

District Status Report

12 July 2019

2019-2020 Report #2

The purpose for the weekly Status Report is to communicate to members of the School Board important and meaningful information relevant to the business of the school district. The Report is available to the public on the school district's website. Please contact me at 417-2602 if you have any questions regarding information contained in the Status Report. I would also appreciate hearing from you on ways I can improve the Report and make it more meaningful and informative for you.

Dale

Our Mission

**Empowering students with
knowledge and skills to succeed.**

Our Vision

**To be the school district of choice, inspiring
excellence in academics, arts, and activities.**

Information – Communication -- Correspondence

1. **Design and Build Update** – We met with Knutson Construction and are finalizing our agreement with them for Construction Manager as Advisor services. ISG and Knutson will be meeting with our teacher user groups on July 15 to continue with the design discussions. Northland Securities hosted a public meeting on July 9 regarding the sale of the bonds.
2. **Board Budget Work Sessions** – I sent an e-mail to Board members on July 10 asking them to reply to the following four dates as August 5 and 6 do not work for all Board members to attend.
 - Wednesday, September 4
 - Monday, September 9
 - Tuesday, September 10
 - Wednesday, September 11

Please let me know what dates work for you. We would plan to start at 5:30 pm. Sue Kulseth may also follow-up with you in the coming days.

As I have shared previously, I believe it is best to engage the full Board in this discussion and planning as developing, adopting and monitoring a budget is one of the primary responsibilities of a school board. It is especially important to have the full Board involved in discussions of budget reductions and providing direction for administration to follow in developing a recommendation on reductions. If the Board is not engaged on the front end and leaves it to administration to present a recommended budget reduction plan without some level of direction and priorities, this can lead to added confusion after a plan is presented and can slow the process further.

Objectives for the work session include:

- 2019-2020 Budget adjustment expectations and directives
 - Budget reduction process including priorities and parameters to apply for 2020-2021 budget development
 - Long-range financial strategy including operational revenue and expenditures. Adopt a district philosophy that maintains any fluctuation in the property tax within a defined range. This would assist the District in managing a "smoothing" effect on property taxes and develop a long-range strategy in responding to decreasing debt and opportunities to increase revenue.
3. **School Board Self-Evaluation and Goal Setting for 2019-2020** – In recent years, the Board has held a work session in July or early August to conduct a self-evaluation of the prior year just ending and then develop Board goals for the coming year. I will work with Chair Rick Schultz to identify some possible dates and then poll the Board.
 4. **School Lunch Account Debt Collection** – I have been in contact with a collection agency regarding our lunch account debt of \$2,747.33 at the close of the 2018-2019 school year. This amount includes:
 - 6 accounts in the balance range of \$50 to \$99.99 ranging from \$56.45 to \$99.90
 - 8 accounts in the balance range of \$100 to \$299.99 ranging from \$117.60 to \$263.75.
 - 1 account in the balance range of \$300 to \$999.99 at \$381.50The agency's collection fee is 30% of the debt amount collected. If no payment is collected from an account, the District is not charged a fee.

A reminder that the Board last revised Board Policy 534 (Unpaid Meal Charges) in January 2018. The policy states that students "with an outstanding meal charge debt will be allowed to purchase a meal." The policy

outlines the steps the District takes in notifying the parent/guardian of an account that is low or below zero including:

- Families receive a weekly e-mail notification of their account balance.
- Families receive a daily e-mail notification when their account reaches a low of \$6 per family member (a paper copy is sent if the District does not have an e-mail address).
- Families are notified via postal letter whose account balance reaches -\$25. As part of this notice, the policy states that the letter will state “*if the account reaches -\$50, it may be turned over to a collection agency.*”
- I have sent additional letters for accounts that have exceeded \$100, \$200, and \$300 even though the policy does not require this additional notification.
- All notifications include a reminder about applying for Free or Reduced Meal benefits.

Unless the Board has questions and would like to discuss this as part of the August Board meeting agenda, we will plan to move forward in the coming weeks.

School Board Calendar of Events

July 15, 2019	6:30 pm	School Board Meeting – Elementary School Media Center
August 5 or 6, 2019	5:30 pm	Policy Committee Meeting – Board Room
August 19, 2019	6:30 pm	School Board Meeting – Secondary School Media Center
August 26, 2019	8:00 am	Teachers Report to Work
August 29, 2019	8:00 am	Staff Breakfast hosted by School Board – Ellendale Methodist Church
September 4, 2019		First Day for Students
September TBD, 2019	5:30 pm	School Board Budget Work Session – Board Room

Dale’s Calendar for July 15-19 (As of 7-12-19)

Monday	9:00 am 6:30 pm	User Group Meetings School Board Meeting
Tuesday	12:00 pm	Calendar Planning with Mark D.
Wednesday	9:00 am	Evaluation Conference with Sue
Thursday	7:30 am 10:00 am	School Board Meeting Agenda Planning with Board Chair Evaluation Conference with Doug
Friday		Out of District

Thank you for all you do!