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**BOARD OF EDUCATION**

Working Meeting - January 27, 2025 - 5:30 PM  
Creekside  
16000 41st Ave N.  
Plymouth, MN 55446

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**AGENDA**

1. **ROLL CALL/CALL TO ORDER**
    - A. Standard Operating Procedures Review
  2. **ADJOURN**
- 2

In case of inclement weather, the meeting will be held on the next business day at the same time and same place, unless a quorum of the board is not available.

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, or as soon thereafter as possible.

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

## BOARD STANDARD OPERATING PROCEDURES

### B. BOARD MEETINGS – Schedule (continued)

- 2) Designation of Board committee structure
  - 3) Appointment of Board representatives as board members or liaisons to other organizations considered to be strategic partners of the school district 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:

#### **MONDAY, 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 – <u>Reviewed and Edited as Determined to create a near-final form</u> Finalized by Board Chair, Vice Chair and Superintendent <u>at an agenda planning meeting</u>
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.

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)**

- 1) All Board meeting agendas and notices shall be posted on the District web site, and at the entrance of the official bulletin board at the district's Creekside 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 amount 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 amount 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 amount 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 amount 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 **will do so during the designated time for public comment and** 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 amount 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 in the days following the conclusion of the school board meeting.**

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 and **may be typically are not** broadcast live.
- d. All Board Work Sessions will be **audio** recorded and may be broadcast live.
- 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 District Service Center Administration Building.

## **OTHER BOARD PROCEDURES**

### **1. Access to Administrative Support**

- a. Board members should make direct requests for information to the following:
  - 1) Superintendent of Schools
  - 2) Associate Superintendent (if such position exists) and copy to the Superintendent
  - 3) Executive Director of Human Resources and copy to the Superintendent
  - 4) Executive Director of Teaching and Learning and copy to the Superintendent
  - 5) Executive Director of Finance and Operations Business Services and copy to the Superintendent
  - 6) Executive / Administrative Assistant and copy to the Superintendent
- 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, or as deemed necessary, 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. News Media/Board Relations**

- a. When the Board issues news releases and/or is in a position to respond to questions from the media, the "official" spokesperson for the School District shall be the Director of Communications and Community Engagement, working in collaboration with 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. School board members, when contacted by any media outlet, should initially refer the inquiry to the Director of Communications and Community Engagement and inform the Superintendent. If/~~W~~when individual Board members speak directly to the news media, they should issue a standard disclaimer such as 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.

### **5. Special Protocols (Discuss other options for consideration at the special board meeting.)**

### **6. Other?**

**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 ~~Operations 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. STUDENT CURRICULUM PRESENTATION**

**6. 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

**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 ~~Operations 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**