

**NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
NORTH BRANCH AREA EDUCATION CENTER
38705 GRAND AVENUE
NORTH BRANCH, MN 55056
REGULAR SCHOOL BOARD MEETING
THURSDAY, MARCH 5, 2020
5:30 PM**

AGENDA

Notice is hereby given that the School Board of North Branch Area Public Schools will hold a Regular School Board Meeting on Thursday, March 5, 2020 at 5:30 PM in the North Branch Area Education Center
38705 Grand Avenue
North Branch, MN 55056, 38705 Grand Ave, North Branch, MN 55056.

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. Approval of Agenda
- V. Superintendent's Report
- VI. Removal of Consent Items for Discussion
- VII. Approval of Consent Items
 - A. Minutes of February 6, 2020 Special School Board Meeting
 - B. Minutes of February 13, 2020 Regular School Board Meeting
 - C. Minutes of February 27, 2020 Work Session
 - D. Authorization of Payments, Transfers, and Investment Activity
 - E. Personnel
 - 1. Elizabeth Hernandez-Rojas, resignation effective February 12, 2020, as SPED Assistant at North Branch Area Middle School
 - 2. Elizabeth Hernandez-Rojas, resignation effective February 12, 2020, as Lunchroom Assistant at North Branch Area Middle School
 - 3. Daniel Seiler, leave request effective February 17, 2020 through March 13, 2020, as Schoolkeeper at North Branch Area Middle School

4. Kathryn Amunrud, leave request effective for the 2020-21 school year, as SPED Teacher at Sunrise River Elementary School
5. 2019-20 Extra Curricular Spring Coach Positions
 - a. Steve Christensen, Class 2, Step 10, as Head Coach for Baseball
 - b. Chad Carlson, Class 4, Step 5, as Assistant Coach for Baseball
 - c. Katherine Crudo, Class 2, Step 4, as Head Coach for Softball
 - d. Ron Trunk, Class 4, Step 10, as Assistant Coach for Softball
 - e. Katelyn Berg, Class 4, Step 1, as Assistant Coach for Softball
 - f. Brent Lundgren, Class 2, Step 4, as Head Coach for Boys Track and Field
 - g. Adam Wilson, Class 4, Step 5, as Assistant Coach for Track and Field
 - h. Abby Moon, Class 4, Step 3, as Assistant Coach for Track and Field
 - i. Ryan Minke, Class 3, Step 8, as Head Coach for Boys Golf
 - j. Jerome Huselid, Class 3, Step 6, as Head Coach for Girls Golf
 - k. Joel Santjer, Class 3, Step 4, as Head Coach for Boys Tennis
 - l. Andy Spofford, Class 5, Step 4, as Assistant Coach for Boys Tennis
 - m. Christine Lund, Class 9, Step 1, as Coach for Adaptive Bowling
 - n. Nita Worthley, Class 6, Step 3, as Coach for Middle School Track
 - o. Amy Randall, Class 6, Step 4, as Coach for Middle School Track
 - p. Josh Reistad, Class 6, Step 6, as Coach for Middle School Track
 - q. Kyle Kahl, Class 6, Step 8, as Coach for Middle School Baseball
 - r. Jim VanEerden, Class 6, Step 6, as Coach for Middle School Baseball
 - s. Cindy Berg, Class 6, Step 10, as Coach for Middle School Softball
 - t. Elizabeth Sandberg, Class 6, Step 2, as Coach for Middle School Softball
6. 2019-20 Activity Advisor Positions
 - a. Kevin Grote, Class 6, Step 3, as Advisor for Clay Target
 - b. Lisa Moeller, Class 6, Step 1, as Advisor for Clay Target
7. 2019-20 Extra Curricular Winter Coach Position

a. Ed Oehlers - Wrestling Volunteer Coach

F. Acceptance of Donations

Minnesota Statute 123B.02 permits school boards to "...receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated. In that behalf, the board may act as trustee of any trust created for the benefit of the district, and for the benefit of pupils thereof."

Therefore, the Superintendent recommends the following resolution:

BE IT RESOLVED by the School Board of Independent School District No. 138 that the School Board accept with appreciation the following contributions and permit their use as designated by the donors.

VIII. **Open Mic:** Open mic is a time for public comment. However, it is not a means to have issues added to this evening's agenda. It is also not a means to discuss specific individuals negatively in public, either by name or position. If you would like district follow up to comments, please leave appropriate contact information on the open mic sign-in sheet. Please limit your comments to three minutes.

