

WAYZATA PUBLIC SCHOOLS

Independent School District 284
Wayzata, Minnesota

BOARD OF EDUCATION

Work Session Meeting - November 27, 2017 - 4:00 PM
District Administration Building, 210 County Road 101 N

AGENDA

1. **CALL TO ORDER/ROLL CALL**
2. **ADMINISTRATIVE**
 - A. Audit Report *30 minutes*
3. **TEACHING AND LEARNING**
 - A. WMEP Update/Discussion *Jill Johnson and Chace Anderson 30 minutes*
4. **HUMAN RESOURCES**
5. **BOARD REPORTS**
6. **FINANCE AND BUSINESS**
 - A. Post-Referendum Update *Jill Schwint and Melissa Lahr 15 minutes*
 - B. Truth and Taxation Meeting Overview *Jill Schwint and Melissa Lahr 15 minutes*
7. **SCHOOL BOARD**
 - A. SOP and Committee Structure Discussion *60 minutes*
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.

Note from Chris ...

Hi Everyone!

Several board members asked me if we could discuss our board committee structure and Standard Operating Procedures at the Nov. 27 work session in advance of our annual organizational meeting on Dec. 4. I think that's a great idea, mainly because Chace and his "cabinet" will be at the work session and can provide input and guidance. So, as part of your preparation for our Nov. 27 work session, please think about the following:

Regarding our current committee / appointment structure:

- What works well?
- What would you change?
- Do we have the right board standing committees? Do they align with our strategic directions?
- Do we have the right board appointments? Do they align with our strategic directions?
- Are there committees or organizations where we should have a board representative but we currently don't?

Regarding our Standard Operating Procedures:

- What works well?
- What would you change?

**WAYZATA PUBLIC SCHOOLS
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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 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.
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 no 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) 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

- 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 Strategy Leadership Team Meeting
- Tuesday, Aug. 30 - Reviewed 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, 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, and the official bulletin board at the Administration Building, 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) 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. 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) It is the practice of the School Board not to engage in discussion or debate with the speaker during the Board meeting. 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 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 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 official minutes 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 PROCEDURES1. 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 Teaching and Learning
 - 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. 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 2015

**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
- 5. STUDENT CURRICULUM PRESENTATION**
- 6. 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.)
- 7. OTHER BOARD ACTION**

(Items will be listed as 1., 2., etc.)
- 8. BOARD REPORTS**
- 9. 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.
- 10. ADJOURN**

WAYZATA PUBLIC SCHOOLS
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BOARD COMMITTEES

POLICY: 208

Replace 208 and 208-R with updated version aligned to MSBA and MN statute, as well as current practices.

The Board may organize standing and special committees to carry out a variety of tasks or assignments in the operation of the school system.

Board Committees are those specifically appointed or authorized by Board action. Such committees report directly to the Board. They may be made up exclusively of Board members, of Board members and non-members, or of non-members only. When such committees include District teachers the Board agrees to discuss the appointment with the "exclusive representative" of the teacher's bargaining unit, as defined in the Public Employee Labor Relation's Act, (PELRA), concerning the nature and purposes of the committee and the basis for determining teacher representation.

"Standing" committees of the Board are those which have a continuing purpose and may be designated at the organizational meeting each January. "Special" committees of the Board are those organized for a specific purpose, given an explicit charge and dissolved after completion of their work.

Committees of the Board are appointed by the Board Chair, subject to approval by a majority of the Board.

ADOPTED: February 12, 1973
AMENDED: May 15, 1973
AMENDED: September 9, 1985
AMENDED: August 9, 1993
AMENDED: November 8, 2004
AMENDED: January 14, 2008

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BOARD COMMITTEES

REGULATIONS: 208-R

Annually, the School Board may establish, reaffirm or eliminate standing committees. The Board shall designate the membership of such committees and state the purpose of the committees. The following procedures are applicable for standing committees and are subject to annual review and reaffirmation or modification.

