

Executive Committee Meeting

Monday, June 7, 2021 1:45 PM

Electronic Means, 615 Olof Hanson Drive, Faribault, MN 55021

1. **Call to Order**
2. **Board Retreat Dates and Agenda**
3. **2021-2022 Board meeting schedule**
4. **Adjourn**

Possible Board Retreat Agenda–

Proposed dates:

July 22 – 4 hours Cultural Competency Training – Andrea Sonnier (8:30-12:30) – Virtual

July 29 – 4 hours – Virtual or in person?

A) Intro to Braille

B) Mental Health Services in Minnesota for Deaf Youth (VONA and DHHSD)

C) Strategic Plan Report and discussion

D) Teambuilding activity

Board Meetings/Board Committee Meetings for July 2021-June 2022
Recommendation from Terry Wilding, Superintendent, based on feedback from stakeholders.

1) Board meetings –

7 meetings (not counting Summer and March Retreats)

Agenda: Chair of the Board and Superintendent

Minutes: Superintendent's Executive Aide

On Wednesdays of selected months (9 a.m. to 11 a.m. or 6 p.m. to 8 p.m.)

- Summer Retreat – July 28th – 8:30 a.m. to 4:30 p.m. (or split over 2 days if virtual)
- August 18 – 6:00 p.m.
- September 29 - 6:00 p.m.
- October 27 – 6:00 p.m.
- December 8 – 9:00 a.m.
- February 23 - 9:00 a.m.
- March 23 - March Retreat – 8:30-12:30 (include a meet and greet with students/staff?)
- April 20 - 6:00 p.m.
- June 8 – 6:00 p.m. – Superintendent Evaluation & Organizational Meeting/Election of Officers

2) Site Council Meetings –

9 meetings each campus (18 meetings in total)

Membership: Defined in each Site Council's bylaws

Chairs: As elected for each Site Council

Agenda: Directors and Chairs of Site Councils

Minutes: Director's Administrative Assistant

Wednesday/Thursday of 1st full week (M-F) of each month - 2:00 to 4:00 p.m.

- MSAD – September 8
- MSAB – September 9
- MSAD – October 6
- MSAB – October 7
- MSAD – November 3
- MSAB – November 4
- MSAD – December 8
- MSAB – December 9
- MSAD – January 5
- MSAB – January 6
- MSAD – February 9
- MSAB – February 10
- MSAD – March 9
- MSAB – March 10
- MSAD – April 6
- MSAB – April 7
- MSAD – May 4 (election of officers)
- MSAB – May 5 (election of officers)

3) Executive Committee Meetings –

5 meetings

Membership (4): Chair, Vice-Chair, Officer of Business Affairs, and Superintendent

Chair: Chair of the Board

Agenda: Chair of the Board and Superintendent

Minutes: Superintendent's Executive Aide

Monday of selected months – 3:15 to 4:15 p.m.

- August 10 (Annual goals, plan for year)
- October 18
- January 25 (Mid-Year review; plan for March Retreat)
- March 21
- May 31st (Tuesday) (Plan for July Retreat, Meeting schedule, etc.)

4) Finance Committee Meetings –

4 meetings

Membership (5): Director of Financial Services, Officer of Business Affairs, One board member representing Business, Administrative, or Financial Expertise, Superintendent, One MSA Administrator

*Financial reports will continue to be sent for every board meeting.

Chair: Officer of Business Affairs

Agenda: Director of Financial Services and Officer of Business Affairs

Minutes: MSA Administrator's Administrative Assistant

Selected Dates – 3:15 to 4:15 p.m.

- September 6
- January 10
- April 11 – (Review of FY 2022 budget – tentative recommendations)
- May 23 – (Final review of 2022 budget for Board approval in June)

5) Policy Committee Meetings –

10 meetings

Membership (5): Two Board Members; Superintendent; Director of Human Resources; One MSA Administrator

Chair: One of the Board Members

Agenda: Superintendent, Director of Human Resources, and Chair

Minutes: HR Technician

Selected Dates – 3:15 to 4:15 p.m.

- August 2
- September 13
- October 11
- November 15
- December 13
- January 10
- February 7
- March 7
- April 4
- May 9 (Annual policies and student handbook)

6) Personnel Committee –

4-5 meetings

Membership (4): 2 Board Members; Director of Human Resources; Superintendent
Ex-Officio Members for personnel needs other than Superintendent Evaluation (5):

MSAB Director; MSAD Director; MSA Director of Student Support Services.

(Two teacher representatives – one from each campus – will be invited to participate in school calendar development)

Chair: One of the Board Members

Agenda: Chair of the Personnel Committee and Superintendent

Minutes: Superintendent's Executive Aide

Selected Dates – 3:15 to 4:15 p.m.

- August 3 – Discuss superintendent/school goals for 2020-2021
- December 7 – Review feedback from stakeholders re: school calendar – discuss components of draft calendar.
- January 11 – Review draft calendar and feedback from stakeholders. Recommend changes to draft & determine if additional information is needed.
- February 8 – Finalize calendar draft for board approval; review dates for end-of-year superintendent evaluation.
- May 10 (if needed) – Review changes to organizational chart, if any. Recommendations for final draft for board approval.