

WAYZATA PUBLIC SCHOOLS

Independent School District 284
Wayzata, Minnesota

BOARD OF EDUCATION

Special Work Session - December 6, 2010 - 4:30 PM
District Administration Building, 210 County Rd. 101 N., Plymouth

AGENDA

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| 1. CALL TO ORDER - Board Chair Peterson | 3 |
| 2. BOARD ORGANIZATION FOR 2011 | |
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| B. Structure of Standing and Ad Hoc Committees | 5 |
| C. Committee Appointments | 9 |
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WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

VISION

A model of excellence among learning communities

MISSION

The mission of the Wayzata School District is to prepare all students for the future by providing a challenging education which builds academic competence, develops responsible citizenship, encourages creativity, promotes lifelong learning, advances critical thinking skills, instills a commitment to personal wellness, and fosters respect for self and others.

District Directions for 2008-2010

To ensure high achievement on the part of each student and to realize our vision, the district's directions for 2008-2010 are:

- *Provide a more personalized education for each student.*
- *Eliminate the predictability of student achievement based on race.*
- *Provide opportunities for students to engage in global connections.*
- *Prepare students in skills that they will need to function effectively in the future including creative thinking, diplomacy, problem solving and teamwork.*
- *Enhance the sense of ownership and engagement in the district by all segments of the community.*

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Independent School District 284
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BOARD OF EDUCATION

Special Work Session – December 6, 2010

AGENDA SECTION: 1. CALL TO ORDER/ROLL CALL

ITEM: _____

COMMENTS BY: Board Chair Peterson

Susan J. Droegemueller, Board Clerk, will call the roll:

	<u>PRESENT</u>	<u>ABSENT</u>
Ms. Linda A. Cohen	_____	_____
Ms. Susan J. Droegemueller	_____	_____
Ms. Susan Gaither	_____	_____
Ms. Patricia L. Gleason	_____	_____
Mr. Jay A. Hesby	_____	_____
Mr. John A. Moroz	_____	_____
Ms. Carter G. Peterson	_____	_____
Dr. Chace B. Anderson, Ex Officio	_____	_____

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Wayzata, Minnesota

BOARD OF EDUCATION

Special Work Session – December 6, 2010

District Administration Building
210 County Rd. 101 N., Plymouth, MN 55447

CHAIR: _____

VICE CHAIR: _____

CLERK: _____

TREASURER: _____

OPEB TRUST

Purpose: To oversee certain policies and procedures related to the operation and administration of the Other Post Employment Benefits (OPEB) Trust; to perform the functions of an investment fiduciary responsible for the prudent management of the Trust assets; to review the total Trust investment performance on a quarterly basis.

Meet: Quarterly

Members: 2010: **Jay Hesby – Committee Chair** 2011: _____ – **Committee**

Chair

Linda Cohen
Carter Peterson

Administrative Liaison: Jim Westrum, Executive Director of Finance and Business

POLICY AND REGULATION REVIEW

Purpose: Review all policies and regulations, making recommendations to add, revise or delete.

Meet: Quarterly/As required.

Members: 2010: **Sue Droegemueller, Chair** 2011: _____ – **Committee**

Chair

Linda Cohen
Susan Gaither

Administrative Liaisons: Chace Anderson, Superintendent
Annie Doughty, Executive Director of Human Resource Services
Jill Johnson, Executive Director of Teaching and Learning
Colleen Erickson, Executive Assistant to the Superintendent
Jim Westrum, Executive Director of Finance and Business Services

NEGOTIATION TEAMS

WEA 2011: **Pat Gleason**
John Moroz

Meet: As required

Members: 2010: Carter Peterson, Lead
Chair

Susan Gaither
John Moroz

2011: _____ - Committee

Administrative Liaison: Wade Phillips, Director of Technology

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WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

BOARD OF EDUCATION

APPOINTMENTS FOR 2011

ASSOCIATION OF METROPOLITAN SCHOOL DISTRICTS (AMSD)

