

Unified School District 469, Lansing, Kansas
200 East Mary Street
Lansing, Kansas 66043

June 22, 2021

Memorandum for: The Board of Education, USD 469

Subject: Board Priority Tasks for June 2021 - May 2022

1. On Monday, June 14, 2021, the following tasks were approved by the board of education (BOE) as the priorities to be accomplished by the board of education (and when necessary, in concert with the superintendent and his staff) for the next twelve months (June 2021-May 2022). These tasks were taken from a larger list of tasks (see paragraph 2.) and given a higher priority of the tasks not listed in 1. At a future board meeting, these tasks will be given more detail to include, at a minimum, when the task will be complete and who will complete the task.

- A. In coordination with Mr. Wessel, develop goals for him as the Superintendent of Schools .
 - a. These will nest with the BOE goals.
- B. Review and approve all job descriptions.
- C. Be more visible in the USD (activities , site council meetings, in the schools).
 - a. For site council meetings and school day visit s, pre-coordinat e with Mr. Wessel
- D. Enforce the documentation of professional development measures both positive and negative.
- E. On projects that will required BOE approval, give clear planning guidance to Mr. Wessel prior to Mr. Wessel and the staff beginning work on that project. Review the guidance at the end of each BOE meeting.
- F. Report to the community on a regular basis on the status of education and finances in the USD.
- G. Start the long-range planning process.

2. The tasks the were discussed at the BOE self-assessment are as follows:

- A. Review and approve all job descriptions.
- B. Advertise upcoming KASB event s.
 - a. Via EOW reports (Mr. Wessel)
- C. Be more visible in the USD (activities, site council meetings, in the schools).
 - a. For site council meetings and school day visits, pre coordinate with Mr. Wessel.
- D. Publish KESA goals on the front page of the USD website.

- E. Conduct a detailed personnel review to determine if we have the positions by type and number:
 - a. Maintenance
 - b. Instructional Coaches
 - c. Interventionists
- F. Ensure that we are adhering to our Mission, Vision, and Beliefs when making decisions and add them to the front page of the website.
- G. Standardize reports going to the BOE on a monthly basis.
- H. Once developed, publish BOE goals on the USO website behind a Board of Education **"tab"**.
- I. Enforce the documentation of professional development measures both positive and negative .
- J. On projects that will required BOE approval, give clear planning guidance to Mr. Wessel prior to Mr. Wessel and the staff beginning work on that project .
- K. Restart the BOE development program. Of most urgent need are:
 - a. Flow of curriculum selection and approval
 - b. KESA process
- L. Develop a policy on how funds will be spent to run and maintain the USO.
- M. Report to the community on the status of education and finances in the USO.
- N. Develop goals for Mr. Wessel.
 - a. These will nest with the BOE goals.
- O. Slow down the pace of the board meetings to allow members to process the issues and make informed decisions.
- P. Start the long-range planning process.

3. The point of contact for this memorandum is the undersigned .



President

Board of Education, USO 469, Lansing, KS