



Excellence. For each and every student.

**BOARD OF EDUCATION**

Working Meeting - Tuesday, November 28, 2023 - 4:00 PM

Creekside

16000 41st Ave N.

Plymouth, MN 55446

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**Minutes of School Board Self Evaluation Meeting**

A School Board Self Evaluation Meeting of the Board of Education of Wayzata Public Schools was held Tuesday, November 28, 2023, beginning at 4:00 PM in the Creekside 16000 41st Ave N. Plymouth, MN 55446.

1. <b>ROLL CALL/CALL TO ORDER</b>	
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**MISSION**

Our core purpose

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

To be a model of excellence where students of all ages 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
- Community trust, confidence and partnership
- Operational excellence

**CORE VALUES**

Drivers of our words and actions

**Achievement:** Challenging oneself and others for excellence in all we do.

**Collaboration:** Working together to maximize opportunities and eliminate barriers to learning for all.

**Community:** Maintaining a sense of belonging to and responsibility for the broader community.

**Equity:** Meeting the specific needs of all students.

**Integrity:** Doing the right thing in the right way at the right time, even when no one is aware.

**Respect:** Valuing others for their diverse talents, backgrounds, cultures and viewpoints.

**STRATEGIC DIRECTIONS**

Through focus on priorities and strategy execution,  
we achieve excellence and realize our vision.

**Each and every:** Ensure a high-quality daily experience for each and every student

**High-quality instruction and achievement:** Deliver high-quality instruction that leads to high academic achievement for all students

**Highest-quality staff:** Recruit, hire, support, develop and retain the highest-quality staff

**Health and well-being:** Build awareness and capacity to improve the health and well-being of our school district community

**Community engagement and partnerships:** Learn and improve from community engagement and strategic partnerships

**Operational excellence:** Ensure the efficient and effective use of district resources

**Systems alignment:** Align internal district processes and procedures to improve communication, decision-making, accountability and collaboration, resulting in operational excellence

**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**

# Wayzata Public Schools Equity Commitment

Systemic racism and many inequities exist in our society. This is not a reflection of who we aspire to be in Wayzata Public Schools. It is essential that we address this to fulfill our mission for each and every member of our community.



## We commit to:

- Evaluating and expanding our mindsets
- Embracing productive discomfort
- Transforming our core values from words to policies and actions that improve equity

We will facilitate the efforts of staff, students and families to act on our six core values.

<b>Achievement</b> <ul style="list-style-type: none"><li>• Create a system for learning, teaching and measuring success that honors cultural differences.</li><li>• Give each other space to understand our implicit biases as we seek to free ourselves of them.</li></ul>	<b>Collaboration</b> <ul style="list-style-type: none"><li>• Share collective responsibility for empowering all learners to thrive and be their authentic selves.</li><li>• Build on the strengths we each bring so that together we are more than the sum of our parts.</li></ul>	<b>Community</b> <ul style="list-style-type: none"><li>• Understand that we all belong here and are critical to each other's success and well-being.</li><li>• Being accountable to each other in the pursuit of being our best selves.</li></ul>
<b>Equity</b> <ul style="list-style-type: none"><li>• Work to increase our awareness of inequities so we can grow our capacity to become who we aspire to be.</li><li>• Study and practice anti-racist behavior so that we can continuously learn and improve.</li></ul>	<b>Integrity</b> <ul style="list-style-type: none"><li>• Continually live our shared values, especially when those values are challenged.</li><li>• Infuse our daily work and planning with equity-thinking through self-reflection and data.</li></ul>	<b>Respect</b> <ul style="list-style-type: none"><li>• Learn from and through our differences.</li><li>• Acknowledge that the lives of Black, Indigenous and people of color matter and this is reflected in our actions.</li></ul>

We will find ways to create more equitable systems that honor each person's unique mix of overlapping identities, including but not limited to:

- age
- beliefs/religion
- class
- disability/special needs
- ethnicity
- family status
- gender
- gender expression/identity
- height/weight
- home language
- immigration status
- issues specific to women/girls
- mental health
- national origin
- poverty
- race
- sexual orientation

**Our mission 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.**

## The Role of the School Board

As the entity legally charged with governing a school district, each school board is responsible to its community to govern efficiently and effectively. This obligation imposes some fundamental duties on the board.

### *Vision*

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

- Provides direction through its planning and goal-setting efforts and by evaluating progress toward goal achievement.
- Develops a well-crafted district vision statement, goals, and outcomes that enable the board to monitor district performance and evaluate success.
- Ensures that the district vision, goals, and outcomes are articulated in written board policy, reflected in every part of the organization, and mirrored in the budget planning and implementation efforts.
- Uses clear, focused, attainable, and measurable goals and outcomes to make sure gains in student achievement are being made.

### *Structure*

To achieve its vision, the board establishes a structure and hires a superintendent to accomplish that vision. An effective board:

- Creates an organizational structure and environment in which all students are provided the opportunity to attain their maximum potential.
- Selects and employs one person – the superintendent – as the district’s chief executive officer to lead and manage the district and holds the superintendent accountable for district performance and compliance with written board policy.
- Evaluates the superintendent’s performance and its own performance annually.
- Delegates the authority to the superintendent to recommend and evaluate all district staff within the standards established by written board policy and subsequently acts on the superintendent’s recommendation(s) at its meeting(s) as required in statute.
- Accepts ultimate responsibility for the care, management, and control of the district.
- Understands that the day-to-day operations of the district will be conducted by the staff.

### ***Accountability***

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

- Has a duty to itself and the community to determine whether the authority delegated to the superintendent is being used as intended.
- Uses data and other indicators as the basis for assessing progress toward district goals and compliance with written board policy.
- Recognizes the distinction between “monitoring data” (data used by the board to address accountability) and “management data” (data used by the staff for operations).

### ***Advocacy***

The board advances its vision by focusing on student achievement, partnering with the community, and being proactive in addressing issues that affect education on local, state, and national levels. An effective board:

- Uses ongoing, two-way communications to build trust and support among community, board, superintendent, staff, and students.
- Focuses on community-wide concerns and values that best support student achievement rather than being overly influenced by special interests.
- Utilizes a system of public relations that allows it to formalize the flow of information into and out of the district.

### ***Conduct and Ethics***

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

- Takes full responsibility for its activity and behavior.
- Encourages its members to express their individual opinions, respect others’ opinions, and vote their conscience.
- Speaks with one voice after reaching a decision.
- Spends its time on board work rather than staff work.
- Provides for orientation and ongoing training for all board members.
- Follows its established policies, including the chain-of-command, by directing people with concerns to the appropriate staff.
- Sets an example of respectful and civil leadership.

# 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.