

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: 7.27.15

		<u>Term Began</u>	<u>Term Ends</u>
Board Members:	Melissa Bullerman	July 15	June 16
	Bob Davis	July 14	June 16
	+ Debi Forsyth	July 15	June 16
	+ Jody Luck	July 15	June 17
	Ashley Godinez	July 15	June 16
	Mitra Rahimi	July 15	June 17
	Michelle Strain	July 15	June 17
	Patti Quinn	July 15	June 17
	Amy Tripp	July 15	June 17
	+ denotes Board Appointment		

<u>Item</u>	<u>Person Responsible</u>
<p>**Installation of Directors Oath of Office <i>All members were administered the Oath by Deana Siekmann.</i></p>	Deana
<p>**Election of Officers</p>	
<p>Chair <i>Bob Davis was nominated and accepted the nomination.</i> <i>All in favor (all)</i> <i>All Opposed (none)</i> <i>Bob Davis will be the Chair for the 2015-16 term.</i></p>	Deana
<p>Treasurer <i>Patti Quinn was nominated and accepted the nomination.</i> <i>All in Favor (all)</i> <i>All Opposed (none)</i> <i>Patti Quinn will be the Treasurer for the 2015-16 term.</i></p>	Chair
<p>Secretary <i>Melissa Bullerman was nominated and accepted the nomination.</i> <i>All in favor (all)</i> <i>All Opposed (none)</i> <i>Melissa Bullerman will be the Chair for the 2015-16 term.</i></p>	Chair
<p>1. Call to Order - Quorum confirmed</p>	Chair
<p><i>Quorum was met. Present board members at the meeting: Melissa Bullerman, Bob Davis, Debi Forsyth, Jody Luck, Michelle Strain, Patti Quinn, Amy Tripp</i></p>	
<p>2. Community Forum</p>	
<p>3. Approval of Agenda <i>The agenda was approved</i> <i>Motion made by Patti</i> <i>Second by Amy</i> <i>All in Favor (all)</i> <i>All Opposed (None)</i></p>	Chair
<p>Declaration of conflict of interest <i>No Declaration was needing to be declared</i></p>	
<p>4. Strategic Initiatives Update <i>We will go through and update all the board members on where we are at in the August Meeting</i></p>	Chair
<p>5. Approval of Consent Agenda 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.</p>	Chair
<p>5.1 Minutes of 6.22.15</p>	
<p>5.2 Fundraising and Donation Records- none</p>	
<p>5.3 Fundraising Permissions - none</p>	
<p>5.4 Grants -</p>	
<p><i>Motion to approve the Consent Agenda made by Melissa, Second by Michelle</i> <i>All in favor (all)</i> <i>All opposed (none)</i></p>	

6. Governance (e.g. by-laws, elections, etc.)

Director

6.1 Board Trainings

*Reviewed that training will be required by all board members, training will depend on cycle of service on the board.
Patti and Michelle will form a small committee to plan the trainings for the board.*

6.2 Board Manuals

All distributed by director (hand outs included: Mission Statements, Articles of Incorporation, By-Laws, Code of Conduct, Board Directory: Current Year, Role of the Board, Year-Long Timeline of Board Tasks- Update, Letter to Establish WLS, Letter of Intent to Authorization with Audubon, ACNW 2011 Contract, 2013 Amendment, 2015 Renewal, Charter School Law, Open Meeting Law, non-Profit Corporations, Educational Philosophy: What we Believe and What we Do, Board Policies (Update), Committee outlines, Fiscal Year Calendar- Update, Fiscal year Budget- Update, Access to : Personal Handbooks and Parent Handbook).

6.3 Resolution of Board Meeting Schedule

The board resolves to meet on the 4th Monday of the month at 6:15pm. The schedule will be as follows: 8/24, 9/21, 10/26, 11/23, 1/4, 1/25, 2/22, 4/4, 4/25, 5/23, 6/27, 7/25 with annual meeting on 3.22.16.

Motion made to approve the board meeting schedule made by Melissa, second: Jodi

All in favor (all)

All Opposed (none)

6.4 Resolution Designated Authority of Board

Motion made to approve the Resolution Designated Authority of Board to Deana Siekmann by Patti, Second made by Amy

All in Favor (all)

All Opposed (none)

6.5 Resolution Klein Corporate Authorization Resolution

Motion made to approve the Resolution to designate Deana, Patti and Michelle as corporate signers by Melissa, Second by Amy

All in Favor (all)

All Opposed (none)

6.6 Resolution Depository and EFT Designation

Motion made to approve the resolution as Klein Bank as Depository and Deana Siekmann to make Electronic Funds Transfers by Patti, Second made by Michelle

All in Favor (all)

All Opposed (none)

6.7 Conflict of Interest Statements

Distributed and signed by every member.

