

# 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 Minutes



Date: 9.22.14

| <u>Board Members:</u> |                             | <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          |
|                       | Daneen Goncalves            | July 13           | June 15          |
|                       | Kendra Hoffman              | July 14           | June 16          |
|                       | Patti Quinn                 | July 14           | June 15          |
|                       | Beth Wilson                 | July 14           | June 15          |
|                       | + denotes Board Appointment |                   |                  |

|             |                           |
|-------------|---------------------------|
| <u>Item</u> | <u>Person Responsible</u> |
|-------------|---------------------------|

\*\*Student Presentations – Jaden from Melissa's Upper Elementary classroom presented a cube root lesson using the cubing material.

**1. Call to Order – Quorum confirmed**

**Chair**

Members Present: Melissa Bullerman, Daneen Goncalves, Joanne Gaudette, Ashley Godinez, Patti Quinn, Kendra Hoffman, Bob Davis, and Beth Wilson

Members Absent: Richard Druce

**2. Community Forum**

No Forum Speakers

**3. Approval of Agenda**

**Chair**

Declaration of conflict of interest

No declarations of conflicts made.

Motion to approve the board agenda made by Kendra Hoffman.

Seconded by Patti Quinn

Motion passed unanimously

**4. Strategic Initiatives Update**

**Chair**

No updates at this time

**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 8.25.14**

Motion to pass the minutes made by Daneen Goncalves

Seconded by Kendra Hoffman

Motion passed, Melissa Bullerman, Daneen Goncalves, Ashley Godinez, Patti Quinn, Kendra Hoffman, Bob Davis, and Beth Wilson voting yea, and Joanne Gaudette voting nay.

**5.2 Fundraising and Donation Records-**

**5.3 Fundraising Permissions – Fall Festival, Fund Drive, MS Goods, Herbergers**

Joanne Gaudette raised concerns about there being a food service trained adult to be in supervision of the students while they are training. It was noted that Deana Siekmann holds a food service certification.

**5.4 Grants – none**

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

**Director**

6.1 ACNW report on contract renewal – due 11.15

6.1 Board Trainings – review policy

Deana has a list of all the up to date board trainings for each board member. Members can see Deana if they are interested in where they stand.

#### 6.2 WLS Assurance of Compliance

Motion to pass the Assurance of Compliance was made by Patti Quinn, Daneen Congalves seconded the motion.

Motion passed unanimously.

#### 6.3 Background Check Policy

Deana Siekmann revised the Background Check as requested. It would go into effect from this point forward.

Motion to accept the Background Check Policy made by Patti Quinn, seconded by Kendra Hoffman. Motion passed unanimously.

#### 6.4 Annual Report - due 10.1

Deana prepared the annual report that is due to MDE and Audubon. There are still items in the report that need fleshing out, and Deana is asking the board to read through the report and give thoughts or edits. The board will then vote to approve the annual report at the October meeting.

### 7. Finance

#### 7.1 Financial Dashboard

#### Finance Committee

Motion to accept the WLS August Financials was made by Ashley Godinez and seconded by Melissa Bullerman .

There was some discussion over what the state holdback was and how it works. One reason this is done is to help with school audits and to keep schools from owing money to the state. There was also some information given about previous state holdbacks and how the school handled the rising holdback percentages.

There was a question about payroll: teachers are paid over 24 pay periods, and no benefits are paid out during the summer. They receive benefits for 12 months, but they pay them over 9.

All the totals of spending areas are where they should be. It was pointed out that many bills are paid in full once a year, which shows a higher percentage in the budget than other areas show.

The motion passed unanimously.

#### 7.2 Enrollment Update

|              |     |        |     |
|--------------|-----|--------|-----|
| LE - Actual  | 81  | Budget | 80  |
| UE - Actual  | 82  | Budget | 85  |
| MS - Actual  | 49  | Budget | 52  |
| TOTAL Actual | 212 | Budget | 217 |

A question was raised concerning rumblings about turnovers in the school. Deana followed up with most of the families- most said that they were just looking for something different for their child. No family has come forward with any specific concerns about WLS. It was suggested that it might be helpful to have some anonymous way to have families voice concerns. It was then suggested that we should have a task force to look into the situation. The subject was then tabled for the strategic planning meeting.

#### 7.3 Audit Presentation 11.24.14

#### 7.4 Amazon Smile

The school has been approached about setting up an Amazon Smile account, where the school could earn money through purchases made by WLS parents on Amazon. It was brought up by Joanne Gaudette that the WLS PTO already has a Smile account.

Motion to set up an Amazon Smile account was made by Melissa Bullerman and seconded by Joanne Gaudette.

Motion fails unanimously: Nay votes made by Melissa Bullerman, Daneen Goncalves, Joanne Gaudette, Ashley Godinez, Patti Quinn, Kendra Hoffman, and Beth Wilson

8. Personnel

Director

8.1 Contracts – Teresa Riley Baecker, Lisa Waller, Jamie Otte, Jamie Otte, Patti Quinn, Mitra Rahimi, Beth Wilson, Lisa Paynter, Carrie Baker Rantala, Erin Whitehead, Deb Ries

Motion to approve the contracts made by Ashley Godinez and seconded Kendra Hoffman, motion passed unanimously.

8.4 Director Job Description and Qualifications

9. Curriculum/Programs

9.1 Website – Marketing

Deana talked with a company called Catchafire, who connects non-profits with companies who want to give back to the community, such as website design. The Marketing Committee would need to look into this as a possibility for marketing needs. The committee has many ideas on marketing the school, but they are trying to figure out how to get the most bang out of their small budget.

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

10.1 Report on finances and recent activity

BC

10.2 Report from lawyer on SAC charges

Our WLS lawyer responded to the inquiry about the SAC fees in which he stated that there was nothing to be done to change the fees and that the MET Council

Motion to pay the assessment in full as determined by the MET Council made by Beth Wilson, seconded by Kendra Hoffman.

There was then discussion about recouping a portion of the past fees from JMS. Beth Wilson shared her opinion that the WLS Building company should not go to JMS and should pay the amount in full. Kendra Hoffman brought forward the possibility that JMS would not be able to afford a payment to WLS even if they agreed with their role in the assessments.

The motion pass in a 4 to 3 vote. Beth Wilson, Bob Davis, Daneen Goncalves, and Kendra Hoffman voted yea, Joanne Gaudette and Ashley Godinez voted nay. Melissa Bullerman abstained.

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. Beth Wilson
- 3.

11.1.2 Policy

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

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

11.1.3 Personnel

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

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

11.1.4 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

11.1.5 Fundraising/PTO

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

1. Patti Quinn
- 2.

**11.1.6 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

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

1. Deana Siekmann
2. John Wilson
3. Kelly Simer
4. Joanne Gaudette

**11.1.8 Marketing      Quarterly First Mtg Monday, Aug. 19, 5:15**

1. Ashley Godinez
2. Melissa Bullerman
3. Richard Druce

**12. Other**

12.1 Kindergarten Discussion

12.2 WLS 20<sup>th</sup> Anniversary

Melissa Bullerman and Beth Wilson will work on a party to celebrate WLS's 20<sup>th</sup> Birthday Celebration.

Confirmation of date and time of next meeting

Board Strategic Planning Meeting on 9-29 4:30pm

Next Board Meeting on 10-27-14

**Adjournment**

Motion to adjourn the board meeting made by Melissa Bullerman

Seconded by Joanne Gaudette

Motion passed unanimously

Respectfully submitted by Beth Wilson