

Agenda Independent School District 279 School Board	Regular Business Meeting Educational Service Center - Forum Room 11200 93rd Ave N Maple Grove, MN 55369 Tuesday, March 14, 2023 6:00 PM
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Our mission is to inspire and prepare each and every scholar with the confidence, courage and competence to achieve their dreams; contribute to community; and engage in a lifetime of learning.

This regular meeting of the Osseo School Board is being conducted in the Board Room of the Educational Service Center, and is open to the public. The meeting can be monitored electronically by streaming online at district279.org/info-center/school-board (Watch Livestream). An archived recording will also be available on the district website.

Agenda Items

1. Welcome, Introductions and Purpose
Tanya Simons, Board Vice Chair
2. Check in
Cory McIntyre, Superintendent
3. Board Excellence in Governance 3
Christine Wroblewski, TeamWorks International (facilitator)
 - A. Overview and Objectives (materials and agenda packet)
 - B. Grounding Activity
 - C. Role of Chair and Vice Chair; Jackie Mosqueda-Jones, Board Chair
 - D. Review/Revisit ELS Governance Tools
 - E. Committee Structure and Board Role with Committees: Aligning board committees and committee work to the Board's Five Primary Responsibilities
 - F. Informal Consultation to the Superintendent: Board Priorities
 - G. Closing and Shared Messages
4. Adjournment
Tanya Simons, Board Vice Chair

To accommodate individuals with disabilities, this material will be made available in alternative formats upon request. Individuals with disabilities are invited to request reasonable accommodations to participate in or attend a district activity, call your local school or the school district at least seventy-two (72) hours in advance (two-week notice preferred). Members of the public can view and

download School Board meeting notices and regular meeting agendas and materials from the district website www.district279.org, under "Info Center > School Board."

Excellence in Governance: School Board Role of Board Operations and Development

A school board engages in Excellence in Governance through its structure, policy, and practices, as well as the degree of effective partnership with its executive officer, the Superintendent. Too often, sound, professional structure, policy, practices, and partnership is supplanted by personalities, politics, privilege, and poor performance. Key elements of sound practices include:

Sound Structure and Workflow

- School Boards operate through a structure of Committee, Learning Sessions, and Action Meetings



School Boards use Committees for governance work, Superintendents use Advisory Councils for management work. Both use Task Forces for specific, time-bound tasks and work. Typical School Board Committees are:

- Executive Committee
 - Board Chair/President, Vice Chair, Superintendent
 - Agenda development and management of all Board Learning Sessions and Board Action Meetings
 - Evaluation Process management for the School Board and the Superintendent
 - Informal Consultation to the Superintendent as requested
 - DRAFT Guiding Change documents for parameters of key management work
 - Self-management of board members operating outside of code of ethics, policy, and law
- Finance and Long-Range Planning Committee
 - 10 Year District Model
 - 5 Year Financial Projections
 - Annual Budgets
 - Annual Financial Audits
 - Long Range Facilities and Grounds Planning, including maintenance planning
- Policy Committee
 - Continuous District Policy Manual review on a 3 or 5 year cycle
 - Policy refinement as advised by State School Board Associations and/or district legal counsel
 - Policy development/refinement as needed for implementation of District 3 Year Operational Plan
- Community Engagement and Legislative Agenda Committee
 - For major district planning and decisions, i.e., attendance areas, facilities development, etc.
 - For understanding of educational issues and structures
 - For engagement of stakeholders on issues, interests, and concerns

School Board Committees operate with a documented Charge and Limitations Statements, with specific work and focus are determined by the Executive Committee and the School Board 3 Year Governance Work Plan. School Boards do not have management committees such as Negotiations, Curriculum, Technology, Facilities, etc.

Assessment of Current School Board Committees and Workflow

Current Committees with Governance Role	Current Committees with Management Role

Describe your current School Board structure workflow:

Structure Element	What to Keep/Start	What to Improve/Refine
Committee Meetings		
School Board Work Sessions		
School Board Action Meetings		
Protocols for Board Information Packets and Timelines		
Protocols for Meeting Agenda Development and Prioritization		

Some Other Related Points to Consider:

- Most School Boards meet twice a month, for two hours each, thus about 50- 60 hours/year with special meetings, thus agenda, focus, and management of meetings is critical for excellence in governance.
- Board development is typically provided in a retreat format of extended time on a quarterly or semi-annual basis and is in addition to Work Sessions and Action Meetings.
- School Boards hold their meetings in public, but the meetings are not public meetings. Only elected board members, ex-officio members, and recognized administrators, attorneys, presenters, consultants, are engaged in board meetings. Most states describe limited uses for required public meetings for a school district.
- A Board Work Session or Action Meeting begins when quorum is established through role call and the meeting is typically recorded and video-broadcasted or streamed.
- Public comment is a common courtesy extended to the public, not a legal requirement or right in most states. Public comment typically occurs prior to or after a board meeting and may be audio recorded but not video-broadcasted or streamed.
- School Boards have a right to a safe, civil, and professional environment for their meetings, and can take whatever legal and safety measures are needed to assure such an environment. The public does not have the right to create an unsafe, uncivil, and unprofessional environment during school board meetings.
- School Board members represent all citizens in a district, yet sometimes do not have awareness or hold respect for the diverse views and opinions. District administrators may also not have awareness or hold respect for the diverse views and opinions. In such cases, a predictable reaction will be for the disrespecting, diminishing, or silencing of the diverse views in the public square. As a public body, the School Board is to be a source of awareness, respect, discussion, and debate of educational issues and differences in the local community, and do not operate with a clear preference for a limited set of voices and views of the public.

