

OSSEO AREA SCHOOLS



Agenda Independent School District 279 School Board	Regular Business Meeting Educational Service Center - Board Room 11200 93rd Ave N Maple Grove, MN 55369 Tuesday, March 11, 2025 6:00 PM
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Our mission is to inspire and prepare each and every scholar with the confidence, courage and competence to achieve their dreams; contribute to community; and engage in a lifetime of learning.

This regular meeting of the Osseo School Board is being conducted in the Board Room of the Educational Service Center, and is open to the public. The meeting can be monitored electronically by streaming online at district279.org/info-center/school-board (Watch Livestream). An archived recording will also be available on the district website.

Agenda Items

1. 6:00 p.m. Welcome and purpose
Thomas Brooks, Board Vice Chair
2. 6:05 p.m. Check in
Dr. Kim Hiel, Superintendent
3. 6:10-6:45 p.m. Discussion: Board Resolution - Advisory Lesson
Dr. Kim Hiel Superintendent and Dr. Bryan Bass, Assistant Superintendent of Equity and Achievement
4. 6:45-8:30 p.m. 1) Proposed Statement of Transparency; 2) Structure and Flow of Committees 2
Christine Wroblewski, Senior Consultant, TeamWorks
5. 8:30 p.m. Adjournment
Thomas Brooks, Board Vice Chair

To accommodate individuals with disabilities, this material will be made available in alternative formats upon request. Individuals with disabilities are invited to request reasonable accommodations to participate in or attend a district activity, call your local school or the school district at least seventy-two (72) hours in advance (two-week notice preferred). Members of the public can view and download School Board meeting notices and regular meeting agendas and materials from the district website www.district279.org, under "Info Center > School Board."

Osseo Area Schools

Board Work Session

March 11, 2025





Today's Agenda

Grounding Activity

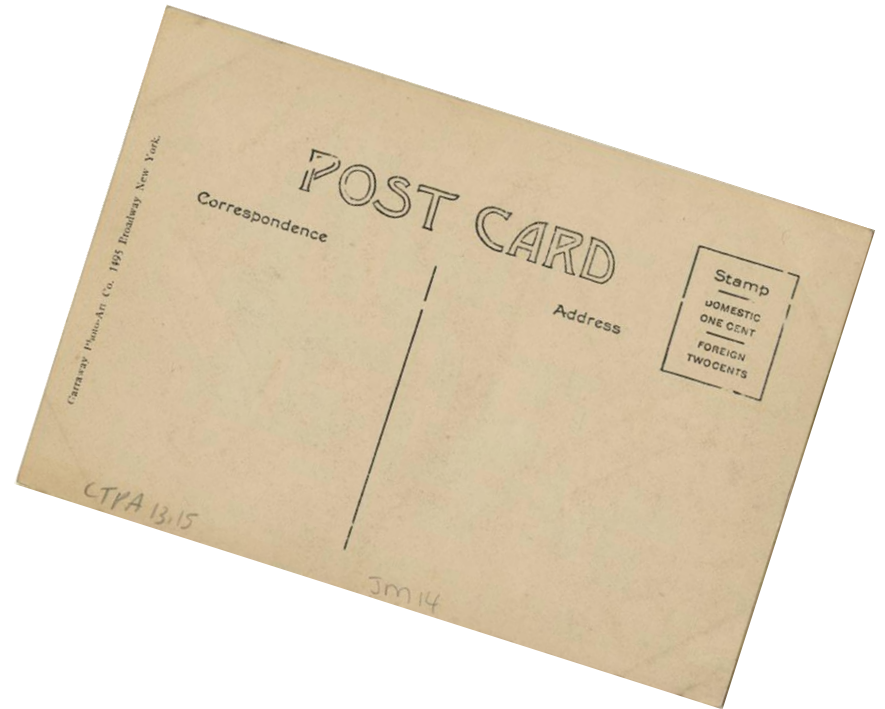
**Refining & Finalizing Statement of
Transparency**

Board Structure and Workflow

Closing Activities

Grounding Activity: Collaborative Creativity

- We're going to create something together in the next couple of minutes using blank postcards.
- Please each take one postcard and one felt tip pen.
- I'll guide you through a sequence of simple tasks. Please do as directed and — especially in the last two steps — don't do more than as directed.



