

## **Work Session**

Tuesday, April 25, 2023 5:00 PM

ECC 348, 5701 Normandale Road, Edina, MN 55424

### **I. Determination of Quorum and Call to Order**



**School Board Work Session  
Tuesday, April 25, 2023; 5:00 PM  
ECC Room 348**

- I. Determination of Quorum and Call to Order**
- II. Discussion**
  - A. Board Liaison Role Discussion
    - Description:** This work session will be a continuation of the work that the board did at our January 11th retreat where we developed expectations on board liaison roles.
    - Presenter(s):** Governance Committee
- III. Leadership and Committee Updates**
- IV. Superintendent Updates**
- V. Adjournment**

## II. Discussion

### II.A. Board Liaison Role Discussion



**Board Meeting Date:** 4/25/2023

**Title:** Board Liaison Role Discussion

**Type:** Discussion

**Presenter(s):** Governance Committee

**Description:** This work session will be a continuation of the work that the board did at our January 11th retreat where we developed expectations on board liaison roles. In that session, we prioritized two areas of importance to work on as a board:

- Ensure access and equity for all Board Liaison groups
- Establish alternative engagement options by evaluating effectiveness of Board Liaison work.

**Recommendation:** There is no recommendation.

**Desired Outcomes from the Board:** In our work session, we will work through fully developing our plans and next steps, to improve our Board Liaison work.

**Attachment(s):** Background information and more detail.

## Background

The Edina School Board set goals for the 2022-2023 school year that align with our strategic plan and are consistent with the priorities of Edina School District stakeholders. Two of these goals are the following:

Goal Area Three | Strategy C Alignment: Foster Positive Learning Environment and Whole Student Support

*Board Goal: Ensure students, staff, families and other members of the community experience a positive school climate with a deliberate focus on student, teacher and staff mental health and wellness.*

Key actions:

- Board determines our role in the district educator feedback process for oversight and decision making at governance level.
- Board explores student leadership opportunities at the board level to elevate student voice to the board.

Goal Area Five | Strategy D Alignment: Develop Leadership Throughout the District

*Board Goal (3): Continued development of the Board in order to effectively govern for maximum student achievement.*

Key actions:

- Clarity around board priorities and how it relates to general board capacity and individual board member capacity.
- Board work bandwidth is manageable and efficient for all Board members.

Additional actions were identified at our January board retreat surrounding board committee work functionality (Governance, Teaching/Learning, Policy, Finance and Legislative Action Committee) and board liaison roles (school representation, district advisory committees, district partnerships, etc). The board identified some additional action steps to take as part of the student voice board goal from our January work session.

Student voice, educator feedback/decision making and liaison processes have been converged into one larger project, as each of these has dependencies on the other one. We believe this will help guide the board's direction on student voice, educator voice/feedback and community voice to provide smarter and more efficient input into our board liaison work and allow for this work to be in alignment with the district's strategic plan.

## Work Session Agenda

This work session will be a continuation of the work that the board did at our January 11th where we developed expectations on board liaison roles. In that session, we prioritized two areas of importance to work on as a board:

- Ensure access and equity for all Board Liaison groups
- Establish alternative engagement options by evaluating effectiveness of Board Liaison work.

In our work session, we will work through fully developing our plans and next steps, to improve our Board Liaison work. Additionally, we will be keeping in mind our board goals of:

- Board determines our role in the district educator feedback process for oversight and decision making at governance level.
- Board explores student leadership opportunities at the board level to elevate student voice to the board.
- Clarity around board priorities and how it relates to general board capacity and individual board member capacity.
- Board work bandwidth is manageable and efficient for all Board members.

## **Key Definitions**

**Governance:** As the elected governing body of Edina Public Schools, the School Board is responsible to:

- Employ and evaluate the Superintendent, the chief executive officer who oversees and manages all operations of the School District.
- Establish policy. The superintendent directs administration in the implementation of policy and supervision of school operations.
- Review and approve the annual budget, and ensure that proper facilities and equipment are available to support teaching and learning in Edina Public Schools.
- Partner with the superintendent to establish and promote the strategic plan.
- Ratify employee contracts.
- Monitor progress toward school district goals and compliance with school board policies and state and federal laws.
- Advocate for students with lawmakers.

**Advocacy:** Public support for or recommendation of a particular cause or policy.

**Administration:** Under the leadership of the Superintendent, the administration of the district is responsible for the management of the schools and the implementation and

management of the school district's educational programs, as well as the administration of all district policies. The superintendent is directly accountable to the school board.

**Stakeholders:** Stakeholders are those individuals who have a stake in the school, its day-to-day operations and strategic direction.

