

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

June 22, 2017

7:00pm

27695 Denmark Avenue Northfield, MN 55057

- 1 Call to order 7:01pm
- 2 Attendance

2016-2017	Aug 27	Sept 22	Oct 27	Nov 17	Dec 15	Jan 26	Feb 23	Mar 16	Apl 27	May 25	June 22
Nancy Dennis	✓	✓	✓	✓	✓	✓	C	✓	✓	✓	X
Jodi Doeden	✓	✓	✓	✓	X	✓	A	X	✓	✓	✓
Roz Eaton	✓	✓	✓	✓	✓	X	N	✓	✓	✓	X
Kelsey Fitschen-Hemmah	✓	✓	✓	✓	✓	X	C	X	✓	✓	✓
Bonnie Jean Flom	✓	X	✓	✓	X	✓	E	✓	✓	✓	X
Ben Miller	✓	X	X	X	✓	✓	L	✓	X	✓	✓
Lisa Percy	✓	✓	✓	✓	X	✓	C	✓	✓	✓	✓
Dan Rustad	✓	X	✓	✓	✓	✓	A	✓	X	X	✓
Spike Willis	✓	X	✓	✓	✓	X	N	✓	✓	✓	X
Simon Tyler-ex officio	✓	✓	✓	✓	X	✓	C	✓	✓	✓	✓
Keith Johnson- ex officio	X	✓	✓	X	X	✓	E	X	✓	✓	✓
Colleen Braucher	X	✓	✓	X	✓	✓	L	✓	✓	✓	✓

- 3 Recognition/Announcements: Dan Rustad, Roz Eaton, Spike Willis, Nancy Dennis, thank you for your service on the board. 4/5 teachers for all their work on graduation. 2/3 field day, the development team for their great fundraising efforts this year.
- 4 Public Comments: none at this time
- 5 Approve Agenda
Move to add under “f” first read for the admissions policy
Moved: Kelsey Fitschen-Hemmah
Second: Dan Rustad
Passed: unanimous
Move to approve the amended agenda
Moved: Jodi Doeden
Second: Kelsey Fitschen-Hemmah
- 6 Approve Minutes from May 25, 2017
Moved: Lisa Percy
Second: Jodi Doeden
Passed: unanimous
- 7 Items for discussion and/or reports
 - a Director Report
 - i Academic Governance Plan Report-Simon presented his report and asked for questions from the board.
 - b Education Program Committee: See Professional Development in the directors report.
 - c Finance Committee: Keith presented the finance report. He also presented the proposed revised budget.

- d Community Engagement & Development Committee: Still need to schedule the parent education speakers for next year. Level leaders will be chosen. Pool party over the summer.
- e Nominations Committee: nothing at this time
- f Policy Committee: **First Read of updated Admissions Policy**
- g Outreach: STEM has been scheduled for next year. Augsburg faculty came to visit our school.
- h Facility Committee: Bonnie Jean, Ben, Simon and Colleen met with the PC, Inc. board. We talked about current building project happening over the summer.

8 Items for Action

a Consent agenda

Consent Agenda 6.22.17

Contracts:

- Approve continuation of commercial insurance package with EMS/Northfield Insurance
- Karet Enterprises Inc.
- ServiceMaster Cleaning Services
- Canopy IT
- Summer Camp Assistant – Marianne Moser
- Summer Camp Assistant – Perry Tetreault

Approve FY17 audit engagement letter with CliftonLarsonAllen

Approve the following annual Banking Resolutions for 2017-2018:

- Designate Castle Rock Bank as the Official School Depository
- Authorize Simon Tyler, Colleen Braucher, or Keith Johnson to sign for investments on behalf of Prairie Creek Community School
- Authorize Simon Tyler, Colleen Braucher, or Keith Johnson to make electronic funds transfers between school accounts (e.g. payroll)

REAP Grant

Board authorizes continued use of REAP funds in 2017-2018 to reduce class size. The Board believes smaller class sizes create more effective learning environments by allowing teachers to tailor instruction and maximize one-on-one time with students, being able to better meet the individual needs of students and providing extra help, time and attention for those who need it, thereby helping all students reach more challenging standards.

2017-2018 Designations

- Simon Tyler: LEA representative, Special Education Administrator, Title Coordinator, Human Rights Officer, Site Verification Coordinator, Identified Individual With Authority (IOWA), District Assessment Coordinator
- Michelle Flannery: 504 Coordinator
- Michelle Bigalke: Homeless Liaison

Meal Price:

Lunch \$3.45

Breakfast \$1.75

Extended Day (After School Care) Fee:

Daily \$9 (\$10 for late sign-ups)

Staff Working Agreements:

Director Simon Tyler

K/1 Amy Brown 1.0 FTE

K/1 Amy Narveson 1.0 FTE

K/1 Christopher Coffey 1.0FTE

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

Reading Intervention / Title 1 Math / Teaching Assistant Lisa Molitor

Special Education Teacher Kelsey Fitschen-Hemmah 1.1 FTE

Special Education Teacher Michelle Bigalke 1.1 FTE

Special Education Teacher Carley Maley 1.1 FTE

Special Education Paraprofessional Natalie Ojala

Special Education Paraprofessional/Extended Day Assistant Alex Gerdes

Special Education Paraprofessional Nicole Teske

Special Education Paraprofessional/ Extended Day Assistant Cale Steinhoff

Special Education Paraprofessional/ Extended Day Assistant Perry Tetreault

Office Manager Colleen Braucher

Office Assistant Theresa Nemeč

Office Assistant Carolyn Joyce

Lunch Assistant Liz Grossman

Financial Officer Keith Johnson

School Nurse Connie Menssen

Teaching Assistant / Media Paraprofessional Christa Udelhofen

Teaching Assistant / Extended Day Supervisor David Pennock

Teaching Assistant Marianne Moser

Teaching Assistant Kirsten Fjeld Zillmer

Leave Of Absence

Jennifer Sanders has requested a 14 week leave of absence from her Spanish position to complete her teaching practice for elementary education licensure. This will begin in January 2018

Passed: unanimous

b Board Officer Elections and Vote

Chair: Ben Miller

Moved: Kelsey Fitschen-Hemmah

Second: Lisa Percy

Passed: unanimous

Vice Chair: Bonnie Jean

Moved: Lisa Percy
Second: Jodi Doeden
Passed: unanimous
Treasurer: Ryan Krominga
Moved: Lisa Percy
Second: Kelsey Fitschen-Hemmah
Passed: unanimous
Secretary: Kelsey Fitschen-Hemmah
Moved: Lisa Percy
Second: Ben Miller
Passed: unanimous
c Approve FY17 revised budget
Moved: Lisa Percy
Second: Ben Miller
Passed: unanimous

- 9 Adjournment 8:20pm
Moved: Lisa Percy
Second: Dan Rustad
Passed: unanimous

Next Board Meeting: Friday, August 25, 2017 (This is also the retreat. Board meeting from 4pm-4:30pm)