

MINNETONKA INDEPENDENT SCHOOL DISTRICT #276
District Service Center
5621 County Road 101
Minnetonka, Minnesota

Summary of December 16, 2021 Study Session

The School Board of Minnetonka Independent School District #276 met in study session at 6:30 p.m. on Thursday, December 16, 2021 in the Community Room at the District Service Center, 5621 County Road 101, Minnetonka, Minnesota. Chairperson Chris Vitale presided. Other Board members present were: Mark Ambrosen, Katie Becker, John Odom, Lisa Wagner and Superintendent Dennis Peterson, ex officio. Absent: John Holcomb and Mike LeSage.

REVIEW OF VANTAGE/MOMENTUM BUILDING PROJECT

Executive Director of Finance and Operations Paul Bourgeois and architect Dave Maroney from ATS&R led the discussion. They walked the Board through the progress that has been made on the project since its approval at the October 7 Board meeting. This included information on the bussing routes to the building to and from the high school, the results of a community/neighborhood meeting on November 30 and a City of Minnetonka Concept Planning Meeting on December 2. Highlights of those two meetings included the following:

Neighborhood/Community Meeting on November 30

- Nine community members in attendance
- Generally positive response from those in attendance
- Questions about traffic flow that were addressed by Mr. Bourgeois
- Concerns about students possibly parking on neighboring side streets – this will be addressed
- Desire for additional landscaping along Highway 101

City Planning Meeting on December 2

- Very excited about the project/important building for the community
- Transportation plan works well
- Service/emergency vehicle and administrative and maintenance staff parking access to Covington at existing driveway is good
- Good preservation of trees and adherence to the City's tree ordinance, which is one of the most restrictive in the country
- Looking forward to this project moving forward

Mr. Maroney then shared revised site plans, traffic and parking plans, and building schematics with the Board. With regard to next steps, he said that the Review and Comment document had been submitted to MDE on November 5, which had started a 60-day clock for MDE to finish their review and comment and send their response to the

District by January 4, 2022. As of now, the overall project is on schedule, with groundbreaking set to happen in the Spring of 2022 and occupancy of the building by students by September of 2023.

Board members thanked Mr. Bourgeois and Mr. Maroney for the informative presentation and noted how exciting it was to see the project taking off.

CITIZEN INPUT

Chairperson Vitale extended an invitation to members of the audience who wished to address the Board on any topic. He also read the guidelines for Citizen Input, for the benefit of those who wished to comment.

MHS student Sean Peterson then addressed the Board regarding his concern with the quality of the lunches currently being offered at the high school. He also discussed his concern with the District's quarantine policy at MHS.

Chairperson Vitale thanked Mr. Peterson for his comments.

UPDATE ON SUPERINTENDENT SEARCH PROCESS

Phil Ehrhardt, Anne Noland and Steve Griesbach from BWP and Associates joined the meeting virtually to discuss the upcoming superintendent search process. They thanked the Board for the opportunity, provided background information on the firm and themselves; went over the search timeline and process; the leadership profile process; how they will obtain feedback from stakeholders; the development of an online survey; and the application process. They discussed the following draft timeline in more detail:

Process Timeline

- December 16, 2021: Conduct initial planning/organizing meeting with School Board; BWP launches recruitment efforts
- January 18-20, 2022: BWP conducts audit (survey in multiple languages posted for 7-10 days) and develops leadership profile
- February 3, 2022: BWP presents leadership profile at Board meeting for affirmation
- February 14, 2022: BWP reviews applications
- February 16 – 18, 2022: BWP screens candidates to identify 4 – 7 for consideration for Board interviews
- Week of February 22 -25, 2022: BWP presents candidate slate for consideration for Board interviews, and BWP also conducts Board workshop to prepare for interviews
- Week of February 28 – March 4, 2022: Board interviews 4 – 7 candidates. After the final interview, time will be needed for building a consensus around the candidates to move forward.
- Week of March 7 – 11, 2022: Board interviews finalists (2 – 3 candidates). After the final interview, time will be needed for building a consensus around the finalist.

- Weeks of March 14 – 25, 2022: Offer tendered and contract finalized
- March 28 – April 1, 2022: Spring Break
- April 7, 2022: Contract approved for new superintendent at Board meeting

In the discussion that followed, Board member Wagner asked how long the online survey would be live and was told 10 days. The Board also discussed the possibility of conducting a training session with BWP in conjunction with its retreat at the DSC on January 8. They also discussed which aspects of the search process could be conducted virtually vs. in-person. Board member Becker posed the possibility of including former Board members in one of the focus groups. Board member Wagner said current students should be included as well.

REVIEW OF POLICY #307: DATA PRACTICES

Executive Director of Human Resources Dr. Mike Cyrus led the discussion. He explained that the policy guides the community and school personnel on the District's compliance with the Minnesota Government Data Practices Act. The current policy was adopted almost fourteen years ago; in the intervening time, the MSBA has put forward a new model policy which Administration has used for the potential revisions being proposed this evening. In addition to adopting the more streamlined approach that MSBA has delineated, revisions are also proposed that reflect the District's actual practice of naming the overall "Responsible Authority" for compliance as well as a Data Practices Officer who will respond to requests for data under ordinary circumstances.

Dr. Cyrus explained that new to the policy is a listing of the rights that subjects of data have with regard to their review of private records about themselves. State statute requires us to enumerate these rights in policy. Apart from the revisions proposed, the Administration is working on a publicly posted web page that spells out the process for requesting data and emphasizes the benefit of collaborating with District staff to maximize utility of the information for the requestor and manageability in terms of the scope of the request. The proposed revisions have met the approval of the District's legal counsel.

Board members were supportive of the proposed revisions. Chairperson Vitale noted that the policy would be brought back to the January regular meeting for approval.

REVIEW OF VISION DOCUMENT

The Board continued its work on the review and revision of the Vision document, concentrating on pages 10-21. Executive Assistant Carrie Voeltz will compile the recommended changes and email them to the Board. The review of the document will continue at the January Study Session, focusing on pages 22-33.

REVIEW OF BOARD LEADERSHIP POSITIONS AND COMMITTEE ASSIGNMENTS FOR 2022

The Board discussed who would be willing to fill the positions of Board Chairperson, Vice-Chairperson, Treasurer and Clerk for 2022. They also discussed and finalized their committee assignments for 2022, with Chairperson Vitale noting that these assignments would be approved at the January 6 regular meeting.

ADJOURNMENT

The Board adjourned the Study Session at 9:45 p.m.