IX. Old Business

X. New Business

A. Consider Budget Recommendation for FY 2020-21

XI. Addendum

A. Consent

1. Patricia Rainer, employment effective February 24, 2020, as Lunchroom Assistant at North Branch Area Middle School
2. Katie Chambers Erickson, employment effective February 26, 2020, as School Age Care Adult Assistant
3. 2019-20 Extra Curricular Spring Coach Positions
 - a. Alyssa Anderson, Class 6, Step 1, as Coach for Middle School Track and Field
 - b. Abraham Hartsell, Class 4, Step 5, as Assistant Coach for Track and Field
 - c. Justin Voss, Class 5, Step 1, as Assistant Coach for Golf
4. 2019-20 Activity Advisor Positions
 - a. Tim Courant - Robotics Volunteer Coach
 - b. Barb Cummings - Robotics Volunteer Coach
 - c. Ken Cummings - Robotics Volunteer Coach

- d. Tomy Cummings - Robotics Volunteer Coach
- e. Clint Dupslaff - Robotics Volunteer Coach
- f. Brandon Korkowski - Robotics Volunteer Coach
- g. Nathan Korkowski - Robotics Volunteer Coach
- h. Justin Larson - Robotics Volunteer Coach
- i. Kayla Lenzmeier - Robotics Volunteer Coach
- j. Codey Mehsikomer - Robotics Volunteer Coach
- k. Adam Shoberg - Robotics Volunteer Coach
- l. Dave Smith-Patras - Robotics Volunteer Coach

B. New Business

1. Consider Resolution Relating to the Termination and Nonrenewal of the Following Probationary Teacher

- a. Elizabeth Sandberg - Special Education Teacher - North Branch Area High School

XII. Information

- A. Board & Administrator March 2020 Issue

XIII. Board Requests

XIV. Committee Reports

- A. SEE (Schools for Equity in Education)
- B. Negotiations
- C. MSBA Update or Report
- D. MSHSL
- E. SCRED Report
- F. Staff Development Report
- G. Community Education Advisory Committee Report
- H. Policy Committee Report

XV. Dates to Remember

A. Thursday, April 9, 2020 Regular School Board Meeting, 5:30 pm, North Branch Area Education Center, Large Gym

B. Thursday, April 23, 2020 School Board Work Session, 5:30 pm, North Branch Area Education Center, Large Gym

XVI. Adjournment

**NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
SPECIAL SCHOOL BOARD MEETING
February 6, 2020**

The School Board of Independent School District held a Special School Board Meeting at 5:30 p.m. on February 6, 2020, in the large gym at the North Branch Area Education Center.

Board Member Ekstrom called the meeting to order.

Roll Call: Kirby Ekstrom, Tim MacMillan, Darryl Goebel, Sarah Grovender, Kevin Bollman, and Heather Osagiede

Others in Attendance:

Denise Martin, Bill Stickels III, Lori Zimmerman, Todd Tetzlaff, Pat Tepoorten, and Arle Chambers

Approval of Agenda

Moved by Bollman, seconded by MacMillan, and carried unanimously to approve the agenda.

New Business

A. **Superintendent Search**

The school board interviewed three superintendent search firms, Peer Solutions, MSBA, and Big River Group, LLC.

B. **Approval of Superintendent Search Firm**

Moved by Goebel, seconded by MacMilan to approve Big River Group, LLC as the superintendent search firm.

Voting for: Goebel, MacMillan, Grovender, Bollman

Voting against: Osagiede

Abstaining: Ekstrom

Adjournment

Moved by Bollman, seconded by MacMillan and carried unanimously to adjourn the meeting at 7:58 p.m.

Sarah Grovender, Clerk
(Unapproved)

**NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
REGULAR SCHOOL BOARD MEETING
NORTH BRANCH AREA EDUCATION CENTER, LARGE GYM
FEBRUARY 13, 2020**

The School Board of Independent School District 138 met in regular session on Thursday, February 13, 2020, at 5:30 p.m. at the North Branch Area Education Center in the Large Gym.

Board Chair Ekstrom called the meeting to order.

Roll Call: Kirby Ekstrom, Tim MacMillan, Darryl Goebel, Sarah Grovender, Kevin Bollman (in attendance via remote access), and Heather Osagiede

Absent: Superintendent Henton

Todd Tetzlaff, Director of Business Services, was the acting superintendent in the absence of Superintendent Henton.

