

WAYZATA PUBLIC SCHOOLS

Independent School District 284
Wayzata, Minnesota

BOARD OF EDUCATION

Special Work Session Meeting - December 1, 2014 - 5:00 PM
District Administration Building, 210 County Road 101 Plymouth, MN

AGENDA

- | | |
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| 1. CALL TO ORDER | |
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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.

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 valued employees;
- 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.



**12.01.14 Work Session
District Administration Building**

BOARD ORGANIZATION FOR 2015

Officers

2015 Structure of Standing/Ad Hoc Committees

2015 Board Appointments

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

BOARD OF EDUCATION
Special Work Session, December 1 2014

AGENDA SECTION: Board Organization

ITEM: Officers

COMMENTS BY: Linda Cohen, Board Chair

Chair: _____

Vice Chair: _____

Clerk: _____

Treasurer: _____

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

**BOARD OF EDUCATION
APPOINTMENTS FOR 2015**

ASSOCIATION OF METROPOLITAN SCHOOL DISTRICTS (AMSD)

Board Representative: 2014: Cheryl Polzin
Sarah Johansen, Alternate

Board Representative: 2015:

CFKI

Board Representative: 2014: Andrea Cuene
Sarah Johansen, Alternate

Board Representative: 2015:

CITIZENS FINANCIAL ADVISORY COUNCIL (CFAC)

Board Representative: 2014: Carter Peterson
Chris McCullough, Alternate
Andrea Cuene, Second Alternate

Board Representative: 2015:

COMMUNITY EDUCATION ADVISORY COUNCIL

Board Representative: 2014: Chris McCullough
Cheryl Polzin, Alternate

Board Representative: 2015:

DISTRICT LIAISON COMMITTEE

Board Representative: 2014: Rotation

Board Representative: 2015: ROTATION

INTERMEDIATE DISTRICT 287

Board Representative: 2014: Carter Peterson
(January 2015 – December 2016)
*Approved – December 9, 2014
2015:

LEGISLATIVE ACTION COMMITTEE (LAC)

Board Representative: 2014: Cheryl Polzin (July 2014 – June 2015)
Sarah Johansen - Alternate
Board Representative: 2015:

MINNESOTA SCHOOL BOARD ASSOCIATION (MSBA)

Board Representative: 2014: Jay Hesby
Carter Peterson, Alternate
Board Representative: 2015:

MINNESOTA STATE HIGH SCHOOL LEAGUE (MSHSL)

Board Representative: 2014: Chris McCullough
Jay Hesby, Alternate
Board Representative: 2015:

PARTNERS FOR HEALTHY KIDS

Board Representative: 2014: ROTATION
Board Representative: 2015: ROTATION

PARTNERS IN PREVENTION (PIP)

Board Representative: 2014: Andrea Cuene
Jay Hesby - Alternate
Board Representative: 2015:

Q-COMP

Board Representative: 2014: Sarah Johansen
Linda Cohen - Alternate

Board Representative: 2015:

WEST METRO EDUCATION PROGRAM (WMEP)

Board Representative: 2014: Jay Hesby
Sarah Johansen, Alternate

Board Representative: 2015:

WAYZATA PUBLIC SCHOOLS EDUCATION FOUNDATION (WPSEF)

Board Representative: 2014: Sarah Johansen

Board Representative: 2015:



**12.01.14 Work Session
District Administration Building**

BOARD COMMITTEE COMMUNICATIONS



**12.01.14 Work Session
District Administration Building**

REVIEW STANDARD OPERATING PROCEDURES

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) 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) Financial 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. 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 carried unanimously."

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 was seconded by Board member (name). 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 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. As soon as practical following the completion of a school year, official minutes will be bound in some manner or filed in a three-ring-binder, 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. 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 A., B., etc.)
 - B. Teaching and Learning
(Items will be listed as A., B., etc.)
 - C. Finance and Business Services
(Items will be listed as A., B., etc.)
 - D. Human Resource Services
(Items will be listed as A., B., etc.)
- 7. OTHER BOARD ACTION**

(Items will be listed as A., B., 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. ADJOURN**



