

## Minutes of the Special School Board Meeting

Of the School Board of Independent School District No. 709 held at the Historic Old Central High School, 215 North First Avenue East, Duluth, Minnesota 55802, on

Monday, December 16, 2019

### Members Present:

Kelly Durick Eder

David Kirby

Rosie Loeffler-Kemp

Jill Lofald

Alanna Oswald

Nora Sandstad

Sally Trnka (left at 7:15 p.m.)

### Others Present:

Jackie Dolentz, Secretary

- Chair Loeffler-Kemp called the Special School Board meeting of December 16, 2019 to order at 5:07 p.m.

Welcome and introductions took place.

Discussion among the Board and with BWP of what a school Board liaison is, what they will do and who would best fill that role. Members Oswald and Lofald will continue to be the liaisons.

Discussion took place regarding the budget for the superintendent search. Member Trnka will meet with the CFO to determine a budget, thresholds for spending.

Per Human Resources Manager Sworsky, the following was the budget breakdown for the superintendent search:

- \$6,000 - \$8,000 for additional expenses such as travel.
- \$4,000 in advertising expenses
- \$29, 000 - \$33,000 overall estimated budget

Discussion took place regarding the possibility of having a community survey: does the Board want one, what format (electronic, paper, both), where do they want it posted so folks could take the survey, what languages to have the survey in. Per Katie Kaufman, Public Relations, we do have the ability to post the survey online, we could share on social media, hard copies at all school sites should be considered, and direct mail is a possibility. An online survey would need to be ADA compliant. How do we avoid multiple submissions? Paper copies would make duplicate submissions a real possibility. Questions on the survey could be open-ended. The Board decided that there should be an online survey. It was also decided BWP will send the survey draft to the Board liaisons. The Board liaisons will send out to the full Board and the Board will not respond to all to avoid violating open meeting law.

The School Board will need a financial breakdown of what a survey direct mail would cost, who would receive and what would the timelines look like. A direct mail will cause a slowed timeline as it needs to be mailed out, filled out, and returned for compilation. Per Ms. Kaufman, a direct mail to all property tax payers would cost about \$15,000. The thought would be to send a postcard with information to how to get to online survey, where to find paper copies (at the schools) or print a postcard that could be handed out.

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Advertising options were discussed. A draft job posting was distributed. BWP will advertise on applicable free websites as well as face to face recruitment at events they attend.

The decision was made to post the advertisements in MASA (cost TBD), AASA (\$450), NABSE (\$250) and ALAS (\$150). BWP recommended the advertisements be posted for no more than two months due to timelines. The Board requested the BWP look for indigenous sites to post as well. BWP will be at the Wisconsin School Board Associate in January and will be recruiting there as well.

BWP will conduct individual meetings with each Board member using Zoom.

BWP will be here to conduct face to face stakeholder meetings/ focus groups. They will ask for feedback from these groups on who they want to see in a superintendent and feedback on the school district. These groups will meet at specific times but there will be an open time period for those who can't make their assigned groups, weren't invited, etc. How will groups be invited? The Board will need to put together a list of stakeholders and focus groups (parent groups, employees, student groups, PTAs, equity groups, townships and City of Rice Lake, etc. using Ms. Kaufman's very thorough list). How many focus groups can they hold in one day, how many people per groups, will press be there? BWP recommends the meetings be an hour (50 minutes), that press not be invited to cover the focus groups, a total of seven meetings with an open ended meeting per day, limited to 13-15 per group but could be as large as 25. BWP will coordinate with Board liaisons and Board secretaries to schedule these meetings.

The overall search timeline was discussed. BWP recommended the job be offered and accepted preferably by the end of March – mid April (with a job start of July 1<sup>st</sup>).

BWP will not be in the room with the Board interviewing candidates. BWP will train the Board on the interview process.

Dates to add to the timeline:

- Organizational Mtg: January 6
- MSBA: 1/14 – 1/17
- MLK: 1/20
- January Board Mtg: January 21
- Boundary Study: 1/22 and 1/23
- Winter Break: 2/17 – 2/21
- Spring Break: 4/6 – 4/10

Ms. Kaufman and the Board liaisons will work on obtaining attendees per community group for the focus groups. BWP will put the calendar together and send to Board liaisons.

**M-Oswald, S-Sandstad, to adjourn the meeting. Upon a vote, the same was approved – 6-0.**

- Chair Loeffler-Kemp adjourned the Special School Board meeting of December 16, 2019 at 7:42 p.m.