>	<ul style="list-style-type: none"> <li>•2020 School Board Committee &amp; Outside Organization Assignments</li> </ul>	<ul style="list-style-type: none"> <li>• Monthly Reports</li> <li>• FY 2020-21 Bus Purchase</li> <li>• Pay Equity</li> <li>• District Policy 721</li> <li>• Bids - Seek</li> </ul>		
<b>Post Meeting Board Workshop</b> Mon, Jan 27, 2020							• School Board Meeting Self-Assessment
<b>Board Workshop</b> Mon, Feb 10, 2020 6:00 PM							• Confirm agenda for next Board Workshop
<b>Board Meeting</b> Mon, Feb 24, 2020 6:00 PM			<ul style="list-style-type: none"> <li>•Record of Board Self-Evaluation</li> </ul>		<ul style="list-style-type: none"> <li>• Monthly Reports</li> <li>• Approval of FY 2020-21 School Calendar</li> <li>• Approval of Preliminary FY 2021-22 School Calendar</li> </ul>		
<b>Post Meeting Board Workshop</b> Mon, Feb 24, 2020							• School Board Meeting Self-Assessment

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**EDEN PRAIRIE SCHOOL BOARD**  
**2019-2020 ANNUAL WORK PLAN**

**Board Meetings**

**Board Workshops**

**Other Meetings**

**September 23, 2019**

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, Mar 09, 2020 6:00 PM							•Confirm agenda for next Board Workshop
Board Meeting Mon, Mar 23, 2020 6:00 PM		• FY 2020-21 Capital Budget – <i>First Reading</i>	•Resolution to Release Probationary Teachers •Final FY 2020-21 Budget Assumptions <hr/> •Record of Board Self-Evaluation		•Monthly Reports •Achievement & Integration Budget		
Post Meeting Board Workshop Mon, Mar 23, 2020							•School Board Meeting Self-Assessment
Board Workshop Mon, Apr 13, 2020 6:00 PM							•FY 2020-2021 Annual Work Plan Calendar Discussion •FY 2020-2021 School Board Meeting Calendar Discussion •FY 2020-2021 School Board Budget Discussion •Confirm agenda for next Board Workshop



**EDEN PRAIRIE SCHOOL BOARD**  
**2019-2020 ANNUAL WORK PLAN**

**Board Meetings**

**Board Workshops**

**Other Meetings**

**September 23, 2019**

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, Apr 27, 2020 6:00 PM		<ul style="list-style-type: none"> <li>FY 2020-21 School Board Work Plan – <i>First Reading</i></li> <li>Closed Session: Negotiation Strategy</li> <li>FY 2020-21 School Board Budget – <i>First Reading</i></li> </ul>	<ul style="list-style-type: none"> <li>Approval of FY 2020-21 Capital Budget</li> <li>Approval of FY 2020-21 School Board Meeting Calendar</li> </ul> <hr/> <ul style="list-style-type: none"> <li>Record of Board Self-Evaluation</li> </ul>		<ul style="list-style-type: none"> <li>Monthly Reports</li> </ul>		
Post Meeting Board Workshop Mon, Apr 27, 2020							<ul style="list-style-type: none"> <li>School Board Meeting Self-Assessment</li> </ul>
Board Workshop Mon, May 04, 2020* 6:00 PM							<ul style="list-style-type: none"> <li>Confirm agenda for next Board Workshop</li> </ul>
Board Meeting Mon, May 18, 2020* 6:00 PM		<ul style="list-style-type: none"> <li>FY 2020-21 Budget – <i>First Reading</i></li> </ul>	<ul style="list-style-type: none"> <li>Approval of FY 2020-21 School Board Work Plan</li> <li>Approval of FY 2020-21 School Board Budget</li> </ul> <hr/> <ul style="list-style-type: none"> <li>Record of Board Self-Evaluation</li> </ul>		<ul style="list-style-type: none"> <li>Monthly Reports</li> <li>MSHSL Resolution for Membership</li> <li>Approval of FY 2020-21 School Meal Prices</li> </ul>		
Post Meeting Board Workshop Mon, May 18, 2020*							<ul style="list-style-type: none"> <li>School Board Meeting Self-Assessment</li> </ul>
Board Workshop Mon, June 08, 2020 6:00 PM							<ul style="list-style-type: none"> <li>General Fund Budget Q&amp;A</li> </ul>

