

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: 6.22.15

| <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 | | |

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|-------------|---------------------------|
| <u>Item</u> | <u>Person Responsible</u> |
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**Student Presentations -

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| 1. Call to Order - Quorum confirmed Members absent: Richard Druce, Joanne Gaudette | Chair |
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2. Community Forum: No Forum

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| 3. Approval of Agenda Declaration of conflict of interest | Chair |
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Patti Quinn motioned to approve with the addition of the minutes of the 6/1/15 special meeting. Kendra Hoffman seconded, and the motion carried unanimously.

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| 4. Strategic Initiatives Update Update | Chair |
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No update

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| 5. Approval of Consent Agenda | Chair |
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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 6.1.15
- 5.2 Fundraising and Donation Records- none
- 5.3 Fundraising Permissions - none
- 5.4 Grants - none

Motion to approve made by Patti Quinn, with removal of the minutes of 6/1/15. Mitra Rahimi seconded. Motion passed unanimously.

Corrections were made to the 6/1 minutes. Motion to approve the amended minutes was made by Kendra Hoffman and seconded by Patti Quinn. Motion carried unanimously.

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| 6. Governance (e.g. by-laws, elections, etc.) 6.1 Board Resignation and Appointment Resolution | Director |
|---|----------|

The board accepted the resignation of Kendra Hoffman and accepts the appointment of Debi Forsyth to the Board of Directors.

Motion to pass the resolution was made by Patti Quinn, Melissa Bullerman seconded. Motion passed with Patti Quinn, Beth Wilson, Ashley Godinez, Mitra Rahimi, and Melissa Bullerman voting yea. Kendra Hoffman abstained from the vote.

6.2 Retirement Investment Policy

Motion to accept the new Retirement Investment Policy

Melissa Bullerman made a motion to accept the new Retirement Investment Policy, and Kendra Hoffman seconded it. Motion carried unanimously.

7. Finance

7.1 Financial Dashboard

Finance Committee

Everything is good. The cash flow is healthy, as is the fund balance. A CDARS was just rolled over, and another will probably be rolled over in July. There is an overage in the Special Ed budget due to the contracting of a few extra services.

The accountant also suggested to consolidate office supply orders as a way to cut down on expenses.

Motion to approve the May finances was made by Beth Wilson and seconded by Ashley Godinez. The motion passed unanimously.

7.2 FY15 Budget Revision

The FY15 revised budget has been adjusted as not to exceed the overall authorized expenditures. Community Ed is going to be increased by \$5000, which reflects actual moneys taken in.

Food Services is increasing \$4000 and the expenditures by \$4000, which comes from a fund transfer from the general fund.

The general fund is going to increase by \$26, 426 (from an increase from State SpEd due to an increased in costs and with an increased expenditure of 26,426.)

7.3 FY16 Budget

Fund Balance is at 32% and the debt service ratio is at 1.2. The State approved a 2% increase in funding for schools.

Melissa Bullerman made a motion to approve the FY 15 revised budget and the FY 16 budget, and Ashley seconded it. The motion passed unanimously.

7.4 FY15 Audit Engagement Letter

WLS is in the third year of a contract with Clifton/Larson, who is the auditing group. The board will need to look at engaging a new auditor in the next year. A conflict of interest form was signed by each board member.

Patti Quinn motioned to engage Clifton/Larson for the last year of their contract, 2015/16. Kendra Hoffman seconded the motion. The motion passed unanimously.

7.5 TRA financial reporting changes

The school's NPL (net pension liability) will now on the face of their financial statements. The WLS 2015 NPL is \$688,150.

7.6 Lease Aid for FY16 Approval

Deana reported the approval by the state of the WLS lease aid.

8. Employment Matters

Director

8.1 Contracts – FY15 – Alicia Williams, Jamie Otte, Brian Barnes, Wendy Szczepanski,

FY16 – Jamie Otte, Andrew Burns, Emily Carlson, Ann Decker, Julie Johnson, Rachel Gleason, Alicia Williams

Motion to approve the contracts for FY 15 and 16 was made by Patti Quinn and seconded by Kendra Hoffman. Motion carried unanimously.

8.2 Review of Director Performance Evaluation

Patti Quinn suggested that the Board Chair and Board Liaison should look at the review, make adjustments and report back to the board next month. Kendra Hoffman seconded. Beth Wilson, Patti Quinn, Ashley Godinez, Kendra Hoffman, and Mitra Rahimi voted yay. No nay votes. Melissa Bullerman abstained.

8.3 Director Job Description and Organizational Review

The Personnel Committee feels that the Director Evaluation is in need of rewriting. The Personnel Committee is asking for a one-time expenditure of \$5000 to engage a professional to create a Director Job Description and a Director Performance Evaluation.

Melissa Bullerman made the motion to approve the one time expenditure of \$5000, and Patti Quinn seconded. Motion carries unanimously.

8.3 403b benefit decisions – Platform

Patti Quinn made a motion to choose Aspire as our financial platform, to open the platform, and to offer both a traditional 403(b) and a Roth 403(b). Melissa Bullerman seconded the motion, and it passed unanimously.

9. Curriculum/Programs

9.1 Options for Before/After Care

No report

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

Working on new implementation of program in Middle School. Carrie Baker will mentor the new upper elementary teacher.

Montessori 101 will be attended by the new MS special ed teacher and new social studies teacher.

10.1.2 Policy

MONTHLY Fourth Monday of Month 5:00 – 5:30 p.m.

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

Moving to a three year cycle for evaluating policies.

10.1.3 Personnel

MONTHLY First Monday of Month 4:30-5:00 p.m.

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

10.1.4 Finance

MONTHLY Third Monday of Month 5-6 p.m.

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

10.1.5 Fundraising/PTO

MONTHLY First Wednesday of Month 6:30 -7:30 p.m.

1. Patti Quinn

New PTO leadership is hard at work- Shindig facility is booked, as is the site for the End of The Year Picnic.

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
- no report

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, 3rd Thursday of Month, 4:00 pm

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

11. Other

Parent Survey:

Results were quite high. 50% of the families responded, which seems to be the norm. Kendra Hoffman made suggestions of questions she felt should stay in the questionnaire for next year.

A suggestion was made to have a meeting for new families early in the school year- late September, early October. Deana already had scheduled one for September 29th, and Beth Wilson volunteered to work with Deana on that event.

Deana would like the minutes to reflect the hard work of Richard Druce, Kendra Hoffman, Joanne Gaudette, and Beth Wilson as they leave the school board. The board appreciates their dedication to the school and thanks them for their efforts.

Confirmation of date and time of next meeting 7.27.15 at 6:15 p.m.

Adjournment

A motion to adjourn the meeting was made by Patti Quinn and seconded to Kendra Hoffman. The motion passed unanimously.

Respectfully submitted by Beth Wilson on June 22, 2015.