

# 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 Agenda



Date: 3.23.15

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 - Avery Burns from Patti Quinn's Upper Elementary class presented his thoughts on his recent trip to Deep Portage. Avery's father, John, then talked about his thoughts on the trip, as he, too, went to Deep Portage. It was, in his words, "terrific."

1. Call to Order - Quorum confirmed Chair  
 Members present: Patti Quinn, Beth Wilson, Mitra Rahimi, Bob Davis, Deana Siekman, Joanne Gaudette, Kendra Hoffman  
 Members absent: Melissa Bullerman, Ashley Godinez, Richard Druce

2. Community Forum  
 No Forum

3. Approval of Agenda Chair  
 Declaration of conflict of interest  
 Motion to approve the agenda made by Patti Quinn and seconded by Mitra . There is no conflict of interest.  
 Motion passed unanimously.

4. Strategic Initiatives Update Chair  
 February 'Hot Topics' Summary  
 Discussion was tabled until next month.  
 Other Update  
 A reporter from the Chaska Herald came to tour the school and gather information towards an article they are writing about WLS.

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 2.24.15  
 5.2 Fundraising and Donation Records-  
 5.3 Fundraising Permissions -  
 5.4 Grants -  
 Motion to approve the Consent Agenda made by Mitra Rahimi and seconded by Joanne Gaudette.  
 There were a few amendments to make to the February minutes, one concerning a typo and another concerning an incomplete sentence.

Motion passes unanimously.

6. Governance (e.g. by-laws, elections, etc.) Director  
 6.1. Annual Meeting Plan

Bob brought up that the bylaws must to be changed before the parent population voted on the elections as the change in bylaws affects the teacher terms on the school board. It was determined that a vote by hand would be sufficient.

### 6.2 ACNW Contract

Deana continues to work on the contract, and it will be ready for approval at April's board meeting.

### 6.3 Resolution to appoint Director as Identified Official with Authority

Deana Siekmann brought forward a Board Resolution that would recognize the release of the new External User Access Recertification System from the Minnesota Department of Education. This system provides local education agency superintendents and directors with additional information and control over who has external access to MDE secure systems for the school district.

Motion pass the resolution to appoint Deana Siekmann as the Identified Official with Authority to complete the tasks of the position to conduct the business of the school was made by Joanne Gaudette and Kendra Hoffman.

## 7. Finance

### 7.1 Financial Dashboard

Finance Committee

Kendra Hoffman presented the February financials. On the whole, everything is well. There were a few items that needed to be shifted to new categories, but these were just bookkeeping items. Some of the state and federal monies came in. Budgets that had reached their max were frozen from future spending. There is a CDARS coming due. Money that was approved for transfer last month was taken out of the account and given to the WLS Building Company.

Motion to approve the February Finance Report made by Mitra Rahimi and seconded by Joanne Gaudette. The motion passed unanimously.

### 7.2 Enrollment Update

LE - Actual	79	Budget	78
UE - Actual	81	Budget	83
MS - Actual	48	Budget	51
TOTAL Actual	208	Budget	212

### 7.3 FY16 Preliminary budget – payroll budget

Deana presented the preliminary budget for the 15/16 school year. There was a 1% increase of living raise put in for staff. She asked the board to approve the budget portion concerning the salary wages so that contracts can be offered to staff.

Motion to approve the preliminary budget was made by Patti Quinn and Beth Wilson seconded it.

Kendra asked about a section where the numbers in salary wages and benefits where going down where they should probably go up over the consecutive years' budgets. Deana will look further into this. There was another question about a variance in numbers in the Equipment category under Expenses. It was determined that there was a difference due to the Middle school expansion project.

The motion passed unanimously.

## 8. Employment Matters

Director

### 8.1 Contracts – Michelle Darsow, Marianne Miller

Motion to approve the new contracts made by Patti Quinn and seconded by Kendra Hoffman.

Deana asked the board to recognize the contributions of Denise Parish, who stepped in for Michelle Darsow over the last seven months. Denise was a tremendous help, and her work is greatly appreciated.

## 9. Curriculum/Programs

### 9.1 Academic Dashboard

Deana talked about Deep Portage, artistic work for the Shindig, and the Upper Elementary outing to the Bell Museum. The Middle School is working on their play, and Lower Elementary has engaged in lessons on the Declaration of Independence and the tone bars.

## 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.

There is a transitional meeting for Middle School which led to much discussion on the Middle School Curriculum. Deana and Patti will also be working on the environmental part of the Audubon contract.

#### 10.1.2 Policy

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

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

A suggestion was brought to the Policy meeting about altering the Sponsorship policy.

A motion was made by Joanne Gaudette for the policy committee to look at the prioritizing of policies they need to review, including the new suggestion and where it should fit in and then to make a recommendation to the board. It was seconded by Kendra Hoffman.

The motion carried unanimously.

It was also determined by the committee to not create a policy on parent communication. They feared for treading on teacher autonomy and believe that verbal communication would not necessarily be the best course in every situation. Instead, they thought Pre-program training on communication for staff could help in areas needed.

#### 10.1.3 Personnel

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

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

Review of Job Description of Director is being finalized.

#### 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.

The PTO just held the annual Shindig, which turned out phenomenally. The School Board wants to thank all those who put their time and talents into making our event so successful. There were so many positive comments coming in from families who enjoyed their evening.

#### 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

No report.

#### 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

The committee is preparing to send out the WLS fliers to different schools. They are also working to getting a Facebook advertisement.

#### 11. Other

Kendra made a recommendation to add the Data Privacy information into the packet of information handed

Motion to approve the Data Privacy Informational Sheet was made by Patti Quinn and Mitra Rahimi seconded it. Discussion: Deana brought up that parents will wonder who wrote it. Joanne asked if our attorney had reviewed it.

Kendra rescinded her motion. Deana will bring it to the school lawyer for review.

Confirmation of date and time of next meeting 4.27.15 at 6:15 p.m.

Motion to adjourn made by Patti and seconded by Kendra Hoffman.  
The motion carried unanimously.

Adjournment

Respectfully submitted by Beth Wilson