

Duluth School Board Informational Report

Wednesday, August 14, 2019

Sub-Committee Report on School Board Committees and Meeting Schedule

Timeline

October 8, 2018 - SB Chair Kirby sent email to all School Board members to begin process of forming committee to review current School Board committee structure and function.

October 16, 2018 - School Board meeting vote to create a subcommittee to review the current organizational structure of ISD 709 School Board. This review should include, but not limited to the standing committee design and function and agenda setting procedures. The ad hoc committee will follow all procedures for school board committees as outlined in Policy 213 that would be advisory on committee structure and function.

November 13, 2018 - Chair Kirby sent an email to all board reviewing the October motion, assigning members, and outlining ISD 709 Policy 213/Role of subcommittee
Committee members: Jill Lofald, Alanna Oswald, and Rosie Loeffler-Kemp/Chair of Subcommittee

December 10, 2018 & January 14, 2019 - Subcommittee met

April 16, 2019 - Update on Committee process at Business Committee

January 2019 - August 2019 - Committee members researching other School Districts through websites & conversations

Considerations

- Timeline for making changes/calendar - January 1/ School Board annual organizational meeting Or July 1/ School meeting calendar established
- Impact on staff workload
- New School Board members - January 2020
- New Superintendent - June 2020

- Current District/ School Board Priorities/Focus - Superintendent Search & Boundary Studies

Next Steps

Schedule Committee of the Whole meeting to review research, have a conversation on current structure, ways we may want to change structure, timeline

Duluth SB Sub-Committee on Board Committees & Structure

Rosie Loeffler-Kemp, Jill Lofald, Alanna Oswald

Minutes from 12/10/2018

- 1) Reviewed purpose of our Sub-Committee: Scope is to look out different ways School Board Boards structure their committees & do their work
- 2) Brainstormed what we want to learn: What other Minnesota School Districts do, Our own committee structure/history, State requirements/statutes for SB members
- 3) Brainstormed how we want to gather info: MSBA, ISD 709 History, Current SB members, Past SB members, ISD Cabinet
- 4) What we want to learn from other School Districts – Reviewing Websites/Contact SB members
Areas to gather info so we are each gathering consistent info:
 - 1- Meeting schedules – Regular scheduled
 - 2- What type of Committees, work groups & how often do they meet
 - 3- Agenda setting process
 - 4- How are meeting minutes published
 - 5- Meetings Recorded-You Tube etc?
 - 6- What SB info is on websites?
 - 7- How does Public Comment work in other Districts?
 - 8- Do they have student reps?
 - 9- What other Community or District committees can SB members serve on?

Next Steps:

- Rosie will send out minutes & contact MSBA for resources they may already have
- Alanna will look over past ISD 709 SB policies on Committee structures/History
- We agreed once we have areas we want to gather info to each review different District websites

Rosie – Rochester, East Grand Forks, St. Paul

Jill – Hermantown, St. Cloud, Mankato

Alanna – Moose Lake, Bloomington, Forest Lake

Next meeting – Tuesday, January 14, 2019 – After Education Committee

Duluth School Board Informational Report
Wednesday, August 14, 2019

Sub-Committee Report on Research done on School Board Committees and Meeting Structure

22 Schools Researched - All information was found by reading their websites and watching the videos of their meetings.

Most often used Committees

Finance

Policy

Teaching and Learning/Equity

Communication/Community Engagement

Legislative

Personnel/HR

Other Committees noticed:

Superintendent/Executive Review and Evaluation

Transportation

Citizen Financial Committee

Strategic Planning Committee

Above meetings had 1-3 SB members appointed to them. In many of the schools researched the committees met with the Administration leader as subjects, needs and direction was discussed. We noticed that meetings either were held an hour before a regular SB meeting or in the 7:30 am-9:00 am time frame.

Almost all schools we looked at held 2 formal School Board meetings a month.