

WAYZATA PUBLIC SCHOOLS

Independent School District 284
Wayzata, Minnesota

BOARD OF EDUCATION

Working Meeting - December 7, 2020 - 4:00 PM
District Administration Building
210 County Rd. 101, N, Plymouth, MN

AGENDA

1. **Call to Order/Welcome**
2. **School Board Development-Insights, Jodi Olson**
3. **Board Practices and Procedures**
 - A. **The Role of the School Board**
 1. **Standards for School Board Leadership** 3
 2. **Governance vs. Management** 5
 3. **Guidelines for Interaction** 6
 - B. **Meeting Protocols/Robert's Rules** 7
 - C. **Standard Operating Procedures Review** 9
4. **Board Organization for 2021**
 - A. **Board Meeting Schedule** 15
 - B. **Discussion of Officers** 17
 - C. **Standing and Ad Hoc Committees and Chair Responsibilities** 19
 - D. **Appointments** 24
 - E. **Agenda Planning Meetings**
5. **2021 School Board Compensation**
6. **2020 School Board Development**
7. **Other**
 - A. **Board Self-Assessment**
 - B. **Sunshine Fund**
 - C. **Technology Needs and Zoom Feedback**
 - D. **Confirm Board Member Contact Information** 25
8. **Adjourn**

WAYZATA PUBLIC SCHOOLS

Independent School District 284

Wayzata, Minnesota

MISSION

Our Core Purpose:

The mission of Wayzata Public Schools is to ensure a world-class education that prepares each and every student to thrive today and excel tomorrow in an ever-changing global society.

VISION

What We Intend to Create and Experience:

The vision of Wayzata Public Schools is to be a model of excellence where all students discover their unique talents, develop a love and tenacity for learning and demonstrate confidence and capacity for success through:

Exceptional Student Learning, Experiences and Relationships:

- High achievement by each and every student—no exceptions, no excuses;
- Content-rich, rigorous and personalized education;
- Meaningful relationships with teachers, staff, mentors and peers in a welcoming, nurturing and safe environment where all are valued for who they are and the contributions they make.

Community Trust, Confidence and Partnership:

- Comprehensive learning opportunities meeting diverse learner needs and community aspirations;
- Committed to being the first choice for students and families;
- Maintaining the highest levels of satisfaction and pride by staff, parents and community.

Operational Excellence:

- Attraction, development and retention of exemplary, creative and engaged employees;
- Accountability by all staff for individual and collective performance;
- Effective and efficient use of time and human, financial and physical resources;
- Culture of continuous improvement and responsive innovation;
- High performing district governance, management and partnerships.

Standards for School Board Leadership

The Role of the School Board

As the entity legally charged with governing a school district, each school board is responsible to its community for governing efficiently and leading effectively to provide for equitable education, resulting in high student achievement.

The following five standards are essential to being an effective, high-performing school board team.

Standard 1: Conduct and Ethics

The school board, as a whole, provides leadership to the community on behalf of the school district by conducting its business in a fair, respectful, legal, and responsible manner.

An effective, high-performing school board strives to meet the following benchmarks:

- A. Recognize the school board team consists of school board members and the superintendent and evaluates its performance at least annually.
- B. Take full responsibility for its activity and behavior at and away from the school board table.
- C. Encourage its members to express their individual opinions, respect others' opinions, and vote according to their convictions.
- D. Speak with one voice after reaching a decision.
- E. Spend time on board governance work rather than staff work - focuses on the ends not the means.
- F. Provide for orientation and ongoing training for all school board members.
- G. Follow established policies, including the chain-of-command, by directing people with concerns to the appropriate staff.
- H. Set an example of respectful and civil leadership.

Standard 2: Vision

The school board, with community input, envisions the educational future of the community and then formulates the goals, defines the outcomes, and sets the course for the school district.

An effective, high-performing school board strives to meet the following benchmarks:

- A. Use clear, focused, attainable, and measurable goals and outcomes to support gains in student achievement.
- B. Develop a strategic plan which includes well crafted school district belief statements, mission statement, vision statement, goals, and objectives that enable the school board to evaluate school district performance.
- C. Regularly monitor the strategic plan to evaluate progress toward goal achievement and school district success.
- D. Ensure that the school district belief statements, mission statement, vision statement, goals, and objectives are reflected in school board policies, mirrored in the budget planning and implementation efforts, and is supported district-wide.
- E. Communicate the strategic plan and the progress to the community.

Standard 3: Structure

The school board, to achieve its vision, establishes organizational and physical structures for student and staff success.

