

**Prairie Creek Community School
School Board Monthly Meeting Minutes**

June 25, 2015

7:00pm

Prairie Creek Community School, Northfield MN 55057

1 Call to order 7:06pm

2 Attendance

2014-2015	Aug 28	Sept 25	Oct 23	Nov 20	Dec 18	Jan 22	Feb 26	Mar 19	Apl 23	May 28	June 25
Randy Clay		✓		✓		✓	✓	✓	✓		✓
Julie Cohrs	✓		✓	✓	✓	✓	✓		✓	✓	✓
Roz Eaton-Neeb	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓
Kelsey Fitschen-Hemmah	✓	✓	✓	✓		✓		✓	✓	✓	✓
Bonnie Jean Flom	✓	✓	✓		✓	✓			✓	✓	
Amy Gernon	✓	✓	✓	✓		✓		✓	✓	✓	
Amy Haslett-Marroquin	✓	✓		✓	✓	✓		✓	✓	✓	
Ben Miller	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Dan Rustad	✓	✓	✓	✓	✓		✓	✓	✓		
Simon Tyler-ex officio	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Keith Johnson- ex officio	✓	✓	✓			✓	✓		✓	✓	✓
Colleen Braucher	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

3 Recognition/Announcements: Acknowledge Randy Clay and Amy Haslett-Marroquin for the service on the board. Keith appreciated the work Randy did on the finance committee. Simon acknowledged his work with finance as well. Amy H for her always being inclusive of the entire community. Roz wants to encourage the board to keep on top of what is happening in Brooklyn Center school with bussing and segregation. Kelsey would like to compliment the sped team on the Sped site review visit, it came back with no findings!

4 Public Comments: none

5 Approve Agenda:

Moved: Julie Cohrs

Second: Randy Clay

Passed: unanimous

6 Approve Minutes from May 28, 2015

Moved: Julie Cohrs

Second: Roz Eaton Neeb

Passed: unanimous

7 Items for discussion and/or reports

a Director Report: Enrollment and wait list look good. Graduation was a great day, Caitlin Kelley spoke, and Cathy, Michelle and Gabe spoke about each child. Nancy is wrapping 2 weeks of summer camp!

b Finance Committee: We were notified that we are eligible for Title 1 funds for next school year. We are looking into what is required once these funds are accepted. Keith would like to have the board approve the revised 2014-2015 budget. The budget was passed at the state with 2% increase and we had budgeted in 1%. Facility Maintenance Revenue can be used for any purpose for the school. Keith will be doing 100% of the account for the

school in the 2015-16 school. The financial audit will be held on July 27 & 28, Ona is preparing for it now.

c Development Committee: We ended our year really strong. Ben and Dan came up with a development plan and we will talk later in the meeting. Roz pointed out waiting until May for the auction we won't know where we are at financially for the year and that May feels like a really busy month. Simon discussed the publication of the Prairie Creek History Book. He asked the board if they would consider using this book as a fundraiser. We would need to possibly purchase some books for sale. They board agreed and Simon will contact Nancy Ashmore and let her know.

Propose to approve the purchase of 100 books at a cost of \$696

Moved: Kelsey Fitschen-Hemmah

Second: Ben Miller

Passed: unanimous

d Technology: New modem and speed is faster in the building.

8 Items for individual action

a Consent Agenda

Consent Agenda 6.25.15

Contracts:

o Hastings Co-operative Creamery Company

o Agreement for the Provision of Legal Services – Cindy L. Lavorato

Approve FY15 audit engagement letter with CliftonLarsonAllen

Approve the following annual Banking Resolutions for 2015-2016:

o Designate Castle Rock Bank as the Official School Depository

o Authorize Simon Tyler, Ona Sheets, or Keith Johnson to sign for investments on behalf of Prairie Creek Community School

o Authorize Simon Tyler, Ona Sheets, or Keith Johnson to make electronic funds transfers between school accounts (e.g. payroll)