6.8 Business Matrix

Distributed.

6.9 Background Checks for Board Members

Distributed and completed by all board members.

6.10 Committee Assignments

Committees were assigned.

6.11 Resolution to appoint Identified Official with Authority for MDE

Motion made to appoint Deana Siekmann as the identified official with authority for MDE made by Patti Quinn, Debi made the second.

All in Favor (all)

Opposed (none)

6.12 Policy 1st Readings (Board is to read these through for the next board meeting, these will be voted on next month)

*At Will Employment
Health And Safety
Dissolution of the Corporation
School Board Conduct
Medication
Professional Development
School Board Committee
Employee Right-To-Know
Safety and Security*

6.13 Policy Spreadsheet

Made and distributed by the director, shows a scope and sequence of all of the policies on file (what we need to make, review, edit, delete)

7. Finance

7.1 Financial Dashboard

Finance Committee

7.2 FY16 Budget

Update: June was the end of the 2014-15 school year. There were no findings to report from the initial auditing that was completed. The year ended as expected. \$75,000 worth of CDRs were rolled over.

8. Personnel

Director

8.1 Contracts

FY16 – Staffing Chart Distributed by director- Position is open for a interventionist/prep relief licensed teacher

FY16 - Contracts for Services

Motion made to approve the contracts of service by Michelle, second made by Amy

All in favor (all)

Opposed (none)

8.1 Proposal for Director Job Description and Evaluation and Succession Plan

Dr. Daniel Jett attended the meeting to introduce himself and the work he will be doing for the board. The funding to pay Dr. Jett was approved from the previous meeting. A list of the things he will complete was passed out to the board. He will interview with each board member one on one by the middle of August.

8.2 Personnel Handbook/Teacher Handbook

Teacher handbook is separate as the teachers have a few more duties included in their job description.

Motion was made to approve the Personnel Handbook and Teacher Handbook by Patti Quinn, second by Michelle

All in favor (all)

Opposed (none)

8.3 Parent Handbook

Distributed to families in August

Patti makes the motion to approve the parent handbook, second made by Michelle

All in favor (all)

Opposed (none)

8.4 Resolution to Repeal Contract

Motion to approve resolution to repeal contract made by Melissa, second by Debi

All in favor (all)

Opposed (none)

9. Curriculum/Programs

9.1 Goals for ACNW

Over the next 5 years we will have more accountability for Academic Performance through ACNW

The academic achievement committee will be tasked to work on this project

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

10.1 Report on finances and recent activity

BC

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. Melissa Bullerman
- 3. Debi Forsyth

11.1.2 Policy

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

- 1. Deana Siekmann
- 2. Jody Luck
- 3. Bob Davis

11.1.3 Personnel

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

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

11.1.4 Finance

MONTHLY Third Monday of Month 5-6 p.m.

- 1. Deana Siekmann
- 2. Patti Quinn
- 3. Michelle Strain

11.1.5 Fundraising/PTO

MONTHLY First Wednesday of Month 6:30 -7:30 p.m.

- 1.
- 2.

11.1.6 Facilities /Building Company

MONTHLY Fourth Monday of Month 5:45 - 6:00 p.m.

- 1. Deana Siekmann
- 2. Beth Wilson
- 3.

11.1.7 Technology

BI-ANNUALLY First Monday of Oct & Feb 5-6 p.m.

- 1. Deana Siekmann
- 2.
- 3.

11.1.8 Marketing

MONTHLY, 3rd Thursday of Month, 4:00 pm

1. Ashley Godinez
2. Amy Tripp
3. Michelle Strain

12. Other

12.1 Motion to Close the meeting Pursuant to 13D.05 Subd. 2(b) and 13D.05, Subds. (1) and (3)

Motion made by Patti Quinn, seconded by Michelle

All in favor (all)

All opposed (none)

Meeting Closed

Meeting reopens

Motion made to reopen meeting made by Melissa, second by Jody

All in favor (all)

Opposed (none)

Confirmation of date and time of next meeting 8.24.15 at 6:15 p.m.

Adjournment

Patti makes the motion to adjourn the meeting, second make by Jody

All in favor (all)

Opposed (none)

Respectfully submitted by Melissa Bullerman