1. The Board Chair shall appoint the chair of each standing committee from among the membership of the School Board. Such appointments are subject to ratification by the Board.
2. The Board Chair may designate such committees as committees of the whole or name Board members to each committee. This action shall be ratified by the Board.
3. The Superintendent shall name an administrative liaison to each standing committee.
4. The responsibilities of a standing committee chair include:
 - a. Conduct of all standing committee meetings
 - b. Development of standing committee meeting agendas in cooperation with the administrative liaison
 - c. Report on committee activities at the regular meetings of the School Board
5. The responsibilities of the administrative liaison to standing committees include:
 - a. Development of standing committee meeting agendas in cooperation with the committee chair
 - b. Preparation and distribution of meeting agendas and supportive materials
 - c. Presentation of background information, reports or reviews as determined by agenda topics -- other District personnel or out-of-district personnel may be utilized for such presentations
 - d. Preparation of meeting summaries

EFFECTIVE: September 9, 1985
MODIFIED: November 8, 2004
REVIEWED: January 14, 2008

WAYZATA PUBLIC SCHOOLS
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BOARD OF EDUCATION
2017 COMMITTEE STRUCTURE

The School Board will function with the following Standing Committees and will establish Ad Hoc Committees on an as-needed basis.

STANDING COMMITTEES

FINANCE AND BUSINESS

Purpose: To review systems and long-range planning recommendations; to develop and recommend policies; to serve as the Board's audit subcommittee; to obtain community financial expertise through the Citizens Financial Advisory Council; to meet and work with the transportation department and the OPEB committee.

Meet: Quarterly/As Needed

Members:

2016: Andrea Cuene – Committee Chair
Cheryl Polzin
Linda Cohen
Erik Brown– Alternate

2017: Cheryl Polzin – Committee Chair
Erik Brown
Sarah Johansen
Bonita Lucky– Alternate
Andrea Cuene– Alternate

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

HUMAN RESOURCES

Purpose: To review personnel matters including negotiations; to develop long-range planning recommendations; to develop and recommend policies; to address issues that fall under Meet and Confer (Public Employment Labor Relations Act, Section 179A.08), leaves of absence, sabbaticals, resignations, benefits, wellness, and employee engagement.

Meet: Monthly

Members:

2016: Andrea Cuene – Committee Chair
Sarah Johansen
Bonita Lucky

2017: Andrea Cuene – Committee Chair
Chris McCullough
Linda Cohen

Administrative Liaison: Annie Doughty, Executive Director of Human Resource Services

TEACHING AND LEARNING

Purpose: To review process and long-range planning recommendations; to develop and recommend policies; to meet and work with the Director of Teaching & Learning regarding curriculum and instruction related issues; to meet and work with the Director of Technology regarding technology related issues; and to meet and work with Vision 21, Equity, Q-Comp, Academic Achievement, and Prevention/Intervention/Extension leaders.

Meet: Monthly

Members:

2016: Linda Cohen– Committee Chair
Andrea Cuene
Cheryl Polzin
Sarah Johansen – Alternate

2017: Linda Cohen – Committee Chair
Andrea Cuene
Sarah Johansen
Erik Brown– Alternate

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

STAKEHOLDER RELATIONS

Purpose: To develop and recommend policies; to review communication matters including community engagement; business partnerships, WEF (Foundation), alumni, public relations, and student focus groups.

Meet: Quarterly/As required.

Members:

2016: Erik Brown – Committee Chair
Linda Cohen
Bonita Lucky

2017: Bonita Lucky – Committee Chair
Chris McCullough
Cheryl Polzin

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

SUPERINTENDENT’S EVALUATION/COMPENSATION

Purpose: To review the process/timelines for the Superintendent’s Evaluation and to develop a recommendation for Superintendent’s compensation in accordance with performance review and contract provisions. To organize the whole board of education to meet with the superintendent one or two times a year for intermediate feedback sessions.

