

Eden Prairie School Board

New Director Orientation



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Welcome

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



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Being a School Board Director



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Assuming your new School Board Director role:

Who A Director is an elected or appointed official acting in the long range best interest of **ALL** students.


What A Director's focus is long range and at a high level (governance).

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

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

What's expected of me as a Board Director?

Board Director responsibilities:

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

What tools do I need to do the job?

From the District office you receive:

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

From the Board you receive:

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



**What does
it mean to
govern?**




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Governance: The Board's job

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

The Board's responsibilities include:

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

Management: The Superintendent's job

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

The Superintendent's job:

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

Accountability:

The Superintendent is directly accountable to the School Board.



**How does
the Board
do its
work?**



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Board Structure:

- **Board Officers:**

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

- **Board Directors:**

All seven board members

- **Ex-officio member:**

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



Board Meetings:

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

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

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

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

Outside organizations:

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



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

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

Quorum:

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

Meeting:

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

Open Meeting:

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



The Official School Board Calendar:



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

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

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

School Board Events:

The Board is committed to robust community linkage

We establish and complete yearly goals to:

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



Who can I turn to with questions?



During orientation and initial training:

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

Ongoing:

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

How will I receive compensation for my service?

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



A final thought: EPSB Ends Policy 1.0

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



Welcome Aboard!



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