Others in Attendance:

Bill Stickels III, Tiffany Kafer, Todd Tetzlaff, Pat Tepoorten, and Arle Chambers

The Pledge of Allegiance was said by all.

Approval of Agenda:

Moved by MacMillan, seconded by Osagiede and carried unanimously to approve the agenda.

SUPERINTENDENT'S REPORT

Superintendent Henton delivered her Superintendent's Report via video due to being absent from the meeting.

In honor of School Board Recognition Week, she recognized the school board members for their dedication and service to North Branch Area Public Schools. School Board Recognition Week is February 17-21, 2020.

Superintendent Henton also reported that she met with students last week during Lunch with Learners and that Budget Boot Camp was held February 11, 2020.

Finally, Superintendent Henton read her letter of resignation from the school district to assume the role of Minnesota Association of School Administrators Executive Director, effective June 30, 2020.

CONSENT ITEMS

Moved by Osagiede, seconded by Grovender and carried unanimously to approve the following consent items.

- A. Minutes of January 9, 2020 Organizational Meeting
- B. Minutes of January 9, 2020 Regular School Board Meeting
- C. Minutes of January 23, 2020 Work Session
- D. Authorization of Payments, Transfers, and Investment Activity
 - Accounts Payable, Bank 07 – \$3,036,865.67
 - Auxiliary, Bank 12 - \$10,818.32
 - Payroll, Bank 13 - \$2,385,598.28
 - Scholarship, Bank 18 - \$82,926.00
 - High School Student Activities, Bank 31 - \$17,411.67
 - Middle School Student Activities, Bank 32 - \$503.21
- E. Personnel
 1. Carrie Moffet, resignation effective January 31, 2020, as SPED Assistant at North Branch Area Middle School
 2. Lynn Loehlein, resignation effective February 13, 2020, as School Age Care Adult Assistant at North Branch Area Education Center
 3. Deb Henton, resignation effective June 30, 2020, as Superintendent at North Branch Area Public Schools
 4. Brett Carlson, leave request effective January 1, 2021 through June 30, 2021, as Director of Community Education at North Branch Area Public Schools
 5. Jacqueline Hoover, employment effective January 6, 2020, as Lunchroom Assistant at North Branch Area Middle School
 6. Jacqueline Hoover, resignation effective January 31, 2020, as Lunchroom Assistant at North Branch Area Middle School
 7. Lori Zengler, employment effective January 13, 2020, as Lunchroom/Playground Assistant at Sunrise River Elementary School
 8. Jerome Martinez, employment effective January 15, 2020, as Schoolkeeper at North Branch Area Public Schools
 9. 2019-20 Extra Curricular Winter Coach Positions
 1. Russ Bohaty - Volunteer Hockey Coach
 2. Paul Gibson - Volunteer Hockey Coach
 3. Lucas Nadeau - Volunteer Wrestling Coach
 4. Justin Pinna - Volunteer Wrestling Coach
- F. Acceptance of Donations

Date	Donation From	Donation To	Amount	Use
1/16/20	Tip Jar Donations at Arts Fest	FTC Robotics	\$289.70	FTC Robotics Program
1/21/20	Anderson & Koch Ford – NB, MN	FRC Robotics	\$500.00	FRC Robotics Program
1/21/20	Hi-Lo Manufacturing Co. – Stacy, MN	FRC Robotics	\$300.00	FRC Robotics Program
1/21/20	Jimmy's Johnnys, Inc. – NB, MN	FRC Robotics	\$1,000.00	FRC Robotics Program
1/21/20	Lakes Region EMS – NB, MN	FRC Robotics	\$150.00	FRC Robotics Program
1/21/20	Peterson's North Branch Mill – NB, MN	FRC Robotics	\$100.00	FRC Robotics Program
1/21/20	Plastic Products Co. – Lindstrom, MN	FRC Robotics	\$500.00	FRC Robotics Program
1/21/20	Stacy Lent Fire Dept. Relief Assn – Stacy, MN	FRC Robotics	\$250.00	FRC Robotics Program
1/21/20	Stearns Bank – St. Cloud, MN	FRC Robotics	\$100.00	FRC Robotics Program
1/21/20	Wilson Tool International – White Bear Lake, MN	FRC Robotics	\$475.00	FRC Robotics Program
1/21/20	Tip Jar Donations at Arts Fest	FRC Robotics	\$138.31	FRC Robotics Program
1/22/20	Box Tops for Education	Sunrise River Elem	\$423.80	Sunrise Supplies
1/31/20	Lakes Regions EMS – NB, MN	NBHS Scholarship A/C	\$1,000.00	Scholarship Donation
		Total	\$5,226.81	

OPEN MIC

No one signed up for open mic.