For the purposes of this board exercise, our key stakeholders will be defined as:

- EPS students
- Families (parents/guardians)
- EPS staff (Instructional and Non-instructional)
- Principals and other administrators
- Edina community residents
- Board members
- City, county, state and federal partners (government and non-government, e.g. Edina Give and Go, State Representatives, Edina City Hall)

**Student Voice:** Student voice is defined as the ways in which each and every student has opportunities to participate in and/or influence the education decisions that will shape their lives and the lives of peers. (1)

**Educator Voice:** Educator voice is defined as the ways in which all educators have opportunities to participate in and/or influence the education decisions that will shape their lives and the lives of peers.

**Community Voice:** Community voice is defined as the ways in which all stakeholders -other than students and educators including parents, guardians and other key community partners - have opportunity to participate in and/or influence the education decisions that will shape the lives of the students, educators, administrators and other employees in the school district.

## **Proposed Goal**

Stakeholder voice is an important tenet of the Edina School Board's governance work. In order to ensure all stakeholders have the opportunity to participate and influence educational decisions in the district, the Board seeks out and promotes multiple pathways for active listening, learning and understanding stakeholder input for better governance decision-making.

## **Intended Outcomes**

- Stakeholders know how to engage with the board and where their feedback will be utilized (clarity around engagement and purpose with stakeholder feedback).
- Stakeholder feedback helps the board make decisions that support our mission, vision and strategic plan.

- A diversification of opportunities/pathways the board utilizes to gather stakeholder voices.
- Ensure gathering of voice opportunities reflect the diversity of our student, teacher and community body.
- Student, educator and community voice is gathered at a governance level and for governance purposes.
- Stakeholders feel better engaged in decision-making processes (at a governance level).

## LIST OF CURRENT ASSIGNMENTS

This is a list of current board committees, liaisons and assignments.

Assignment	Description
<b>Finance and Facilities Committee</b>	The school board, in its practice of prudent management of public resources, has created the finance and facilities committee to collaborate with the district’s business services director and superintendent in reviewing and providing feedback to the district on financial issues. This committee deals with matters pertaining to the school system’s budget development and related recommendations to the board.
<b>Governance Committee</b>	The school board, to ensure sound governance and oversight of the district, has created the governance committee to collaborate with the district superintendent in making recommendations to the board on subjects that have districtwide implications, and which are more readily addressed in governance versus other established committees.
<b>Teaching and Learning Committee</b>	The school board, in order to promote active participation in improving instruction and curriculum, has created the teaching and learning committee to collaborate with the district’s teaching and learning director and superintendent to coordinate and advance district instructional programs. The committee will make recommendations to the board on matters relating to teaching and learning, including the instructional programs used in schools and programs and their relevance and alignment to local contexts.
<b>Legislative Action Committee</b>	School board committee created to promote active participation in the legislative process in order to support the needs of the school district.
<b>Policy Committee</b>	The committee reviews existing policies and writes new policies to provide broad governance guidance and

	address changes in legislation, statutes, case law and legal decisions, as well as district social and educational issues. Board policies act as guidelines for the internal procedures of the district. The committee stays abreast of local, state and federal laws and regulations to determine and apply implications for district policy development and revisions. The committee works closely with the appropriate staff to draft new or refine current policies, processes and protocols, that are then brought to the board for formal action. All district policies should be reviewed over a 5-year period.
<b>Association of Metropolitan School Districts</b>	AMSD advocates for metropolitan school districts and advances legislation supporting student achievement. The Bd of Directors, comprised of the superintendent & 1 school board member from each of the 44 member school districts, governs the association.
<b>ISD 287</b>	Provides customized, innovative, specialized, student services and educator resources to 12 member districts.
<b>Minnesota School Board Association</b>	Supports, promotes, enhances the work of public school boards and public education.
<b>Minnesota State High School League</b>	Provides educational opportunities for students through interscholastic athletics & fine arts programs; provides leadership & support for member schools
<b>Community Ed Services Advisory Council</b>	Provides input, direction & insight to Community Ed
<b>City/School District Partnership</b>	Responsible for efficient operation of City gov't thru policies & ordinances carried out by Council-appointed City Manager
<b>Ed Fund</b>	Independent non-profit organization dedicated to continued EPS academic excellence. Secures private, supplemental funding to support valuable education experiences & innovative projects. Funds raised augment school system revenues provided by taxes, state aid, and other parent and student-led fundraising efforts.
<b>Gifted Ed Advisory Cmte</b>	Incls Gifted Ed Coord, teaching specialists, a principal rep, two volunteer parent reps from each school. Provides network for communication, support, and accountability
<b>Insurance Committee</b>	Business Svcs & HR driven; focused on insurance policies/issues for bargaining groups.
<b>Meet &amp; Confer</b>	Meet and Confer. A public employer has the obligation to meet and confer, under section 179A. 08, with professional employees to discuss policies and other matters relating to their employment which are not terms and conditions of employment." Minnesota Statute 179A.