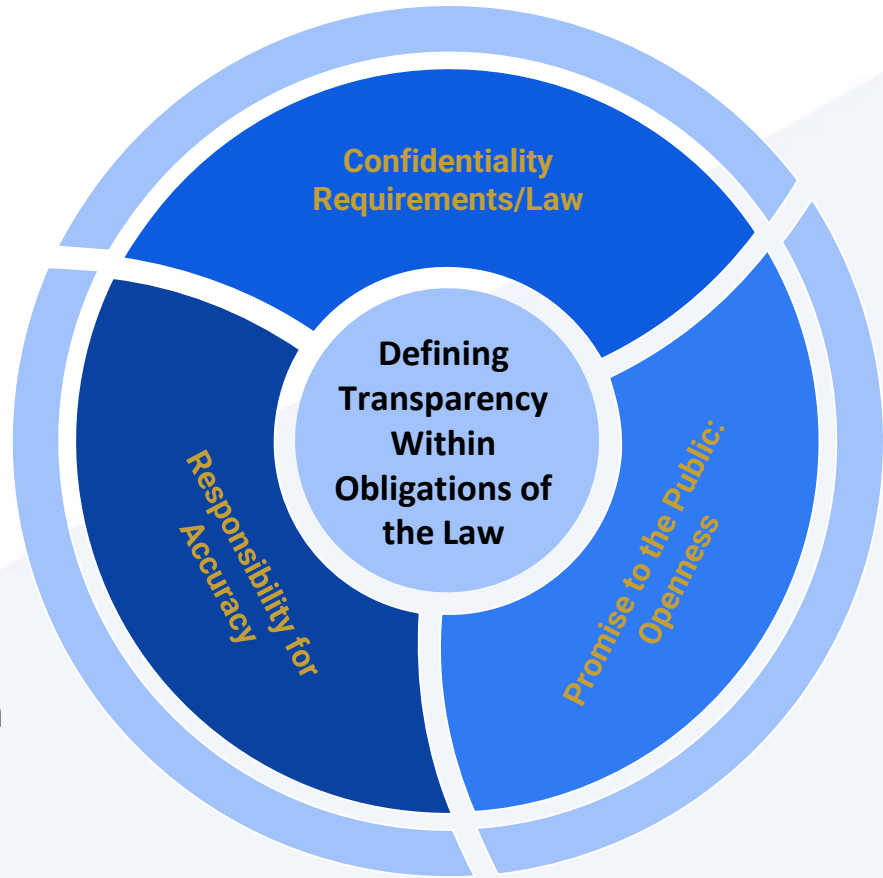
Grounding Activity: Collaborative Creativity

1. Draw a form on the front (blank) side then pass your card to the left.
2. Make something out of the form you received from your neighbour (an object or a person, an animal) - then pass the card on to your left.
3. Add context to the paper you received from your neighbour - pass your card on.
4. Add action or drama to the card you received. Refrain from using text, this will be another step! - pass on.
5. Finally, add text.
6. Place the postcards on the table so we can see them all.



What is meant by “being transparent” in relation to government institutions?

- Big decisions made with input from interested parties.
- Sharing of important, timely and accurate information.
- Following open meeting laws.
- Being accountable with reports/data about the organization and its progress.



What is Transparency?

The word transparency is frequently referenced in different contexts of school board work, particularly as it relates to Board Effectiveness vs Perceived Transparency of the school board.

If a school board/school district finds itself faced with constituents saying it needs to be “more transparent,” it will be important for school district leaders to define what transparency means in the context of their roles and responsibilities. If not, others will define it for them, and in many different ways.