OLD BUSINESS

A. Approval of Second Reading of the Following Policies

Moved by Goebel, seconded by Grovender and carried unanimously to approve the second reading of the following policies:

1. Policy 535 – Service Animals in Schools and FORM
2. Policy 607 – Organization of Grade Levels
3. Policy 703 – Annual Audit
4. Policy 713 – Student Activity Accounting
5. Policy 721 – Uniform Grant Guidance Policy Regarding Federal Revenue Sources
6. Policy 802 - Disposition of Obsolete Equipment and Material

B. Superintendent Search

Chair Ekstrom handed out information to the school board members regarding the superintendent search. He discussed the timeline and application process.

NEW BUSINESS

A. Approval of Resolution Directing the Administration to Make Recommendations for Reductions in Programs and Positions and Reasons Therefor

Member MacMillan introduced the following resolution and moved its

adoption:

**RESOLUTION DIRECTING THE ADMINISTRATION
TO MAKE RECOMMENDATIONS FOR REDUCTIONS
IN PROGRAMS AND POSITIONS AND REASONS
THEREFOR.**

WHEREAS, the financial condition of the school district dictates that the school board must reduce expenditures immediately, and

WHEREAS, there has been a reduction in student enrollment, and,

WHEREAS, this reduction in expenditure and decrease in student enrollment must include discontinuance of positions and discontinuance or curtailment of programs, and

WHEREAS, a determination must be made as to which teachers' contracts must be terminated and not renewed and which teachers may be placed on unrequested leave of absence without pay or fringe benefits in effecting discontinuance of positions,

BE IT RESOLVED, by the School Board of Independent School District No. 138, as follows:

That the School Board hereby directs the Superintendent of Schools and administration to consider the discontinuance of programs or positions to effectuate economies in the school district and reduce expenditures and, as a result of a reduction in enrollment, make recommendations to the school board for the discontinuance of programs, curtailment of programs, discontinuance of positions or curtailment of positions.

The motion for the adoption of the foregoing resolution was duly seconded by Member Goebel and upon vote being taken thereon,

the following voted in favor thereof: Ekstrom, MacMillan, Goebel, Grovender, Bollman, Osagiede

and the following voted against the same: None

whereupon said resolution was declared duly passed and adopted.

B. Approval of 2019-20 American Indian Resolution

Moved by Grovender, seconded by MacMillan and carried unanimously to approve the following resolution:

RESOLUTION
American Indian Parent Advisory Committee
Due Annually on March 1

WHEREAS, the school board or district has an AIPAC composed of parents/guardians of American Indian children who are eligible for Indian education programs, American Indian language and culture teachers and paraprofessionals, American Indian teachers, American Indian counselors, American Indian adults enrolled in educational programming, and American Indian representatives from community;

WHEREAS, the school board or district affords the AIPAC the necessary information and the opportunity to effectively express their views concerning all aspects of American Indian education and the educational needs of the American Indian children enrolled in the school(s) and program(s); and,

WHEREAS, the AIPAC is directly involved with and advises the school board and district staff on Indian Education program planning; and,

WHEREAS, the AIPAC develops and submits recommendations to the school board and district staff pertaining to the needs of American Indian students.

THEREFORE BE IT RESOLVED, that the AIPAC concurs that the school board and district are compliant with MN Statutes, Section 124D.78, and that the school board and district are meeting the needs of American Indian students.

We, the American Indian Parent Advisory Committee, issue a **Vote of Concurrence**. We attest that the school board and/or district are compliant with Minnesota Statutes and that the school board and/or district are meeting the needs of American Indian students; **or**,

We, the American Indian Parent Advisory Committee, issue a **Vote of Non-Concurrence**. We attest that the school board and/or district are not compliant with Minnesota Statutes and that the school board and/or district are not meeting the needs of American Indian students. We have provided written recommendations for improvements to the school board, and we acknowledge that the school board has 60 days from the receipt of these recommendations in which to respond, in writing, to each recommendation.

