

**EDEN PRAIRIE SCHOOL BOARD**  
**2023-2024 ANNUAL WORK PLAN**

|                 |
|-----------------|
| Board Meetings  |
| Board Workshops |
| Other Meetings  |

**August 28, 2023**

| Board Meeting or Board Workshop Type, Date and Time   | Board Work  |                      |                                 |   | Supt Consent Agenda Items (Human Resources & Business Services Reports)   | Board Education & Required Reporting | Workshop Topic(s)   |
|---|---|----------------------|---------------------------------|---|---|--------------------------------------|---|
|   | Policy Monitoring Ends, EL, BMD & GP Monitoring   | Decision Preparation | Required Board Action           | Board Action on Committee Reports & Minutes |   |                                      |   |
| <p>****2023****</p> <p>Board Meeting<br/>Mon, Jul 24, 2023<br/>7:30 AM</p>  |   |                      |                                 | September Inspiring News Article            | <ul style="list-style-type: none"> <li>•Monthly Reports</li> <li>•TASSEL Student Handbook</li> <li>•Student Handbooks:               <ul style="list-style-type: none"> <li>- High School</li> <li>- Middle School</li> <li>- Elementary Schools (Summary Detail Included)</li> </ul> </li> </ul> |                                      |   |
| <b>Joint Meeting: Eden Prairie City Council &amp; Eden Prairie School Board</b><br>Tuesday, August 15, 2023<br>5:00 PM, City Center |   |                      |                                 |   |   |                                      |   |
| <p>Board Meeting<br/>Mon, Aug 28, 2023<br/>6:00 PM</p>  | <ul style="list-style-type: none"> <li>•EL 2.1 Emergency Supt. Succession</li> <li>•EL 2.2 Treatment of Students</li> <li>•EL 2.7 Asset Protection</li> </ul> |                      | Record of Board Self-Evaluation | 2023-24 School Site Visits                  | Monthly Reports   |                                      |   |
| <p>Post Meeting<br/>Board Workshop<br/>Mon, Aug 28, 2023</p>  |   |                      |                                 |   |   |                                      | School Board Mtg. Self-Assessment   |
| <p>Board Workshop<br/>Mon, Sep 11, 2023<br/>6:00 PM</p>   |   |                      |                                 |   |   |                                      | <ul style="list-style-type: none"> <li>•ADMIN Proposals for FY 2023-24 Workshops</li> <li>•NEW Policy Development Discussion (Ends &amp; EL Policies)</li> <li>•Digital Citizenship Discussion</li> </ul> |

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**August 28, 2023**

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|  | Policy Monitoring Ends, EL, BMD & GP Monitoring  | Decision Preparation | Required Board Action   | Board Action on Committee Reports & Minutes |   |  |  |
|  |  |                      |   |   |   |  | <ul style="list-style-type: none"> <li>•Policy Monitoring: All BMD Policies – BMD 3.0 – 3.3</li> <li>•Policy Monitoring: GP’s: 4.4, 4.5, 4.6, 4.7, 4.8, &amp; 4.10</li> <li>•Confirm agenda for next Board Workshop</li> </ul> |
| <b>Board Meeting</b><br><b>Mon, Sep 25, 2023</b><br><b>6:00 PM</b> | <ul style="list-style-type: none"> <li>•EL 2.3 Treatment of Parents</li> <li>•EL 2.6 Financial Management &amp; Operations</li> <br/> <li>•All BMD Policies</li> <li>•BMD 3.0 Single Point of Connection</li> <li>•BMD 3.1 Unity of Control</li> <li>•BMD 3.2 Delegation to the Superintendent</li> <li>•BMD 3.3 Superintendent Accountability &amp; Performance</li> <br/> <li>•GP 4.4 Officer Roles</li> <li>•GP 4.5 School Board Members Code of Conduct</li> <li>•GP 4.6 Process for Addressing School Board Member Violations</li> <li>•GP 4.7 School Board Committee Principles</li> <li>•GP 4.8 School Board Committee Structure</li> </ul> |                      | <ul style="list-style-type: none"> <li>•Approval of Preliminary FY 2024-25 Levy Tax Levy Comparison - Tax Levy Presentation Pay 24</li> <li>•Record of Board Self-Evaluation</li> </ul> |   | Monthly Reports   | <u>Superintendent Incidentals:</u> <ul style="list-style-type: none"> <li>• FY 2022-2023 Year-end Preliminary Financial Report</li> <li>•FY 2023-2024 Preliminary Enrollment Report</li> </ul> |  |