An effective, high-performing school board strives to meet the following benchmarks:

- A. Create organizational and physical structures based on equity in which all students and staff have the resources and supports to maximize achievement.
- B. Advocate and provide for learning through rigorous curriculum, effective technology, and a safe and secure environment.
- C. Select and employ one person – the superintendent – as the school district’s chief executive officer to lead and manage the school district.
- D. Hold the superintendent accountable for school district performance and compliance with written school board policy.
- E. Delegate the authority to the superintendent to recommend and evaluate all school district staff within the standards established through written school board policies.
- F. Accept ultimate responsibility for the care, management, fiscal oversight, and control of the school district while understanding that the day-to-day operations will be conducted by the staff.

Standard 4: Accountability

The school board is accountable to the community for constantly monitoring the conditions affecting the school district as a whole.

An effective, high-performing school board strives to meet the following benchmarks:

- A. Recognize the duty to itself and the community to determine whether the authority delegated to the superintendent is being used as intended.
- B. Evaluate the superintendent’s performance at least annually.
- C. Use student achievement data and other indicators when available as the basis for assessing progress toward school district goals and compliance with school board policies and state and federal laws.
- D. Recognize the distinction between “monitoring data” (data used by the school board to address accountability) and “management data” (data used by the staff for operations).

Standard 5: Advocacy and Communication

The school board advances its vision at the local, regional, state, and national levels.

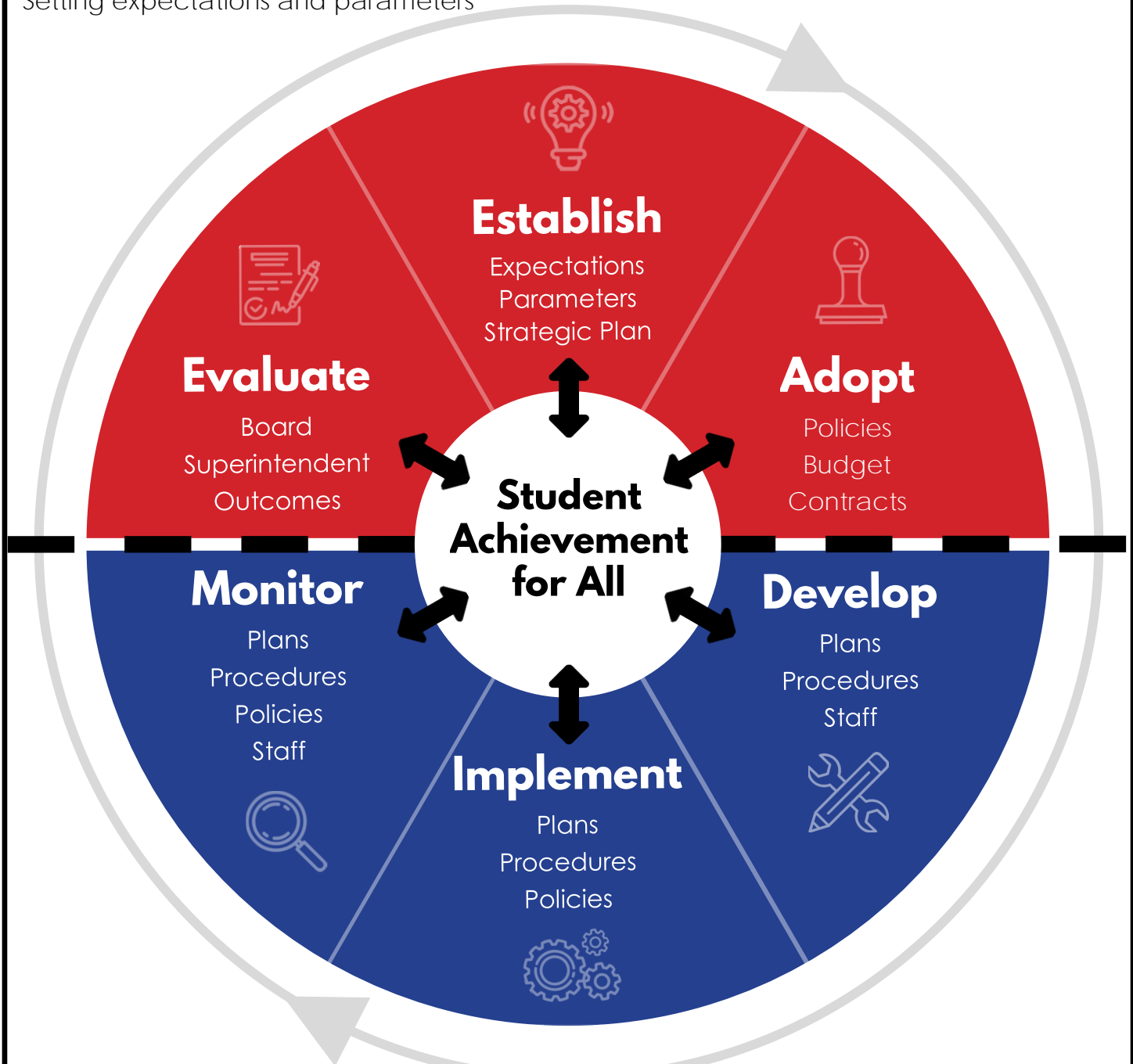
An effective, high-performing school board strives to meet the following benchmarks:

- A. Focus on community-wide concerns and values that best support equity and student achievement rather than being influenced by special interests.
- B. Develop communication strategies to build trust between the school board and the superintendent, staff, students, and community.
- C. Utilize a public relations strategy that supports the flow of information into and out of the school district.
- D. Engage and build relationships with both public and private stakeholders.
- E. Advocate on local, state, and national levels.