AIPAC Chairperson: Audra Burgeson
Date: 2/7/20

- C. Consider Approval of Budget Revision for 2019-20
Moved by Osageide, seconded by Goebel and carried unanimously to approve the budget revision for 2019-20.

BOARD REQUESTS

No formal request for information.

INFORMATION

The board reviewed the February 2020 issue of the Board and Administrator.

COMMITTEE REPORTS

- A. SEE (Schools for Equity in Education) – Board Member MacMillan reported on the January 24 SEE meeting he attended. Board Member Osagiede and Superintendent Henton were also in attendance.
- B. Negotiations – None
- C. MSBA Report – Board Member Ekstrom reported on the recent trip he took to Washington D.C. as a MSBA Director. He also reported that MSBA Day at the Capitol is March 23.
- D. MSHSL – Board Member Ekstrom gave a report on the recent MSHSL meeting. The next meeting is April 2.
- E. SCRED Report – Board Member Grovender reported on the January 14 meeting she attended. The next SCRED meeting is March 17.
- F. Staff Development Report – None
- G. Community Education – Board Member Grovender reported on the January 21 meeting she attended.
- H. Policy Committee Report – None

DATES TO REMEMBER

- A. February 27, 2020 Work Session, 5:30 pm, North Branch Area Education Center, Large Gym
- B. March 5, 2020 Regular School Board Meeting, 5:30 pm, North Branch Area Education Center, Large Gym

Adjournment

Moved by MacMillan, seconded by Osagiede and carried unanimously to adjourn the meeting at 6:07 p.m.

Sarah Grovender, Clerk
(Unapproved)

**NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
NORTH BRANCH AREA EDUCATION CENTER
SCHOOL BOARD WORKING SESSION
February 27, 2020**

The School Board of Independent School District 138 met in a Working Session on Thursday, February 27, 2020, at 5:30 p.m. in the large gym at the North Branch Area Education Center.

Chair Ekstrom called the meeting to order.

The Pledge of Allegiance was said by all.

Roll Call: Kirby Ekstrom, Tim MacMillan, Sarah Grovender, Kevin Bollman, Heather Osagiede, and Superintendent Henton

Absent: Darryl Goebel

Others in Attendance:

Coleman McDonough, Jennifer Danielson, Lori Zimmerman, Kelly Detzler, David Treichel, Lisa Moeller, Lori Lavin, Brian Moffet, Jody Spofford, Andy Spofford, Kevin Grote, Todd Tetzlaff, Pat Tepoorten, and Arle Chambers

Items Discussed

Budget Discussion

Superintendent Henton and Director of Business Services Todd Tetzlaff presented information on the budget recommendation. For the 2020-21 school year, North Branch Area Public Schools must cut approximately \$500,000 in budget savings to address the state funding not keeping pace with inflation, special education cross subsidy, and declining enrollment.

Budget Boot Camp Highlights

Superintendent Henton reviewed the budget boot camp binder with the school board members, which included topics on the budget recommendation.

Adjournment

Chair Ekstrom adjourned the meeting at 6:35 pm.

Sarah Grovender, Clerk
(Unapproved)

**ELECTRONIC FUND TRANSFERS
FEBRUARY 2020**

Direct Dep Cks	\$849,155.02		
ACHS	<u>\$18,130.60</u>		
	\$867,285.62		
Transfer from Construction Account to General Operating:		2017A Bond	2/14/2020 \$1,763,558.41
Transfers to Wells Fargo - Debt Service Payments:			2/19/2020 \$71,197.43
Other Electronic Fund Transfers:			
Federal/FICA Taxes			2/3/2020 \$61,637.80
(Also reflected in P/R info)			2/10/2020 \$91,515.78
			2/18/2020 \$61,593.49
			2/24/2020 <u>\$90,863.27</u>
			\$305,610.34
Minnesota Withholding Taxes			2/4/2020 \$9,816.53
(Also reflected in P/R info)			2/11/2020 \$15,244.31
			2/19/2020 \$9,468.68
			2/25/2020 <u>\$15,116.76</u>
			\$49,646.28
Economic Service (EBC)			2/10/2020 \$23,258.53
(Also reflected in P/R info)			2/18/2020 \$10,487.85
			2/24/2020 <u>\$23,372.22</u>
			\$57,118.60
MII LIFE-F S A		PEIP	2/3/2020 \$1,318.20
		PEIP	2/10/2020 \$101.57
		PEIP	2/18/2020 \$724.65
		PEIP Admin Fees	2/24/2020 \$129.00
		PEIP	2/24/2020 <u>\$430.14</u>
			\$2,703.56
MII LIFE-M S A			2/12/2020 \$3,472.79
(Also reflected in P/R info)			2/19/2020 \$7,188.59
			2/26/2020 <u>\$3,472.79</u>
			\$14,134.17
Minnesota Teachers Retirement			2/7/2020 \$60,699.57
			2/14/2020 \$6,632.83
			2/21/2020 \$60,772.95
			2/28/2020 <u>\$6,648.17</u>
			\$134,753.52
PERA			2/14/2020 \$31,265.05
			2/28/2020 <u>\$29,204.75</u>
			\$60,469.80
Delta Dental Plan			2/21/2020 \$22,435.91
MN Sales Tax			2/19/2020 \$91.00
Neopost Pstg			2/27/2020 \$5,000.00