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**August 28, 2023**

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|--|---|----------------------|--|---|---|---|--|
|  | Policy Monitoring Ends, EL, BMD & GP Monitoring   | Decision Preparation | Required Board Action  | Board Action on Committee Reports & Minutes |   |   |  |
|  | <ul style="list-style-type: none"> <li>•GP 4.10 Operation of the School Board Governing Rules</li> </ul>  |                      |  |   |   |   |  |
| <b>Post Meeting Board Workshop</b><br><b>Mon, Sep 25, 2023</b>     |   |                      |  |   |   |   | School Board Mtg. Self-Assessment  |
| <b>Board Workshop</b><br><b>Mon, Oct 9, 2023</b><br><b>6:00 PM</b> |   |                      |  |   |   |   | <ul style="list-style-type: none"> <li>•Administration: Setting Stage for FY 2024-24 Budget Guidelines</li> <li>•Policy Monitoring: GP 4.0, 4.1, 4.2, 4.3, 4.9</li> <li>•Discussion – Community Linkage/Listen &amp; Learn – Theme &amp; Location of Event</li> <li>•Confirm agenda for next Board Workshop</li> </ul> |
| <b>Board Meeting</b><br><b>Mon, Oct 23, 2023</b><br><b>6:00 PM</b> | <ul style="list-style-type: none"> <li>•Ends 1.1 – 1.6 Evidence (FY 2022-23)</li> <li>•EL 2.4 Treatment of Staff</li> <li>•EL 2.8 Compensation and Benefits</li> <li>•GP 4.0 Global Governance Commitment</li> <li>•GP 4.1 Governing Style</li> </ul> |                      | <ul style="list-style-type: none"> <li>•Record of Board Self-Evaluation</li> </ul> |   | <ul style="list-style-type: none"> <li>•Monthly Reports</li> <li>•MSHSL Form A</li> </ul> | <u>Superintendent Incidentals:</u><br><ul style="list-style-type: none"> <li>• Enrollment Report as of 10/1/2023</li> <li>•World’s Best Workforce Report</li> <li>•FY 2022-2023 Achievement Integration Summary Report</li> </ul> |  |

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|---|--|--|--|--|---|---|---|
|   | Policy Monitoring Ends, EL, BMD & GP Monitoring  | Decision Preparation                     | Required Board Action  | Board Action on Committee Reports & Minutes          |   |   |   |
|   | <ul style="list-style-type: none"> <li>•GP 4.2 School Board Job Products</li> <li>•GP 4.3 Annual Work Plan</li> <li>•GP 4.9 Governance Investment</li> </ul> |  |  |  |   |   |   |
| <b>Post Meeting Board Workshop</b><br>Mon, Oct 23, 2023 |  |  |  |  |   |   | •School Board Mtg. Self-Assessment  |
| <b>Board Workshop</b><br>Mon, Nov 13, 2023<br>6:00 PM   |  |  |  |  |   |   | <ul style="list-style-type: none"> <li>•Community Linkage:<br/>- Identify topics for the Inspiring News</li> <li>•Confirm agenda for next Board Workshop</li> </ul> |
| <b>Board Meeting</b><br>Mon, Nov 27, 2023<br>6:00 PM    | EL 2.9 Communication and Support to the School Board   | School Board Mid-Year Treasurer’s Report | •Record of Board Self-Evaluation   | Identify Topic for January 2024 Inspiring News Topic | Monthly Reports   | FY 2022-23 Audited Financial Presentation         |   |
| <b>Post Meeting Board Workshop</b><br>Mon, Nov 27, 2023 |  |  |  |  |   |   | •School Board Mtg. Self-Assessment  |
| <b>Board Meeting</b><br>Mon, Dec 11, 2023<br>6:00 PM    | <ul style="list-style-type: none"> <li>•EL 2.5 Financial Planning and Budgeting</li> <li>•EL 2.0 Global Executive Constraint</li> </ul>                      |  | <ul style="list-style-type: none"> <li>• Approval of Final FY 2024-25 Levy</li> <li>•Approval of School Board Mid-Year Treasurer’s Report</li> <li>•<i>Closed Session:</i><br/>Review of FY 2022-</li> </ul> | Approval for January 2024 Inspiring News Article     | Monthly Reports   | •Truth in Taxation Hearing Planning and Budgeting |   |