Board of Education Structure and Workflow

Board Committees	Board Work Session (Learning)	Board Business Meeting (Action)
<ul style="list-style-type: none"> • Purpose and focus of work is defined by the Board • Committees are standing, generally meeting quarterly or monthly • Agenda is developed by Committee Chair and assigned Executive • Session is managed by Committee Chair • Session is more informal • Members may or may not include public persons • Public comment is generally not provided • Task Forces are created for some short term and task-bound efforts which report back to Committee 	<ul style="list-style-type: none"> • Agenda is developed by Executive Committee • Session is managed by Vice Chair • Session is more informal, inclusive of Office of Superintendent • Ideal for reception of Reports from Committees or Superintendent with robust discussion by members • Robert's Rules are not used, and voting does not take place • End of meeting is a good point for Board members to suggest future Agenda items • Public input is limited to end of meeting and only on Agenda items discussed 	<ul style="list-style-type: none"> • Agenda is developed by Executive Committee • Session is managed by Chair • Session is formal and follows Robert's Rules of Order • Ideal for formal Action with brief recap of Board Committee and Work Session efforts that led to readiness for Board Action • Meeting Agenda usually includes an open comment by the public without Board response or discussion • Meeting Agenda is structured with or without timeframes into <ul style="list-style-type: none"> ○ Consent Agenda ○ Superintendent Report ○ Information Items ○ Discussion organized by Strategic Directions ○ Decisions organized by Strategic Directions
<p>Action Options</p> <ol style="list-style-type: none"> 1. Research and exploration of focus of work 2. Develop Recommendations for Board 3. Develop Recommendations for Office of Superintendent 4. Informal consultation to Office of the Superintendent 	<p>Action Options</p> <ol style="list-style-type: none"> 1. Extend, delay, or drop 2. Delegate /Send to Board Committee 3. Delegate /Send to Office of Superintendent 4. Informal consultation to Office of the Superintendent 5. Move to Board Business Meeting for Action 	<p>Action Options</p> <ol style="list-style-type: none"> 1. As defined by Robert's Rules of Order 2. Informal consultation to Office of the Superintendent



Discussion Items and Review

Review Board Committees	Board Work Sessions	Board Business Meeting
<ol style="list-style-type: none"> 1. Governance/Management T-Chart (for each committee/council) to determine functions 2. Are there any board exclusive committees? <ul style="list-style-type: none"> • 3. Representative committees - governing boards <ul style="list-style-type: none"> • Authority to vote? • How discussed at board meetings? • Consider future discussions around parameters for authority - balance between extremes (full control, no control) 	<ol style="list-style-type: none"> 1. Review structures 2. What changes are considered? <ul style="list-style-type: none"> • Consideration of vice chair to lead? • Work session posted three days in advance - not special meeting 3. Minutes <ul style="list-style-type: none"> • Taken much like regular business meetings • Executive Assistant shares minutes with clerk • Do work session minutes need to be approved? Need to check with legal. 4. How publicized <ul style="list-style-type: none"> • 	<ol style="list-style-type: none"> 1. Review structures <ul style="list-style-type: none"> • 2. Open forum <ul style="list-style-type: none"> • How do you handle comments? • Typically no questions, no comments, refer to the superintendent with commitment to follow up at a subsequent meeting and do so. 3. Agenda structures 4. Board packet distribution timelines – typically they are one day short for effective <ul style="list-style-type: none"> • Questions before meeting • Does not mean cannot ask questions at meeting • May need to determine timelines for packet, staff, agenda setting 5. Treasurer review of payables? 6. Discussion of reports <ul style="list-style-type: none"> • What is helpful? • What could be more efficient? • What are the governance questions? • Key messages provided to board summarizing the report • Time boxed for reports • Don't read the slides to board

Osseo Board Committees (of the Board)

These are groups that are the work of the school board.

For this evaluation year, we suggest preparing a GC doc for all.

All groups should be re-evaluated to align with the strategic plan once completed.

Name of Board Committee	Existing?	Re-Evaluate?	Keep?
Policy	Yes		
Legislative Action Committee	Yes		
Property Committee	Yes		

Board Liaison/Appointments to Partner Organizations

Note: These are not organizations of Osseo Areas Schools, or that provide direct consultation to the school district. They may be organizations in which Osseo Area Schools participates or collaborates. Board members may receive a stipend for acting as the Board liaison.

- **Association of Metropolitan School Districts (AMSD)**
- **Brooklyn Bridge Alliance for Youth**
- **District 279 Foundation**
- **Intermediate District 287**
- **Northwest Suburban Integration School District**

Osseo Management Councils (even if called a Committee) and Representative Committees

These are groups that are the work of the administrative team.

For this evaluation year, we suggest preparing a GC doc for all.

All groups should be re-evaluated to align with the strategic plan once completed.

Name of Council or Committee (and role of board member if any are members)	Existing?	Re-Evaluate?	Keep?
CIAC (2 board members participate in ex-officio role only)	Yes		Move to Admin
DPAC (2 board members participate in ex-officio role only)	Yes		
EcMac (2 board members participate in ex-officio role only)	Yes		
Financial Involvement School-Community Accountability Liaisons Advisory Committee (1 board member participates in ex-officio role only)	Yes		
Radically Investing in Scholars Excellence (RISE) Committee	Yes		