February 2020

DATE	DONATION FROM	DONATION TO	AMOUNT	USE
2/7/20	Anderson Chiropractic Clinic, 38786 8th Ave, North Branch, MN 55056	NBHS Athletics	\$100.00	Girls Basketball Donation
2/7/20	Emily Essling, 6338 Main Street, North Branch, MN 55056	NBHS Athletics	\$50.00	Girls Basketball Donation
2/7/20	NBFR LLC, 38624 14th Ave, North Branch, MN 55056	NBHS Athletics	\$150.00	Girls Basketball Donation
2/7/20	Nordberg Enterprises, Inc (DBA Domino's Pizza of North Branch), 5862 Oak St, North Branch, MN 55056	NBHS Athletics	\$100.00	Girls Basketball Donation
2/7/20	Pizza Pub of North Branch, LLC, 6407 Main St, P.O. Box 333, North Branch, MN 55056	NBHS Athletics	\$100.00	Girls Basketball Donation
2/14/20	Anonymous Cash Donations, Caroling at County Market	NBHS Athletics	\$665.10	Choir Program Donation
2/14/20	Anonymous Cash Donations, Caroling at County Market	NBHS Athletics	\$665.00	Band Program Donation
2/27/20	Immanuel Evangelical Lutheran Church of Almelund, 37515 Park Trl, Almelund, MN 55012	NBAPS	\$1,000.00	Delinquent Lunch Account Donations
2/29/20	Vikings Boys Basketball Assoc., P.O. Box 701, North Branch, MN 55056	NBHS Scholarship A/C	\$500.00	Scholarship Donation
			\$3,330.10	
FEB	The Minnesota Vikings Youth Football Manager: Madison Cortese 2600 Vikings Circle, Eagan, MN 55121	Donated 2 Flag Football Kits & Curriculum to Sunrise River Elementary		

Member _____

introduced the following resolution and moved its adoption:

RESOLUTION RELATING TO THE TERMINATION
AND NONRENEWAL OF THE TEACHING CONTRACT
OF ELIZABETH SANDBERG, A
PROBATIONARY TEACHER.

WHEREAS, Elizabeth Sandberg is a probationary teacher in Independent School District No. 138.

BE IT RESOLVED, by the School Board of Independent School District No. 138, that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contract of Elizabeth Sandberg, a probationary teacher in Independent School District No. 138, is hereby terminated at the close of the current 2019-20 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding termination and non-renewal of her contract as provided by law, and that said notice shall be in substantially the following form:

NOTICE OF TERMINATION
AND NON-RENEWAL

Ms. Elizabeth Sandberg
Address
City, State, Zip Code

Dear Ms. Sandberg:

You are hereby notified that at a regular meeting of the School Board of Independent School District No. 138 held on March 5, 2020, a resolution was adopted by a majority roll call vote to terminate your contract effective at the end of the current school year and not to renew your contract for the 2020-21 school year. Said action of the board is taken pursuant to M.S. 122A.40, Subd. 5.

You may officially request that the school board give its reasons for the non-renewal of your teaching contract. For your information, however, this action is taken because of your job performance.

Yours very truly,

SCHOOL BOARD OF
INDEPENDENT SCHOOL DISTRICT NO. 138

Sarah Grovender
Clerk of the School Board

The motion for the adoption of the foregoing resolution was duly seconded by _____ and upon vote being taken thereon, the following voted in favor thereof:
and the following voted against the same:
whereupon said resolution was declared duly passed and adopted.