Board Governance Model

The School Board Governs

Setting expectations and parameters



The Superintendent Manages

Providing leadership and supervision

**Wayzata Board of Education
Guidelines for Interaction**

1. Board members will keep one another and the Superintendent informed about issues that arise. There will be no surprises in Board Meetings or Board Work Sessions.
2. Board members will go to the Superintendent for information.
 - a. The Superintendent may:
 - i. Provide the information directly to Board member(s)
 - ii. Act as a conduit for Board members to obtain information from staff.
 - b. When a Board member is detailed to a specific task, the Board member may obtain information from an executive director involved in the task.
 - c. Board members will not ask staff to do work for them. They will refer those requests to the Superintendent.
3. The Superintendent will take issues he has with other Board members to the Board Chair. The Board members will address the issue with the Board member. If there are unresolved issues between the Superintendent and the Board Chair, the Superintendent will address the issues with the Board Vice-Chair.
4. Board members commit to one another that they will discuss directly with specific Board members any problems or issues that they have with that person.
5. Board members and the Board Chair will ensure that there is communication with all Board members about assignments, committees, etc. that arise.
6. The Board asserts and will ensure that School District interests will always have priority ahead of any political party interests.

Elaborations

1. Partisan Politics- The Board agrees to the following principles regarding partisan or party politics:
 - a. It is important to subordinate partisan or party politics to the school districts interests.
 - b. There is a difference between the work of the Legislative Action Committee and party politics. The former promotes the School District's interests with the state legislature.
 - c. It is important that Board members not be partisan or be seen as partisan.
 - d. One of the Board's strengths is that it is not partisan.
2. Sensitivity to Role- The Board acknowledges the difficulty of separating their job as Board members from their role as parents or community members. Board members agree that they need to remind constituents or staff when they are speaking as Board members and when they are addressing issues as parents or community members
In addition, Board members agreed they need to remind constituents and staff that when they are speaking to an issue or listening to feedback, they are speaking as one member of the Board. They are not speaking for the Board.

Established February 7, 2004 and re-established on January 18, 2006

Nothing Could Possibly Go Wrong At Our Meeting Tonight. Think Again.

by Katie Klanderud, MSBA Director of Board Development

The following is an excerpt of a presentation given by Dr. Paul Krohne of the South Carolina School Boards Association at the 2012 NSBA Annual Convention. The language indicated by an asterisk (*), however, is provided by MSBA staff.

Boards in conflict

The two most common reasons for boards to be in constant conflict are:

- Board members not “staying on their page” — * Board members and the superintendent sometimes need to remind themselves and their community what “board work” is.
- Ineffective and chaotic board meetings — * Board members should adhere to the agenda and be consistent and respectful when dealing with staff, community, and fellow board members.

News flash #1 . . .

As a school board member, it is not your job to run the schools.

- School boards govern through policy.
- Superintendents manage through administration.
- It can be difficult at times; however, it is critical that you stay on your page . . . and “Robert’s Rules of Order” can help you stay there — * However, Minnesota statutes do not require the use of “Robert’s Rules of Order.”
- First, you must have a firm understanding of what authority you do have as a board member.

News flash #2 . . .

As an individual school board member . . . you have no authority.

Board member authority simply stated . . .

The authority of individual board members exists exclusively in their action as a group, unless . . .

- Individual members, including the chair, are given such authority by board vote or provisions within the policy manual — * Board members should be familiar with their board policies. (*MSBA/MASA Model Policies - “200 Series”*)
- That’s why it is important to make sure the board meetings are running properly — * While board members should pay attention to “past practice,” doing so should not stop the board from making a decision to change the practice and move forward.

Basic principles of “Robert’s Rules of Order”

- Everyone is equal — * A board member is 1 vote of 6 or 7. No matter what an individual member’s expertise is, his/her vote is equal to that of every other board member.
- Right to know what will be discussed in advance — * Whenever possible, board members should receive their board packets ahead of time and take time to review them before the meeting.
- Right to speak without interruptions — * Board members need to be considerate. If members aren’t respectful at the board table, why would they expect anything different from the public?
- Determination of the collective will of the board is the goal of all meetings — * Building consensus is hard work.
- One thing at a time, one person at a time, one time per meeting.
- Over or under dedication to “Robert’s Rules” can be disastrous — * Most importantly, board members need to agree as to what “rules of order” they will use and how they will use them.
- Majority rules — * Members need to support the decision of the board and move on.
- The primary purpose of “Robert’s” is to maintain the balance between democracy and efficiency.

