

From: ["Michael Penca" <mpenca@masoncityschools.org>](mailto:mpenca@masoncityschools.org)
To: [undisclosed-recipients:](#)
CC:
Date: 6/9/2017 4:50:28 PM
Subject: Superintendent's Update- 6/9/2017

Teachers and staff completed curriculum camp and professional learning on Wednesday- the 12 month staff have transitioned to summer schedules and projects.

- After your approval of the 2017-2018 contracts for administrators, supervisors and miscellaneous staff on Monday evening, we were able to get them printed, signed and started to distribute them this morning. Janna verified the amounts on each contract and signed two copies of each contract on Thursday afternoon (6/8).
- I want to acknowledge the effort of the Business Office staff and inform you of the outside support we are receiving to keep things up and running while our Director of Finance is on leave. I arranged for Dave Nicholson, CFO for AEA 267, to meet with the staff and I last Monday morning and he returned again today to assist as we close out FY 2017, start a new budget year and prepare for the auditors. I expect Dave N. to assist us 1-2 times per week until the position is filled and he plans to attend our Board meeting on June 19. We have scheduled a special session to appoint Cherie Yoder, district's accountant, as the Acting Board Secretary/Treasurer until the position is filled permanently. She has performed these roles previously in another Iowa district and this will allow us to give her access to bank accounts and sign payroll checks needed to distributed next week.
- With guidance for Jim Hanks and Janna, I provided John Berg with formal written notice of the recommendation to not renew his contract for 2017-2018. He has up to five days to request to address the Board. Jodie Anderson, Dave Versteeg and I have started to review the job description and will be discussing the qualifications and salary range information needed to soon post the position and attract candidates.
- I am planning for my "last day in the office" to be Friday, June 23, but will remain available to staff and the Board via email/phone until the end of my contract on June 30. I arranged with Janna to take vacation leave on Friday, June 16 (travelling to Duluth MN to watch Kenzie run a marathon on that Saturday morning) and then during the week of June 26-30.

Michael Penca
Superintendent of Schools

Mason City Community School District

Providing Quality Education for all in a Caring & Responsive Environment