	Two board members, human resources, superintendent, representatives from teacher's union.
<b>Mental Health/Wellness</b>	Student Support Svcs driven; one board representative.
<b>PLC - Parent Leadership Council</b>	Promotes understanding of district-wide issues relating to education/welfare of EPS students. Incl's reps of each school parent organization.
<b>SAAC -Student Activities Advisory Cmte</b>	EHS driven
<b>SEAC - Special Services Advisory Cmte</b>	Edina PLC meets monthly from September through May, with speakers and discussions varying by agenda topic.
<b>World's Best Workforce</b>	State required, T&L driven, to ensure every district is making strides to increase student performance.
<b>Metro ECSU</b>	Metro ECSU, a nonprofit educational cooperative, was established in 1976 by the Minnesota Legislature to provide cost-effective, high quality education services and programs to public schools/districts, private schools and nonprofits in the Twin Cities metro area. This organization is member-driven and governed by a Representative Assembly and an Executive Committee.
<b>ELC/ECSE</b>	
<b>Concord</b>	
<b>Cornelia</b>	
<b>Countryside</b>	
<b>Creek Valley</b>	
<b>Highlands</b>	
<b>Normandale</b>	
<b>SVMS</b>	
<b>VVMS</b>	
<b>EHS</b>	

**Ways the district collects stakeholder voice (list is still being worked on and should not be considered complete)**

	<b>Description</b>
<b>Panorama Survey Climate Survey - Student and Educator</b>	
<b>Climate Survey - Educator</b>	
<b>Minnesota Student Health Survey</b>	
<b>Superintendent Student Group - High School</b>	
<b>Superintendent Student Group - VVMS</b>	
<b>Superintendent Student Group - SVMS</b>	

<b>Core Planning Team</b>	
<b>Curriculum Teams</b>	
<b>District Equity Advisory Board</b>	
<b>Student Senate</b>	
<b>Student Council</b>	
<b>Ad Hoc Surveys (E.g. how a class is going; how is a educator training going)</b>	
<b>Via Cultural Liaisons</b>	
<b>Via Site Level Administrators</b>	

(1) Regional Education Laboratory, Pacific, "Including Voice in Education: Empowering Student Voice in School Design"

(2) Hanover Research, "Establishing Structures for Student Voice" 2022

(3) Engaging Stakeholders in School Climate Improvements  
<https://safesupportivelearning.ed.gov/sites/default/files/SCIRP/referencemanualsection2.pdf>

AMSD	AMSD advocates for metropolitan school districts and advances legislation supporting student achievement. The Bd of Directors, comprised of the superintendent & 1 school board member from each of the 44 member school districts, governs the association.	3 hours	Monthly regular meeting (2 hours); monthly board of directors meeting (1 hour)	
Community Ed Services Advisory Council	Provides input, direction & insight to Community Education	2 hrs	Monthly	7:30-9:30AM; very limited addtl time
City Council	Responsible for efficient operation of City gov't thru policies & ordinances carried out by Council-appointed City Manager	1-2 hours	2-3 times a year	
Minnesota State High School League (MSHSL)	Provides educational opportunities for students through interscholastic athletics & fine arts programs; provides leadership & support for member schools	1.5 hours		
Insurance	Business Svcs & HR driven			no mtgs yet this year
Metropolitan School Board Association (MSBA)	Supports, promotes, enhances the work of public school boards and public education. Bd of Directors is comprised of 1 rep from each MSBA District. 6 divisions - Admin/Governance; Bd Devel/Training; Gov't Relations; Mgmt Svcs; Policy Svcs; PR/Communications.	2 hrs	Monthly	
Student Activities Advisory Committee (SAAC)	EHS driven	1 hour	2-4 times a year	early morning
Student Services Advisory Committee (SEAC)	State required; promotes understanding of district-wide issues relating to education/welfare of EPS students. Incls reps of each school parent organization, EFC, PCN, Community Ed, & Ed Fund.	2 hours	Monthly	
World's Best Workforce (WBWF)	State required, T&L driven, to ensure every district is making strides to increase student performance.	1.5 hours	4 times a year	involves some time outside the mtgs for reading materials/further learning
Edina Education Fund	Independent non-profit organization dedicated to continued EPS academic excellence. Secures private, supplemental funding to support valuable education experiences & innovative projects. Funds raised augment school system revenues provided by taxes, state aid, and other parent and student led fundraising efforts.	2 hours	monthly	
Gifted Services Advisory Council	Incls Gifted Ed Coord, teaching specialists, a principal rep, two volunteer parent reps from each school. Provides network for communication, support, and accountability	1.5 hours	2 times a year	Have not met in 2+ years
Mental Health and Wellness	Student Support Svcs driven	1-2 hours	Quarterly or every other month	Have they met recently?
Meet and Confer	HR driven; Chair and Vice Chair	2 hours	Quarterly	Board has not met with meet and confer recently
PLC	Edina PLC meets monthly from September through May, with speakers and discussions varying by agenda topic.	2 hours	Monthly	minimal reading time outside the mtgs
Cornelia		2 hours	Monthly	
Concord		2+ hours	Monthly	
Countryside	Monthly PTO meetings	1-2 hours	Monthly	
Creek Valley	Site council with teachers and administration	1.5 hours	Monthly	
Highlands	PTO, site council and multilingual advisory council	4 hours	Monthly	
Normandale		2-3 hrs	monthly	
Southview		1 hour	Monthly	
Valley View		2-3 hrs	monthly	
Edina High School		1 hour	1-2 times a month	
Early Learning Center (ELC)		2 hrs	Monthly (ELC PTO mtg)	periodically meet w/ELC coordinator