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**EDEN PRAIRIE SCHOOL BOARD**  
**2019-2020 ANNUAL WORK PLAN**

**Board Meetings**

**Board Workshops**

**Other Meetings**

**September 23, 2019**

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			
							•Confirm agenda for next Board Workshop
<b>Board Meeting Mon, June 22, 2020 6:00 PM</b>	•Ends 1.1, 1.2, 1.3 OI		•Approval of FY 2020-21 Budget •ISD 287 10-Year Facilities Maintenance Resolution <hr/> •Record of Board Self-Evaluation		•Monthly Reports •EPS 10-Year Facilities Maintenance Plan •Q-Comp Annual Report •Annual Review of District Mandated Policies •Approval of Updated District Policies		
<b>Post Meeting Board Workshop Mon, Jun 22, 2020</b>							•School Board Meeting Self-Assessment

\*May Meeting dates changed due to Memorial Day

## **101 LEGAL STATUS OF THE SCHOOL DISTRICT**

### **I. PURPOSE**

A primary principle of this nation is that the public welfare demands an educated and informed citizenry. The power to provide for public education is a state function vested in the state legislature and delegated to local school districts. The purpose of this policy is to clarify the legal status of the school district.

### **II. GENERAL STATEMENT OF POLICY**

- A. The school district is a public corporation subject to the control of the legislature, limited only by constitutional restrictions. The school district has been created for educational purposes.
- B. The legislature has authority to prescribe the school district's powers and privileges, its boundaries and territorial jurisdictions.
- C. The school district has only the powers conferred on it by the legislature; however, the school board's authority to govern, manage, and control the school district, to carry out its duties and responsibilities, and to conduct the business of the school district includes implied powers in addition to any specific powers granted by the legislature.

### **III. RELATIONSHIP TO OTHER ENTITIES**

- A. The school district is a separate legal entity.
- B. The school district is coordinate with and not subordinate to the county(ies) in which it is situated.
- C. The school district is not subservient to municipalities within its territory.

### **IV. POWERS AND AUTHORITY OF THE SCHOOL DISTRICT**

- A. Funds
  - 1. The school district, through its school board, has authority to raise funds for the operation and maintenance of its schools and authority to manage and expend such funds, subject to applicable law.

2. The school district has wide discretion over the expenditure of funds under its control for public purposes, subject to the limitations provided by law.
3. School district officials occupy a fiduciary position in the management and expenditure of funds entrusted to them.

B. Raising Funds

1. The school district shall, within the limitations specified by law, provide by levy of tax necessary funds for the conduct of schools, payment of indebtedness, and all proper expenses.
2. The school district may issue bonds in accordance with the provisions of Minn. Stat. Ch. 475, or other applicable law.
3. The school district has authority to accept gifts and donations for school purposes, subject to applicable law.

C. Property

1. The school district may acquire property for school purposes. It may sell, exchange, or otherwise dispose of property which is no longer needed for school purposes, subject to applicable law.
2. The school district shall manage its property in a manner consistent with the educational functions of the district.
3. The school district may permit the use of its facilities for community purposes which are not inconsistent with, nor disruptive of, its educational mission.
4. School district officials hold school property as trustees for the use and benefit of students, taxpayers, and the community.

D. Contracts

1. The school district is empowered to enter into contracts in the manner provided by law.
2. The school district has authority to enter into installment purchases and leases with an option to purchase, pursuant to Minn. Stat. § 465.71 or other applicable law.
3. The school district has authority to make contracts with other governmental agencies and units for the purchase, lease or other acquisition of equipment, supplies, materials, or other property, including real property.

