

HOS Report
6/26/25

VOA board observation

Rochel observed the 5/15/25 meeting as part of the VOA process. The observation document is in the folder. Her note about the HOS not identified as 'ex-officio' was corrected as you will have noticed on tonight's agenda/minutes document.

VOA conference

Meghan and Henry attended the VOA conference in Bemidji. We attended a lot of different sessions, chatted with many vendors and peer school employees, and received 3 awards for quality academics, governance, and finance/management. We were one of two schools that received all 3.

Lease Aid

Approved for FY26. The letter is included in the folder.

Board schedule for FY26'

We traditionally meet on the third Thursday of each month. This calendar represents that, with a few exceptions. If you want to change dates, we will have to pull this out of the consent agenda. HOS proposes this schedule be passed barring any clear conflicts, knowing it can be amended as needed.

Strategic Plan

The Chair and the HOS have been working on participant invitations.. Confirmed dates below, 8-10 a.m.:

1. Strategic Planning Committee Meeting #1 – **July 1, 2025**
2. Strategic Planning Committee Meeting #2 – **July 8, 2025**
3. Strategic Planning Committee Meeting #3 – **July 22, 2025**
4. Review/Goal Alignment/Wrap-up In-service with Board-Executive Director Team – and should be at least two weeks after Meeting #3 – **August 12**

Staffing

- Resignations: Katie Smith 5/20/25 Food Service Assistant, Cedellan Hagedorn: E1B Assistant (end of year), Kelsi Beck ASC and para (end of year), Bailey Olson para.
- Hired: Nick Roden, P.E.
- Terminated: Cindy Smith, Sandy Borkowski
- Change of Job: Amy Brink and Hailey Grove-Grzenia from paras to classroom assistants
- Leave of Absence: Raya Molledahl was granted a leave of absence through June 6th, 2025. At that time she is to be considered laid off.
- Open jobs-paraprofessionals (several needed), Visual Arts, Food Service Lead, Erdkinder Communication Arts/Literature, After School Care lead, and Office Assistant.

Recruiting/interviewing is underway. **Erdkinder ELA position is again proving very difficult.**

Professional HR support

Designs for Learn has been contracted to help the Head of School review staff and family handbooks. The primary is the staff handbook, ensuring compliance and alignment of PLT, ESST, and the upcoming PFML (Paid Family Medical Leave) policies and practices. We simply don't have the internal expertise to get this to where we need it. The review of PLT/ESST will include discussions on a reduction in PLT and how to address the costs of the PFML-is there a tradeoff or compromise that works for staff and the school as a whole will be a focal point.

Roof bid process

On May 27th, two contractors submitted bids. Both bids were considered "incomplete", and upon a fairly deep dive with legal counsel, it was determined that we had the opportunity to either deny all bids and start over, or simply select the lowest bid due to the fact that neither bid met every level of requirements. Given the time constraints, it was determined that we should accept the lower bid upon completion of completing reference checks on their Minimum Bidder Qualifications which outlined successful completion of projects of similar size and complexity. Priority Construction now has an executed contract to begin that work, which must be completed by 8/22/25.

MDE submissions

- Local Literacy Plan survey submitted 5/31/25. Due 6/15.
- Student Support Data Collection (SSDC) Systems competed
- Disciplinary Incident Reporting System (DIRS) completed
- ESEA Consolidated, Title I and Title II apps completed

Paid Family Medical Leave

Please see the slideshow in the folder. We must align this with our PLT, ESST, NIS offerings, and any other HR related programs. I am contracting with Designs for Learning to help with this work-they will be reviewing staff and family handbooks as part of this process. Termination language needs to be updated as well in the staff handbook.