DRAFT/PROPOSED Statement of Transparency in Osseo Area Schools:

In Osseo Area Schools, our school board and leaders must always balance our desire to provide timely, clear and accessible information to our stakeholders (staff, students, families and community members) with the responsibilities regarding data practices and confidentiality. As a result, here is what transparency means for us:

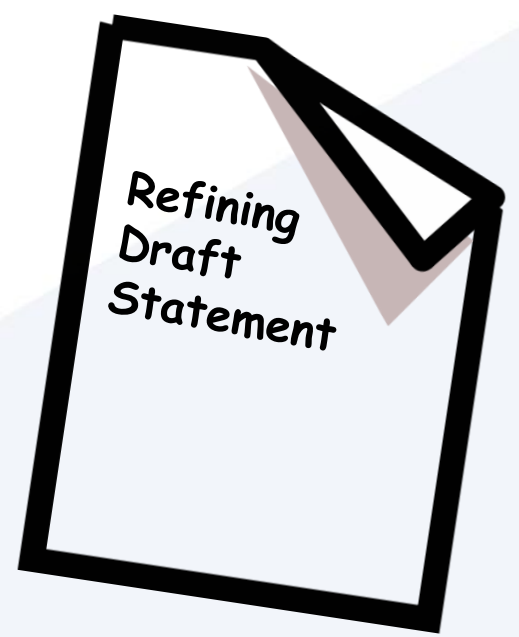
- We strive for transparency through our commitment to provide timely and accessible information about the critical decisions that impact you, our stakeholders, including why and how we made those decisions.
- We seek to build trust and transparency by proactively seeking stakeholders' input into the decisions that affect them and ensuring all voices are valued, represented and heard.
- We strive for transparency by communicating intentional and accurate information in multiple ways.
- We seek to build trust and transparency by honoring our commitment to the law and to confidentiality. We will continue to hold confidential specific information that we cannot provide because it may violate data practices laws and the confidentiality of students, staff and families.
 - Some examples include Human Resources investigations and evaluations, individual student information (such as disciplinary actions), information about negotiations while negotiations are ongoing, and detailed information about crises while they are occurring and we are gathering the facts.

Activity: Refining Statement of Transparency

Small Group Work

In two small groups:

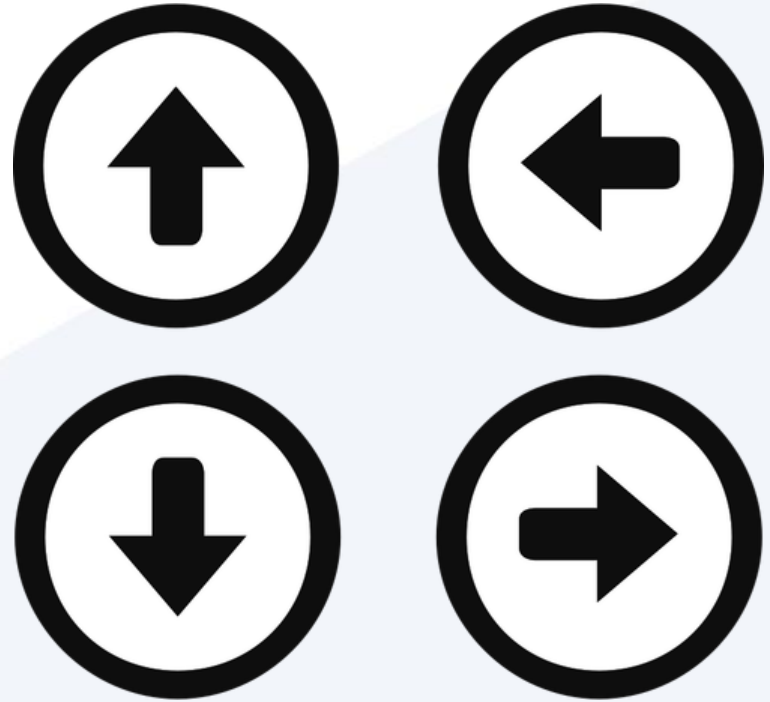
- a. Review and discuss the DRAFT statement of transparency.
- b. Determine if you:
 - i. Like it as it is.
 - ii. Would like to suggest edits and, if so, then write the edits out on chart paper.
- c. Be prepared to report out and discuss as a full Board.