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**August 28, 2023**

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|---|---|----------------------|---|---|---|--------------------------------------|-------------------------------------|
|   | Policy Monitoring Ends, EL, BMD & GP Monitoring | Decision Preparation | Required Board Action   | Board Action on Committee Reports & Minutes |   |                                      |                                     |
|   |   |                      | 23 Superintendent Annual Review<br>-Minn. Stat. 13D.05, Subd. 3<br>•Record of Board Self-Evaluation |   |   |                                      |                                     |
| Post Meeting Board Workshop<br>Mon, Dec 11, 2023    |   |                      |   |   |   |                                      | • School Board Mtg. Self-Assessment |

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|--|---|----------------------|---|---|---|--|-------------------|
|  | Policy Monitoring Ends, EL, BMD & GP Monitoring | Decision Preparation | Required Board Action   | Board Action on Committee Reports & Minutes |   |  |                   |
| <b>****2024****</b><br><br><b>Annual Organizational Meeting</b><br><b>Mon, Jan 8, 2024</b><br><b>6:00 PM</b>                     |   |                      | <ul style="list-style-type: none"> <li>• 2024 Annual Organizational Mtg.               <ul style="list-style-type: none"> <li>- Election of Officers</li> <li>- School Board Compensation</li> <li>- School Board Calendar</li> </ul> </li> <li>• School Board Meeting Calendar: January 1, 2024, through June 30, 2024</li> <li>• Appointment of Intermediate District 287 Representative</li> </ul> |   | <ul style="list-style-type: none"> <li>• 2024 Annual School District Organizational Items:               <ul style="list-style-type: none"> <li>- School District Newspaper</li> <li>- School District Depository/Financial Institutions</li> <li>- Money Wire Transfers</li> <li>- Early Claims Payment</li> <li>- School District Legal Counsel</li> <li>- School District Responsible Authority</li> <li>- Deputy Clerk &amp; Deputy Treasurer</li> <li>- Facsimile Signature Authorization</li> <li>- Authorization to Sign Contracts</li> <li>- Local Education Agency (LEA) Representative</li> <li>- MDE Designation of Identified Official with Authority (IoWA)</li> </ul> </li> </ul> |  |                   |
| <b>Board Workshop</b><br><b>Mon, Jan 8, 2024</b><br><b>6:30 PM</b><br><b>Convene following the Annual Organizational Meeting</b> |   |                      |   |   |   | <ul style="list-style-type: none"> <li>• 2024 Committees &amp; Outside Organization Discussion</li> <li>• Budget: 5-Year Financial Forecast</li> <li>• Confirm agenda for next Board Workshop</li> </ul> |                   |

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|---|---|---|---|--|--|--------------------------------------|---|
|   | Policy Monitoring Ends, EL, BMD & GP Monitoring | Decision Preparation  | Required Board Action   | Board Action on Committee Reports & Minutes                    |  |                                      |   |
| Board Meeting<br>Mon, Jan 22, 2024<br>6:00 PM       |   | <ul style="list-style-type: none"> <li>•FY 2024-24 Final School Calendar <i>(Draft)</i></li> <li>•FY 2025-26 Preliminary School Calendar <i>(Draft)</i></li> <li>•FY 2024-25 Budget Timelines – <i>First Reading</i></li> <li>• FY 2024-25 Budget Assumptions – <i>First Reading</i></li> </ul> | <ul style="list-style-type: none"> <li>•FY 2023-24 Mid-Year Budget Approval</li> <li>•Approval FY 2023-24 Mid-Year School Board Budget</li> <li>•Record of Board Self-Evaluation</li> </ul> | 2024 School Board Committee & Outside Organization Assignments | <ul style="list-style-type: none"> <li>• Monthly Reports</li> <li>• FY 2024-25 Bus Purchase</li> </ul> |                                      |   |
| Post Meeting Board Workshop<br>Mon, Jan 22, 2024    |   |   |   |  |  |                                      | School Board Meeting Self-Assessment  |
| Board Workshop<br>Mon, Feb 12, 2024<br>6:00 PM      |   |   |   |  |  |                                      | <ul style="list-style-type: none"> <li>•Finance Overview</li> <li>•Agenda Items: Walk-through School Board Agenda</li> <li>•Sample Agenda &amp; Discussion of Agenda Elements</li> <li>• Source of Agenda Items: Board Request for Information; Superintendent Information; Agenda Timeline</li> <li>• Community</li> </ul> |