4. The school district has authority to enter into employment contracts. As a public employer, the school district, through its designated representatives, shall meet and negotiate with public employees in an appropriate bargaining unit and enter into written collective bargaining agreements with such employees, subject to applicable law.

E. Textbooks, Educational Materials, and Studies

1. The school district, through its school board and administrators, has the authority to determine what textbooks, educational materials, and studies should be pursued.
2. The school district shall establish and apply the school curriculum.

F. Actions and Suits

The school district has authority to sue and to be sued.

***Legal References:*** ~~Minn. Const. art. 13, § 1~~

~~Minn. Stat. Ch. 123B (School Districts, Powers and Duties)~~

~~Minn. Stat. Ch. 179A (Public Employment Labor Relations)~~

~~Minn. Stat. § 465.035 (Conveyance or Lease of Land)~~

~~Minn. Stat. §§ 465.71; 471.345; 471.6161; 471.6175; 471.64 (Rights, Powers, Duties of Political Subdivisions)~~

~~Minnesota Association of Public Schools v. Hanson, 287 Minn. 415, 178 N.W.2d 846 (1970)~~

~~Independent School District No. 581 v. Mattheis, 275 Minn. 383, 147 N.W.2d 374 (1966)~~

~~Village of Blaine v. Independent School District No. 12, 272 Minn. 343, 138 N.W.2d 32 (1965)~~

~~Huffman v. School Board, 230 Minn. 289, 41 N.W.2d 455 (1950)~~

~~State v. Lakeside Land Co., 71 Minn. 283, 73 N.W.970 (1898)~~

***Cross References:*** ~~MSBA/MASA Model Policy 201 (Legal Status of School Board)~~

~~MSBA/MASA Model Policy 603 (Curriculum Development)~~

~~MSBA/MASA Model Policy 604 (Instructional Curriculum)~~

~~MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)~~

~~MSBA/MASA Model Policy 704 (Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System)~~

~~MSBA/MASA Model Policy 705 (Investments)~~

~~MSBA/MASA Model Policy 706 (Acceptance of Gifts)~~

~~MSBA/MASA Model Policy 801 (Equal Access to School Facilities)~~

~~MSBA Service Manual, Chapter 3, Employee Negotiations~~

~~MSBA Service Manual, Chapter 13, School Law Bulletin "F" (Contract and Bidding Procedures)~~

Adopted: June 11, 2013

~~MSBA/MASA Model Policy 101.1~~

~~Orig. 1998~~

Revised:

~~Rev. 1999~~

## **101.1 NAME OF THE SCHOOL DISTRICT**

### **I. PURPOSE**

The purpose of this policy is to clarify the name of the school district.

### **II. GENERAL STATEMENT OF POLICY**

Pursuant to statute, the official name of the school district is Independent School District No. 272. However, the school district is often referred to by other informal names. In order to avoid confusion and to encourage consistency in school district letterheads, signage, publications and other materials, the school board intends to establish a uniform name for the school district.

### **III. UNIFORM NAME**

- A. The name of the school district shall be Eden Prairie Schools ~~District~~.
- B. The name specified above may be used to refer to the school district and may be shown on school district letterheads, signage, publications and other materials.
- C. In official communications and on school district ballots, the school district shall be referred to as Independent School District No. 272, Eden Prairie Schools ~~District~~, but inadvertent failure to use the correct name shall not invalidate any legal proceeding or matter or affect the validity of any document.

~~**Legal References:** Minn. Stat. § 123A.55 (Classes, Number)~~

~~**Cross References:**~~

## **103 COMPLAINTS – STUDENTS, EMPLOYEES, PARENTS, OTHER PERSONS**

### **I. PURPOSE**

The school district takes seriously all concerns or complaints by students, employees, parents or other persons. If a specific complaint procedure is provided within any other policy of the school district, the specific procedure shall be followed in reference to such a complaint. If a specific complaint procedure is not provided, the purpose of this policy is to provide a procedure that may be used.