Board designates 2015-2016 REAP funds for reducing class sizes in order to assist in helping all children meet AYP by being better able to meet the individual needs of students

2015-2016 Designations

- Simon Tyler: LEA representative, Special Education Administrator, Title Coordinator, Human Rights Officer, Site Verification Coordinator
- Michelle Flannery: 504 Coordinator
- Michelle Bigalke, Homeless Liaison

Meal Price:

Lunch \$3.45

Breakfast \$1.75

Staff Working Agreements:

Director Simon Tyler

K/1 Jeanne Avery 1.0 FTE

K/1 Amy Brown 1.0 FTE

K/1 Susan Kesselring 1.0 FTE

2 / 3 Nancy Dennis 1.0 FTE

2 / 3 Molly McGovern Wills 1.0 FTE

2 / 3 Amy Haslett-Marroquin 1.0 FTE

4 / 5 Michelle Martin 1.0 FTE

4 / 5 Gabriel Meerts 1.0 FTE

4 / 5 Cathy Oehmke 1.0 FTE

Music/Orchestra 0.6 FTE / Part Time Teaching Assistant Olivia Krueger

Visual Arts Angie Ekern 0.375 FTE

Spanish Jennifer Sanders 0.375 FTE
Literacy / Math Specialist / Librarian Manager Amy Narveson
Special Education Teacher Kelsey Fitschen-Hemmah 1.0 FTE
Special Education Teacher Michelle Bigalke 1.0 FTE
Special Education Teacher Laura Medwetz 0.6 FTE
Special Education Paraprofessional Natalie Ojala
Special Education Paraprofessional Lisa Molitor
Special Education Paraprofessional Nicole Teske
Special Education Paraprofessional/ Extended Day Assistant Cale Steinhoff
Special Education Paraprofessional/ Extended Day Assitant Scott Abdella
Administrative Assistant Colleen Braucher
Business Manager Ona Sheets
Office Assistant Theresa Nemec
Financial Officer Keith Johnson
Teaching Assistant Anna Racer
Teaching Assistant Hanna Fetzer
Teaching Assistant David Pennock
Extended Day Supervisor/Assistant Sonja Huehn
Extended Day Supervisor David Pennock

Moved: Kelsey Fitschen-Hemmah

Second: Randy Clay

Passed: unanimous

b Revised budget for 2014-2015 School year

Moved: Randy Clay

Second: Kelsey Fitschen-Hemmah

Passed: unanimous

c Review Draft Development Plan

Moved: Julie Cohrs

Second: Randy Clay

Passed: Unanimous

d Board Officer Election and Vote

Board Chair- Roz Eaton Neeb

Vice Chair-Bonnie Jean Flom

Secretary- Kelsey Fitschen Hemmah

Finance- Ben Miller

Moved: Julie Cohrs

Second: Randy Clay

Passed: unanimous

e Set Board Calendar:

Proposed for the 4th Thursday on the month except for November, December, March which is the 3rd Thursday. Roz encourages everyone to make it a priority to attend the board meeting.

Moved: Kelsey Fitschen-Hemmah

Second: Julie Cohrs

Passed: Unanimous

f Committee Designation-Proposed committees are:

Education Program Committee

Finance Committee

Community Engagement & Development Committee

Nominations Committee

Policy Committee

Moved: Ben Miller

Second: Kelsey Fitschen-Hemmah

Passed: unanimous

g Policy-2nd Read & Vote

i Volunteer Policy: Proposed to change Director to “Director or designee”

Also change “including background checks per board policy”

Moved: Julie Cohrs

Second: Randy Clay

Passed: unanimous

ii Internet and Educational Network Safety and Acceptable Use

Moved: Julie Cohrs

Second: Randy Clay

Passed: unanimous

9 Adjournment 8:40pm

Moved: Randy Clay

Second: Ben Miller

Passed: unanimous

Next Board Meeting August 27, 2015