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|--|---|--|--|--|---|--|--|
|  | Policy Monitoring Ends, EL, BMD & GP Monitoring | Decision Preparation   | Required Board Action  | Board Action on Committee Reports & Minutes  |   |  |  |
|  |   |  |  |  |   |  | Linkage: Discuss Goals & Format for Community Engagement<br><ul style="list-style-type: none"> <li>• Confirm agenda for next Board Workshop</li> </ul> |
| <b>Board Meeting<br/>Mon, Feb 26, 2024<br/>6:00 PM</b>   |   |  | Record of Board Self-Evaluation  |  | <ul style="list-style-type: none"> <li>• Monthly Reports</li> <li>• Approval of FY 2024-25 School Calendar</li> <li>• Approval of Preliminary FY 2025-26 School Calendar</li> </ul> | <ul style="list-style-type: none"> <li>• American Indian Education Report</li> <li>• Achievement &amp; Integration Budget</li> </ul> |  |
| <b>Post Meeting Board Workshop<br/>Mon, Feb 26, 2024</b> |   |  |  |  |   |  | School Board Meeting Self-Assessment   |
| <b>Board Workshop<br/>Mon, Mar 11, 2024<br/>6:00 PM</b>  |   |  |  |  |   |  | <ul style="list-style-type: none"> <li>• Mechanics of Monitoring</li> <li>• Confirm agenda for next Board Workshop</li> </ul>                          |
| <b>Board Meeting<br/>Mon, Mar 25, 2024<br/>6:00 PM</b>   |   | <ul style="list-style-type: none"> <li>• FY 2024-25 Capital Budget – <i>First Reading</i></li> </ul> | <ul style="list-style-type: none"> <li>• Final FY 2024-25 Budget Assumptions</li> <li>• Record of Board Self-Evaluation</li> </ul> | <ul style="list-style-type: none"> <li>• Identify Topic for June Inspiring News Article</li> </ul> | <ul style="list-style-type: none"> <li>• Monthly Reports</li> <li>• Resolution to Release Probationary Teachers</li> </ul>  |  |  |
| <b>Post Meeting Board Workshop<br/>Mon, Mar 25, 2024</b> |   |  |  |  |   |  | School Board Meeting Self-Assessment   |



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|---|---|----------------------|-----------------------|---|---|--------------------------------------|-------------------|
|   | Policy Monitoring Ends, EL, BMD & GP Monitoring | Decision Preparation | Required Board Action | Board Action on Committee Reports & Minutes |   |                                      |                   |