### **II. GENERAL STATEMENT OF POLICY**

- A. Students, parents, employees or other persons, may report concerns or complaints to the school district. While written reports are encouraged, a complaint may be made orally. Any employee receiving a complaint shall advise the principal or immediate supervisor of the receipt of the complaint. The supervisor shall make an initial determination as to the seriousness of the complaint and whether the matter should be referred to the superintendent. A person may file a complaint at any level of the school district; i.e., principal, superintendent or school board. However, persons are encouraged to file a complaint at the building level when appropriate.
- B. Depending upon the nature and seriousness of the complaint, the supervisor or other administrator receiving the complaint shall determine the nature and scope of the investigation or followup procedures. If the complaint involves serious allegations, the matter shall promptly be referred to the superintendent who shall determine whether an internal or external investigation should be conducted. In either case, the superintendent shall determine the nature and scope of the investigation and designate the person responsible for the investigation or followup relating to the complaint. The designated investigator shall ascertain details concerning the complaint and respond promptly to the appropriate administrator concerning the status or outcome of the matter.
- C. The appropriate administrator shall respond in writing to the complaining party concerning the outcome of the investigation or followup, including any appropriate action or corrective measure that was taken. The superintendent shall be copied on the correspondence and consulted in advance of the written response when appropriate. The response to the complaining party shall be consistent with the rights of others pursuant to the applicable provisions of Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act) or other law.

***Legal References:*** ~~Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)~~

***Cross References:*** ~~MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)~~  
~~MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)~~  
~~MSBA/MASA Model Policy 413 (Harassment and Violence)~~  
~~MSBA/MASA Model Policy 514 (Bullying Prohibition)~~  
~~MSBA Service Manual, Chapter 13, School Law Bulletin “I” (School Records—Privacy—Access to Data)~~



## **205 OPEN MEETINGS AND CLOSED MEETINGS**

### **I. PURPOSE**

- A. The school board embraces the philosophy of openness in the conduct of its business, in the belief that openness produces better programs, more efficiency in administration of programs, and an organization more responsive to public interest and less susceptible to private interest. The school board shall conduct its business under a presumption of openness. At the same time, the school board recognizes and respects the privacy rights of individuals as provided by law. The school board also recognizes that there are certain exceptions to the Minnesota Open Meeting Law as recognized in statute where it has been determined that, in limited circumstances, the public interest is best served by closing a meeting of the school board.
- B. The purpose of this policy is to provide guidelines to assure the rights of the public to be present at school board meetings, while also protecting the individual's rights to privacy under law, and to close meetings when the public interest so requires as recognized by law.

### **II. GENERAL STATEMENT OF POLICY**

- A. Except as otherwise expressly provided by statute, all meetings of the school board, including executive sessions, shall be open to the public.
- B. Meetings shall be closed only when expressly authorized by law.

### **III. DEFINITION**

“Meeting” means a gathering of at least a quorum or more members of the school board, or quorum of a committee or subcommittee of school board members, at which members discuss, decide, or receive information as a group on issues relating to the official business of the school board. The term does not include a chance or social gathering or the use of social media by members of a public body so long as the social media use is limited to exchanges with all members of the general public. For purposes of the Open Meeting Law, social media does not include e-mail.

### **IV. PROCEDURES**

- A. Meetings

1. Regular Meetings

A schedule of the regular meetings of the school board shall be kept on file at its primary offices. If the school board decides to hold a regular meeting at a time or place different from the time or place stated in its schedule, it shall give the same notice of the meeting as for a special meeting.