Small Groups:

- Tanya, Thomas and Erica
- Sarah, Keith and Kelsey

Board Structure and Workflow



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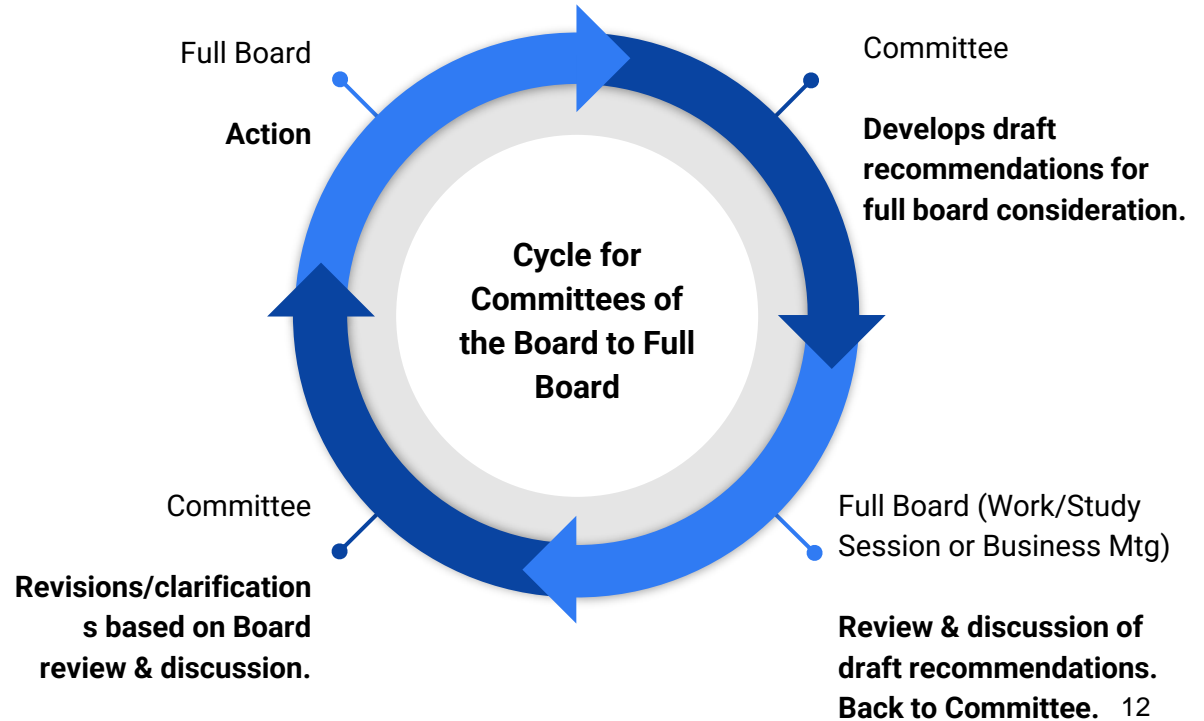
Sound Structure and Workflow



School Board Committees operate with a documented Charge and Limitations Statements, with specific work and focus that are determined by the Executive Committee and the School Board 3-Year Governance Work Plan.

General Cycle/Flow of Board Committees & Full Board

- Requires establishing annual schedules that allow time for review, feedback and refinement (as well as to manage board mtg agenda items)
- Addresses gap between those who are serving on a specific committee and those who are not
- Provides time for Supt to manage schedules, admin preparation and agendas



