

World Learner School



World Learner School Board Meeting Agenda August 22, 2016

1. Call to Order – 6:00 pm
2. Roll Call/Quorum Confirmed

Present; Jody, Michelle, Tina, Patti, Amy, Beth, Eva, Deana, Dan Jett
Absent: Brian
3. Student Presentation – none for this meeting
4. Community Forum (Procedures are contained on Community Forum Participation Cards, available at the meeting)
5. Approval of Agenda and Declaration of Conflicts of Interest
Jody made the motion to approve the agenda and Tina seconded it. Deana Siekmann needed to add the action item of board member statement of assurance and the PTO Fund Drive fund raiser.
Motion to accept the agenda with the additions was made by Amy, seconded by Michelle. Motion passed unanimously.
6. Approval of Consent Agenda: Consent agenda items are considered routine in nature and will be voted upon with a single motion; however, by request from an individual school board member, individual items on the Consent Agenda may be removed from it for independent consideration.
 - A. Minutes of 7.25.16 and 8.15.16 -
 - B. Fundraising and Donation records -
 - C. Fundraising Permissions & Grants – MS Target Grant #1, MS Target Grant #2, PTO Fall Festival, PTO Book FairMotion to approve the consent agenda was made by Michelle Strain and seconded by Amy Tripp. A change in the dates of board meeting was noted. Motion passed unanimously.
7. Information/Discussion
 - A. Board Training Activities – Requirements and Plans for FY17
 - i. Book Study
 - ii. Required – Employment, Financial, Governance – Date/Time with Dan Jett
Dan Jett brought up the fact that only new board members need the employment, financial, and governance training according to the statute. Deana Siekmann then mentioned that the WLS policy stated that it needed to be completed every term for every member. Dan wanted to make sure the board was aware that there were options for topics for the training he is to present the board over the coming year.

Topics board members suggested for training included finance, a book study on charter school board governance.

Sandy Schmidt to come to the September board meeting to give the finance training to the board. Dan will give the new members their governance and employment training.
 - iii. Other options
 - B. Board Executive Committee Roles and Responsibilities –
Follow-up from last month: possible position of sub-secretary? The decision was made that there was no need at this time.
Position of vice-chair: After some discussion, it was decided that the topic would be left on the agenda for the September meeting.
 - C. Committee Options
 - i. Committee as whole – work sessions

- ii. Committee designees – committee meetings
In general, it seemed that everyone felt that the committees continued to run as a whole board group, and work was done in side sessions four times a year.

Deana noted that a new member of the building company is needed to be appointed to fill the spot vacated by Angela Wroblewski.

D. WLS Family Survey – Summary

Patti Quinn read through the summary and made some notes: Overwhelmingly positive in the ranking, however, there was a negative tone to many of the comments. More challenging for students, especially in math and work completion. There was a discussion of a Parent Portal for parent communication. There are some concerns, though, over using a portal system as means of communication as well as perceived value vs. real value and does a portal system mesh with the philosophy of our school. Board will delegate to Administration for determination.

E. Appointment Process for Community Member to Board –

Board members came forth with several names of community members to reach out to. Board members are to report back to Patti Quinn with people who have expressed an interest serving on the board.

F. Appointment Process for member of the WLS BC –

We are in need of a parent member for the WLS Building Company. Possibly ask the PTO to put out the need to the parent body during the Open House event. Patti will contact Sally Reed, and Jody Luck will contact Kelly Simer.

8. Reports

A. Director's Report

- i. Monthly Enrollment Report – as of today, enrollment stands at 218
- ii. Upcoming Events – Orientation and Open House on Wednesday, First Day of School on Aug. 29th, Middle School Camping Sept. 6-9, Deep Portage taking place Sept. 11-16
- iii. Other information – Damage to the roofing vents is cosmetic and thus not covered by insurance. Long term sub is needed for one of the teaching staff. We are also looking for a long-term sub to begin in February for para-professional. A special board meeting is needed in September to approve the annual report.