Board Representative: 2010: Pat Gleason
Sue Droegemueller, Alternate

Board Representative: 2011: _____
_____, Alternate

CITIZENS FINANCIAL ADVISORY COUNCIL (CFAC)

Board Representative: 2010: Linda Cohen
Jay Hesby, Alternate

Board Representative: 2011: _____
_____, Alternate

COMMUNITIES IN COLLABORATION COUNCIL (CICC)

Board Representative: 2010: Susan Gaither
Linda Cohen, Alternate

Board Representative: 2011: _____
_____, Alternate

COMMUNITY EDUCATION ADVISORY COUNCIL

Board Representative: 2010: Jay Hesby
John Moroz, Alternate

Board Representative: 2011: _____
_____, Alternate

DISTRICT LIAISON COMMITTEE

Board Representative: 2010: Rotation

Board Representative: 2011: Rotation

INTERMEDIATE DISTRICT 287

Board Representative: Carter Peterson (January 2010 – December 2012)
*Approved – November 9, 2009

LEGISLATIVE ACTION COMMITTEE

Board Representative: 2010: Sue Droegemueller
John Moroz, Alternate

Board Representative: 2011: **John Moroz (July 2010 – June 2011)**

Board Representative: 2011: _____ **(July 2010 – June 2012)**

MINNESOTA STATE HIGH SCHOOL LEAGUE

Board Representative: 2010: John Moroz
Jay Hesby, Alternate

Board Representative: 2011: _____
_____, **Alternate**

WEST METRO EDUCATION PROGRAM

Board Representative: 2010: Pat Gleason
Linda Cohen, Alternate

Board Representative: 2011: _____
_____, **Alternate**

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. It is intended that these procedures be reviewed annually, modified as necessary, and approved at the Board's Organizational Meeting each 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 not 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.
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. On or as close to January 1 of each year as practical, but not later than the second Monday in January, the Board of Education shall conduct an Organizational Meeting. The purposes of such meeting shall include:
 - 1) Election of officers
 - 2) Designation of Board committee structure
 - 3) Appointment of Board representatives to other bodies
 - 4) Such other action as may be deemed necessary

B. BOARD MEETINGS – Schedule (continued)

- b. At the first meeting of each new school year in July, the Board will:
 - 1) Establish and/or confirm District goals/directions
 - 2) Designate official relationships
 - 3) Approve membership in professional organizations
- c. At the Organizational/Regular meeting in January, the Board will:
 - 1) Establish a calendar of Regular Board Meetings and Work Sessions for the following school year.

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

- Wednesday, Aug. 17 - Agenda Items Due to Superintendent
- Monday, Aug. 22 - First draft of agenda reviewed at Board Work Session
- Tuesday, Aug. 23 - First draft of agenda reviewed at Cabinet Meeting
- Tuesday, Aug. 30 - Reviewed at Cabinet Meeting
- Tuesday, Sept. 6 - Reviewed at Cabinet 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 in a.m.
- Friday, Sept. 9 - Board packets released to public in p.m.
- 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, or for a Regular Board Meeting, at the time the tentative agenda is reviewed at a prior work session. 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.
- d. 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.
- e. All Board meeting agendas and notices shall be posted on the District web site, the official bulletin board at the Administration Building, and in each of the buildings of the District at least three (3) days in advance of the meeting.

B. BOARD MEETINGS (continued)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) 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 (212). The School Board reserves the right to allocate a specific period of time for this purpose and limit time for speakers accordingly.

b. 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.

B. BOARD MEETINGS – Public Participation - Agenda Items (continued)

- 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. 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 passed unanimously on a 7-0 vote."

Roll call vote on a motion: "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 for adoption of the resolution was duly seconded by Board member (name) and upon vote being taken thereon, 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 and adopted (or failed) on a (numbers to be inserted) vote."

- c. Regular Board Meetings will be broadcast live on cable television; Special Board Meetings will be videotaped or recorded.
- d. All Board Work Sessions will be 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.
- f. Complete minutes of all Regular and Special Board Meetings will be kept on file in the Superintendent's Office. As soon as practical following the completion of a school year, official minutes will be bound 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 Resource Services
 - 3) Executive Director of Curriculum and Instruction
 - 4) Executive Director of Finance and Business Services
 - 5) Executive 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 would be most 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 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.