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

BOARD OF EDUCATION

STANDARD OPERATING PROCEDURES

The Standard Operating Procedures have been developed in accordance with Board of Education policies and reflect past and present practice according to the guidelines established under Board Policies 207, 207-R, 208, 209, 210, 210-R, 212, 212-R. It is intended that these procedures be reviewed annually, modified as necessary, and approved at the Board's Organizational Meeting within the month of December, but no later than the second Monday in January.

Should anything in these Standard Operating Procedures be found to be in conflict with state or federal law or regulations, these procedures shall be modified accordingly.

A. BOARD ORGANIZATION

1. The officers of the Board of Education, as established by law, are the Chair, the Clerk, and the Treasurer.
2. It is the practice of the Wayzata Board of Education to also elect a Vice-Chair.
3. All officers shall be elected at the Organizational Meeting held annually on or as close to January 1 as practical, but no later than the second Monday of January.
4. A Board of Education member not elected to an office shall be designated as "Director."
5. Annually the Board of Education may establish "Standing Committees" and further designate the membership and charge of such committees according to the guidelines established under Board Policy 208.
6. The Board of Education may, for specific purposes, establish "Ad Hoc Committees." The Board shall set a charge, membership specifications, and timeline for such committees.
7. Annually it is necessary to name Board representatives to other organizations. The Board Chair shall appoint such representatives, subject to ratification by the Board of Education.

B. BOARD MEETINGS

1. Schedule
 - a. Within the month of December, but no later than the second Monday in January, the Board of Education shall conduct an Organizational Work Session. The purposes of such work session shall include:
 - 1) Discussion of officers

B. BOARD MEETINGS – Schedule (continued)

- 2) Designation of Board committee structure
 - 3) Appointment of Board representatives to other bodies
 - 4) Such other action as may be deemed necessary
- b. Election of officers and formal action for the organizational structure will be taken at the January Regular Board Meeting and Organizational Meeting no later than the second Monday in January.
- c. At the first meeting of each new school year in July, the Board will:
- 1) Designate official relationships
 - 2) Approve membership in professional organizations
 - 3) Designation of Official Cash Depositories
 - 4) Designation of Official Investment Brokers

2. Agendas

- a. Board agendas will be prepared according to a schedule established by the Superintendent. The following is a one-month example:

SEPTEMBER 12 REGULAR BOARD MEETING

| | |
|-----------|-------------------------------------------------------------------|
| Tuesday, | Aug. 30 – First draft at Strategy Leadership Team Meeting |
| Tuesday, | Sept. 6 – Reviewed at Strategy Leadership Team Meeting |
| Tuesday, | Sept. 6 – Finalized by Board Chair, Vice Chair and Superintendent |
| Thursday, | Sept. 8 – Public Agenda Posted |
| Friday, | Sept. 9 – Board packets released to Board |
| Friday, | Sept. 9 – Board packets released to public |
| Monday, | Sept. 12 – Regular Board Meeting |

- b. Board members may place items on the agenda for Regular Board Meetings or Work Sessions by contacting the Board Chair, Vice Chair or the Superintendent. After the agenda has been prepared and posted, new items may be considered for placement on the agenda at the Regular Board Meeting under the “Approval of Agenda” item.
- c. The Board shall annually review and establish its Regular Board Meeting agenda format. The format shall include a “Consent Agenda” which provides for routine items to be enacted with one motion. There will be no separate discussion of these items unless a Board member or citizen so requests, in which event the item will be removed from the Consent Agenda and addressed in sequence. Changes in agenda format may be approved by the Board during the school year.
- 5) Board packets will be prepared in BoardBook and released to Board members so that they can be downloaded no later than three (3) days prior to a Regular Board Meeting.

B. BOARD MEETINGS – Agenda (continued)

- 6) All Board meeting agendas and notices shall be posted on the District web site, and the official bulletin board at the Administration Building, at least three (3) days in advance of the meeting.

3. Conduct of Meetings

- a. The rules of parliamentary procedure in the latest edition of Robert’s Rules of Order shall prevail if there is any question concerning the conduct of any meeting.
- b. Voting on Motions/Resolutions
 - 1) When calling for a vote on a motion, the Board Chair will use the following procedure:
 - All in favor say “Aye.”
 - All against say “No.”
 - Any abstentions?
 - 2) In the event of a divided voice vote, the Board Chair may request a roll call vote.
 - 3) The Board Chair will vote last on all motions and resolutions and will summarize the vote tally.
 - 4) The Clerk will record all votes on the “Clerk’s Record of Motions” sheets.
 - 5) Finance actions and resolutions will have a roll call vote.
- c. Public hearings may be established by Board action for specific purposes.