Osseo 1- Year Board Plan

Osseo Area Schools DRAFT Proposed Board of Education January-June 2025 Agenda/Calendar						
	January	February	March	April	May	June
District Policy			<ul style="list-style-type: none"> Policy Committee Meeting (3/11/25)) 			<ul style="list-style-type: none"> Policy Committee Meeting (6/10/25)
Op Oversight	<p>Organizational Meeting (1/7/25)</p> <ul style="list-style-type: none"> Swearing in of new board members Election of board officers Board compensation Consent agenda (business, legal) Committee and Joint Board representatives Informational Items: Operating Protocols – Resolution and Agenda Setting <p>followed by Work Session</p> <ul style="list-style-type: none"> Enrollment Update Repurpose site Update Draft Vision Card Overview and Update <p>School Board Professional Development 1/34/25)</p> <ul style="list-style-type: none"> School Board 1-year through 3-year Governance Work Plan <p>Regular Mtg (1/21/25)</p> <ul style="list-style-type: none"> Student Board Representatives Report Construction contract approvals for new elementary, Woodland, Rush Creek, Basswood, ESC warehouse addition Contract ratifications Negotiations Strategy Meeting (SM/closed session) 	<p>Work Session (2/11/25)</p> <ul style="list-style-type: none"> LRFP Budget Update 279Online Update <p>Regular Mtg (2/25/25)</p> <ul style="list-style-type: none"> Student presentation: PCSH CTE Student Board Representatives Report FY25 Budget Adjustments FY25 Capital Budget Approval Construction contract approvals for middle school science rooms, Edinbrook, Fernbrook, Edinbrook, Fernbrook, Maple Grove Senior Contract ratifications Negotiations Strategy Meeting (SM/closed session) 	<p>Work Session 3/11/25)</p> <ul style="list-style-type: none"> Proposed statement of transparency Structure and Flow of Committees Board Resolution - Advisory Lesson <p>Regular Mtg (3/18/25)</p> <ul style="list-style-type: none"> Student Board Representatives Report Technology bid awards E-rate bid awards Construction contract approval for Osseo Senior Contract ratifications Negotiations Strategy Meeting (SM/closed session) 	<p>Work Session (4/8/25)</p> <ul style="list-style-type: none"> Monitoring report C&D <p>Regular Mtg (4/22/25)</p> <ul style="list-style-type: none"> Student Board Representatives Report District Planning Advisory Council (DPAC) Recommendations Insurance renewals Construction contract approvals for Fair Oaks and Cedar Island Contract ratifications Negotiations Strategy Meeting (SM/closed session) 	<p>Work Session (5/6/25)</p> <ul style="list-style-type: none"> Supt. Student advisory group (Amy T invite (advisory group to speak at work session – priorities chosen for school year 24-25 and beyond) Achievement & Integration budget review Attendance boundaries update <p><i>School Board closed session following work session for purpose of supt. evaluation</i></p> <p>Regular Mtg (5/20/25)</p> <ul style="list-style-type: none"> Retiree recognition Student board rep recognition ECMAC Recommendations Crestview Termination of probationary teachers Contract ratifications Negotiations Strategy Meeting (SM/closed session) Attendance boundary proposal 	<p>Work Session (6/10/25)</p> <ul style="list-style-type: none"> 2025-26 Budget Legislative Update (WS/IO)20 Monitoring Report A, B and E <p>Regular Mtg (6/24/25)</p> <ul style="list-style-type: none"> 2025-26 Budget 10-year LTFM Plan Contract ratifications Negotiations Strategy Meeting (closed session)
Board Gov./ Self Gov.	<ul style="list-style-type: none"> Election of board officers/annual meeting (AR) 					
Sup Relations	<ul style="list-style-type: none"> Mid-year Sup evaluation check-in (SM/Closed session, informal) 				School board conduct superintendent evaluation; report out (summary) at July meeting (closed meeting, May	
Public Engagement						

Meeting Structure Review & Discussion



Informal Board Learning Sessions

- To learn, discuss, and debate with administrative partners
- To develop Statements of Findings and Recommendations
- To advance, or send back

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Formal Board Action Meetings

- To approve, deny, or table Governance and Consent Agenda Motions
- To receive Executive Reports
- To Develop Direction for Committees

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Work Sessions/Study Sessions (Learning Meetings)

- What's working well?
- What's confusing or challenging?

Regular/Business Meetings (Formal Meetings)

- What's working well?
- What's confusing or challenging?