2. Special Meetings

- a. For a special meeting, the school board shall post written notice of the date, time, place, and purpose of the meeting on the principal bulletin board of the school district or on the door of the school board's usual meeting room if there is no principal bulletin board. The school board's actions at the special meeting are limited to those topics included in the notice.
- b. The notice shall also be mailed or otherwise delivered to each person who has filed a written request for notice of special meetings.
- c. This notice shall be posted and mailed or delivered at least three days before the date of the meeting. As an alternative to mailing or otherwise delivering notice to persons who have filed a written request, the school board may publish the notice once, at least three days before the meeting, in the official newspaper of the school district or, if none, in a qualified newspaper of general circulation within the area of the school district.
- d. A person filing a request for notice of special meetings may limit the request to particular subjects, in which case the school board is required to send notice to that person only concerning those particular subjects.
- e. The school board will establish an expiration date on requests for notice of special meetings and require refiling once each year. Not more than 60 days before the expiration date of request for notice, the school board shall send notice of the refiling requirement to each person who filed during the preceding year.

3. Emergency Meetings

- a. An emergency meeting is a special meeting called because of circumstances that, in the judgment of the school board, require immediate consideration.

- b. If matters not directly related to the emergency are discussed or acted upon, the minutes of the meeting shall include a specific description of those matters.
- c. The school board shall make good faith efforts to provide notice of the emergency meeting to each news medium that has filed a written request for notice if the request includes the news medium's telephone number.
- d. Notice of the emergency meeting shall be given by telephone or any other method used to notify the members of the school board.
- e. 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 school board members.
- f. Notice shall include the subject of the meeting.
- g. Posted or published notice of an emergency meeting shall not be required.
- h. The notice requirements for an emergency meeting as set forth in this policy shall supersede any other statutory notice requirement for a special meeting that is an emergency meeting.

4. Recessed or Continued Meetings

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.

5. Closed Meetings

The notice requirements of the Minnesota Open Meeting Law apply to closed meetings.

6. Actual Notice

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

7. Health Pandemic or Declared Emergency

In the event of a health pandemic or an emergency declared under Minn.Stat. Ch. 12, a meeting may be conducted by telephone or other

electronic means in compliance with Minn. Stat. § 13D.021.

8. Meetings Conducted by Interactive Technology

A meeting may be conducted by interactive technology, Skype, or other similar electronic means in compliance with Minn. Stat. § 13D.021.

B. Votes

The votes of school board members shall be recorded in a journal kept for that purpose, and the journal shall be available to the public during all normal business hours at the administrative offices of the school district.

C. Written Materials

1. In any open meeting, a copy of any printed materials, including electronic communications, relating to the agenda items prepared or distributed by the school board or its employees and distributed to or available to all school board members shall be available in the meeting room for inspection by the public while the school board considers their subject matter.
2. This provision does not apply to materials not classified by law as public, or to materials relating to the agenda items of a closed meeting.

D. Data

1. Meetings may not be closed merely because the data to be discussed are not public data.
2. Data that are not public data may be discussed at an open meeting if the disclosure relates to a matter within the scope of the school board's authority and is reasonably necessary to conduct the business or agenda item before the school board.
3. Data discussed at an open meeting retain the data's original classification; however, a record of the meeting, regardless of form, shall be public.

E. Closed Meetings

1. Labor Negotiations Strategy

- a. The school board 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.

- b. The time and place of the closed meeting shall be announced at the public meeting. A written roll of school board members and all other persons present at the closed meeting shall be made available to the public after the closed meeting. The proceedings shall be tape recorded, and the tape recording shall be preserved for two years after the contract discussed at the meeting is signed. The recording shall be made available to the public after all labor contracts are signed by the school board for the current budget period.

2. Sessions Closed by Bureau of Mediation Services

All negotiations, mediation sessions, and hearings between the school board and its employees or their respective representatives are public meetings. These meetings may be closed only by the Commissioner of the Bureau of Mediation Services (BMS). The use of recording devices, stenographic records, or other recording methods is prohibited in mediation meetings closed by the BMS.