AGENDA FORMAT SAMPLE FOR 2010

**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. STUDENT CURRICULUM PRESENTATION
4. RECOGNITIONS
 - A. Employee of the Month
 - B. Others
5. REPORTS FROM ORGANIZATIONS
This section of the agenda provides the opportunity for parent, teacher, and/or student associations/organizations to provide the School Board with reports/updates.
 - A. Student Council
 - B. Others
6. SUPERINTENDENT'S REPORTS AND RECOMMENDATIONS
 - A. Superintendent
(Items will be listed as 1., 2., etc.)
 - B. Curriculum and Instruction
(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.)
7. OTHER BOARD ACTION
(Items will be listed as 1., 2., etc.)
8. 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.
9. BOARD REPORTS
10. NEW BUSINESS
11. ADJOURNMENT



**-DRAFT-
Superintendent
Wayzata Public Schools
2010-2011 School Year Goals**

Strategic Planning

The Superintendent will provide leadership to a strategic planning process for the school district that includes the following:

- Discussion, synthesis, refinement, and/or development of an Aspirational Vision, Clear Mission, Organizational Beliefs and Values, and detailed Objectives and Strategies into a clear, coherent, compelling, and dynamic Strategy/District Strategic Roadmap.
- Development and/or Implementation of a performance measurement system which defines the measures and metrics of success in achieving the Vision and Mission.
- Development and integration of the performance measurement system into the continuous improvement process that will guide decision-making.
- The resulting Roadmap will be aligned with the district's Strategy Map, be reflective of the district's constituent hopes and desires, provide guidance to the planning and prioritization of the school's and district's initiatives.

District-Wide and Comprehensive Intervention System and Overall Student Achievement

Define and clarify the current status of the district's intervention systems. Begin the preliminary work of developing recommendations for the creation and future implementation of a district-wide comprehensive and aligned system of learner supports. This system will include parallel ongoing efforts and strategies to address identified learning achievement gaps among student subgroups and continue the use, development, and improvement of the following district programs/initiatives:

- a. Early Childhood Programming/Kindergarten Readiness.
- b. Personalized Learning.
- c. Vision 21/Gifted Talented Programming.

Curriculum/Teaching and Learning

- a. Evaluate and consider appropriate revisions to the curriculum review processes. Document a plan which identifies the timing of, internal processes for, and community participation in the review of (a) academic subject areas, (b) criteria driven participation programs (such as gifted and talented) and (c) chronologically based programs (elementary, middle school and high school).
- b. Assess the current status of the district's mathematics program. Assemble data and information that offers insight and perspective regarding how WPS students are performing in mathematics. Consider findings and determine possible supplemental student engagement mechanisms that will serve to enhance student learning.

Facilities Study/Enrollment Projections/Attendance Boundaries

Provide leadership to the completion of a comprehensive facilities study. This study will be critical to the long and short term planning for possible facility improvements, additions and upgrades. The following should serve as overriding themes of the study:

- a. Current status of district facilities/obsolescence of facility equipment, systems and infrastructure
- b. Projected changes in student enrollment
- c. Anticipated or desired curriculum changes
- d. Health, safety and security of students and staff
- e. Optimization of the student learning environment with minimal impact on operating costs

Constituent Satisfaction/Trust/Relationships

- a. Implement a process of ongoing surveys of parents, students, graduates, and staff members to ascertain the satisfaction with and quality of curricular and extra curricular offerings and workplace satisfaction.
- b. Consistent with the district's equity plan, collect detailed information from both students/families of color and white students/families through focus groups and/or other mechanisms regarding the cultural climate of our schools and how that climate relates to the quality of education for children of color.

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

BOARD OF EDUCATION

Special Work Session – December 6, 2010

AGENDA SECTION: 6. ADJOURN

ITEM: _____

COMMENTS BY: Board Chair Peterson

If there is no additional business before the School Board, the Chair will adjourn the meeting.