4. Public Participation in School Board Meetings and Work Sessions**a. Audience Opportunity to Address Board**

The School Board shall normally provide a specified period of time during a Regular Board Meeting where citizens may address the School Board on any topic, subject to the limitations of policy. The School Board reserves the right to allocate a specific period of time for this purpose and limit time for speakers accordingly.

- b. During a Special Meeting, the School Board may provide a specified period of time for citizens who wish to address the school board. During a Special Meeting, a citizen may speak only when their public comments are related to a Special Meeting agenda item. The School Board reserves the right to allocate a specific period of time for this purpose and limit time for speakers accordingly

c. Agenda Items

- 1) Citizens who wish to address the School Board on a particular subject may speak during the discussion of that item only at the discretion of the Board Chair.

- 2) The School Board Chair will recognize one speaker at a time and only those speakers recognized by the Chair will be allowed to speak. Each speaker must fill out a form that discloses their name, address, and the issue they would like to speak on.
 - 3) The School Board retains the discretion to limit discussion of any agenda item to a reasonable period of time as determined by the School Board.
 - 4) The School Board Chair shall promptly rule out of order any discussion by any person, including School Board members, that would violate the provision of state or federal law, Board Policy as specified, or the statutory rights or privacy of an individual.
 - 5) It is the practice of the School Board not to engage in discussion or debate with the speaker during the Board meetings. The School Board may follow up with the speaker at a later date, or may designate staff members to follow-up with the speaker.
5. Record of Meetings
- a. The Board Clerk is legally responsible for the official Board records; however, the Board delegates to the Superintendent the responsibility for providing the personnel and equipment for Board meeting record keeping.
 - b. The Board minutes will record votes as follows (samples):
Unanimous voice vote: “The motion carried unanimously.”
Roll call vote on a motion: “The motion carried unanimously with a roll call vote,” or, “A roll call vote was taken and the following voted in favor thereof: (names will be listed); and the following voted against the same: (names will be listed); whereupon said motion carried (or failed) on a (numbers to be inserted) vote.”
Standard resolution roll call vote: “Board member (name) introduced the (title of resolution) and moved its adoption. The motion was seconded by Board member (name).” The vote will be recorded either with “The resolution carried unanimously with a roll call vote,” or “The following voted in favor thereof: (names will be listed); and the following voted against the same: (names will be listed); whereupon said resolution was declared duly passed or adopted (or failed) on (numbers to be inserted) vote.”
 - c. Regular Board Meetings will be recorded and may be broadcast live; Special Board Meetings will be audio recorded.
 - d. All Board Work Sessions will be audio recorded and tapes will be kept on file for a period of ninety (90) days.
 - e. Published minutes will list a summary of Board Action and Other Business items. Individual gifts will not be published, but the information available in the District Administration Building will be retained with complete information.
 - f. Complete minutes of all Regular and Special Board Meetings will be kept on file in the Superintendent’s Office. Official minutes will be bound in some manner, and/or digitally filed on the district network, and maintained as a permanent record in the Administration Building.

C. OTHER BOARD PROCEDURES

1. Access to Administrative Support

- a. Board members should direct requests for information to the following:
 - 1) Superintendent of Schools
 - 2) Executive Director of Human Resources
 - 3) Executive Director of Teaching and Learning

C. OTHER BOARD PROCEDURES – Access to Administrative Support (continued)

- 4) Executive Director of Finance and Business Services
- 5) Executive / Administrative Assistant

- b. The Administration will furnish all Board members with information prepared at the request of an individual Board member.

2. Legal Advice

- a. The Superintendent is empowered to seek legal counsel as required during the normal course of business and within the limits of the budget.
- b. If there are legal concerns involving the Board and the Superintendent, the Board chair is empowered to seek legal counsel.

3. Attendance at State and National Meetings of School Board Organizations

- a. The School Board feels it is beneficial to have representation at state and national meetings of School Board organizations with consideration given to timely issues and the established budget.

4. New Media/Board Relations

- a. When the Board issues news releases and/or responds to questions from the media, the “official” spokesperson for the School Board will be the Board Chair.
- b. Board agenda materials will be available to the public at the same time they are released to School Board members. Items of new Board business should not be given to the public other than through release of Board agenda materials.
- c. When individual Board members speak to the news media, they should issue a standard disclaimer that emphasizes: “These are my personal views and do not necessarily reflect the views of the full School Board.”
- d. The Superintendent will administer the District Public Information Program according to the guidelines established under Board Policy 901 and 901-R.

