

The notes below were written by the chair of the WLCSC Board of Trustees, Rachel Witt, and sent to the members of the WLCSC board of trustees, the Superintendent, and CFO of schools, date as noted. They were written as documents to aid collaboration and contain both informative and deliberative items. They are informal communication, written with the sole purpose of information to board members to facilitate individual members' ability to execute the task each were elected to do. They were not written for any form of publication.

Writing of these weekly notes and distribution to the board is voluntary and can be stopped at any time. A school board may decline to distribute information that is deliberative. Deliberative is defined, in part, as expressions of opinion or thoughts that are of a speculative nature, and that are communicated for the purpose of decision making. Nearly all language in these notes exactly fit that description.

The Board Chair, in consultation with corporation and board leadership, is releasing these documents, only minimally redacted, as part of our ongoing work for transparency. Names/pronouns are redacted to ensure a first person voice. Other redacted language could include: Legally protected information, ie. personnel or student names or reference, deliberative information where release of the information could potentially cause harm to a person or group of persons, or inhibit the ability of the board to conduct the business of the board.

Redacted Text is noted by <Redacted Text>

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#### 5.14.2022 Notes

As always, these notes are confidential. If you have any item you are interested in more conversation about, please let me know. I will set up a time with you for a conversation. As a reminder, while I am now redacting and posting these notes for the purpose of transparency to the community, they remain notes written specifically for the purpose of informing the board members. You are also always welcome to add comments to these notes if you have additional resources that would benefit the board. Thank you for all you do to keep students as our focus. Rachel

#### **Board/Development - Training**

- ISBA Prospective Member Training, July 11, 6-8pm. Current board members are not expected to attend. I will send the invitation information from ISBA when available.
- Summer Board/Administrative retreat planning in process. Central office staff are in the process of organizing the agenda with an external facilitator. While it is not final, everything I am aware of involves topics legally appropriate to executive session and I anticipate it will be scheduled as executive session.

#### **Meetings of the Board**

- I have received feedback from member <Redacted Text> with a correction issue on the draft meeting schedule. March meeting as scheduled conflicts with WLCSC Spring Break. To least interfere with student/teacher/staff travel plans, I will ask <Redacted Text> to shift the March meeting to the first Monday for the month of March only. There is also a typo at the bottom to be corrected. Please share any additional feedback. Thank you.
- We will continue to see policy updates at various stages in the upcoming months. These are recommended by Neola based upon changes to state and federal law. To further clarify, All School Board policy revisions are board approved in a public meeting. Revisions can be voted for approval during one meeting as a first reading. New policies require two readings (2 meetings). There were no Board policies (revisions) approved in February, though there may be some confusion regarding a NEOLA date stamp. The binding date on a policy is the date it was approved in public meeting. The policy committee reviews policies and considers the recommendations of NEOLA. There was nothing proposed to approve in February, but the committee was

working on policy revisions during that month which were recommended, for approval, at the March Board meeting.

## Community/Patron Feedback

- Last First Saturday Feedback session held 5/7. <Redacted Text> and members <Redacted Text> were in attendance. One teacher and five parents representing four families were also present. Interest received from a patron about the International Baccalaureate program. Superintendent has the lead on consideration. Concerns raised about the proposed bell schedule, in particular, with the process taken to determine the changes and potential limitation of student club participation. After discussion, the concerned patrons were advised to contact the building principal. The Superintendent will follow up with the Administrative team. As a reminder, the bell schedule for a school is set by its administrators. It is not a 'votable' item. I reviewed the communication from <Redacted Text> last April when we did vote upon the bell schedule and <Redacted Text> was quite clear at that time that it was not a votable item, but <Redacted Text> was electing to make it public for the purpose of allowing the community to give public feedback as many in our community were concerned with the changes. That was both in our notes and publicly announced at our meeting.
- x2 patrons <Redacted Text> have read and are appreciative of these notes.
- x1 patron <Redacted Text> regarding outdoor graduation, referred to the building principal.
- x1 parent <Redacted Text> sent their written commentary on our public meeting.
- We have received one question <Redacted Text> regarding a discrepancy in the report of a transaction from a little over three years ago. It reads: *"between the scanned page of the a March 4, 2019 personnel report that was included in the <Redacted Text> memo/agreement/invoices document that was part of the board packet lists "Approval of MOU for Pine Mesa LLC" under the Administrative Recommendations section. However, the March 4, 2019 personnel report that is posted to the school website does not list anything under the Administrative Recommendations section. The board minutes report that the board approved the "administrative requests and names reflected in the Personnel Report," but there are no administrative requests listed in the public personal report. Were these items intentionally removed from the public version of the personnel report?"*

The short answer is no, I'm not aware of any intentional removal of any items at any time. No one currently employed in the Central Office was involved in the drafting or editing of the minutes of the school board meetings at that time, so we are unable to provide an explanation for the lack of detail in the subheading for Administrative Recommendations in these publicly-posted minutes.

