

# Superintendent Report

School Board Meeting

January 17, 2017

## 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. Weekly District Status Report Summary from December 16, 22, and January 6.**

### **A. Information, Communication, and Correspondence**

#### ● **News from Around the State and Beyond**

Court: Ohio appeals court rules transgender child be allowed use of girls restroom

Politics: Session opens with a number of unresolved issues

Politics: Gov. Dayton proposes \$1.5 billion bonding bill

Politics: Senate schedules confirmation hearing for Betsy DeVos, President-elect

Trump's pick for education secretary

Politics: Virginia lawmaker proposes "bathroom bill" to restrict public bathroom use by transgender people

Planning: NHREG focuses on strategic plan

Politics: MSBA supports Gov. Dayton's tax reduction plan for Minnesota farmers with goal of helping schools

Politics: Dayton unveils tax plan

- New School Board Member Orientation Meeting #2 Held
- Teacher Make-up Day
- School Board Officer Positions
- MSBA Officer Workshop
- School Board Committee Assignments
- MSBA Negotiation Seminars
- MSBA Annual Leadership Conference
- Eide Bailly School District Budget Workshop
- Board Member Quarterly Check-ins with Dale
- Meet and Confer Session
- Building and Grounds Committee Meeting Planned
- School Board Work Session

## **2. Building Administrator Reports**

3. **Board & Administrator for Board Members Monthly Publication – December 2016 Reflection - I** have provided a brief reflection on a few of the articles from the December publication. I hope you have had an opportunity to read and reflect.

- The superintendent is an essential team member – The article encourages school boards to include the superintendent in all board discussions, meetings, and activities. The superintendent is a “member of the board and administrator team...”
- Seek out new skills and talents in your board service – The article encourages school board members to take advantage of opportunities to learn and improve skills. The Association of Alaska School Boards comments: “Those who approach their jobs with a desire to be more knowledgeable and skilled become more effective school board members.”
- Assess the board’s ‘energy’ level -- The article offers reminders for school board members to be cautious of appearing “negative” to others through their communication and actions. Board members have a very challenging job to do and helping each other maintain focus on why they serve is important and necessary.

4. **Building and Grounds Committee to Meet** -- The Committee plans to meet at 5:30 pm in advance of the School Board meeting on Tuesday, January 17. The meeting will be held at the Elementary School. The purpose of the meeting will be to review proposals received for conducting a facility assessment in hopes of making a recommendation to the Board at the School Board meeting that same evening.

5. **School Board Work Session** – The School Board will hold a work session on Monday, January 30, 2017, beginning at 5:30 pm in the Board Room to review progress being made achieving the goals and objectives identified in the Strategic Plan. A light dinner will be provided.

6. **MSBA Annual Leadership Conference** – The 96th Annual Leadership Conference of the Minnesota School Boards Association was held January 12-13, 2017, at the Minneapolis Convention Center. Board members will have an opportunity to share reflections at the January 17 School Board meeting.

7. **MSBA Negotiations Seminar** – MSBA will be offering member districts full-day Negotiations Seminars to help boards prepare for the negotiations process. Below are three locations I saw that are the closest to us. Notice that there is only one seminar offered on a Saturday. Please let me know if you are interested in attending a seminar. As of January 10, we have three attending on February 9 and one on March 11. I plan to attend on February 9 as well. You can read more at [www.mnmsba.org/NegotiationsSeminars](http://www.mnmsba.org/NegotiationsSeminars).

- February 9 (Thursday) — Mankato | Country Inn & Suites, 1900 Premier Drive  
REGISTRATION DEADLINE – FEBRUARY 1
- February 10 (Friday) — Rochester | Wood Lake Meeting Center, 210 Woodlake Drive  
REGISTRATION DEADLINE – FEBRUARY 1
- March 11 (Saturday) — St. Peter | Minnesota School Boards Association, 1900 West Jefferson Ave.  
REGISTRATION DEADLINE – MARCH 7

8. **Public Comments** – I have previously shared my encouragement for the Board to consider offering the opportunity to school district residents to speak at regular school board meetings. Currently, the Board Chair recognizes visitors and shared the Board’s appreciation for attending. However, in order for a resident to speak publicly to the Board, it is somewhat unclear as to the process involved for one to address the Board without referring to [Board Policy 206 \(Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations\)](#). Based on BP 206, for a citizen to address the School Board on a particular subject, the citizen is “encouraged to notify the superintendent’s office in advance of the school board meeting. The citizen should provide his or her name, address, the name of group represented (if any), and the subject to be covered or the issue to be addressed.” When such a request has occurred in the past, the Board Chair has made it possible for an individual to address the Board.

