



## World Learner School Board Meeting Minutes July 25, 2016

\*\*Installation of Directors  
Oath of Office

\*\*Election of Officers  
Chair: Patti Quinn  
Treasurer: Bob Davis  
Secretary: Beth Wilson

1. Call to Order – 6:00 pm

2. Roll Call/Quorum Confirmed

Eva Maher and Brian Hanson absent

3. Student Presentation – none for this meeting

4. Community Forum (Procedures are contained on Community Forum Participation Cards, available at the meeting)

No forum

5. Approval of Agenda and Declaration of Conflicts of Interest

Jody Luck moved to accept the agenda, and Tina Lyder seconded it. The motion passed unanimously. There were no declarations of conflict of interest.

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 6.27.16 -

B. Fundraising and Donation records - none

C. Fundraising Permissions & Grants – none

Tina Lyder moved to pass the consent agenda, and Michelle Strain seconded the motion. After discussion to amend the June minutes, the motion was voted on and failed unanimously.

A new motion to accept the consent agenda with the changes to section 9F concerning the proposal for the Board Consultant and should read “accepted director coaching, but tabled board consultation for a new proposal,” was made by Bob Davis and seconded by Tina Lyder. The motion passed unanimously.

7. Information/Discussion

A. Board Training Activities – Requirements and Plans for FY17

Brian and Eva to go through training, motion to table the discussion was made by Jody Luck and seconded by Michelle Strain. The motion passed unanimously.

B. Board Executive Committee Roles and Responsibilities –

Bob Davis proposed the idea of having the new Assistant Director serve as the minutes taker for the school board meetings. Further discussion included the topic of adding a Vice Chair to the board. The Vice Chair would move automatically into the roll of Chair at the end of the board term. This would require a bylaw change. No action taken.

C. Board Manuals –

Board members were asked to check for updates and to see Deana with any questions.

D. MN Student Survey Results –

Tabled for August meeting when the new board members are in attendance.

E. WLS Family Survey –

Tabled for August meeting

F. Policy List –

Deana will send out the policy list for perusal by the board members. There will be policies up for review by the board at the next meeting.

## 8. Reports

- A. Director's Report
  - i. Monthly Enrollment Report – 222 students
  - ii. Upcoming Events -
  - iii. Other information – Building Company insurance claim on the roof- no finalization  
New Contract issued to Tiffany Priest for a Paraprofessional position and Before Care
- B. Committee Reports
  - i. Finance Committee
    - a. Finance Report June- End of Year report, a new CDAR's to be activated in the coming week.
    - b. FY17 Budget Update - Federal SpEd money coming in will be applied to last year's budget. There is also \$700 coming in from E-Rate. All looks good from the Committee's point of view.
- C. Backyard Renovation Update – The renovation began mid-July, and completion is set for August 23<sup>rd</sup>. Deana also met with the Jonathan Association concerning the property infringement, and a two-year easement was granted to explore solutions. Possible solutions include leasing land from the J. Association or to purchase the land from Chaska after J. Association granted the city the parcel of land in question. During this easement, WLS will maintain liability.
- D. Director Evaluation Process – Dan Jett was absent so Bob Davis gave the report. Dan and Bob drafted a summary of Deana Siekmann's director evaluation. There was some discussion about some of the content of the summary, and a request was made to review the meeting notes from the last meeting to affirm the comments. A suggestion was also made to separate the evaluation into two versions- one public and one for Deana due to data privacy concerns. This topic was tabled for the August meeting.
- E. Marketing – Deana Siekmann investigated newspaper ad prices. A quarter page add in the Chaska yearly publication costs \$385.
- F. PTO Update – Lisa Waller is to serve as the staff liaison for the PTO. Sally Reed will be serving as the PTO president, and she is putting together some exciting events to kick-start the year.

## 9. Action Items

- A. Financial Report for June 2016 – Michelle moved to accept the June report, and Tina seconded it. There was no discussion, and the motion passed unanimously.
- B. Personnel Employment Agreements – Tiffany Priest was offered a contract.
- C. Policies: First Reading – There were no first readings.
- D. Policies: Second Reading - Criminal Background Check Policy: A motion to pass the Background policy was made by Amy and seconded by Jody. There was then a discussion about who should cover the costs of the background checks- the school or the volunteers. The motion failed unanimously. A new motion was made by Amy to accept the policy with the changes that volunteers will pay \$15 towards the background checks and WLS will cover the remainder of the costs incurred. Tina seconded the motion and it passed unanimously.
- E. Policies: Deletion: No deletion of policies
- F. Proposal for Board Consultation: Jody made a motion to accept the revision of the proposal for Board Consultation, and Tina seconded it. There was then a discussion about overtures from the last hiring of the consultant. Discussion points included: who was responsible for the overages, what did the expenditures go towards, is there any documentation, and going forward, who will keep track of future expenditures. A vote was taken, with Bob, Beth, Jody, and Patti voting yay, Michelle voting nay, and Tina and Amy abstaining. The motion carried.
- G. Resolution Designated Authority of Board: Jody made a motion to appoint Deana as a designated authority for the board, and Amy seconded the motion. There was no discussion, and the motion passed unanimously.
- H. Resolution Identified Official with Authority for MDE: Beth made a motion to accept Deana as an Identified Official with Authority for MDE, and Jody seconded it. There was no discussion and the motion passed unanimously.
- I. Resolution of Klein Corporate Authorization: Jody made a motion to give Klein Corporate Authority to Bob, Jody and Deana, and Michelle seconded it. The motion passed unanimously after no discussion.

- J. Resolution Depository and EFT Designation: Tina made a motion to allow Deana to make electronic fund transfers on behalf of the school. Jody seconded the motion, and the motion passed unanimously after no discussion.
- K. Conflict of Interest Statements: Deana passed out Conflict of Interest statements to the board members to sign and return.
- L. Background Checks for Board Members: action item
- M. Resolution of Board Meeting Schedule for FY17: Jody made a motion to accept the Board Meeting Schedule for FY17 with changes to a few of the meeting dates so that there is better correspondence to the school calendar. Tina seconded the motion, and it carried unanimously with no discussion.
- N. Business Matrix: Bob, Jody, Shireen and Deana work together in a system of checks and balances to make sure there are no conflicts of interest in WLS business practices.
- O. Handbooks – Personnel and Parent: Amy made a motion to approve the Parent Handbook, and Tina seconded the motion. There was no discussion and the motion passed unanimously.

10. Scheduling

- A. WLS Board Meeting: August 22, 2016 6:00 pm  
Michelle Strain made a motion to adjourn the meeting, and Tina Lyder seconded it. The motion passed unanimously.