3. Preliminary Consideration of Charges

The school board shall close one or more meetings for preliminary consideration of allegations or charges against an individual subject to its authority. If the school board 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. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

4. Performance Evaluations

The school board may close a meeting to evaluate the performance of an individual who is subject to its authority. The school board shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the school board 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. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

5. Attorney-Client Meeting

A meeting may be closed if permitted by the attorney-client privilege. Attorney-client privilege applies when litigation is imminent or threatened, or when the school board needs advice above the level of general legal advice, i.e., regarding specific acts and their legal consequences. A meeting may be closed to seek legal advice concerning litigation strategy, but the mere threat that litigation might be a consequence of deciding a matter one way or another does not, by itself, justify closing the meeting. The motion to close the meeting must specifically describe the matter to be discussed at the closed meeting, subject to relevant privacy and confidentiality considerations under state and federal law. The law does not require that such a meeting be recorded.

6. Dismissal Hearing

- a. A hearing on the dismissal of a licensed teacher shall be public or private at the teacher's discretion. A hearing regarding placement of teachers on unrequested leave of absence shall be public.
- b. A hearing on dismissal of a student pursuant to the Pupil Fair Dismissal Act shall be closed unless the pupil, parent or guardian requests an open hearing.
- c. To the extent a teacher or student dismissal hearing is held before the school board and is closed, the closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

7. Coaches; Opportunity to Respond

- a. If the school board has declined to renew the coaching contract of a licensed or nonlicensed head varsity coach, it must notify the coach within 14 days of that decision.
- b. If the coach requests the reasons for the nonrenewal, the school board must give the coach the reasons in writing within 10 days of receiving the request.
- c. On the request of the coach, the school board must provide the coach with a reasonable opportunity to respond to the reasons at a school board meeting.
- d. The meeting may be open or closed at the election of the coach unless the meeting is closed as required by Minn. Stat. § 13D.05,

Subd. 2, to discuss educational or certain other nonpublic data.

- e. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

8. Meetings to Discuss Certain Not Public Data

Any portion of a meeting must be closed if the following types of data are discussed:

- a. data that would identify alleged victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors or vulnerable adults;
- b. active investigative data collected or created by a law enforcement agency;
- c. educational data, health data, medical data, welfare data, or mental health data that are not public data; or
- d. an individual's personal medical records.
- e. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

9. Purchase and Sale of Property

- a. The school board may close a meeting:
  - (1) to determine the asking price for real or personal property to be sold by the school district;
  - (2) to review confidential or nonpublic appraisal data; and
  - (3) to develop or consider offers or counteroffers for the purchase or sale of real or personal property.
- b. Before closing the meeting, the school board must identify on the record the particular real or personal property that is the subject of the closed meeting.
- c. The closed meeting must be tape recorded at the expense of the school district. The tape must be preserved for eight years after the

date of the meeting and be made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the school board 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 school board members and all other persons present at the closed meeting must be made available to the public after the closed meeting.

- d. An agreement reached that is based on an offer considered at a closed meeting is contingent on its approval by the school board at an open meeting. The actual purchase or sale must be approved at an open meeting and the purchase price or sale price is public data.

#### 10. Security Matters

- a. The school board may close a meeting 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.
- b. Financial issues related to security matters must be discussed and all related financial decisions must be made at an open meeting.
- c. Before closing a meeting, the school board must refer to the facilities, systems, procedures, services, or infrastructures to be considered during the closed meeting.
- d. The closed meeting must be tape recorded at the expense of the school district and the recording must be preserved for at least four years.

#### 11. Other Meetings

Other meetings shall be closed as provided by law, except as provided above. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

#### F. Procedures for Closing a Meeting

The school board shall provide notice of a closed meeting just as for an open meeting. A school board meeting may be closed only after a majority vote at a