## Student Success & Safety

- Graduation Plan A Friday May 27th, 7:00 pm at the Athletic Complex. Plan B Rain date is Saturday the 28th at 9:00 am Athletic Complex. Plan C Saturday the 28th at 9:00 am Berberian Gymnasium (face masks recommended for all in attendance.) This change was made by Administrators with the Senior Student Leadership Team. If it is at all possible to hold graduation outside and reduce potential for COVID exposure, that is the intent.
- The WLSEF scholarship awards ceremony and reception will be held just prior to commencement. Many of the donors for endowed scholarships are present at this event. Please plan to attend. I am not yet aware of a changed location for this event.
- Our administrative team and medical personnel continue to track COVID numbers very closely. The weekly dashboard will be updated per usual. Anyone who contacts you with health concerns for themselves or their child should be referred directly to the nursing personnel in the appropriate building.

## General Business

- Legal RFP: Committee members, <Redacted Text> met to review the rubric we will be using to compare, and did a preliminary review of the packets. Though we are working diligently towards a recommendation, this is not likely to come to the board before the August meeting.
- I have received questions from two board members this week regarding transparency related issues. While it is easy to say that we desire transparency, in our board work we must be purposeful and serve students and that does require thoughtful, methodical work. As member <Redacted Text> has so articulately said, it's a big ship, it takes some time to turn. To help each of us develop our thought process and consider additional revisions to our process, I think it might be helpful to recap the changes we have already made.

October - December: Superintendent Selection Process. Transparency and experience played heavily in the questions to candidates as well as discussion and decisions about candidates. While we have discussed increased transparency around various issues for several years, there could not be any case made for wholesale changes without taking advantage of the expertise and experience of our incoming superintendent as part of the process. We are made better when we work together as a team and led by <Redacted Text> our Administrative Team, without exception, have really stepped up to help us with this goal of increasing transparency. As a reminder, we did survey the community requesting their feedback on priorities for the new superintendent. Communication ranked #1, #2 Visionary, #3 Experience, #4 Students First. Transparency was #8. Despite a relatively low interest from our community by comparison to other priorities, we have identified a need for this as a board objective and working in close concert with our superintendent and administrative team, have taken steps forward each month. I am doing this somewhat from recall and my notes, so please forgive me if I am a month off here or there. I may also have forgotten some things, but I've done my best!

### January:

- Reiterate means for the community to communicate with the board
- Initiated monthly First Saturday Feedback sessions.
- Changed legal representation at regular meetings from 'expected' status to 'as needed' status.
- Increased level of detail in board meeting minutes. <Redacted Text> has been working to increase how we do this every month. As a reminder, it is incumbent upon individual members to review and offer any corrections. The Board votes to approve minutes at the subsequent meeting. If discussion leads to revision of the minutes, then the revision would be made and the Board would vote accordingly.

### February:

- DEI update report in public meeting.
- Posted member committee assignment process and outcomes on the website.
- Initiated these board chair notes to ensure internal transparency within the board.

### March:

- Organizational Structure of Central Office and Building Leadership team in regular meeting, provided paper copy of organizational chart to those in attendance of meeting.
- Assistant Superintendent position and search process in regular meeting and shared the Job Posting (Duties)
- Initiated and shared process in regular meeting for RFP for legal services. .
- Modified policy to allow for release of additional redacted board packet materials to the website after meetings.
- Report in regular meeting regarding certified and non certified employee turnover data.
- Bell Schedule experience report in regular meeting
- Abbreviations key added to Accounts Payable report.

April:

- Initiated Independent Financial Review of Corporation (Reuter contract)
- Transportation report in regular meeting for board member discussion in public and to create opportunity for public awareness and feedback.
- Report on ESSER funds in regular meeting with detail. (As a reminder, part of the requirement for ESSER funds to to base plan for expenditure on public feedback. This feedback was obtained by our business office via patron survey.)
- Participated in ISBA training with member <Redacted Text> regarding public comment and recommended and provided access to that training to every board member to aid in consideration of potential changes this includes both public comment practices as well as release of selected deliberative materials prior to the meeting. .
- Worked through legality of expanded responses to patrons who have filed Public Records Requests.

May:

- Discussion in public meeting about 22-23 board regular meeting schedule to create opportunity for public awareness and feedback.
- Initiated redaction and public release of these weekly board chair notes.
- Received report from building principals about their process in textbook adoption.
- Finalized date for community training (prospective board members) on the roles and responsibilities of a board member.
- Food Services report on contract in regular meeting.
- Report regarding Pine Mesa closure of agreement in regular meeting with inclusion of supporting documents in A/P report.

Some of these items may strike some of you as not specifically “transparency” but I’ve tried to include items where I think how they were handled indicates a change of approach where there is not perhaps a policy change needed to change the approach. I do hope this makes a bit of sense, but of course ask me for clarification if needed. We’ll continue to walk this direction, but always, in the best interest of our students.