|  |  |  |  |  |  |  |   |
|--|--|--|--|--|--|--|---|
| <p>Board Workshop<br/>Mon, Apr 8, 2024<br/>6:00 PM</p> |  |  |  |  |  |  | <ul style="list-style-type: none"> <li>•FY 2024-2025 Annual Work Plan Calendar Discussion</li> <li>•Discussion/Review all items in Placeholder area on “Work Plan Changes Document.”</li> <li>• Workshop Skeleton Summary Discussion</li> <li>•FY 2024-2025 School Board Meeting Calendar Discussion</li> <li>•FY 2024-2025 School Board Budget Discussion</li> <li>•Discuss Policy Change Process (Timelines and Process for Monitoring and Changes in Policy)</li> <li>• New Policy Introductions</li> <li>•Inspiring News/MWM Discussion</li> <li>•Confirm agenda for next Board Workshop</li> </ul> |
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|---|---|---|---|---|---|--------------------------------------|--|
|   | Policy Monitoring Ends, EL, BMD & GP Monitoring | Decision Preparation  | Required Board Action   | Board Action on Committee Reports & Minutes |   |                                      |  |
| Board Meeting<br>Mon, Apr 22, 2024<br>6:00 PM             |   | <ul style="list-style-type: none"> <li>• FY 2024-25 School Board Work Plan – <i>First Reading</i></li> <li>• FY 2024-25 School Board Budget – <i>First Reading</i></li> </ul> | <ul style="list-style-type: none"> <li>• Approval of FY 2024-25 Capital Budget</li> <li>• Approval of FY 2024-25 School Board Meeting Calendar</li> <li>• Approval –Workshop Skeleton Summary Discussion</li> <li>• <u>Closed Session:</u> Negotiation Strategy (MN Statue 13D.03,Subd.1)</li> <li>• Record of Board Self-Evaluation</li> </ul> | Approval of Inspiring News Article for June | <ul style="list-style-type: none"> <li>• Monthly Reports</li> </ul>     |                                      |  |
| Post Meeting Board Workshop<br>Mon, Apr 22, 2024          |   |   |   |   |   |                                      | School Board Meeting Self-Assessment   |
| Board Workshop Training/Retreat<br>Date/Time/Location TBD |   |   |   |   |   |                                      | Retreat/Training Workshop              |
| Board Workshop<br>Mon, May 13, 2024<br>6:00 PM            |   |   |   |   |   |                                      | Confirm agenda for next Board Workshop |
| Board Meeting<br>Tues, May 28, 2024*<br>6:00 PM           |   | <ul style="list-style-type: none"> <li>• FY 2024-25 Budget – <i>First Reading</i></li> <li>• FY 2024-25 School Meal Prices - <i>DRAFT</i></li> </ul>                          | <ul style="list-style-type: none"> <li>• Approval of FY 2024-25 School Board Work Plan</li> </ul>   |   | <ul style="list-style-type: none"> <li>• Monthly Reports</li> </ul>     |                                      |  |

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|--|---|----------------------|--|--|--|--------------------------------------|--|
|  | Policy Monitoring Ends, EL, BMD & GP Monitoring | Decision Preparation | Required Board Action  | Board Action on Committee Reports & Minutes          |  |                                      |  |
| *Due to Memorial Day on Monday May 27, 2024              |   |                      | <ul style="list-style-type: none"> <li>•Approval of FY 2024-25 School Board Budget</li> <li>•Record of Board Self-Evaluation</li> </ul>  |  |  |                                      |  |
| <b>Post Meeting Board Workshop</b><br>Tues, May 28, 2024 |   |                      |  |  |  |                                      | <ul style="list-style-type: none"> <li>•School Board Meeting Self-Assessment</li> </ul>  |
| <b>Board Workshop</b><br>Mon, June 10, 2024<br>6:00 PM   |   |                      |  |  |  |                                      | <ul style="list-style-type: none"> <li>•General Fund Budget Q&amp;A</li> <li>•All Ends 1.1 – 1.6 OI's</li> <li>•CLC: Inspiring News Top Discussion – <i>1<sup>st</sup> Draft (2023-2024)</i></li> <li>•Confirm agenda for next Board Workshop</li> </ul> |
| <b>Board Meeting</b><br>Mon, June 24, 2024<br>6:00 PM    | OI's for FY 2024-25 all Ends 1.1 through 1.6    |                      | <ul style="list-style-type: none"> <li>•Approval of FY 2024-25 Adopted Budget</li> <li>•ISD 287 10-Year Facilities Maintenance Resolution</li> <li>•Approval of FY 2024-25 School Meal Prices</li> <li>•Record of Board Self-Evaluation</li> </ul> | Identify Topic for Inspiring News for September 2024 | <ul style="list-style-type: none"> <li>• Monthly Reports</li> <li>• EPS 10-Year Facilities Maintenance Plan</li> <li>• Q-Comp Annual Report</li> <li>• Summary Update of General District Policies</li> <li>• Annual Review of District Mandated Policies</li> </ul> |                                      |  |

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|---|---|----------------------|-----------------------|---|---|--------------------------------------|---------------------------------------|
|   | Policy Monitoring Ends, EL, BMD & GP Monitoring | Decision Preparation | Required Board Action | Board Action on Committee Reports & Minutes |   |                                      |                                       |
|   |   |                      |                       |   | <ul style="list-style-type: none"> <li>MSHSL Resolution for Membership</li> </ul> |                                      |                                       |
| Post Meeting Board Workshop Mon, Jun 24, 2024       |   |                      |                       |   |   |                                      | •School Board Meeting Self-Assessment |