By having Public Comments part of the regular School Board meeting agenda that is posted, the public knows the opportunity is there at each meeting. This doesn’t mean that anyone can address the Board on any topic at anytime he or she chooses. It is important for the Board to develop and communicate clearly the process for requesting to speak and any criteria or guidelines that must be followed. Below is a sample draft of a process the Board may want to examine and consider.

If the Board was interested in adopting a policy, then it would be my recommendation for the Policy Committee to meet to review the current policy, and work to make recommended modifications to bring to the Board for approval.

Public Comment (**Marketing & Communication**) – The Board sets aside 15 minutes at each meeting for community input. Residents of the NRHEG Public Schools may request permission to speak on any item on the agenda. A form to speak to an agenda item is available in the board room. The form must be filled out and submitted to the Superintendent at least ten (10) minutes prior to the start of the meeting. At the discretion of the Board Chair, the speaker may address the topic either during the public input portion of the meeting or at the time the item is being addressed by the Board. **5 MINUTES PER SPEAKER**

Residents requesting to speak on a specific topic of their choice must submit the item(s) to the Superintendent no less than four (4) business days prior to the scheduled Board meeting and prior to the publishing of the agenda which occurs on the Thursday preceding the regular scheduled Board meeting on the third Monday of each month. Placement of the item on the agenda is at the discretion of the Board Chair, or the Vice Chair in the absence of the Chair. To contact the Superintendent to submit an item for the agenda, contact the District Office at 306 Avenue South (465-3205).

9. **Consent Agenda** – [School Board Policy 203.6 \(Consent Agendas\)](#) allows the Board the use of consent agenda as part of a School Board meeting agenda. As referenced in the policy, a board may make use of a consent agenda if it believes it would enhance the administration of a school board meeting.

BP 203.6 suggests a consent agenda be used for “noncontroversial items or items of a similar nature.” Some Boards will use a consent agenda for “routine” agenda items including, but not limited to: approving minutes, bills, employment resignations and hires, donations, administrative reports, and items that had been previously presented at a prior Board meeting.

The current policy allows for any individual board member to request an item to be removed from the consent agenda without a vote being taken. This can occur just prior to a vote of the consent agenda.

Consent agenda items are approved by one vote of the school board. In the event an item is removed from the consent agenda, than the consent agenda is voted on (minus the removed item), and then the individual item is voted on separately.

If the Board was interested in moving to the use of a consent agenda, the Board may ask either the Board Chair and/or the Policy Committee to review the current policy and perhaps provide greater clarity as to what would be included in a consent agenda.

- 10. MSBA Officer Workshop** – MSBA is offering a workshop for new school board officers. The closest workshop is on Friday, February 17, in Rochester from 8:30 am – 3:30 pm. You can find out more information at [www.mnmsba.org](http://www.mnmsba.org). Let Sue Kulseth or me know if you are interested in attending.
- 11. Eide Bailly School District Budget Workshop** – Karla Christopherson and I will be attending the annual budget workshop sponsored by our auditing firm Eide Bailly on Wednesday, January 18, 2017.
- 12. Board Member Quarterly Check-ins with Dale --** Sue Kulseth has contacted most of you to set a time to meet with me during the week of January 23. Please plan for 30-60 minutes. Let Sue or me know if you need to change your time.
- 13. Meet and Confer Session** – The administrative team will be participating in a Meet and Confer session with representatives of the Teacher Association on Tuesday, January 17. Talking points to discuss include:
  - a. 30 minute duty free lunch
  - b. Classroom temperature
  - c. Summer access to classrooms – communication
  - d. Special Education teacher schedules and assignments inc. planning time
  - e. Evacuation plan for closing of one building

Thank you for all you do!

Dale N. Carlson, Ph.D.  
Superintendent