

# The World Learner School of Chaska

## GUIDELINES FOR CITIZENS WISHING TO SPEAK AT OPEN FORUM

The School Board, as a representative body of the district, welcomes all citizens to express interest in and concerns for the schools. Time is set aside at each regular meeting to give citizens an opportunity to be heard. The School Board agenda reflects the official business of the school district; time constraints and procedures are in place to assure an orderly process for each meeting.

Individuals or groups who wish to speak to the Board will be recognized during the Open Forum segment of the agenda. These guidelines govern citizen presentations:

- Speakers are expected to have followed communication channels outlined in Parent Handbook and will be encouraged to redirect issue to that process.
- Speakers must identify themselves and the topic on which they will be speaking.
- In the event that a large number of people wish to address the Board on the same topic, the Board may request that spokespersons be appointed to speak on behalf of a group.
- The following items are inappropriate for the Open Forum and will not be allowed:
  1. Complaints against individual Board members
  2. Complaints against individual employees of the District
  3. Private data related to a student.
- The presiding Board officer has the prerogative to determine whether or not a speaker is acting within these guidelines.
- The presiding Board officer may terminate the remarks of any speaker who does not follow these guidelines. If a speaker persists after being asked to stop, that person's privilege to address the School Board will be terminated.
- A person who willfully violates data privacy is guilty of a misdemeanor. (Minn. Stat. § 13.09)

The School Board will listen and possibly ask clarifying questions, but will not try to resolve the issue at the meeting.

The School Board will assign a member to serve as liaison. This member will collect questions or data from the Board and the community member and work towards a resolution. Initial contact with the community member will occur with 7 days of Community Forum.

Board Liaison will complete a Grievance Document and provide copies to the Community Member, Administration, and Board Chair. The Board Chair will report on the issue at the following Board meeting.

The School Board reserves the right to limit or restrict presentations as necessary in order to provide an orderly, efficient, and fair opportunity for those present to be heard as well as to observe the propriety of staff and students.

World Learner School  
Board Meeting Minutes



Date: 1.26.15

<u>Board Members:</u>		<u>Term Began</u>	<u>Term Ends</u>
	Melissa Bullerman	July 14	June 15
	Bob Davis	July 14	June 16
	Richard Druce	July 13	June 15
	Joanne Gaudette	July 13	June 15
	Ashley Godinez	July 13	June 15
	Kendra Hoffman	July 14	June 16
	Patti Quinn	July 14	June 15
	+ Mitra Rahimi	Oct 14	June 15
	Beth Wilson	July 14	June 15
	+ denotes Board Appointment		

<u>Item</u>	<u>Person Responsible</u>
-------------	---------------------------

---

\*\*Student Presentations -

- |  |       |
|--|-------|
| 1. Call to Order – Quorum confirmed  | Chair |
| members present: Melissa Bullerman, Mitra Rahimi, Patti Quinn, Richard Druce, Beth Wilson, Bob Davis, Deana Siekmann |       |
| members absent: Joanne Gaudette, Ashley Godinez  |       |

2. Community Forum

- |   |       |
|---|-------|
| 3. Approval of Agenda   | Chair |
| Declaration of conflict of interest- none                                       |       |
| Motion to approve the agenda was made by Mitra Rahimi, seconded by Patti Quinn. |       |

- |  |       |
|--|-------|
| 4. Strategic Initiatives Update  | Chair |
| Plan for February ‘Hot Topics’   |       |
| Melissa Bullerman will be leading the “Hot Topics” meeting for February. The conversation is to center around the idea of WLS having its own kindergarten. |       |

Other Update

Kendra Hoffman has put together a summary of the conversation from the last “Hot Topics” meeting where the conversation was about a WLS high school. She has also put together a survey to check for parent interest which she would like to send out to the WLS parent body in the next few days. She is looking for board approval to send the summary and survey out and made a motion for that approval.

Seconded by Melissa.

Discussion: How will the survey go out? Through Survey Monkey. Kendra would also like to get names of parents who would like to work on this project and hopes the survey will do that. How did the questions come about that are on the survey? Questions came out of the discussion that took place at the Hot Topics meeting. Should we define what the options of high schools are? Perhaps, but should that be part of the next, larger meeting instead?

Motion passed unanimously.

- |  |       |
|--|-------|
| 5. Approval of Consent Agenda  | Chair |
| Consent items are those which usually do not require discussion or explanation prior to school board action, are non-controversial and /or similar in content, or are those items which have already been discussed and/or explained and do not require further discussion or explanation. Items shall be removed from the consent agenda by a request by an individual school board member for independent consideration. |       |
| 5.1 Minutes of 12.22.14  |       |
| 5.2 Fundraising and Donation Records-  |       |
| 5.3 Fundraising Permissions – none   |       |
| 5.4 Grants – none  |       |

Motion to pass the Consent Agenda made by Richard Druce and seconded by Patti Quinn. No discussion.  
Motion passed unanimously.

6. Governance (e.g. by-laws, elections, etc.)

Director

6.1. Bylaws review committee

Only one change was recommended by the Bylaw Review Committee concerning section 4.2 and regards how long a teacher's term on the Board of Directors should be. The goal is to stagger the replacement of teachers to the board so that there are not five new teachers to the board each year. This will allow for continuity. Motion to approve the committee's bylaw made by Patti, seconded by Kendra Hoffman. Motion passed unanimously.

