

# **Board & Superintendent Communication**



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1. Superintendent & Board Communication
  - a. Weekly District Status Report
  - b. Mid-week Communications
  - c. E-mail vs Phone Call vs Texting (Urgent, confidential, etc.)
  - d. Open Meeting Law and Use of E-mail
  - e. Quarterly Check-ins
  - f. Board Member's Preferred Method of Communication? Expectations?
  
2. Complaint – Resolution Process – How do I deal with complaints and concerns from constituents including employees? (from The School Board Member's Manual: The Essential Guide for Effective Service (3<sup>rd</sup> Edition) – pp53-54
  - a. Listen politely.
  - b. Reiterate their concern(s) in our words to assure common understanding.
  - c. Determine the type of concern and respond appropriately by:
    - 1) Referring individual to appropriate school official in "chain of command" or to superintendent;
    - 2) Or if constituent is not comfortable making the contact, then share that you will communicate concern with superintendent and he will contact you.
  - d. Thank person for contacting you.
  - e. Contact the superintendent and let him know of contact and conversation.



# *District Status Report*

*13 November*

*2020-2021 Report #20*

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. News From Around the State and Beyond

Teaching: More schools halt in-person classes as COVID-19 cases rise

Referendum: Voters largely say no to fall school questions

Superintendents: Why schools should not return to business as usual

7 areas of life you should not rush through

### 2. 11-16-2020 School Board Meeting – A few items to bring attention to . . .

#### a. Within the Consent Agenda . . .

- 1) Board Bills of \$1,344,784.76
- 2) Donations
- 3) 2019-2020 Staff Development Funding Waiver
- 4) Teacher 2020 Seniority List and License Expiration Dates
- 5) Policy 2<sup>nd</sup> Reading
- 6) Statewide Enrollment Options

#### b. Under Reports

- 1) 2019-2020 World's Best Workforce Summary Report

#### c. Under Recommended Actions, the Board will be asked to take action on the following item(s):

- 1) 2019-2020 Audit Report
- 2) 2020-2021 School Year Learning Model Update
- 3) Status of Co-Curricular, Athletic and Community Education Activities While in Distance Learning
- 4) Use of School Facilities by Non-School District Sponsored Organizations During Distance Learning and/or Pandemic
- 5) MOU with Teacher's Association to Address Executive Order 20-94 and 20-95.
- 6) 2020-2021 Budget Revisions
- 7) Resolution to Combine Polling Places

At the start of the meeting, JoAnn Maloney will take the Oath of Office.

We continue to live-stream the Board meeting via YouTube. Board members and essential staff will continue using *Google Meet* to access and participate in the meeting.

### 3. Recommendation to Extend Secondary School Distance Learning Model – The Board will see in the

Board Packet for Monday night a recommendation to extend the Secondary School *distance learning* period through Friday, December 4, with a tentative return date of Monday, December 7. This recommendation is made based on the following:

- County case rates continue to trend upward
- County positivity rates continue to trend upward
- District continues to experience positive cases and quarantines with majority in Secondary School
- Public health officials cautioning schools to prepare for potential increase in virus spread following Thanksgiving holiday

### 4. Facilities with Cases and Exposures – This week, the Secondary School was included on the “Facilities

with Cases & Exposures” list that you can find on the MDH's website (at the bottom of the page under "Facilities with Cases & Exposures"). School buildings with five or more confirmed COVID-19 cases are identified. School buildings' names will come off the identified list if they have no new confirmed cases after 28 days, which is two incubation cycles.