**12.01.14 Work Session
District Administration Building**

BOARD COMPENSATION

Discuss Board compensation for 2015

**CLASSIC LAKE CONFERENCE
SCHOOL BOARD COMPENSATION 2011-2012**

DISTRICT	CHAIR	VICE CHAIR	CLERK	TREASURER
EDINA	\$2,400/annual	\$2,400/annual	\$2,400.00	\$2,400/annual
	\$200.00/mo	\$200.00/mo	\$200.00/mo	\$200.00/mo
HOPKINS	\$5,642/annual	\$4,953.34/annual	\$4,953.34/annual	\$4,953.34/annual
\$50,000 term life Last increase in 2008/09	<i>\$689.00/annual stipend</i>	\$412.78/mo	Business mgr is clerk/he does not get this stipend	\$412.78/mo
MINNETONKA	\$6,000.00/annual	\$5,250.00/annual	\$4,500.00 annual	\$4,500.00
\$50.00/extra meetings	\$375.00/mo	\$375.00/mo	\$375.00/mo	\$375.00/mo
	<i>\$1,500/annual stipend</i>	<i>\$750.00/annual stipend</i>		
ROBBINSDALE	\$6,900.00/annual	\$5,700.00/annual	\$6,000.00/annual	\$5700.00/annual
Mileage & Conf Exp	\$575.00/mo	\$475.00/mo	\$500.00/mo	\$475.00/mo
WAYZATA	\$5,100.00/annual	\$4,320.00/annual	\$4,320.00/annual	\$4,320.00/annual
\$50.00/extra meetings	\$425.00/mo	\$360.00/mo	\$360.00	\$360.00/mo
Mileage & Conf Exp				
ST. LOUIS PARK	\$3893.00/annual	\$3225.00/annual	\$3607.00/annual	\$3225.00/annual
\$55.00/extra meetings	\$324.41/mo	\$268.75/mo	\$300.58/mo	\$268.75
Zero increase/cut this year				
RICHFIELD	\$6,000.00/annual	\$6,000.00/annual	\$6000.00/annual	\$6,000.00/annual
Last increase in 2006.	<i>\$600.00/annual stipend</i>		<i>\$300.00/annual stipend</i>	

Discuss compensation for 2015, it will be on the January Organizational/Regular Meeting agenda for board action.



**12.01.14 Work Session
District Administration Building**

OTHER TOPICS

Open forum for Board discussion



**12.01.14 Work Session
District Administration Building**

TAKE-HOME THOUGHTS

The Five Dysfunctions of a Team

Patrick Lencioni

Jossey Bass

2002

1. The first dysfunction is an **absence of trust** among team members. Essentially, this stems from their unwillingness to be vulnerable within the group. Team members who are not genuinely open with one another about their mistakes and weaknesses make it impossible to build a foundation for trust.
2. This failure to build trust is damaging because it sets the tone for the second dysfunction: **fear of conflict**. Teams that lack trust are incapable of engaging in unfiltered and passionate debate of ideas. Instead, they resort to veiled discussions and guarded comments.
3. A lack of healthy conflict is a problem because it ensures the third dysfunction of a team: **lack of commitment**. Without having aired their opinions in the course of passionate and open debate, team members rarely, if ever, buy in and commit to decisions, though they may feign agreement during meetings.
4. Because of this lack of real commitment and buy-in, team members develop an **avoidance of accountability**, the fourth dysfunction. Without committing to a clear plan of action, even the most focused and driven people often hesitate to call their peers on actions and behaviors that seem counterproductive to the good of the team.
5. Failure to hold one another accountable creates an environment where the fifth dysfunction can thrive. **Inattention to results** occurs when team members put their individual needs (such as ego, career development, or recognition) or even the needs of their divisions above the collective goals of the team.

Members of teams with an absence of trust...

- Conceal their weaknesses and mistakes from one another
- Hesitate to ask for help or provide constructive feedback
- Hesitate to offer help outside their own areas of responsibility
- Jump to conclusions about the intentions and aptitudes of others without attempting to clarify them
- Fail to recognize and tap into one another's skills and experiences
- Waste time and energy managing their behaviors for effect
- Hold grudges
- Dread meetings and find reasons to avoid spending time together

Members of trusting teams...

- Admit weaknesses and mistakes
- Ask for help
- Accept questions and input about their areas of responsibility
- Give one another the benefit of the doubt before arriving at a negative conclusion
- Take risks in offering feedback and assistance
- Appreciate and tap into one another's skills and experiences
- Focus time and energy on important issues, not politics
- Offer and accept apologies without hesitation
- Look forward to meetings and other opportunities to work as a group

Teams that fear conflict...

- Have boring meetings
- Create environments where back-channel politics and personal attacks thrive
- Ignore controversial topics that are critical to team success
- Fail to tap into all the opinions and perspectives of team members
- Waste time and energy with posturing and interpersonal risk management

Teams that engage in conflict...

- Have lively, interesting meetings
- Extract and exploit the ideas of all team members
- Solve real problems quickly
- Minimize politics
- Put critical topics on the table for discussion

A team that fails to commit...

- Creates ambiguity among the team about direction and priorities
- Watches windows of opportunity close due to excessive analysis and unnecessary delay
- Breeds lack of confidence and fear of failure
- Revisits discussions and decisions again and again
- Encourages second-guessing among team members

Why Effective Communication is Tricky

Between what I think,
What I want to say,
What I believe I'm saying,
What I actually say,
What you want to hear,
What you actually hear,
What you believe you understand,
And what you want to understand,
And what you understood.....

**** There are at least 9 possibilities for misunderstanding!****