Committees and Councils

- A school district generally has committees **OF the Board for Governance work**. Examples:
 - Executive
 - Policy
 - Finance and Planning
- A school district generally has **(advisory) councils for Management work** (though many school district call these committees rather than councils.) *Some are required by law, and some laws require that Board Members be on some committees (which can be in conflict with sound governance practices)*. Examples:
 - Curriculum
 - Community Education
 - Special Education
- School Board Committees operate with a documented Charge/Purpose and Limitations Statements, with specific work and focus determined by the Executive Committee and the School Board 3-Year Governance Work Plan. ***School Boards generally do not have management committees such as Negotiations, Calendar, Curriculum, Technology, Facilities, etc.***

Additional Considerations for Committees

- If Board members are present on an advisory committee, are they voting members or ex-officio? (Should they vote if they will be the decision makers later?)
- Are the purpose, role and parameters of each committee/advisory clear?
- How are advisory/committee recommendations filtered/reviewed and shared? (Do advisory committee reports and recommendations flow through the Office of the Superintendent to ensure that the parameters are being met?)
- Is/how is committee work discussed at board meetings?
- What are the parameters for authority - balance between extremes (full control, no control)?

Walk Through the Osseo Committees

OSSEO COMMITTEES/COUNCIL REVIEW <i>Consider preparing a GC doc for all.</i>					
Name of Council or Committee <i>(note here role of Board Member if on a committee)</i>	Req by law?	GOV OR ADMIN COMM?	Clear charge & parameters?	Re-Evaluate?	Keep committee?
Community Education Program Advisory Council					
District 279 Foundation					
District Planning Advisory Council (DPAC)					
Enrollment and Capacity Management Advisory Committee (ECMAC)					
Financial Involvement School-Community Accountability Liaisons (FISCAL) Advisory					
Radically Investing in Scholars Excellence (RISE)					
American Indian Parent Advisory Committee (AIPAC)					
LGBTQ+ Advisory Committee					





I Like ...

I Wish ...

I'm Going To

...

Excellence in Governance: School Board Role of Board Operations and Development

A school board engages in Excellence in Governance through its structure, policy, and practices, as well as the degree of effective partnership with its executive officer, the Superintendent. Too often, sound, professional structure, policy, practices, and partnership is supplanted by personalities, politics, privilege, and poor performance. Key elements of sound practices include:

Sound Structure and Workflow

School Boards operate through a structure of Committees, Learning Sessions, and Action Meetings



School Boards use Committees for governance work, Superintendents use Advisory Councils for management work. Both use Task Forces for specific, time-bound tasks and work. Typical School Board Committees are:

- Executive Committee
 - Board Chair/President, Vice Chair, Superintendent
 - Agenda development and management of all Board Learning Sessions and Board Action Meetings
 - Evaluation Process management for the School Board and the Superintendent
 - Informal Consultation to the Superintendent as requested
 - DRAFT Guiding Change documents for parameters of key management work
 - Self-management of board members operating outside of code of ethics, policy, and law
- Finance and Long-Range Planning Committee
 - 10 Year District Model
 - 5 Year Financial Projections
 - Annual Budgets
 - Annual Financial Audits
 - Long Range Facilities and Grounds Planning, including maintenance planning
- Policy Committee
 - Continuous District Policy Manual review on a 3 or 5 year cycle
 - Policy refinement as advised by State School Board Associations and/or district legal counsel
 - Policy development/refinement as needed for implementation of District 3 Year Operational Plan
- Community Engagement and Legislative Agenda Committee
 - For major district planning and decisions, i.e., attendance areas, facilities development, etc.
 - For understanding of educational issues and structures
 - For engagement of stakeholders on issues, interests, and concerns

Some Points to Consider:

- Most School Boards meet twice a month, for two hours each, thus about 50-60 hours/year with special meetings, making the agenda, focus, and management of meetings critical for excellence in governance.
- Board development is typically provided in a retreat format of extended time on a quarterly or semi-annual basis and is in addition to Work Sessions and Action Meetings.
- ***School Boards hold their meetings in public, but the meetings are not public meetings.*** Only elected board members, ex-officio members, and recognized administrators, attorneys, presenters, consultants, are engaged in board meetings. Most states describe limited uses for required public meetings for a school district.
- A Board Work Session or Action Meeting begins when quorum is established through role call and the meeting is typically recorded and video-broadcasted or streamed.
- Public comment is a common courtesy extended to the public, not a legal requirement or right in most states. Public comment typically occurs prior to or after a board meeting and *may* be audio recorded or video broadcast.
- School Boards have a right to a safe, civil, and professional environment for their meetings, and can take whatever legal and safety measures are needed to assure such an environment. The public does not have the right to create an unsafe, uncivil, and unprofessional environment during school board meetings.
- School Board members represent all citizens in a district, yet sometimes do not have awareness or hold respect for the diverse views and opinions. District administrators may also not have awareness or hold respect for diverse views and opinions. In such cases, a predictable reaction will be for the disrespecting, diminishing, or silencing of the diverse views in the public square. As a public body, the School Board is to be a source of awareness, respect, discussion, and debate of educational issues and differences in the local community, and not operate with a clear preference for a limited set of voices and views of the public.

EXAMPLE REVIEW OF Management Councils (even if called a Committee) FROM ANOTHER DISTRICT

These are groups that are the work of the administrative team.

Consider preparing a GC doc for all.

Name of Council or Committee (and role of Board members)	Existing?	Re-Evaluate?	Keep committee?
Negotiations - move board member off of this committee	yes	yes	moves to admin
Special Ed Advisory Committee (board member as ex-officio only) - no board member required, but will keep a board member on as liaison only (no voting or influencing committee recommendations, there to hear and bring info back to the board)	yes		moves to admin
District Diversity Advisory (board member as ex-officio only)	yes	yes	yes
Early Learning Advisory Council (board member as ex-officio only)	yes		yes
Pathways - no board member required	yes	yes	yes
Community Finance Advisory Council	yes	yes	rework
Calendar Committee - remove board member from this committee	yes	yes	yes
Insurance Council - remove board member from this committee	yes	yes	yes

Review and Discussion Items

School Board Committees operate with a documented Charge/Purpose and Limitations Statements, with specific work and focus determined by the Executive Committee and the School Board 3-Year Governance Work Plan. **School Boards do not have management committees such as Negotiations, Curriculum, Technology, Facilities, etc.**

Board and Management Committees

1. Governance/Management Chart (for each committee/council) to determine functions. (See next page.)
 - a. Are there any board exclusive committees?
 - b. Are there management committees/councils?

Assessment of Current Committees

Current Committees with Governance Role	Current Committees with Management Role

2. Representative committees - governing boards
 - a. Authority to vote?
 - b. How discussed at board meetings?
 - c. Consider future discussions around parameters for authority - balance between extremes (full control, no control)
 - d. Are the purpose, role and parameters of this committee clear?
 - e. How are recommendations filtered/reviewed? (Do they flow through the Office of the Superintendent to ensure that the parameters are being met.)

OSSEO COMMITTEES/COUNCIL REVIEW

Consider preparing a GC doc for all.

Name of Council or Committee (note here role of Board Member if on a committee)	Req by law?	GOV OR ADMIN COMM?	Clear charge & parameters?	Re-Evaluate?	Keep committee ?
Community Education Program Advisory Council					
District 279 Foundation					
District Planning Advisory Council (DPAC)					
Enrollment and Capacity Management Advisory Committee (ECMAC)					
Financial Involvement School-Community Accountability Liaisons (FISCAL) Advisory					
Radically Investing in Scholars Excellence (RISE)					
American Indian Parent Advisory Committee (AIPAC)					
LGBTQ+ Advisory Committee					
Safety and Emergency Management Advisory Committee					
Policy Committee		GOV			
Property Committee		GOV			
District 279 Foundation					