Meet: As required

Members:

2016: Bonita Lucky – Committee Co-Chair
Chris McCullough – Co-Chair
Erik Brown

2017: Erik Brown – Committee Chair
Bonita Lucky
Andrea Cuene

Administrative Liaison: Chace B. Anderson, Superintendent of Schools

FACILITIES DEVELOPMENT AND LONG RANGE PLANNING

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

Meet: As required

Members:

2016: Cheryl Polzin – Committee Chair
Chris McCullough
Sarah Johansen
Andrea Cuene – Alternate

2017: Cheryl Polzin – Committee Chair
Erik Brown
Chris McCullough
Sarah Johansen– Alternate

Administrative Liaisons: Jim Westrum, Executive Director of Finance and Business Services

POLICY AND REGULATION REVIEW

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

Meet: Quarterly/As required.

Members:

2016: Sarah Johansen – Committee Chair
Linda Cohen
Erik Brown

2017: Sarah Johansen – Committee Chair
Bonita Lucky
Linda Cohen

Administrative Liaisons:

Chace B. Anderson, Superintendent
Annie Doughty, Executive Director of Human Resource Services
Jill Johnson, Executive Director of Teaching and Learning
Jim Westrum, Executive Director of Finance and Business Services

WAYZATA PUBLIC SCHOOLS
Independent School District 284
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BOARD OF EDUCATION
APPOINTMENTS FOR 2017

ASSOCIATION OF METROPOLITAN SCHOOL DISTRICTS (AMSD)

Board Representative: 2016: Cheryl Polzin
Andrea Cuene, Alternate

**Board Representative: 2017: Cheryl Polzin
Andrea Cuene, Alternate**

CFKI / Great Expectations

Board Representative: 2016: Sarah Johansen
Andrea Cuene, Alternate

**Board Representative: 2017: Sarah Johansen; CFKI
Linda Cohen; Great Expectations**

CITIZENS FINANCIAL ADVISORY COUNCIL (CFAC)

Board Representative: 2016: Andrea Cuene
Linda Cohen, Alternate
Cheryl Polzin, Alternate

**Board Representative: 2017: Cheryl Polzin
Erik Brown
Sarah Johansen
Bonita Lucky, Alternate
Andrea Cuene, Alternate**

COMMUNITY EDUCATION ADVISORY COUNCIL

Board Representative: 2016: Bonita Lucky
Chris McCullough, Alternate

**Board Representative: 2017: Erik Brown
Andrea Cuene, Alternate**

DISTRICT LIAISON COMMITTEE

Board Representative: 2016: Rotation

Board Representative: 2017: ROTATION

INTERMEDIATE DISTRICT 287

Board Representative: 2016: Andrea Cuene

Board Representative: 2017: Andrea Cuene

LEGISLATIVE ACTION COMMITTEE (LAC)

Board Representative: 2016: Andrea Cuene
Cheryl Polzin, Alternate

**Board Representative: 2017: Andrea Cuene (through June 2017)
Cheryl Polzin, Alternate**

MINNESOTA SCHOOL BOARD ASSOCIATION (MSBA)

Board Representative: 2016: Cheryl Polzin
Sarah Johansen, Alternate

**Board Representative: 2017: Cheryl Polzin
Sarah Johansen, Alternate**

MINNESOTA STATE HIGH SCHOOL LEAGUE (MSHSL)

Board Representative: 2016: Erik Brown
Chris McCullough, Alternate

**Board Representative: 2017: Erik Brown
Chris McCullough, Alternate**

PARTNERS FOR HEALTHY KIDS

Board Representative: 2016: ROTATION

Board Representative: 2017: ROTATION

PARTNERS IN PREVENTION (PIP)

Board Representative: 2016: Chris McCullough
Sarah Johansen, Alternate

**Board Representative: 2017: Chris McCullough
Bonita Lucky, Alternate**

Q-COMP

Board Representative: 2016: Linda Cohen
Bonita Lucky, Alternate

**Board Representative: 2017: Linda Cohen
Bonita Lucky, Alternate
Sarah Johansen, Alternate**

WEST METRO EDUCATION PROGRAM (WMEP)

Board Representative: 2016: Sarah Johansen

Board Representative: 2017: Sarah Johansen

WAYZATA EDUCATION FUND (WEF)

Board Representative: 2016: Erik Brown

**Board Representative: 2017: Bonita Lucky
Erik Brown, Alternate**