5. **School Learning Model Look-up** – If you want look up a specific learning model for a school district or school, you can go to the MDE website at [Enter the Safe Learning Model Look-Up system](#). Simply enter the school district you are seeking.
6. **Building and Grounds Committee Meeting to Meet** – The next Building and Grounds Committee Meeting is tentatively planned for Tuesday, January 19, 2021, beginning at 5:30 pm prior to the start of the regular School Board meeting. Agenda items may include discussion about potential land sale, construction project follow-up, and examining the Board’s goal of developing a long-term facility plan.
7. **Board Member Quarterly Check-in** – I will have Sue Kulseth set a time with each of you to hold our quarterly check-in remotely in the coming few weeks. I am targeting the week of November 30 – December 4 at this time.
8. **New Board Member Orientation** – I will be meeting with Terri Engel and Loren Schoenrock for their first orientation meeting on Wednesday, November 18, starting at 5:30 pm in the Secondary School Media Center. Mrs. Engel and Mr. Schoenrock are also registered for both Phase I and II trainings with MSBA in December. Both trainings are virtual.
9. **2021 MSBA Leadership Conference** – The 2021 MSBA Leadership Conference will be held virtually this year on three different Thursday mornings. Please contact Sue Kulseth to let her know to register you. See the communication below from MSBA

The **2021 MSBA Leadership Conference** will be presented to you in a **virtual format**.

Save the dates on your calendar for these Thursday mornings — **January 14, January 21, and January 28, 2021**.

As a membership benefit, the Leadership Conference is offered at no cost to your district, **but registration is necessary and will be opening soon**.

MSBA gathered your feedback from a membership survey in August – and your message was loud and clear. While you would like to attend the MSBA Leadership Conference in-person, due to a variety of health and safety reasons, more than half of you do not feel an in-person conference is a viable option in January 2021.

You also shared that you are saving the nights and weekends for your family and away from technology. The preferred date and time for attending the conference virtually is Thursday mornings.

The conference will include a number of top-notch workshops, roundtable sessions, and much more. Some sessions will be available via recording at a later time. Watch the [MSBA website](#) for more details.

This year’s conference will feature two keynote speakers: **Phyllis Braxton-Frierson** and **Dr. Phil Gore**.

- **Braxton-Frierson** is the CEO and Founder of PINK Consulting, LLC, and has worked in the Diversity, Equity, and Inclusion (DEI) field for nearly 25 years.
- **Gore** is in his sixth year as Division Director for Board Development Services with the Texas Association of School Boards and is a nationally recognized researcher on school governance.

Though it will not be the same as seeing you all in person at the Minneapolis Convention Center, the MSBA staff, the MSBA Board of Directors, and I look forward to interacting with you virtually.

Thank you for your leadership and your service – and for the great work you’ve done during this incredibly critical and challenging time.

## School Board Calendar of Events

November 16, 2020	6:30 pm	School Board Meeting – Secondary School Media Center/Remote
December 21, 2020	6:00 pm	Truth in Taxation Public Hearing – Secondary School Media Center
	6:30 pm	School Board Meeting – Secondary School Media Center/Remote
December 24, 2020 – January 1, 2021		Winter Break
January 4, 2021	5:30 pm	School Board Organizational Meeting – Board Room
January 19, 2021	6:30 pm	School Board Meeting – Secondary School Media Center/Remote

## Dale's Calendar for November 16 - 20 (As of 11-13-2020)

Monday	10:30 am	Check in with Doug
	1:00 pm	Weekly check in with Donna
	1:30 pm	Check in with Dave
	2:00 pm	Check in with Karla
	2:30 pm	Check in with Sue
	3:00 pm	Weekly Call with Steele County Public Health
	6:30 pm	School Board Meeting
Tuesday	8:30 am	Administrative Team Meeting with Heather and Linda
	9:00 am	Administrative Team Meeting with Karla
	9:30 am	Administrative Team Meeting
	3:00 pm	Waseca County COVID-19 Call
Wednesday	9:00 am	Principal Evaluation Conference with Dave
	5:30 pm	New Board Member Orientation
Thursday	7:30 am	Weekly Waseca County Public Health Check in with County Schools
	9:00 am	Check in with Donna
	4:00 pm	Weekly MDE Call
Friday		In the District

Thank you for all you do!