

Superintendent Report

School Board Meeting
September 16, 2019

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.

The Superintendent Report summarizes the communication with the Board of Education (BOE) throughout the month including the weekly District Status Report. In addition, the Report includes the building administrator reports as well as other information believed to be beneficial to the work of the BOE and school district. Detailed information for the items listed under the District Status Report Summary can be found within each weekly Status Report from the District's website. I appreciate feedback as to how we can improve the report. Thank you.

1. Principal and Curriculum & Instruction Director Reports

2. Weekly District Status Report Summary from August 16, 23, 30, and September 6

A. Information, Communication, and Correspondence

- **News from Around the State and Beyond**
 - Teens exercise, study more during summer months, report says
 - Graduation: A push to rethink remedial education
 - Curriculum: Does pre-kindergarten make a difference?
 - Study examines effective preschool programs
- **Design and Build Update**
- **Board Budget Work Sessions**
- **New Staff Orientation**
- **August 29 Kickoff Breakfast and Keynote**
- **Staff Kickoff Week Schedule**
- **School Board "Talk and Tour"**
- **MSBA School Board Leadership Conference.**
- **Washington DC Student Field Study**
- **Soccer Coop Transportation Update**
- **East-West Academy Enrollment and Participation in NRHEG Activities**
- **Quarterly Check ins**
- **Secondary School "Shout-outs"**
- **Paraprofessional Negotiations Update**
- **Bus Evacuation Drill**

3. Board & Administrator for Board Members Monthly Publication – August 2019 Reflection - I have provided a brief reflection on a few of the articles from the August publication. I hope you have had an opportunity to read and reflect.

- Developing a superintendent's entry plan: Part 1 – The author shares his experience starting as a superintendent in a new school district. Interesting reflection for all of us.

- Don't obsess over how the money is spent; monitor – The article reminds board members of the board's primary role and function when it comes to district finances beginning by monitoring the district's finances by watching these four areas:
 - ✓ Set financial policy
 - ✓ Approve a budget
 - ✓ Delegate to the superintendent the authority to carry out financial policy
 - ✓ Monitor financial outcomes

The article reminds board members to avoid wandering around “in the weeds” of the district's finances. Once the board approves a budget, allow the superintendent to work with staff and spend the money the board has budgeted and then hold the superintendent accountable for financial results. Questions the board should ask of the superintendent include:

- ✓ Are we on target with planned expenses and revenues?
- ✓ Do budget expenses and revenue projections work out?
- ✓ Will we have income to pay future expenses?

As a board, you should also ask for:

- ✓ A financial statement
- ✓ Bottom-line figures referencing revenue and expenditures
- ✓ Historical figures for comparison

- Neighbor request to fix school equipment: Handle or forward to superintendent? – The article offers a scenario where a resident neighbor calls a board member direction to inquire about broken playground equipment. What does the board member do? The article advises the board member to first acknowledge the resident's concern but then follow policy by directing the resident to the principal rather than the board member contacting the principal. The board member should then inform the superintendent of the concern so he or she is aware.
- 4. Design and Build Update** – The Core Planning Group plans to meet on Tuesday, September 17, to take a first look at cost estimates for the preliminary design work performed up to this point. The group consists of representatives from ISG and Knutson along with District officials including Doug Anderson, Dave Bunn, Karla Christopherson, Rick Schultz and Dale Carlson. The purpose of the group is to provide direction to ISG and Knutson for moving forward with design decisions.
 - 5. Washington DC Student Field Study** –Theresa Buendorf asked that I share with you about the Washington DC trip scheduled for April 1 – 4. If you are interested in joining the group, please contact Theresa **no later than September 20**.
 - 6. MSBA School Board Leadership Conference** – If you have not already, please be sure you have put the annual leadership conference on your calendar for Thursday, January 16, and Friday, January 17, 2020, at the Minneapolis Convention Center. When it becomes available, Sue Kulseth will make hotel reservations for us.
 - 7. Board Member Quarterly Check-ins** – Sue Kulseth is in the process of scheduling your quarterly check-in. Dates are targeted for October 1 (8 am – 8 pm), October 2 (8 am – 2 pm and 5 – 8 pm), October 3 (7am – 8 pm) and October 4 (8:30 – 11:30 am). If these dates and times don't work for you, we will find a time that does.
 - 8. Bus Evacuation Drill** – Our school bus route drivers conducted evacuation drills in the morning on September 11 following route pick-up prior to the students exiting the bus. Thank you to our drivers for ensuring our students are safely transported to school and home.

9. School Board “Talk and Tour” – You should have received an e-mail from Special Education Director Heather Harms on August 20 at 8:20 pm inviting you to a second “Talk and Tour” coordinated by Mrs. Harms and held at the Waseca District Office on October 1 beginning at 5 pm. I plan to attend and would be happy to have up to four Board members ride with me. Please respond to Mrs. Harm’s e-mail or let me know if you are interested in attending. The agenda includes:

- Photo Tour of programs
- MDE File Review
- Transportation
- Enrollment Options
- Special Education Advisory Committee

Thank you for all you do!
Dale N. Carlson, Ph.D.