

Date: April 27, 2017  
To: School Board  
From: Dr. Malone  
RE: Meeting Notes, May 1, 2017

## 2A. Superintendent's Report

- i. Becker Innovates is celebrating the first year of successful innovation. School board members are welcome to join school staff members on May 31<sup>st</sup> at 3:15 p.m. at Pebble Creek. It will be exciting to hear our innovation teams tell their success stories.
- ii. The Intermediate School was subject to an unannounced MDE compliance check for MCA testing on April 13<sup>th</sup>. Test security, administrative procedures, and test protocols were observed. The compliance officer observed Anna Kunz's class (4<sup>th</sup> grade) complete their MCA exams. Also, several staff members were interviewed. The School District and Intermediate School were found to be in compliance with all the MDE rules and procedures relative to state testing. Congratulations to Dr. Glomski, Jean Duffy, Anna Kunz and the Intermediate School staff!
- iii. Tuesday, May 9<sup>th</sup> is National Teacher Day. I would like to say "thank you" to the teachers of the Becker School District. This is a day for honoring teachers and recognizing the lasting contributions they make in the lives of children. It is a time to say "thank you" to the special teachers that you know. Let them know that they are appreciated for all that they do.
- iv. The High School hosted a Career Day on April 12<sup>th</sup>. In partnership with SCTCC, area businesses and industries were present. This was a wonderful opportunity for our high school students to learn about vocational and industry careers directly from employers. SCTCC was present along with 15 area vocational technical employers. The attached information was distributed to high school students.
- v. The School District will present Kami Ziebarth and Ryan Sommerdorf with Certificates of Recognition for their excellent service as the Student School Board Representatives during the 2016-17 School Year.

### 3. Consent Agenda

**D. I recommend approving the personnel items as presented.**

E. Policy 706 Acceptance Of Gifts permits the school board to accept donations or gifts under the terms of the policy. **I recommend accepting the gifts as described on the enclosure.**

F. MS 123C.01 requires individual school boards to authorize membership in the Minnesota State High School League each year. Approving MSHSL membership affirms 1) that the school district delegates control, supervision and regulation of MSHSL activities to MSHSL, 2) that the school district adopts the constitution, bylaws, rules and regulations of the MSHSL, 3) that the administration and responsibility for supervising MSHSL activities are assigned to the superintendent. **I recommend approving membership in the MSHSL for the 2017-18 school year.**

**G. I recommend approving the Resolution Relating Placing a Teacher on Unrequested Leave of Absence.**

4. **I recommend that the school board approve 1.5 FTE administrative assistant positions to be allocated as follows: 0.5 FTE each at the Primary School, Intermediate School, and Middle School.** The need for additional administrative assistance has become more pronounced in recent years as the district student population and the number of staff has steadily increased. The district student enrollment has increased by nearly 800 students (27%) since 2000 while the non-licensed administrative staff at the PS, IS, and MS has stayed the same. Meanwhile, the administrative clerical duties associated with accountability, data management, and reporting have increased significantly over the past 17 years.

The cost of \$60,000 for the increase of 1.5 non-licensed FTE is included in the FY 18 general fund, approved on April 3<sup>rd</sup> by the school board.

The Examination of Administrative Capacity commissioned by the school board and completed in August of 2015 is attached. The need for additional non-licensed administrative assistance is highlighted in yellow on pages 5, 6, 8, 9, 14, 16, 17, 19, 20.

- The need for licensed administrative assistance at the Primary and Intermediate School noted in the study has been addressed for now by adding an assistant principal position last October. The additional AP is primarily assigned to the IS and is “on call” for the PS.

- There is still a need for HR assistance in the district office. Joe Prom and I have somewhat mitigated this deficiency by implementing efficiencies and reallocating duties among the existing staff. A recommendation in this area will be forthcoming.
5. The community education board recently reviewed and updated Policy 902-1 Use Of School District Facilities & Equipment Addendum I and Fee Schedule (attached). The changes reflect current practice and updates to the policy. **I recommend a first reading of the revised policy.**
  6. Pursuant to the School Board's Annual Agenda, adopted in January, the discussion of strategic goals should begin in May. Last month, the school board assigned the top ideas from each of the stakeholder categories to District Exit Outcomes. That work is attached in the document "Stakeholder Input by EO". A history of previous school board goals is also attached. **I recommend the school board review the data and discuss how to start developing goals next month.**
  7. **I recommend closing the meeting under the authority of MS 13D.03 to discuss negotiations strategy.**

Please contact me with any questions or concerns.