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

**~~Legal References:~~**    ~~Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)~~  
~~Minn. Stat. Ch. 13D (Open Meeting Law)~~  
~~Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing)~~  
~~Minn. Stat. § 122A.33, Subd. 3 (Coaches; Opportunity to Respond)~~  
~~Minn. Stat. § 122A.40, Subd. 14 (Teacher Discharge Hearing)~~  
~~Minn. Stat. § 179A.14, Subd. 3 (Labor Negotiations)~~  
~~Minn. Rules Part 5510.2810 (Bureau of Mediation Services)~~  
~~*Brown v. Cannon Falls Township*, 723 N.W.2d 31 (Minn. App. 2006)~~  
~~*Brainerd Daily Dispatch v. Dehen*, 693 N.W.2d 435 (Minn. App. 2005)~~  
~~*The Free Press v. County of Blue Earth*, 677 N.W.2d 471 (Minn. App. 2004)~~  
~~*Prior Lake American v. Mader*, 642 N.W.2d 729 (Minn. 2002)~~  
~~*Star Tribune v. Board of Education, Special School District No. 1*, 507 N.W.2d 869 (Minn. App. 1993)~~  
~~*Minnesota Daily v. University of Minnesota*, 432 N.W.2d 189 (Minn. App. 1988)~~  
~~*Moberg v. Independent School District No. 281*, 336 N.W.2d 510 (Minn. 1983)~~  
~~*Sovereign v. Dunn*, 498 N.W.2d 62 (Minn. App. 1993), *rev. denied.* (Minn. 1993)~~  
~~Dept. of Admin. Advisory Op. No. 18-019 (December 28, 2018)~~  
~~Dept. of Admin. Advisory Op. No. 17-005 (June 22, 2017)~~  
~~Dept. of Admin. Advisory Op. No. 13-009 (March 19, 2013)~~  
~~Dept. of Admin. Advisory Op. No. 12-004 (March 8, 2012)~~  
~~Dept. of Admin. Advisory Op. No. 11-004 (April 18, 2011)~~  
~~Dept. of Admin. Advisory Op. No. 10-020 (September 23, 2010)~~  
~~Dept. of Admin. Advisory Op. No. 09-020 (September 8, 2009)~~  
~~Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)~~  
~~Dept. of Admin. Advisory Op. No. 06-027 (September 28, 2006)~~  
~~Dept. of Admin. Advisory Op. No. 04-004 (February 3, 2004)~~

**~~Cross References:~~**    ~~MSBA/MASA Model Policy 204 (School Board Meeting Minutes)~~  
~~MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)~~  
~~MSBA/MASA Model Policy 207 (Public Hearings)~~  
~~MSBA/MASA Model Policy 406 (Public and Private Personnel Data)~~  
~~MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)~~  
~~MSBA Service Manual, Chapter 13, School Law Bulletin “C” (Minnesota’s Open Meeting Law)~~

## **214 OUT-OF-STATE TRAVEL BY SCHOOL BOARD MEMBERS**

### **I. PURPOSE**

The purpose of this policy is to control out-of-state travel by school board members as required by law.

### **II. GENERAL STATEMENT OF POLICY**

School board members have an obligation to become informed on the proper duties and functions of a school board member, to become familiar with issues that may affect the school district, to acquire a basic understanding of school finance and budgeting, and to acquire sufficient knowledge to comply with federal, state, and local laws, rules, regulations, and school district policies that relate to their functions as school board members. Occasionally, it may be appropriate for school board members to travel out of state to fulfill their obligations.

### **III. APPROPRIATE TRAVEL**

Travel outside the state is appropriate when the school board finds it proper for school board members to acquire knowledge and information necessary to allow them to carry out their responsibilities as school board members. Travel to regional or national meetings of the National School Boards Association is presumed to fulfill this purpose. Travel to other out-of-state meetings for which the member intends to seek reimbursement from the school district should be preapproved by the school board.

### **IV. REIMBURSABLE EXPENSES**

Expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district-related expenses.

### **V. REIMBURSEMENT**

- A. Requests for reimbursement must be itemized on the official school district form and are to be submitted to the designated administrator. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.

- B. Automobile travel shall be reimbursed at the mileage rate set by the school board. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.
- C. Amounts to be reimbursed shall be within the school board's approved budget allocations, including attendance at workshops and conventions.