AGENDA EXAMPLE
WAYZATA PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT 284
Wayzata, Minnesota
BOARD OF EDUCATION
Regular Meeting – (Date) – (Time)
(Place)

AGENDA

1. CALL TO ORDER

2. APPROVAL OF AGENDA AND CONSENT AGENDA ITEMS

Consent Agenda items are considered to be routine in nature and will be enacted by one motion. There will be no separate discussion of these items unless a Board members or citizen so requests, in which event the item will be removed as a Consent Agenda item and addressed. Consent Agenda Items are as follows:

- A. Approval of Minutes
- B. Finance and Business Recommendations
- C. Human Resource Recommendations
- D. Others

3. REPORTS FROM ORGANIZATIONS

4. RECOGNITIONS

- A. Employee of the Month
- B. Others
- C. Retiree Recognition

5. AUDIENCE OPPORTUNITY TO ADDRESS SCHOOL BOARD

This section of the agenda provides an opportunity for those who have called in and placed their names on the list and for members of the audience who wish to address the School Board

6. STUDENT CURRICULUM PRESENTATION

7. SUPERINTENDENT'S REPORTS AND RECOMMENDATIONS

- A. Superintendent
(Items will be listed as 1., 2., etc.)
- B. Teaching and Learning
(Items will be listed as 1., 2., etc.)
- C. Finance and Business Services
(Items will be listed as 1., 2., etc.)
- D. Human Resource Services
(Items will be listed as 1., 2., etc.)

8. OTHER BOARD ACTION

(Items will be listed as 1., 2., etc.)

9. BOARD REPORTS

10. ADJOURN



Board of Education

2021 School Board Meetings

| Date | Meeting Type |
|---------------------|-------------------------------------------------------------------------------|
| January 11 | Organizational/Regular Meeting |
| January 25 | Work Session |
| February 8 | Regular Meeting |
| February 22 | Work Session |
| March 8 | Regular Meeting |
| March 22 | Work Session |
| April 12 | Regular Meeting |
| April 26 | Work Session |
| May 10 | Regular Meeting |
| May 24 | Work Session |
| June 14 | Regular Meeting |
| June 28 | Work Session |
| July 12 | Regular Meeting |
| July 26 | Work Session |
| August 9 | Regular Meeting |
| August 23 | Work Session |
| September 13 | Regular Meeting |
| September 27 | Work Session |
| October 11 | Regular Meeting (Columbus Day - Board Action taken to allow this date) |
| October 25 | Work Session |
| November 8 | Regular Meeting |
| November 22 | Work Session |
| December 6 | Special Work Session – Organizational |
| December 13 | Regular Meeting |
| December 20 | Work Session |

Unless otherwise indicated, Regular School Board meetings are scheduled to convene at 7:00 p.m. at Wayzata City Hall, 600 Rice St., Wayzata and School Board Work Sessions begin at 4:00 p.m. at the District Administration Building, 210 County Road 101 North, Plymouth, Minnesota. Should a particular agenda item or anticipated size of audience warrant holding a Regular Board meeting or Work Session at one of the schools, notices will be posted.

ALL BOARD MEETINGS ARE OPEN TO THE PUBLIC – A list of agenda items for each Work Session, Regular and Special Board meeting is available prior to the meeting. The School Board’s official bulletin board is located outside the front entrance of the District Administration Building, 210 County Road 101 North, Plymouth. In addition, all **Regular** Board meetings are recorded and posted online for later viewing. Public comment is available during Regular meetings.

NOTE: During the pandemic, meetings may be held entirely on Zoom or at an alternate location. Please review each meeting notice for specific details. Meeting agendas may not be posted in physical locations during this time but are available on the District website. The District Calendar will have accurate information.

Board Reports Rotation 2021

February 10, 2020 Andrea Cuene
March 9, 2020 Linda Cohen
April 13, 2020 Bonita Lucky
May 11, 2020 Sarah Johansen
June 8, 2020
July 13, 2020
August 10, 2020
September 14, 2020 Chace's Start of School Update
October 12, 2020 Chris McCullough
November 9, 2020 Cheryl Polzin
December 14, 2020 Seanne Falconer

Board Reports Rotation 2021

February 10, 2021
March 9, 2021
April 13, 2021
May 11, 2021
June 8, 2021 Summer
July 13, 2021 Summer
August 10, 2021 Summer
September 14, 2021 Chace's Start of School Update
October 12, 2021
November 9, 2021
December 14, 2021

RESPONSIBILITIES OF THE SCHOOL BOARD

BOARD DUTIES

- Hire Superintendent, who is an ex-officio member of the board, and Delegate Authority
- Oversight of Human, Financial, and Facility Resources
- Set Policy and Judicial Review
- Collective Bargaining
- Community Relations and Advocacy