6.2 ACNW Reauthorization Evaluation Report

Deana Siekmann presented the board with a draft of the Reauthorization Evaluation Report from the 2013/14 school year. The only area where the school did not meet the standard concerned Mission Related Goals. The school has since taken action to meet this goal for this current school year.

Motion to approve the Reauthorization Evaluation Report was made by Richard Druce and seconded Kendra Hoffman. Motion passed unanimously.

7. Finance

7.1 Financial Dashboard

Finance Committee

We lost a few students but have since replaced several of those spots. We budgeted for 212, and we currently have 206. We are still waiting on some funding from MDE, roughly \$5000, from fiscal year 2014. We will need to review our budget and vote on a revised budget in an upcoming meeting unless we can fill the empty spaces in enrollment. Otherwise, everything looks fine for the school finances.

Motion to approve the December Financial Report was made by Melissa Bullerman and seconded by Richard Druce. No discussion. Motion passes unanimously.

7.2 Enrollment Update

LE - Actual	79	Budget	78
UE - Actual	80	Budget	83
MS - Actual	47	Budget	51
TOTAL Actual	206	Budget	212

7.3 Approval of IRS 990 Forms

It was noted that two of the members are mis-labeled on the form: Lisa Waller, not Beth Wilson, served as Secretary and Patti Quinn, not Rob Stock, served as Treasurer for the 2013/14 school year.

Motion to approve the IRS 990 Form with changes as stated and to designate Deana Siekmann as designated signer made by Patti, seconded by Kendra Hoffman.

7.4 Building Company Crisis

The incoming funds from the building lease do not meet the monthly financial needs of the Building Company. Deana Siekmann will be meeting with Dick Ward, who was instrumental in setting up the bond issue for the school, to see what can be done about fees associated with the bond.

Motion to amend the school's donation of \$50,000 to 52500 to the Building Company made by Kendra Hoffman, seconded by Melissa.

This amount will only cover the immediate needs of the Building Company. The Building Company will be working towards a long term solution for this problem. Contributing to this issue are the yearly \$9000 for fees with the bond, along with insurance increases, accounting cost increases. The \$2500 will come from the same fund balance as the original \$50,000.

Motion passed unanimously.

8. Employment Matters

Director

8.1 Contracts -

## 9. Curriculum/Programs

### 9.1 Academic Dashboard

Deana Siekmann presented a new Academic Dashboard to the school board. The document includes information on school happenings (learning, fieldtrips, parental education, etc.), enrollment, and testing information.

## 10. Committees/Task Forces

### 10.1 Committee Assignments

#### 10.1.1 **Academic Achievement** MONTHLY Second Monday of Month 5:00 – 5:30 p.m.

1. Deana Siekmann
2. Beth Wilson
- 3.

Deana and Beth are working on Academic Standards schematics for the school. The goal will be for the standards to be aligned with the Montessori lessons and materials.

#### 10.1.2 **Policy** MONTHLY Fourth Monday of Month 5:00 – 5:30 p.m.

1. Deana Siekmann
2. Bob Davis
3. Beth Wilson

#### 10.1.3 **Personnel** MONTHLY First Monday of Month 4:30-5:00 p.m.

1. Deana Siekmann
2. Bob Davis
3. Daneen Goncalves

#### 10.1.4 **Finance** MONTHLY Third Monday of Month 5-6 p.m.

1. Deana Siekmann
2. Patti Quinn
3. Kendra Hoffman

\*\* February meeting on 2.17.14 at 4:00 pm

#### 10.1.5 **Fundraising/PTO** MONTHLY First Wednesday of Month 6:30 -7:30 p.m.

1. Patti Quinn
- 2.

#### 10.1.6 **Facilities/Building Company** MONTHLY Fourth Monday of Month 5:45 – 6:15 p.m.

1. Deana Siekmann
2. Beth Wilson
3. Richard Druce
4. Tim Boyce

Final invoice came in and it is significantly over budget. The Building Company is checking on this issue.

#### 10.1.7 **Technology** BI-ANNUALLY First Monday of Oct & Feb 5-6 p.m.

1. Deana Siekmann
2. John Wilson
3. Kelly Simer
4. Joanne Gaudette

#### 10.1.8 **Marketing** MONTHLY, 3<sup>rd</sup> Thursday of Month, 4:00 pm

1. Ashley Godinez
2. Melissa Bullerman
3. Richard Druce
4. Joanne Gaudette
5. Mitra Rahami
6. Karen Squires

A temporary flyer was produced while a more extensive one is being created. The flyer will be hung, after Deana's approval, all around Chaska and will be given out to parents to hand out to friends and neighbors.

Motion to hang flyers around town and to distribute to primary Montessori schools made by Richard, seconded by Patti Quinn. The motion passed unanimously.

11. Other

11.1 Hot Topics

11.4 Data Privacy Training Document

Kendra will come to the next staff meeting, on Feb. 9<sup>th</sup> at 4:00pm, to hear from the teachers examples of times when data privacy issues brought forward by parents were handled well or handled poorly. The goal is to help parents understand how data privacy works.

Confirmation of date and time of next meeting 2.23.15 at 6:15 p.m.

Motion to adjourn the meeting made by Melissa Bullerman and seconded by Richard Druce.

Motion passed unanimously.

Adjournment

Respectfully submitted by