## **VI. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES**

The superintendent shall develop a schedule of reimbursement rates for school district business expenses, including those expenses requiring advance approval and specific rates of reimbursement. The superintendent shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement.

***Legal References:***     ~~Minn. Stat. § 123B.09, Subd. 2 (School Board Member Training)~~  
                                 ~~Minn. Stat. § 471.661 (Out-of-State Travel)~~  
                                 ~~Minn. Stat. § 471.665 (Mileage Allowances)~~  
                                 ~~Minn. Op. Atty. Gen. 1035 (Aug. 23, 1999) (Retreat Expenses)~~  
                                 ~~Minn. Op. Atty. Gen. 161b-12 (Aug. 4, 1997) (Transportation Expenses)~~

***Cross References:***     ~~MSBA/MASA Model Policy 212 (School Board Member Development)~~  
                                 ~~MSBA/MASA Model Policy 412 (Expense Reimbursement)~~

Adopted: June 11, 2013

~~MSBA/MASA Model Policy 305~~

~~Orig. 1995~~

~~Revised:~~

~~Rev. 1999~~

## **305 POLICY IMPLEMENTATION**

### **I. PURPOSE**

The purpose of this policy is to clarify the responsibility of the school administration for implementation of district policy.

### **II. GENERAL STATEMENT OF POLICY**

- A. It shall be the responsibility of the superintendent to implement district policy and to recommend additions or modifications thereto. The administration is authorized to develop guidelines and directives to effectuate the implementation of district policies. These guidelines and directives shall not be inconsistent with said policies.
- B. ~~Employee and~~sStudent handbooks shall be subject to annual review and approval by the school board.
- C. School principals and other administrators who have handbook responsibilities shall present recommended changes necessary to reflect new or modified policies. Changes of substance within handbooks shall be reviewed by the superintendent to assure compliance with district policy and shall be approved by the school board.

**Legal References:** ~~Minn. Stat. § 123B.143 (Superintendent)~~

**Cross References:** ~~MSBA/MASA Model Policy 208 (Development, Adoption, and Implementation of Policies)~~

## **306 ADMINISTRATOR CODE OF ETHICS**

### **I. PURPOSE**

The purpose of this policy is to establish the requirements of the school board that school administrators adhere to the standards of ethics and professional conduct in this policy and Minnesota law.

### **II. GENERAL STATEMENT OF POLICY**

- A. An educational administrator's professional behavior must conform to an ethical code. The code must be idealistic and at the same time practical, so that it can apply reasonably to all educational administrators. The administrator acknowledges that the schools belong to the public they serve for the purpose of providing educational opportunities to all. However, the administrator assumes responsibility for providing professional leadership in the school and community. This responsibility requires the administrator to maintain standards of exemplary professional conduct. It must be recognized that the administrator's actions will be viewed and appraised by the community, professional associates, and students. To these ends, the administrator must subscribe to the following standards.
- B. The Educational Administrator:
  - 1. Makes the well-being of students the fundamental value of all decision-making and actions.
  - 2. Fulfills professional responsibilities with honesty and integrity.
  - 3. Supports the principle of due process and protects the civil and human rights of all individuals.
  - 4. Obeys local, state, and national laws and does not knowingly join or support organizations that advocate, directly or indirectly, the overthrow of the government.
  - 5. Implements the school board's policies.
  - 6. Pursues appropriate measures to correct those laws, policies, and regulations that are not consistent with sound educational goals.
  - 7. Avoids using positions for personal gain through political, social, religious, economic, or other influence.

8. Accepts academic degrees or professional certification only from duly accredited institutions.
9. Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.
10. Honors all contracts until fulfillment, release, or dissolution is mutually agreed upon by all parties to the contract.
11. Adheres to the Code of Ethics for School Administrators in Minnesota Rule.

***Legal References:*** ~~Minn. Stat. § 122A.14, Subd. 4 (Code of Ethics)~~  
~~Minn. Rules Part 3512.5200 (Code of Ethics for School Administrators)~~

***Cross References:***