

## Reference Notes

### IV. Director's Report:

1. **Meeting:** Thank you to all of you that had to rearrange to change the date of the meeting. I appreciate your time! We will again hurry through the Director's Report and agenda items so we can get to the discussion. If you have individuals that feel passionately about the agenda items, please invite them to the meeting. However, we need to know how many people will be coming so we can accommodate the room and the food. Anticipate the meeting going 2-2 1/2 hours. Thank you again for your time.
2. **Coordinator Position:** I had emailed this out, but I want to make sure all are aware and support this change. I have a coordinator that has requested to go to 3 days per week next year. I would like to recommend that we fill this position with a full-time position. The position would cover the Teacher of the Physically Impaired position. Allison Klassen has been doing DAPE for Fairmont, Martin County West, and Truman as well as Teacher of the Physically Impaired for all six districts. This is a significant workload. I would like to recommend that we move her to a full-time DAPE position with the new coordinator picking up the PI position. We can do this for approximately the same cost.
3. **ACE Career Fair:** Another great year at the ACE Career Fair this week. I am hopeful these efforts will help increase awareness of teaching positions and related service provider positions. I also make great contacts with others. For example I spoke with someone from Presentation College – and she referred someone to us that may be a possibility for some positions for next year.
4. **Teacher Career Fair:** I did another Mankato State Teacher Career Fair – that was not as fruitful as the ACE Career Fair. We have had one applicant for special ed teacher positions and no applicants for math.
5. **Food Service Audit:** We are finishing up the required documents they need to get this completed.
6. **Performance Reviews:** I had a string of performance reviews I did in April for related service providers. I always do surveys of special education teachers and administrators that work with those providers since I don't have opportunities to see staff very often. I am always so impressed with our awesome staff. All staff received Highly Satisfactory in nearly ALL areas. I am so blessed to have great staff that are passionate to service our students.
7. **Progress Reports:** Our focus this year with special education teachers has been on completing progress reports. This was a systemic issue during monitoring last year. The good news is that we are significantly improved – and it appears as though we are completing them about 97% of the time. We are now starting to ask staff to share with us their data that they collect on each goal in order to complete that progress report. This is reaching a new level of discomfort for staff (it can be scary for them when we pull files, etc), but it has led to very good discussions about student programming.
8. **Building Inspection:** We got the report back on the inspection of the Lincoln Building. There were no real surprises. The biggest issue is that the roof was left with a half-completed roofing project for 5 years; however, this was clear walking through the building. There is some cracking – but that is to be expected. He did not have significant concerns; K/A and ISG did not have any significant concerns. We have some required surveys and samplings that we need to do before we close on the building, but those are just requirements by MDE with no significant concerns.

## **VII. Personnel**

### **A. Resignations/Terminations/Retirements**

**Kate Schanning, Special Education Teacher, Winnebago**  
**Jacob Brower, Special Education Teacher, Winnebago**

I recommend approving Kate and Jacob's resignations. Kate will be moving to northern Minnesota to teach in a setting IV program closer to her family. Jacob is licensed in elementary education and has not started his special education license. He is an available elementary ed teacher if anyone is looking!

### **B. Hiring**

**Joelle Thomas**

Joelle has been a substitute for us for several years. She recently completed a long-term substitute position with a staff member out on medical leave. Stephanie recommends hiring Joelle for one of our positions. Joelle would be a Tier I (Community Expert) and has already started in a special education licensure program. (With Kate and Jacob leaving, we are also anticipating one more resignation, we will have a few options for how to arrange positions.)

## **VIII. Old Business**

### **A. Formula for allocation of building costs**

With much discussion regarding the formula, we will need to meet again to make sure we are all comfortable moving forward with on formula before we take this to the member district boards. This will be facilitated by Dennis Cheesebrow.

### **B. Accommodation for districts with inadequate lease levy authority**

Again with discussion regarding the last paragraph of the Facilities Agreement, we will need to make sure everyone understands and can move forward regarding the Facilities Agreement.

### **C. Commitment to future actions**

I have asked Dennis Cheesebrow to come back and help me with guidance so we can prevent more time consuming the board's time.

### **D. Approve Revised Resolution**

There were a couple of errors in the resolution at the last meeting. Just to make sure all is legal, I recommend we "repass" the resolution.

### **E. Approve agreement with ISG**

I am sorry this won't be done for the board packet – I will upload it and email it out as soon as I get the updated copy. But, per our discussion last month, after references, and continued discussions with ISG, I think the board's recommendation to continue with ISG is a good solution. I got a copy of the agreement, but I asked them for a few small changes in the payment portion. I had Kraus-Anderson and the attorney review this.

## **IX. New Business**

### **A. Approve purchase agreement for the Lincoln School Building**

Again, my apologies that I do not have this for the board, but I will send it out prior to the meeting. The owner and I played phone tag for two weeks – but we were able to connect this morning. The agreement we came to was \$10,000 with no contingencies. The contingencies were that we would complete various inspections, surveys, and testing; we should have those done by the closing date any way. He also will not agree to repairing the building or moving the personal effects that were left in the building by the prior renters. This is still a very good deal for us.