

Date: October 30, 2013
To: School Board
From: Dr. Malone
RE: Meeting Notes - November 3, 2013

2A. Superintendent's Report

- i. Based on the school board's August 28th action, the administration is conducting a holistic review of all programs, staff, and school district operations to develop a \$280,000 general fund reduction. As part of this process, the district has engaged the services of Tom Watson, Watson Consulting, to conduct a comprehensive analysis of our transportation program. The analysis will review our operation for efficiency and opportunities for cost reduction. The objectives of the analysis are:
 - a. Assess the system for transportation service qualities, such as ride times, bus loads, walking distances, and pickup and drop-off times, for changes and betterments that will strengthen the District's "best-cost", quality student transportation;
 - b. Assess bus/van utilization, route efficiencies, bell times, and operational changes and betterments that will strengthen the District's "best-cost", quality student transportation;
 - c. Assess the student transportation finances, including maximizing state and local transportation aids and revenues;
 - d. Analyze the district's options for student transportation services (district service provider, contract service provider, or both) and the cost of service for each option;
 - e. Review the student transportation organization, operation structure and management and administration of student transportation services; and
 - f. Identify and assess the operational and financial factors, including capital budgeting and policies, for continuing to provide quality and cost effective student transportation services.
- ii. All School Board members are registered for the MSBA Conference Thursday, January 15th and Friday, January 16th. This is an excellent professional development opportunity and I encourage board members to attend. If you cannot attend, please notify me by Friday, December 5th so that we can cancel your room at no charge to the district.
- iii. Veteran's Day programs will be conducted in our schools on November 11th. The high school program will begin at 12:45 p.m. and the middle school program at 1:45

p.m., both in the PAC. The primary school program will begin at 8:15 a.m. in the primary school gym. The intermediate school program will begin at 9:00 a.m. in the intermediate school gym. Local veterans are invited to participate in any of the ceremonies.

3. Sheri Lumley resigned her position on the Becker School Board effective October 8, 2014 (enclosed.) **The school board should accept the resignation.**

4. Consent Agenda

D. I recommend approving the personnel items as presented.

5. KDV, the school district auditors, will present the 2014 financial audit. The audited general fund summary is shown below.

	7/1/13	2013-14			6/30/14
	Beginning Fund Balance	Revenues and Other Funding Sources	Expenditures	Net change Fund Bal.	Ending Fund Balance
General Fund	\$952,058	\$25,420,906	-\$25,527,679	\$-106,773	\$845,285

Joe Prom and I recommend approving the FY 13 financial audit as presented. The June 30, 2014 unassigned fund balance is 2.2% of expenditures. This represents a \$50,214 decrease from last year. District Policy 714 Fund Balances states that the school district will strive to maintain a minimum unassigned general fund balance of 8%. (KDV PowerPoint enclosed).

6. Policy 223 Strategic Goals is the culmination of the school board's strategic planning this past year for the 2015-16 school year. **I recommend first reading of the policy.**
7. A special school board meeting to canvass the November 4 school board election. The vote must be canvassed no sooner than November 7 and no later than November 14. **I recommend the school board set a meeting date and time to canvass the election.**
8. MS 123B.09, Subd. 5 provides that the school board shall fill a vacancy by appointment. If the vacancy occurs on or after the first day to file affidavits of candidacy for the school district general election, or when less than two years remain in the unexpired term, there shall be no special election to fill the vacancy and the appointed person shall serve the remainder of the unexpired term until a successor is elected and qualifies at the school district election.

A typical process would be as follows:

- A. The school board would advertise for candidates in the local paper and on the website.

- B. Candidates would complete a simple application including a few questions:
 - i. What background and skills have prepared you to serve on the school board?
 - ii. What do you see as the board's roles and responsibilities?
 - iii. How would you describe an effective school board member?
 - iv. What would be your top objectives if appointed to the school board?
- C. Applications would be due to the district office on November 14th.
- D. If there are 3 or fewer applications, all would be interviewed at the December 1st school board meeting. If there are more than 3 applications, a committee of the school board Chair, Vice Chair, and Clerk or Treasurer would meet the week of November 17 and select 3 candidates to be interviewed by the school board on December 1st.
- E. The school board would interview candidates and vote to appoint a member on December 1st.
- F. The term for the appointed school board member would begin January 1, 2015 and expire on December 31, 2017.

The school board should agree on the process, by vote or consensus, to fill the vacant position on the school board.