

# 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: 11.24.14

Board Members:		<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>
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\*\*Student Presentations -

1. Call to Order - Quorum confirmed Absent: Joanne Gaudette, Mitra Rahimi	Chair
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2. Community Forum

3. Approval of Agenda Patti motioned to approve the agenda, and Kendra seconded the motion.	Chair
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Declaration of conflict of interest  
No conflict of interest brought forward

4. Strategic Initiatives Update Strategic Initiatives Meeting Proposal	Chair
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First Hot Topic meeting held, and the conversation was centered on the idea of a World Learner High School. Eight families were in attendance along with many teachers and board members.

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 10.27.14, 11.10.14
- 5.2 Fundraising and Donation Records-
- 5.3 Fundraising Permissions - Culvers
- 5.4 Grants - none

Motion to approve the consent agenda made by Melissa Bullerman and seconded by Ashley Godinez.

A question was raised by Kendra regarding the Culver's fundraiser. Deana also brought forward a new fundraiser that was delivered to her after the board agenda was prepared. She then described the Art to Remember fundraiser, with the first \$1000 going towards Upper Elementary's Deep Portage transportation and the remaining proceeds going towards material making for the entire teaching staff.

Motion to add the Art to Remember to the previous consent agenda made by Kendra Hoffman, and Melissa Bullerman seconded it.

Motion carried unanimously.

6. Governance (e.g. by-laws, elections, etc.) 6.1 Report on ACNW retreat	Director
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Deana, Bob and Patti attended the ACNW Retreat on November 13<sup>th</sup>. They were able to talk with other teachers from Montessori schools and various charter schools gathered some ideas to share with WLS.

## 6.2 Report on ACNW site visit

Our contract has been submitted and ACNW is planning to act on it by February. Visitors from the ACNW spend the day of Nov. 20<sup>th</sup> touring the school and meeting with different teachers, parents and students of WLS. The visit seemed to go well.

## 7. Finance

### 7.1 Financial Dashboard

Finance Committee

According to Patti, the WLS board treasurer, "It's all good." There is a CDAR coming due on Dec. 4<sup>th</sup> and another due on the 11 of December. Our food service fund covers our free lunches offered to our students who are unable to afford school lunch as we do not meet requirements for the federal Free and Reduced Lunch program.

### 7.2 Enrollment Update

LE - Actual	76	Budget	78
UE - Actual	82	Budget	83
MS - Actual	48	Budget	51
TOTAL Actual	206	Budget	212

### 7.3 Audit Presentation and Approval

Denis Hoogeveen, CPA, from the Clifton Larson Allen firm presented the WLS executive audit summary to the board. The audit has been approved and has been uploaded to the Department of Education website. It is still in need of being uploaded to the MO website. The WLS cash position is very strong, according to Mr. Hoogeveen, and there is a very good-looking balance sheet. He did suggest that WLS to bring their fund balance down a bit (it is now at 39% of total year revenue), but it is indicative of a strong financial standing and monitoring of the budget. There were no internal control findings by the auditors, nor were there any legal compliance findings.

## 8. Personnel

Director

### 8.1 Contracts - Carrie Baker Rantala, Melissa Bullerman

A motion to approve the new contracts was made by Patti Quinn and seconded by Ashley Godinez. After no discussion, the motion passed unanimously.

### 8.4 Director Job Description and Qualifications

## 9. Curriculum/Programs

The annual report was presented to the ACNW.

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

### 10.1 Report on finances and recent activity

BC

The new addition is now open. There are a few items for the contractors to finish up.

## 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. Bob Davis
3. Beth Wilson

The school board, at last month's meeting, voted to replace the Bullying and Harassment Policies with a new single Bullying policy. It was found, however, that the new policy does not cover items that the previous Harassment Policy covered. It was therefore recommended that the previous Harassment policy reinstated.

Motion to reinstate the WLS Harassment Policy as previously written was made by Melissa Bullerman and seconded by Patti Quinn.

The motion passed unanimously.

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| <p><b>11.1.3 Personnel</b></p> <ol style="list-style-type: none"> <li>1. Deana Siekmann</li> <li>2. Bob Davis</li> <li>3. Daneen Goncalves</li> </ol>   | <p><b>MONTHLY First Monday of Month 4:30-5:00 p.m.</b></p>  |
| <p><b>11.1.4 Finance</b></p> <ol style="list-style-type: none"> <li>1. Deana Siekmann</li> <li>2. Patti Quinn</li> <li>3. Kendra Hoffman</li> </ol>   | <p><b>MONTHLY Third Monday of Month 5-6 p.m.</b><br/> ** February meeting on 2.17.14 at 4:00 pm</p> |
| <p><b>11.1.5 Fundraising/PTO</b></p> <ol style="list-style-type: none"> <li>1. Patti Quinn</li> <li>2.</li> </ol>   | <p><b>MONTHLY First Wednesday of Month 6:30 -7:30 p.m.</b></p>                                      |
| <p><b>11.1.6 Facilities/Building Company</b></p> <ol style="list-style-type: none"> <li>1. Deana Siekmann</li> <li>2. Beth Wilson</li> <li>3. Richard Druce</li> <li>4. Tim Boyce</li> </ol>  | <p><b>MONTHLY Fourth Monday of Month 5:45 - 6:15 p.m.</b></p>                                       |
| <p><b>11.1.7 Technology</b></p> <ol style="list-style-type: none"> <li>1. Deana Siekmann</li> <li>2. John Wilson</li> <li>3. Kelly Simer</li> <li>4. Joanne Gaudette</li> </ol>   | <p><b>BI-ANNUALLY First Monday of Oct &amp; Feb 5-6 p.m.</b></p>                                    |
| <p><b>11.1.8 Marketing</b></p> <ol style="list-style-type: none"> <li>1. Ashley Godinez</li> <li>2. Melissa Bullerman</li> <li>3. Richard Druce</li> <li>4. Joanne Gaudette</li> <li>5. Karen Squires</li> <li>6. Mitra Rahimi</li> </ol> | <p><b>MONTHLY, 3<sup>rd</sup> Thursday of Month, 4:00 pm</b></p>                                    |

A flyer was created by Joanne Gaudette to be sent out to other Montessori schools. Teachers will also be given fliers to hand out at conferences for parents to pass them on to neighbors or friends in order to spread information about our school. A newspaper article is being written regarding the WLS 20<sup>th</sup> Year Reunion. A list is being gathered of winter events to visit and place information about WLS. Richard Druce continues to work on the WLS website.

**12. Other**

**12.1 Hot Topics**

**12.2 WLS 20<sup>th</sup> Anniversary**

A meeting is set for December for the committee to work on planning the reunion event. Wan is going to work over the holiday break to prepare the school for community tours.

**12.3 Update on Parent Concern**

Formally, it was the opinion of the liaison team that the teacher did not violate any policies or practices. The team did make a few recommendations: meeting with parents about occurrences before teachers

talking with students and having the board to create a document that informs parents about data privacy issues. They felt that the document should be handed to parents separate from the handbook. The liaison team is very willing to help with creating the document.

The policy committee will look at these recommendations.

Confirmation of date and time of next meeting 12.22.14 at 6:15 p.m.

#### Adjournment

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

Respectfully submitted by Beth Wilson, Nov. 24, 2014