



EDEN PRAIRIE SCHOOLS

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Eden Prairie School Board

Board Development Committee Meeting Minutes

Sept 25, 2020, 1:00-1:42 p.m.

Via Zoom Conferencing

Charter per Board Policy GP 4.8: This committee will ensure ongoing Board development and oversee self-monitoring of the Board's performance related to Governance Process and Board Management Delegation policies.

Committee Members Attended: Elaine Larabee, Holly Link, Veronica Stoltz

Agenda Items

1. 1:00 PM: Approved meeting agenda
2. 1:05 PM: Need to arrange for policy governance training in early 2021
 - a. Elaine is communicating with trainer, Stacey Sjogren . Stacey prefers to visit the District for this training on a weekend, likely for a 4-hour block.
 - b. Previously held on March 14th, 2020 from 1-5pm
 - c. Strong interest in scheduling early in 2021. To be attended by three newly elected school board members.
 - d. Superintendent/Board Chair often stop by as part of this training
 - e. Approx. cost \$200/per person. Elaine will confirm the cost.
3. 1:10 PM: Need to arrange for DISC assessment/board training in early 2021
 - a. Elaine is communicating with trainer, Susan Hintz . Susan is unavailable mid thru late February 2021, due to personal travel.
 - b. Susan often travels to MN in conjunction with other commitments. Elaine will look into this to help cut travel costs the board may incur.
 - c. Participation requires self-assessment to be done ahead of 3-hour in person training.
 - d. Strong interest in doing assessments and training early in 2021.
 - e. Total contracted cost for the canceled April 2020 training was: \$4,570. Cost was within the board budget.
4. 1:20 PM: Discussion to have with the board
 - a. What is the preferred sequence of the trainings?
 - b. As new members are on-boarding, how do we space out the trainings to maximize benefit and avoid overwhelm?
 - c. If we send out a doodle poll quickly after the election, can members commit to training dates for Q1?
5. 1:30 PM: Off-boarding needs of 3 school board members prior to Dec 31, 2020
 - a. In concert with Brenda, Veronica will coordinate supply returns from departing members and arrange for any orders to be placed for new members, including:
 - 1-badge
 - 2-computer
 - 3-training supplies/books/etc.

- b. Holly and Veronica will work on an off-boarding guide with details/deadlines
- c. Suggestion for departing members to have an exit interview with Board Chair/Superintendent
- d. Brenda Haynes should be sent any documentation, PowerPoints, sustainable documents, etc. to preserve committee work and assist with transitions.
- e. Holly to prepare the 'Departure Kit' on behalf of the Board Development Committee.
- 6. 1:40: Next Meeting
 - a. Review the new school board member PowerPoint
 - b. Collaborate on the off-boarding document
- 7. 1:42: Adjournment

2019-2020 Proposed Board Development Committee Yearly Plan (subject to change)

<p>Quarter 1, 2020 Jan-Mar</p> <p>Jan. Coord. with Board liaison to schedule MSBA I and II training for new members by June 2020</p> <p>Feb: Schedule Policy Governance training for new members with Stacey Sjogren</p> <p>Mar: Policy Governance new member training with Stacey Sjogren on 3/14/20</p>
<p>Quarter 2, 2020 Apr-June</p> <p>Apr: COVID</p> <p>May: COVID</p> <p>June: COVID</p>
<p>Quarter 3 2020 July-Sept</p> <p>July: School board election preparation</p> <ul style="list-style-type: none"> Review Potential Candidate Information PowerPoint, edit as necessary Aug: Revise New Director Handbook to reflect edited New Director Orientation ppt Run board governance effectiveness assessment survey MN Student Survey (placeholder) <p>Sept: Present results of governance effectiveness assessment survey during board recap, goal setting</p> <p>School Board year end recap, 2020-2021 goal setting (based on comments from 2019 survey of the board)</p>
<p>Quarter 4 2020 Oct-Dec</p> <p>Oct: Second date considered for Whole Board Training</p> <p>Nov-Dec: Coordinate with District Administration re on-boarding of member-elects; swearing in of new members and their registration for MSBA Training Phase I and II, Schedule policy governance training.</p>