B. Committee Reports

- i. Finance Committee
 - a. Finance Report July- Financial Dashboard indicates that we are 7% of our budget. Projections look fine for cash flow. A CDARS was bought in early August. A few one-time anomalies appear and make the budget look past what it should.
 - b. FY17 Budget Update –

C. Backyard Renovation Update – Phase One of the backyard renovation is completed and looks fantastic. Sod is taped off, and it will need to be kept off of for several weeks. There was a \$300 increase in costs to replace the rain sensor on the sprinkler system. There was a work day last Thursday to clean up the other areas of the school yard, and many much needed tasks were completed.

D. Board Training and Director Coaching Process – Dan Jett

Dan Jett passed out a handout on the coaching process for the Director. There are 6 topics to be covered during this professional coaching: budget development, human resources, long range visioning, external communications, recruitment of new families to WLS and retention of current families, and delegation of authority and responsibility. Dan then talked about the topics for the board coaching and goal setting. There will be a 4-hour session with Dan and the board for the training. The board is to pick 2 goals to work on for the up-coming year.

E. Marketing – Targeted Banner Ad: is the board interested in this type of advertising? The deadline for the fall publishing for the community publication is Sept. 26. No action taken

F. PTO Update – budget for FY17

9. Action Items

A. Financial Report for July 2016 – Motion to accept the financial report. Michelle motioned and Brian seconded. Passed unanimously

Personnel Employment Agreements – Marianne Miller

Several substitution contracts have come in. Amy motioned and Tina seconded. Motion passed unanimously

B. Policies: First Reading –149 Open Meeting Law, 306 Bullying Prohibition, 349 Religious Accommodation, 452 Pledge of Allegiance, 561 School Closure, 669 Tobacco Free Environment
Jody motioned and Eva seconded. No discussion. Motion passed unanimously.

C. Policies: Second Reading – none

D. Policies: Deletion -none

E. Board Resignation Resolution

Bob Davis submitted his letter of Resignation. Michelle motioned and Brian seconded. No discussion. Motion passed unanimously.

F. WLS and WLS BC Encroachment Agreement

Eva made a motion to accept the encroachment agreement with the Jonathan Association, and Jody seconded it. During discussion, Deana gave some background information concerning the encroachment of WLS on to Jonathan Association property. Motion passed unanimously.

G. WLS Irrigation System Upgrade

A new system was put in. Jody motioned to accept upgrade and Amy seconded it. No discussion. Motion passed unanimously.

H. Director Goals for FY17- action item for next month

I. Marketing in Lifestyle Guide- Tina motioned and Michelle seconded. Discussion about costs of both the quarter page ad and the targeted banner are ½ of the marketing budget. The suggestion was made to see how the new yard signs do before we spend money on advertising in the lifestyle guide. Targeted banners might be worth doing and not the quarter page ad. The motion of placing the targeted ad only was passed unanimously.

J. Family Survey Action: Jody made a motion to have Deana to include a note about the summary in her newsletter, and Eva seconded it. Motion passed unanimously with no discussion.

K. PTO Budget FY17: Brian motioned to approve the PTO budget, and Eva seconded it.

Michelle Strain mentioned that the PTO should look at increasing the funding to the Middle school for their outings. Motion passed unanimously.

L. WLS Corporate Resolution: A new treasurer needs to be appointed, and then a new corporate resolution needs to be completed. Patti nominated Jody for the position, and Eva seconded it. Michelle volunteered to serve on the finance committee to take Jody's place on the finance committee. Motion passed unanimously.

M. Board Member Statement of Assurance: Deana Siekmann passed out the Statement for the board members to sign.

10. Scheduling

A. WLS Board Meeting: October 3, 2016 6:00 pm

Motion to adjourn: Tina, Amy seconded. Motion passed unanimously.