Board & Administrator

FOR SCHOOL BOARD MEMBERS

March 2020 Vol. 33, No. 11

Editor: Jeff Stratton

Does your board's leadership affect student achievement?

When boards decide where to focus their time and district resources, nothing is more important to improving student achievement than district-level leadership.

The extent to which the superintendent works with his board to maintain board support for goals for student achievement and instruction means a great deal.

How should your board be spending their time to improve achievement? Here are some ideas:

1. Put district achievement and instructional goals at the top of the list of district priorities.
2. Adopt five-year, non-negotiable goals for achievement and instruction.
3. Adopt varied and diverse instructional styles that allow for a wide range of learning styles.

Think of the board like an air traffic control

system when thinking about how the board and superintendent affect student achievement. The metaphor can help boards as they think about roles and responsibilities.

- Teachers fly the planes (deliver instruction).
- Principals lay out the flight plans (supervise delivery of instruction).
- The superintendent sits in the control tower monitoring the progress of flights (supervises school staff).
- The board is the FAA (monitors the results via review of student achievement data).

The first time the board spots an anomaly in achievement data, the board and superintendent need to respond. Ask:

1. What kind of assistance is needed and where?
2. Where do we need to place more or less pressure? ■

Weekly meeting with superintendent improves communication

When Sherri Whiting was president of the Crowley (Texas) ISD, she met with Superintendent Greg Gibson every Monday at 8:30 a.m. sharp. "We're in his office every Monday for about 90 minutes," she said.

The meeting has an agenda, Whiting said. This typically includes a list of questions that board

members have given the president. "We also discuss problems that are coming up," she said. "The Monday meetings give us a chance to do some thinking in advance about, 'Where should we go with this?'"

The superintendent also brings in other administrators to the session as needed, Whiting said. ■

Define how and where the board interacts with the superintendent

Does your board have a member or two who like to make the pie while the rest of the board is ready to get its fingers out of the pie-making and let the superintendent run the schools?

This happens more than you would think. Constituents want the location of a bus stop changed or a teacher removed.

One method a board can use to “get its fingers out of the pie-making” is writing policies that

define how and where the board interacts with the superintendent. Here are some examples:

The policies on board and superintendent interaction include:

- Governance or Management Connection.
- Accountability of the Superintendent.
- Delegation to the Superintendent.
- Delegation of Authority Resolution.
- Monitoring Executive Performance. ■

Board question: What does the vice president do?

Question for The Board Doctor: “The title ‘vice president’ sounds impressive, but what does the position really do?” asks a board member. “Is it just a title with little or no authority?”

Answer: The board vice president’s job is what the board makes of it. Traditionally, the vice president serves as the president’s backup in the event of illness or departure from the board, or when the president must miss a meeting. The vice president also serves useful functions like chairing an important committee, for example, leading the committee in charge of the board’s professional development and/or governance efforts.

Ask your vice president to work closely with the president to stay current on board issues and operations so that she can assume the president’s duties in the future if selected for the position. She might participate with the president and superintendent in developing the board’s meeting agendas, for example.

Tip: The vice president’s job should never be purely ceremonial. The board should value a

strong vice president. By encouraging a capable vice president, the board guarantees continuity for itself if something befalls the president. Below, find a basic job description for the board vice president position. Tailor it to fit your board’s needs.

Vice President of the Board

Position Description: To maintain leadership continuity by performing the duties of the board president in the president’s absence.

Duties and Responsibilities:

- Attend all board meetings.
- Be prepared to perform the president’s duties when called upon to do so.
- Chair a committee.
- Work as consultant and advisor to the board president.
- Develop rapport and close working relationship with the president and the superintendent.
- Carry out special assignments as directed. ■

Superintendent hiring decision affects students

Job one for any school board is to hire and evaluate a superintendent. That critical hiring is a key board responsibility that cannot be delegated.

The decision to hire a superintendent is crucial because the superintendent’s leadership affects student achievement.

It’s important that the board gets it right when

it hires the superintendent. What takes place in the district’s classrooms is so important that it presents an argument against hiring a nontraditional superintendent candidate for the top job. If you are serious about student achievement, find someone who understands instruction, the nuts and bolts of teaching, and not just theory. ■