



## Classified Leadership Minutes

Tuesday, November 9, 2021; 1:30 pm  
Professional Learning Lab

**Present:** Interim Superintendent Marcus Lewton, Kayla Kennedy (Berg), Pam Wardell (Jefferson), Heidi Smith (Lincoln), Tracy Lauf (Prairie Rose), Jolene Erickson (Roosevelt), Kristi Eckes (DMS), Business Manager Stephanie Hunter and Donna Magnuson (Central Administration Offices).

**Absent:** Jeanette Wyckoff (Heart River) and Assistant Superintendent Keith Harris.

**I. Call to Order** – The meeting was called to order by Interim Superintendent Lewton at 1:30 p.m.

**II. Additions/Deletions to Agenda Items** – There were no additions or deletions to the agenda.

**III. Approval of the October 11, 2021 Meeting Minutes** - Heidi Smith moved to accept the minutes from the October 11, 2021 meeting. Jolene Erickson seconded the motion. The minutes were approved as written.

### IV. Old Business

1. Dr. Lewton brought up the discussion from last meeting regarding sick bank and whether or not COVID leave could be taken from the sick bank. After a discussion with HR about the sick bank policy, it was determined that utilization of the sick bank is for catastrophic illnesses (i.e., cancer, transplants) and therefore a positive COVID result would not fall under a catastrophic illness. However, if a positive COVID result was ongoing and resulted in the employee's hospitalization with additional medical issues because of COVID that could be considered a catastrophic illness and would be taken under advisement for use of sick bank hours with the knowledge that the employee would have to be a participant of the sick bank.
2. Dr. Lewton also addressed the question from the last meeting regarding the needs for substitutes in the district. He did give the green light to all principals and has allowed them to be able to substitute teach in the classroom when needed. He also reached out to DSU (Mrs. Darla Hoffman) asking for their help. After explaining the district's dilemma, Mrs. Hoffman was able to reach out to the DSU community and find 6 very responsible students (with substitute teacher licenses) that would be willing to help out within the district when they did not have classes and had a break of more than an hour. Berg has \*adopted\* one of these students at the present.

### V. New Business

1. Dr. Lewton reviewed the November 8, 2021 School Board Agenda with the committee.
2. Dr. Lewton asked for volunteers to participate on the 2022-2023 Calendar Committee. Heidi Smith and Jolene Erickson both volunteered to be representatives on the calendar committee.

**VI. Other**

Heidi Smith brought up the intercom systems at Lincoln. Five years ago, the main board of the intercom system was replaced but the wiring and speakers were not. With the additional spaces that have been added to the school itself, the intercom system does not effectively support all newer spaces. If an \*all call\* is made in the school that works fairly well. However, if a room tries calling up to the front office it's a hit or miss whether or not the call will go through. It provides a real problem when it comes to dealing with emergency and safety situations within a room. Dr. Lewton did state that he has had a conversation with Mr. Harris about the long-term facility management plans and both the intercom systems and fire systems are on the list. Dr. Lewton stated that if possible, it would make the summer list of projects.

Dr. Lewton brought up communication. Specifically, improving communication with ALL stakeholders (noted in our Strategic Plan) and then narrowing down to communication coming out of the Central Administration Office. He asked the committee if CAO was communicating enough, if CAO was communicating too much, if there were areas that CAO could improve upon, are there specific departments within CAO that are not communicating enough, etc. Overall, the committee feels that CAO is doing a good job of communicating. However, the question was asked if the Tech Department would do more communicating when it comes to updates with software, any changes happening (i.e., Badgepass printer software, Office 365) just as a courtesy for everyone.

**VII. Adjournment** – The meeting was adjourned at 1:45 pm

The next meeting will be held on Tuesday, December 14, 2021 at 1:30 pm at the Professional Learning Lab.