CHAIR DUTIES

- Per MN Statute
- Preside at all meetings M.S. 123B.14, Subd. 2
 - Represent district in all actions M.S. 123B.14, Subd. 2
 - Countersign orders M.S. 123B.14, Subd. 2
 - Is a voting member M.S. 13D.01, Subd. 4
 - And all duties usually incumbent on such officer M.S. 123B.14, Subd. 2
 - Draw orders in absence of clerk M.S. 123B.14, Subd. 2

Per Best Practice

- Guide board process
- Develop agenda with superintendent
- First point of contact with superintendent

VICE CHAIR DUTIES

Per Best Practice

- Exists per district policy
- Performs "Chair duties" during absence of the Chair
- Additional duties as assigned by the Chair or Board

CLERK DUTIES¹

Per MN Statute

- School district elections (notice, candidate filing, ballots, absenteees, returns, results) MSBA Service Manual Chapter 14
- Keep records, make and issue reports M.S. 123B.14, Subd. 14
- Draw orders for payments M.S. 123B.14, Subd. 14

Note: The MSBA Service Manual provides detail references and commentary on MN Statutes that effect School Districts.

TREASURER DUTIES¹

Per MN Statute

- Make deposits M.S. 123B.12, 123B.26
- Pay Bills M.S. 471.425
- Promptly pay bills M.S. 123B.14
- Make requested reports M.S. 123B.14, Subd. 2
- And all duties usually incumbent on such officer

Per Best Practice

- Financial reporting oversight
- Financial procedure and controls oversight

¹ "... the board by resolution may combine the duties of the offices of clerk and treasurer in a single person in the Office of Business Affairs." Additionally, "The persons who perform the duties of the clerk and treasurer need not be members of the board." M.S. 123B.14, Subd. 1.
In actual practice, that single person almost always delegates at least some of the duties to others.



WAYZATA PUBLIC SCHOOLS

Independent School District 284

Wayzata, Minnesota

BOARD OF EDUCATION OFFICERS

Chair: _____

Vice Chair: _____

Clerk: _____

Treasurer: _____

2021 Board of Education Committees

FACILITIES DEVELOPMENT AND LONG RANGE PLANNING

Purpose: To oversee bond referendum and other capital projects; develop long-range plans for facilities development.

Meets: Monthly: third Wednesday from 7:30-9:00 am

Members: - **Chair** _____

Admin Liaison: Jim Westrum, Executive Director of Finance and Business Services

FINANCE AND BUSINESS

Purpose: To provide guidance and support to the Finance department; review the CFAC agenda and serve as Board representative to the meetings; provide oversight through the OPEB committee.

Meets: Monthly: third Monday from 12:00-1:30 pm

Members: - **Chair** _____

Admin Liaison: Jim Westrum, Executive Director of Finance and Business Services
Chace B. Anderson, Superintendent of Schools

HUMAN RESOURCES

Purpose: To offer support and guidance to the Executive Director of Human Resources.

Meets: Monthly

Members: - **Chair** _____

Admin Liaison: Stacie Vos, Executive Director of Human Resource Services

TEACHING AND LEARNING

Purpose: To review processes and long-range planning educational recommendations; review and recommend changes to policies pertaining to teaching and learning; meet and work with the Directors of Teaching and Learning and Curriculum and Instruction regarding educational issue; discuss Technology, Gifted and Talented, Equity, and Q-Comp related issues; hear academic achievement reports, and closely monitor efforts to close the achievement gap.

Meets: Monthly: third Wednesday from 1:15-3:15 pm

Members: - **Chair** _____

Admin Liaison: Jill Johnson, Executive Director of Teaching and Learning

STAKEHOLDER RELATIONS

Purpose: To support the communications and engagement team in connecting with the community through electronic and print publications, media relations, crisis communications and other district initiatives.

Meets: Monthly

Members: - **Chair** _____

Admin Liaison: Amy Parnell, Director of Communications and Community Involvement

SUPERINTENDENT’S EVALUATION/COMPENSATION

Purpose: To plan, facilitate, and document the annual Superintendent review process, including goal setting, a mid-year check-in, and the annual end of year review.

Meets: As required

Members: - **Chair** _____

Admin Liaison: Chace B. Anderson, Superintendent of Schools

POLICY AND REGULATION REVIEW

Purpose: To review district policies and make recommendations for revision, addition, or deletion as needed; consider and provide guidance on questions of policy or district regulation; maintain policy adherence to state and federal laws.

Meets: Monthly

Members: - **Chair** _____

Admin Liaison: Chace B. Anderson, Superintendent
Stacie Vos, Executive Director of Human Resource Services
Jill Johnson, Executive Director of Teaching and Learning
Jim Westrum, Executive Director of Finance and Business Services

AD HOC COMMITTEES

Ad Hoc Committees of the Board will have from one to three Board members, will be established for a specific task, and will disband upon completion of its charge.

