

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: 7.28.14

		<u>Term Began</u>	<u>Term Ends</u>
Board Members:	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
	Daneen Goncalves	July 13	June 15
	Kendra Hoffman	July 14	June 16
	Patti Quinn	July 14	June 15
	Beth Wilson	July 14	June 15
	+ denotes Board Appointment		

<u>Item</u>	<u>Person Responsible</u>
**Installation of Directors Oath of Office	Deana
**Election of Officers Chair- Bob Davis Treasurer- Patti Quinn Secretary- Beth Wilson	Deana
1. Call to Order - Quorum confirmed Members present: Melissa Bullerman, Bob Davis, Richard Druce, Joanne Gaudette, Ashley Godinez Daneen Goncalves, Patti Quinn, Beth Wilson Members absent: Kendra Hoffman	Chair
2. Community Forum No issues brought to the forum.	
3. Approval of Agenda Declaration of conflict of interest: None raised. Motion to approve agenda: Richard Druce 2 nd by Patti Quinn Unanimously passed	Chair
4. Strategic Initiatives Update The Board is to review the Strategic Initiatives for the next board meeting. Directors are to bring possible dates for a 1 hour work night to be scheduled for a night in September.	Chair
5. Approval of Consent Agenda 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 6.23.14 5.2 Fundraising and Donation Records- none 5.3 Fundraising Permissions - none 5.4 Grants - none at this time Motion to accept the consent agenda: Patti Quinn 2 nd by: Ashley Godinez Unanimously passed	Chair
6. Governance (e.g. by-laws, elections, etc.) 6.1 Board Trainings 6.2 Board Manuals 6.3 Resolution of Board Meeting Schedule: Meetings will be on the 4 th Mon. of the month at 6:15pm, and the Annual Meeting will be held on 3/24/15 Motion to accept the Board Meeting Schedule: Patti Quinn 2 nd by: Ashley Godinez Motion passed unanimously 6.4 Resolution Designated Authority of Board Motion to approve the Designated Authority of the Board: Melissa Bullerman	Director

- 2nd by Richard Druce
- 6.5 Resolution Klein Corporate Authorization Resolution
Richard Druce, along with Patti Quinn and Deana Siekmann, was nominated to act as a designated Signer. Melissa Bullerman made the motion to pass the Corporate Authorization Resolution, and Joanne Gaudette seconded the motion. It unanimously passed.
- 6.6 Resolution Depository and EFT Designation
Motion to pass the Depository Designation and Electric Fund Transfer Resolution: Ashley Godinez
2nd by: Daneen Goncalves
Motion passed unanimously
- 6.7 Conflict of Interest Statements
Board Directors to fill out forms and return to Deana Siekmann.
- 6.8 Business Matrix
The Board approved the Business Matrix which is a diagram showing the delineation of duties.
- 6.9 Background Checks for Board Members
All board members were given forms to submit for completion of background checks.
- 6.10 Committee Assignments
- 6.11 Background Check Policy
Joanne Gaudette made a motion to increase the level of background checks that are given to WLS staff and volunteers. Patti Quinn seconded the motion. After much discussion regarding levels of background checks, a vote was taken. Melissa Bullerman, Beth Wilson, Patti Quinn, and Joanne Gaudette to change the policy, while Richard Druce and Daneen Goncalves voted nay.
- 6.12 Drug Free Workplace/Drug Free School Policy
Joanne Gaudette made a motion for WLS to adopt a Zero Tolerance policy, and it was seconded by Beth Wilson. After much discussion, Joanne Gaudette voted yea for the motion, while Beth Wilson, Patti Quinn, Daneen Goncalves, Richard Druce, and Melissa Bullerman voted nay. Ashley Godinez abstained.
Richard Druce then motioned to table the policy change and to research the statutes. This was seconded by Patti Quinn, and it passed unanimously.
- 6.13 Board Member Development Policy
Richard Druce motioned to pass the Board Member Development Policy. Patti Quinn seconded it. There was then Discussion over possible trainings and the needs assessment. A vote was then taken. Richard Druce, Beth Wilson, Ashley Godinez, Daneen Goncalves, Joanne Gaudette and Melissa Bullerman voted yea. Patti Quinn voted nay.

7. Finance

- 7.1 Financial Dashboard Finance Committee
Motion to approve the finances: Richard Druce
2nd by Daneen Goncalves. Lease aid was approved in its entirety for the 2014/15 school year.

8. Personnel Director

- 8.1 Contracts Director
FY15 - Staffing Chart
Motion to approve the FY2015 Staffing Chart : Patti Quinn
2nd by Ashley Godinez
The Motion passed unanimously
FY15 - Contracts for Services
Motion to approve the FY2015 Contracts for Services: Richard Druce
2nd by Patti Quinn
Motion passed unanimously
- 8.2 Director Evaluation
Joanne Gaudette shared the results of the director's evaluation with the rest of the board members.
- 8.3 Director Job Description and Qualifications
Deana Siekmann was tasked by the board to contact Bridget Gothberg to employ to revise job description for Director.
- 8.4 Personnel Handbook/Teacher Handbook
Changes were suggested.
** Pg. 8 Requirements for teaching professionals: the newly passed requirement for Middle School staff to be Montessori certified needs to be added.
** Pg. 9 Expand the section regarding Boundaries to include the need for staff to report inappropriate conduct of co-workers to administration or a board member.
** Pg. 10 Section E Misuse of Relationships to be expanded by the development of a Board policy.
** Pg. 10 The section discussing Suppression to be expanded to explain "be careful" in more detail.
- 8.5 Parent Handbook

No changes were suggested.

9. Curriculum/Programs

9.1 Website - Marketing

9.2 National Assessment of Educational Progress

Testing is to take place between January 3 and March 6. As part of No Child Left Behind, MDE chose WLS to show consistency in education this year. This is a national demonstration.

10. Building Company (WLS/JMS) with Facility/Maintenance/OSHA

10.1 Report on finances and recent activity

BC

Richard Druce updated the board on the progress of the ongoing building project. There was a delay in the project due to a conflict with the MET Council, and completion of the new classroom space is looking to come in mid October. Completion of the renovation of inside spaces will occur before the start of the school year. Joanne Gaudette made a motion to have the Deana Siekmann contact WLS lawyer regarding the past assessment and fees incurred. Daneen Goncalves seconded the motion, and it unanimously passed.

Joanne Gaudette then motioned for the WLS Building Company to follow legal advice of WLS Attorney. Melissa Bullerman seconded the motion, and it passed unanimously.

11. Committees/Task Forces

11.1 Committee Assignments

11.1.1 **Academic Achievement**

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

1. Deana Siekmann
2. Beth Wilson
- 3.

11.1.2 **Policy**

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

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

11.1.3 **Personnel**

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

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

11.1.4 **Finance**

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

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

11.1.5 **Fundraising/PTO**

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

1. Patti Quinn
- 2.

11.1.6 **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

11.1.7 **Technology**

BI-ANNUALLY First Monday of Oct & Feb 5-6 p.m.

1. Deana Siekmann
2. John Wilson
3. Kelly Simer
- 4.

11.1.8 **Marketing**

Quarterly First Mtg Monday, Aug. 19, 5:15

- 1.
- 2.
- 3.

12. Other

Confirmation of date and time of next meeting 8.25.14 at 6:15 p.m.

Adjournment

Respectfully submitted by Beth Wilson.