	<b>Edina Public Schools</b>	<b>Minnetonka Public Schools</b>	<b>Eden Prairie Public Schools</b>	<b>Bloomington Public Schools</b>	<b>Orono Public Schools</b>	<b>Easter Carver County Schools</b>	<b>South St. Paul</b>
<b>Committees</b>	Governance		Policy	Policy	Negotiations	Personnel/Negotiations/Grievance	Finance, Facilities, and Long Range Planning
	Finance	Finance	Board Development	Legislative	Co-curricular	Finance/Investment	Policy
	Teaching and Learning	Teaching and Learning	Community Linkage	Superintendent Evaluation	Facilities and Finance	Facilities	Public Relations and Community Engagement
	Policy	Materials Review Committee	Negotiations	Community Engagement	Board Policy		Superintendent/Executive
	Legislative Action Committee		Strategic Core Planning Team	Student Advisory Council	Orono Action Steering Committee		
<b>Board Liaisons</b>	Each School PTO and ELC (10)		AMSD	School PTOs			
	MSBA	AMSD	ISD 287	School Calendar Committee	AMSD	School PTOs	AMSD
	AMSD	MTA Liaisons		Insurance Committee	Community Ed Advisory Council	SW Metro Intermediate School Board and District	Central Square Community Center Advisory Board
	MSHSL	Minnetonka Public Schools Foundation		Pathways Advisory Committee	Curriculum and Accountability Council	Community Leaders	Community Education Advisory Board
	PLC	PTO/PTA Leaders		ECFE	ECFE	Metro ECSU	Equity Alliance MN
	Edina Education Fund	SEAC		Financial Advisory Committee	Educational Cooperative Service Unit	AMSD	Intermediate School district 917
	Edina City Council	Tonka Cares		Diversity Advisory Committee	ISD 273	MSHSL	SSP Educational Foundation
	Community Education Svs Advisory Council	Mental Health Advisory		Community Collaborative Council	Middle School Parent Association	Community ED	SSP Open Foundation
	Mental Health/Wellness Advisory Team	CASE		PTSA	MSHSL	Teaching and Learning Advisory Committee	
	Special Education Advisory Council	Community Education Advisory		SEAC	MSBA	District 112 Foundation	
	Gifted Education Advisory Council	OPEB Advisory (benefits)		ISD 917	Orono City/School Communication	Professional Development Committee	
	World's Best Workforce			MSBA	Orono Foundation for Education	SEAC	
	Meet & Confer			ASMD	Orono Healthy Youth	Wellness	
	Insurance Committee			Bloomington Public Schools Advocacy Council	Orono Ice Arena Board	Advertising	
	Student Activities Advisory Committee			Bloomington United for Youth	PTO	Teacher Evaluation	
	Intermediate School District 287		Education Foundation of Bloomington	SEAC	School Calendar		
	Community Education Services Board			MSHSL	Spartan Parent Association	ECFE	
	Student Athletic Advisory Committee				Staff Development	IAA Advisory	
					Teacher Meet and Confer		
					Community Liaisons		

III. Leadership and Committee Updates

IV. Superintendent Updates

V. Adjournment