

# **WAYZATA PUBLIC SCHOOLS**

Independent School District 284  
Wayzata, Minnesota

## **BOARD OF EDUCATION**

Special Meeting - December 4, 2012 - 4:00 PM  
District Administration Building  
210 County Rd. 101, N, Plymouth, MN

### **AGENDA**

- |    |  |    |
|----|--|----|
| 1. | CALL TO ORDER - Board Chair Hesby                | 3  |
| 2. | BOARD SELF EVALUATION 2012                       |    |
| 3. | BOARD ORGANIZATION FOR 2013                      |    |
|    | A. Officers                                      | 4  |
|    | B. Structure of Standing and Ad Hoc Committees   | 5  |
|    | C. Committee Appointments                        | 8  |
| 4. | BOARD COMMITTEE COMMUNICATIONS                   |    |
| 5. | REVIEW OF STANDARD OPERATING PROCEDURES FOR 2013 | 10 |
| 6. | ADJOURN  | 16 |

NOTE: Dinner at approximately 6:00 p.m.

# 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.

**WAYZATA PUBLIC SCHOOLS**  
Independent School District 284  
Wayzata, Minnesota

**BOARD OF EDUCATION**

**Special Work Session – December 4, 2012**

**AGENDA SECTION:** 1. CALL TO ORDER/ROLL CALL

**ITEM:** \_\_\_\_\_

**COMMENTS BY:** Board Chair Hesby

**Susan Gaither, Board Clerk, will call the roll:**

	<b><u>ABSENT</u></b>	<b><u>PRESENT</u></b>
Ms. Linda A. Cohen	_____	_____
Ms. Sue H. Droegemueller	_____	_____
Ms. Susan Gaither	_____	_____
Mr. Jay A. Hesby	_____	_____
Mr. John A. Moroz	_____	_____
Ms. Carter G. Peterson	_____	_____
Ms. Cheryl Polzin	_____	_____
Dr. Chace B. Anderson, Ex Officio	_____	_____

**WAYZATA PUBLIC SCHOOLS**

Independent School District 284  
Wayzata, Minnesota

**BOARD OF EDUCATION**

**Special Work Session – December 4, 2012**

Wayzata Country Club  
200 Wayzata Blvd. W., Wayzata

CHAIR: \_\_\_\_\_

VICE CHAIR: \_\_\_\_\_

CLERK: \_\_\_\_\_

TREASURER: \_\_\_\_\_

**WAYZATA PUBLIC SCHOOLS**  
Independent School District 284  
Wayzata, Minnesota

**BOARD OF EDUCATION**  
**2013 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**

**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 Curriculum and Instruction 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: **2012:** Linda Cohen – Committee Chair **2013:** \_\_\_\_\_  
Sue Droegemueller \_\_\_\_\_  
Susan Gaither \_\_\_\_\_  
Carter Peterson – Alternate \_\_\_\_\_

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

**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: **2012:** John Moroz – Committee Chair **2013:** \_\_\_\_\_  
Susan Gaither \_\_\_\_\_  
Carter Peterson \_\_\_\_\_  
Cheryl Polzin – Alternate \_\_\_\_\_

Administrative Liaisons: Jim Westrum, Executive Director of Finance and Business Services  
Chace 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: **2012:** Linda Cohen– Committee Chair **2013:** \_\_\_\_\_  
Carter Peterson \_\_\_\_\_  
Cheryl Polzin \_\_\_\_\_

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



**AD HOC COMMITTEES**

Ad Hoc Committees of the Board will have from one to three Board members, will be established for a specific task, and will disband upon completion of its charge.

**NEGOTIATION TEAMS**

<b>Teachers</b>	<b>2011:</b>	<u>Pat Gleason</u> <u>John Moroz</u>	<b>2013:</b>	_____ _____
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<b>Home Base</b>	<b>2011:</b>	<u>None</u>	<b>2013:</b>	_____ _____
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Administrative Liaison: Annie Doughty, Executive Director of Human Resource Services

APPROVED: \_\_\_\_\_

**WAYZATA PUBLIC SCHOOLS**  
Independent School District 284  
Wayzata, Minnesota

**BOARD OF EDUCATION**

**APPOINTMENTS FOR 2013**

**ASSOCIATION OF METROPOLITAN SCHOOL DISTRICTS (AMSD)**

Board Representative: 2012: Sue Droegemueller  
Cheryl Polzin, Alternate

Board Representative: 2013: \_\_\_\_\_  
\_\_\_\_\_

**CITIZENS FINANCIAL ADVISORY COUNCIL (CFAC)**

Board Representative: 2012: John Moroz  
Carter Peterson, Alternate

Board Representative: 2013: \_\_\_\_\_  
\_\_\_\_\_

**COMMUNITIES IN COLLABORATION COUNCIL (CICC)**

Board Representative: 2012: Cheryl Polzin

Board Representative: 2013: \_\_\_\_\_  
\_\_\_\_\_

**COMMUNITY EDUCATION ADVISORY COUNCIL**

Board Representative: 2012: Carter Peterson  
Susan Gaither, Alternate

Board Representative: 2013: \_\_\_\_\_  
\_\_\_\_\_

**DISTRICT LIAISON COMMITTEE**

Board Representative: 2012: Rotation

Board Representative: 2013: Rotation \_\_\_\_\_

**INTERMEDIATE DISTRICT 287**

Board Representative: 2011: Carter Peterson  
(January 2012 – December 2013)  
\*Approved – December 12, 2011

**LEGISLATIVE ACTION COMMITTEE**

Board Representative: 2012: John Moroz, Co-Chair  
(July 2012 – June 2013)  
Sue Droegemueller, Alternate

Board Representative: 2013: \_\_\_\_\_  
**(July 2013 – June 2014)**  
\_\_\_\_\_

**MINNESOTA STATE HIGH SCHOOL LEAGUE**

Board Representative: 2012: Sue Droegemueller  
Linda Cohen, Alternate

Board Representative: 2013: \_\_\_\_\_  
\_\_\_\_\_

**WEST METRO EDUCATION PROGRAM**

Board Representative: 2012: Sue Droegemueller  
Carter Peterson, Alternate

Board Representative: 2013: \_\_\_\_\_  
\_\_\_\_\_

**MINNESOTA SCHOOL BOARD ASSOCIATION**

Board Representative: 2012: Sue Droegemueller  
Carter Peterson, Alternate

Board Representative: 2013: \_\_\_\_\_  
\_\_\_\_\_

**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 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) ~~Establish and/or confirm District goals/directions~~
  - 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, 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) Financial ~~Resolutions~~ action will always 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 Teaching and Learning
  - 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 2013**

**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. 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. 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. ADJOURNMENT

**WAYZATA PUBLIC SCHOOLS**

Independent School District 284  
Wayzata, Minnesota

**BOARD OF EDUCATION**

Special Work Session – December 4, 2012

**AGENDA SECTION:** 6. ADJOURN

**ITEM:** \_\_\_\_\_

**COMMENTS BY:** Board Chair Hesby

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