

World Learner School



World Learner School Board Meeting Minutes JULY24, 2017

**Installation of Directors

Oath of Office – Deana Siekmann administered the Oath of Office to Beth Wilson, Eva Maher, Jennifer Graves, Patti Quinn. Michelle Strain was administered the Oath following her appointment to the Board at the approval of the consent agenda.

**Election of Officers

Chair – Deana Siekmann guided the election of Chair. Patti Quinn was unanimously elected Chair. Patti took over as Chair.

Treasurer – Patti guided the election of Treasurer. Jody Luck was unanimously elected Treasurer.

Secretary - Patti guided the election of Secretary. Emily Carlson was unanimously elected Secretary.

1. Call to Order – 6:00 pm
2. Roll Call/Quorum Confirmed Present- Beth Wilson, Eva Maher, Jennifer Graves, Patti Quinn
 Absent- Jody Luck, Danielle Wishard Tudor, Emily Carlson
 Non-Members Present- Deana Siekmann and Michelle Strain
3. Student Presentation – no presentation
4. Community Forum (Procedures are contained on Community Forum Participation Cards, available at the meeting) no forum
5. Charter School University Book Study guided by Patti Quinn –

The Board was to have read the final chapters of Charter Board University for discussion at tonight's meeting. Due to board members being absent, the board decided to table the discussion and move discussion of chapters, 19, 20, 21, and 24 to the August meeting.

6. Approval of Agenda and Declaration of Conflicts of Interest
Eva made a motion to accept the Agenda and Declaration of Conflicts of Interest. Beth seconded the motion. There was no discussion, and the motion passed unanimously.
7. 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 6.26.17-
 - B. Fundraising and Donation records
 - C. Fundraising Permissions & Grants
 - D. Business Contracts
 - E. Handbooks – Personnel and Parent
 - F. Business Matrix
 - G. Resolution to Repeal Employment Agreement Lindquist
 - H. Resolution Designated Authority of Board
 - I. Resolution Identified Official with Authority for MDE
 - J. Resolution Depository and EFT Designation
 - K. Appointment of Parent Board Member to WLS Board –
 - L. Conflict of Interest Statements
 - M. Background Checks for Board Members

A motion to approve the Consent Agenda was made by Eva and seconded by Jennifer. The motion passed unanimously with out discussion.

8. Information/Discussion

- A. Board Training Activities – Requirements and Plans for FY18
Beth and Deana presented ideas for board trainings for the up-coming year. These trainings include Governance and Employment

A motion to approve made by Jennifer and seconded by Eva. There was some discussion about scheduling of the trainings and presentations. The motion passed unanimously.

- B. Director Goals FY18
Deana laid out ideas to be approved for the Director's Goals for the up-coming school year. The first piece of the plan is to attend some professional development. Deana was accepted to a 2-year principal training program held at the University of Minnesota. The second piece is to develop and implement a plan for best practices in charter school recruitment and retention of students. The third piece is to research options for gaining MN Reading Corps or Math Corps at WLS.
- C. Appointment of Teacher Board Member to WLS Board –
There was some discussion of appointing a teacher to the board to replace an opening on the board.
- D. Different payment options
Information was submitted to the Board about options for on-line payment systems. While it might add ease of payment making for parents, it would add work-load on to the office administrator and parents would incur a finance cost for each payment. A big question of the board was- Is this Board work or is it administrative?

9. Reports

- A. Director's Report
 - i. Monthly Enrollment Report : currently 221 students- placements are continuously being offered and made
 - ii. Upcoming Events:
 - iii. Other information: Deana attended the Carver County Schools Emergency Planning Meeting and shared some items that were shared at the meeting. There are some philosophical changes in what is best for students in emergency situations, especially concerning the "Lock Down." WLS will be looking at their emergency policies and seeing what changes might need to be made if any. WLS is still in need of filling several para-professional positions and a .5 Special Ed teacher position, and interviews are being held.
- B. Committee Reports
 - i. Finance Committee
 - a. Finance Report June
 - b. FY18 Budget Update

10. Action Items

- A. Financial Report for June 2017
The cash flow remains healthy, and the YTD revenue for all funds is approximately 101% of the revenue budget. Food Service was one area of concern in the budget from 2017, and Sandy will be analyzing the reasons why there was a discrepancy and what changes need to be made for the new budget to correct the situation from occurring again. There are still some fees that need to be collected by the school from parents who have not paid outstanding bills. Eva made a motion to approve the Financial Report for June 2017m and Michelle seconded the motion. The motion passed unanimously with no discussion.
- B. Personnel Employment Agreements – FY18 – Michelle Darsow, Deana Siekmann, Diane Johnson, Emily Carlson, Nicole Olson, Beth Wilson, Susan Olson
A motion to accept the Personnel Employment Agreements was made by Michelle and seconded by Eva. After no discussion, the motion passed unanimously.
- C. Policies: First Reading – 306 Bullying Prohibition, 312 Safety and Security, 315 Equal Employment Opportunity, 325 Harassment Prohibition, 345 Nondiscrimination,
A motion to approve the first reading was made by Eva and seconded by Michelle.
- D. Policies: Second Reading – no readings
- E. Policies: Deletion - 380 Visitor
A motion to approve the deletion of the Visitor Policy was made by Beth and seconded by Michelle. Deana explained that this policy is now covered under the Policy 312 Safety Policy and is redundant. The motion passed unanimously.
- F. Resolution of Klein Corporate Authorization
The Resolution of Klein Corporate Authorization was made by Michelle and seconded by Eva. The board chair, the treasurer and the secretary will need to sign the Authorization form. The motion passed unanimously.
- G. Resolution of Board Meeting Schedule for FY18
Michelle made a motion to accept the Resolution of Board Meeting Schedule for FY18 and Jennifer seconded the motion. Deana explained some of the changes to the schedule compared to past years. The motion passed unanimously.

11. Scheduling

- A. WLS Board Meeting on August 21st at 6:00 pm

Motion to adjourn was made by Michelle and seconded by Beth. The motion passed unanimously.