Board of Education Structure and Workflow

Board Committees	Board Work Session (Learning)	Board Business Meeting (Action)
<ul style="list-style-type: none"> ● Purpose and focus of work is defined by the Board ● Committees are standing, generally meeting quarterly or monthly ● Agenda is developed by Committee ● Chair and assigned Executive ● Session is managed by Committee Chair ● Session is more informal ● Members may or may not include public persons ● Public comment is generally not provided ● Task Forces are created for some short term and task-bound efforts which report back to Committee 	<ul style="list-style-type: none"> ● Agenda is developed by Executive Committee ● Session is managed by Vice Chair ● Session is more informal, inclusive of Office of Superintendent ● Ideal for reception of Reports from Committees or Superintendent with robust discussion by members ● Robert's Rules are not used, and voting does not take place ● End of meeting is a good point for Board members to suggest future Agenda items ● Public input is limited to end of meeting and only on Agenda items discussed 	<ul style="list-style-type: none"> ● Agenda is developed by Executive Committee ● Session is managed by Chair ● Session is formal and follows Robert's Rules of Order ● Ideal for formal Action with brief recap of Board Committee and Work Session efforts that led to readiness for Board Action ● Meeting Agenda usually includes an open comment by the public without Board response or discussion ● Meeting Agenda is structured with or without timeframes into <ul style="list-style-type: none"> ○ Consent Agenda ○ Superintendent Report ○ Information Items ○ Discussion organized by Strategic Directions ○ Decisions organized by Strategic Directions
<p>Action Options</p> <ol style="list-style-type: none"> 1. Research and exploration of focus of work 2. Develop Recommendations for Board 3. Develop Recommendations for Office of Superintendent 4. Informal consultation to Office of the Superintendent 	<p>Action Options</p> <ol style="list-style-type: none"> 1. Extend, delay, or drop 2. Delegate /Send to Board Committee 3. Delegate /Send to Office of Superintendent 4. Informal consultation to Office of the Superintendent 5. Move to Board Business Meeting for Action 	<p>Action Options</p> <ol style="list-style-type: none"> 1. As defined by Robert's Rules of Order 2. Informal consultation to Office of the Superintendent



**ISD 279 Osseo Area Schools
2025 SCHOOL BOARD MEMBER COMMITTEE and JOINT BOARD REPRESENTATIVES**

Board Member	Board Committees	Advisory Committees/Task Forces	Other Assignments/Representations
Thomas Brooks	<ul style="list-style-type: none"> • School Board Policy Committee • School Board Property Committee 	<ul style="list-style-type: none"> • District 279 Foundation • Radically Investing in Scholars Excellence (RISE) Committee 	
Kelsey Dawson	<ul style="list-style-type: none"> • School Board Property Committee 	<ul style="list-style-type: none"> • American Indian Parent Advisory Committee (AIPAC) • Radically Investing in Scholars Excellence (RISE) Committee 	<ul style="list-style-type: none"> • Association of Metropolitan School Districts (AMSD) Liaison
Erica Foster	<ul style="list-style-type: none"> • School Board Policy Committee • School Board Property Committee 	<ul style="list-style-type: none"> • District Planning Advisory Council (DPAC) 	
Sarah Mitchell	<ul style="list-style-type: none"> • School Board Property Committee 	<ul style="list-style-type: none"> • Community Education Program Advisory Council (CEPAC) • Enrollment and Capacity Management Advisory Committee (ECMAC) • Financial Involvement School-Community Accountability Liaisons (FISCAL) Advisory 	
Tanya Prince	<ul style="list-style-type: none"> • School Board Policy Committee • School Board Property Committee 	<ul style="list-style-type: none"> • Student Board Rep Liaison 	<ul style="list-style-type: none"> • NW Suburban Integration School District (NWSISD) Joint Powers Board • Brooklyn Bridge Alliance for Youth • Legislative Liaison
Keith Tate	<ul style="list-style-type: none"> • School Board Property Committee 	<ul style="list-style-type: none"> • District Planning Advisory Council (DPAC) • Enrollment and Capacity Management Advisory Committee (ECMAC) 	<ul style="list-style-type: none"> • Intermediate District 287 Joint Board