

# *District Status Report*

*02 November 2018*

*2018-2019 Report #16*

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. School Board Work Session Planned** – The School Board will plan to meet for a special work session on November 12, 2018, beginning at 5:30 pm in the Board Room. The Board will first canvass the November 6 election results followed by a work session on facility planning. Dinner will be provided beginning at 5:15 pm.
- 2. Fall Athletic Awards Ceremony** – Dan Stork had requested to hold the athletic awards ceremony on Sunday, November 18, at 6:30 pm, due to scheduling conflicts for coaches and families. After visiting with the Board Chair as the request was time sensitive, Mr. Stork's request was approved. A policy for scheduling activities is still being developed. The intent of the policy will be to have procedures in place for administration to follow so that the Board and/or Board Chair does not have to approve each request.
- 3. 2019 MSBA Leadership Conference – SAVE THE DATE!** – Be sure to place on your calendars the 2019 MSBA Leadership Conference to be held **January 17-18, 2019**, at the Minneapolis Convention Center. This is a wonderful opportunity for the Board to join board members from across the state to learn and network together. We have made room reservations for Wednesday and Thursday night and will have until December 14 to make changes without penalty. I will need to know Board member plans regarding number of nights (1 or 2) so that we can make necessary changes.
- 4. Building and Grounds Committee Meeting Planned** – A Building and Grounds Committee meeting is planned for 5:30 pm on Monday, November 19, prior to the start of the regular School Board meeting at the Elementary School. Agenda items at this time include:
  - Solar Garden subscription
  - Property purchase development plans
  - Legion Field improvements and maintenance
  - Secondary School Finishing Room project
- 5. Unpaid Leave Request Process** – Since July 1, 2016, we have had in place an administrative procedure and guidelines for teachers and paraprofessionals to follow when requesting unpaid leave. This procedure and guideline was shared with Board members in February and March 2016 for review and input. Based on the direction provided to me, the process was put in place effective July 1, 2016. Since then there have been very few revisions. We believe the number of unpaid requests have decreased, but still unsure at this time how it may have impacted overall staff attendance. From time to time, a request is made for non-emergency unpaid leave that is denied by administration based on the criteria in place. In 2016, the Board was not interested in formally adopting a board policy on unpaid leave, but rather leave it under the discretion of administration to develop a process and criteria. At any time, a board policy could be developed if there is interest.

### **Non-Emergency Unpaid Leave Administrative Regulation for Teachers and Paraprofessionals**

It is the expectation of the NRHEG School District that employees have a primary commitment to the agreed upon workdays. Therefore, requests for unpaid leave time during the school calendar year should be in response to an unusual, infrequent, or unique major life event. Prior to consideration of a request for an unpaid leave of absence, all applicable forms of paid leave must have been exhausted. If unpaid leave is denied but taken, or unpaid leave is taken but not submitted for approval, the employee will be subject to discipline, up to and including dismissal.

#### **Process for Requesting Non-Emergency Unpaid Leave.**

1. All *Unpaid Leave Request Criteria* must be met in order to submit request to Superintendent.
2. Requests are to be submitted by completing the *Non-Emergency Unpaid Leave Request Form* on the District's website.

3. Requests are to be submitted to the Superintendent at least 60 days prior to the first day of the requested leave. This requirement may be waived by the Superintendent if the request is in response to an emergency situation.
4. If the requested *Unpaid Leave* is for a medical reason, the application must include a physician's statement attesting to the disability and the anticipated duration of the leave.
5. School year employees may apply for leave beginning on July 1 of the summer preceding the school year for which the leave is being requested.

#### **Non-Emergency Unpaid Leave Request Criteria**

The following criteria must be met in order to request unpaid leave. The criteria do not apply to unpaid leave requests for emergency-related absences, for FMLA eligible absences, or for medically-related absences that are not FMLA eligible as determined by the School District.

- A) All applicable forms of paid leave must have been exhausted.
- B) No more than three (3) teachers and two (2) paraprofessionals from each building will be allowed to be on leave (personal or unpaid) on any given day.
- C) No more than one approved *Unpaid Leave Request* every six (6) consecutive years of employment may be submitted.
- D) No more than five (5) consecutive work days for leave (Personal Days, Unpaid Leave, or combination of Personal Days and Unpaid Leave) will be allowed. Requests for leave beyond five (5) consecutive days for exceptional or unusual circumstances must be submitted to the Board of Education.
- E) Leaves of three (3) or more consecutive workdays may not occur in consecutive years if any of the leaves include one or more unpaid days.
- F) Leaves of three (3) or more consecutive workdays may not occur more than once in the same school year.
- G) Leave cannot be taken during the first five (5) days or the last five (5) days of the school year.

#### **Health Insurance Benefit During Non-Emergency Unpaid Leave**

The employee will pay a pro-rated daily rate of the district portion of health insurance. The pro-rated daily rate will be calculated by dividing the annual district portion by the number of work days in a year. The unpaid days deduction and health insurance reimbursement will occur on the next available payroll. \*This deduction does not apply to unpaid leave requests for emergency-related absences, for FMLA eligible absences, or for medically-related absences that are not FMLA eligible as determined by the School District.

#### **Emergency Leave**

An *Emergency* entails a sudden or unexpected occurrence(s) which demands prompt attention. Potential circumstances or events qualifying as an emergency may include, but are not limited to:

1. Critical illness or accident among one's friends or family (if not covered under *sick leave*)
2. Being snowbound or experiencing impossible travel conditions from home to work
3. Birth event in the immediate family (if not covered under *sick leave*)
4. The need to attend a civil function or appear at a judicial or quasi-judicial proceeding other than jury duty
5. Other unplanned events which cannot be taken care of outside the regular work hours.

## School Board Calendar of Events

November 12, 2018	5:30 pm	Special School Board Meeting – Canvassing Election Results and Facility Planning – Board Room (Dinner available at 5:15 pm)
November 19, 2018	5:30 pm 6:30 pm	Building & Grounds Committee Meeting – Elementary School School Board Meeting – Elementary School Media Center
December 17, 2018	6:00 pm 6:30 pm	Truth-in-Taxation Public Meeting – Secondary School Media Center School Board Meeting – Secondary School Media Center
January 7, 2019	5:30 pm	School Board Organizational Meeting – Board Room
January 17-18, 2019		MSBA Leadership Conference – Minneapolis
January 22, 2019 (Tuesday)	6:30 pm	School Board Meeting – Elementary School Media Center
February 19, 2019 (Tuesday)	6:30 pm	School Board Meeting – Secondary School Media Center

## Dale's Calendar for November 5 - 9 (As of 11-2-18)

Monday		No School for Students – Teacher Planning
	10:00 am	MASA Executive Development Committee
	2:00 pm	Phone Conference with ISG
	3:00 pm	Check in with Sue
Tuesday	9:00 am	Check in with Sue
	12:30 pm	Parking signage meeting
Wednesday	1:00 pm	Board Packet Prep with Sue
	3:30 pm	Administrative Team Meeting
Thursday	9:30 am	Meeting with Carrie on Health Office Coverage
	11:30 am	Setting IV Planning - Waseca
Friday	7:30 am	Board Meeting Agenda Planning with Board Chair

**Thank you for all you do!**