HEALTH AND WELLBEING

Purpose: To be determined
Meets: To be determined
Members: - Chair

Admin Liaison: To be determined

EMPLOYEE NEGOTIATIONS ASSIGNMENTS

NEGOTIATION TEAMS

Negotiations 2021: Teachers (WEA) _____
Para/Secretaries _____
Custodians _____
Culinary Express _____

Admin Liaison: Stacie Vos, Executive Director of Human Resource Services

Committee Scheduling (these are typical times, but are subject to change by Committee Chair)

Facilities Committee of the Board:

3rd Wednesday of the Month, 7:30-9:00 am
DAB Board Room

Finance Committee of the Board:

2nd Tuesday of the Month, 12:00 pm-1:30 pm
DAB Board Room

Health and Well-Being Committee of the Board:

2nd Tuesday of the Month, 9:30 am-11:30 am
DAB Board Room

HR Committee of the Board:

1st Wednesday of the Month, 3:30 pm-4:30 pm
Stacie's Office

Stakeholders Committee of the Board:

4th Monday of the Month, 7:45 am-8:45 am
Amy's Office

Superintendent's Eval Committee of the Board:

As needed

T&L Committee of the Board:

4th Tuesday of the Month, 12:00 pm-2:00 pm
DAB Board Room

Policy Committee of the Board:

2nd Thursday of the Month, 2:30 pm-3:30 pm
DAB Board Room

CFAC:

3rd Tuesday of the Month, 7:30-9:00 am
DAB Board Room

2021 Board of Education Appointments

| Organization | Board Representative | Alternate |
|--------------------------------------------------------------------|-----------------------------|------------------|
| Association of Metropolitan School Districts (AMSD) | | |
| Caring for Kids Initiative (CFKI) / Great Expectations | | |
| Citizens Financial Advisory Council (CFAC) | | |
| Community Education Advisory Council (CEAC) | | |
| Curriculum, Instruction, and Technology Advisory Committee (CITAC) | | |
| District Liaison Committee | Rotation | |
| Great Expectations Mental Health Committee | | |
| Intermediate District 287 | | |
| Legislative Action Committee (LAC) | | |
| Metropolitan Educational Cooperative Service Unit (Metro ECSU) | | |
| Minnesota School Board Association (MSBA) | | |
| Minnesota State High School League (MSHSL) | | |
| Partners For Healthy Kids | | |
| Partners In Prevention (PIP) | | |
| Q-Comp | | |
| Wayzata Education Fund (WEF) | | |

WAYZATA PUBLIC SCHOOLS

Independent School District 284

Wayzata, Minnesota

2021 BOARD OF EDUCATION CONTACT LIST

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| | | | | |
|---------------------|---------------------------------------------------------------------------------------|--------------------------------------------------------------------|---------------------|----------------------------------------------------------------|
| CHAIR | Andrea Cuene (Jim) 18320 48th Avenue North Plymouth, MN 55446 | Children Cooper Eli | Birthday Oct 18 | Cell: 763-458-1252 Home: 763-478-4997 |
| VICE-CHAIR | Linda A. Cohen 2402 Oakland Road Minnetonka, MN 55305 | Children Laura Andy Will | Birthday Feb 26 | Cell: 952-546-5002 Home: 952-544-1817 |
| CLERK | Bonita Lucky (Curtis) 19015 42 nd Ave N Plymouth, MN 55446 | Children Brianah Cameron (2024) | Birthday Jan 22 | Cell: 901-620-1776 |
| TREASURER | Sarah Johansen (Kurt) 5535 Shenandoah Lane North Plymouth, MN 55446 | Children Emma (2024) Charlotte Annika (2025) Quinn (2029) | Birthday Oct 3 | Cell: 612-702-9560 Home: 763-951-3113 |
| DIRECTOR | Chris McCullough (Pam) 12930 34th Avenue North Plymouth, MN 55441 | Children Lauren Caroline | Birthday Sept 12 | Cell: 952-250-6106 Home: 763-557-1199 |
| DIRECTOR | Cheryl L. Polzin (Andy) 18605 29th Avenue North Plymouth, MN 55447 | Children Nathan Alec Hannah | Birthday June 18 | Cell: 612-998-4980 Home: 763-473-3949 |
| DIRECTOR | Seanne Falconer (James) 2005 Archer Lane North Plymouth, MN 55447 | Children Auggie (2031) Beau (2031) | Birthday Dec 14 | Cell: 740-816-6299 |
| EX OFFICIO | Chace B. Anderson (Barb) 6204 Urbandale Lane North Maple Grove, MN 55311 | Children Paul Emily | Birthday Jan 28 | Cell: 763-202-5797 Home: 763-208-5867 Barb: 763-229-6636 |
| ADMIN. ASST. | Ashley Winter (Nate) 240 Sunnyridge Ln Loretto, MN 55357 | Children Declan (2036) | Birthday Nov 11 | Cell: 612-442-5807 |