

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

**June 23, 2016**

**7:00pm**

**Prairie Creek Community School, Northfield MN 55057**

1 Call to order: 7:08

2 Attendance

2015-2016	Aug 27	Sept 24	Oct 22	Nov 19	Dec 17	Jan 28	Feb 25	Mar 17	Apl 28	May 26	June 23
Julie Cohrs	✓	✓	✓	X	✓	✓	✓	✓	X	✓	X
Nancy Dennis	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Roz Eaton-Neeb	✓	✓	✓	X	✓	✓	✓	✓	X	✓	✓
Kelsey Fitschen-Hemmah	✓	✓	✓	✓	✓	✓	✓	✓	✓	X	✓
Bonnie Jean Flom	✓	✓	✓	X	✓	X	X	✓	✓	✓	✓
Amy Gernon	✓	X	✓	✓	✓	✓	✓	✓	✓	X	✓
Ben Miller	✓	✓	X	✓	✓	✓	✓	✓	✓	X	✓
Lisa Percy	✓	✓	✓	✓	✓	✓	✓	X	✓	✓	✓
Dan Rustad	✓	✓	X	X	X	✓	✓	✓	✓	X	✓
Simon Tyler-ex officio	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Keith Johnson- ex officio	✓	✓	✓	X	X	✓	✓	X	✓	✓	✓
Colleen Braucher	✓	✓	✓	X	✓	✓	✓	✓	✓	✓	✓

3 Recognition/Announcements: Thank you Amy Gernon and Julie Cohrs for your years of service on the board. All the people who have had the gathering from the auction they have been amazing. Jeanne' for all her work with our k/1 children over the years, she will be missed.

4 Public Comments: Michael Viola, Board Chair of PC, Inc. spoke about creating more communication with the PCCS Board. He (PC, Inc) would like to be on the agenda on a regular basis and keep a good communication between the landlord and the Board.

5 Approve Agenda

Moved: Kelsey Fitschen-Hemmah

Second: Dan Rustad

Passed: unanimous

6 Discussion of Committees- Nothing at this time

7 Approve Minutes from May 26, 2016

Moved: Lisa Percy

Second: Nancy Dennis

Passed: unanimous

8 Items for discussion and/or reports

a Director Report: We concluded a very busy end of the year. A great graduation with Lily Noble as our speaker. Jeanne' Avery has resigned her teaching position. She is moving north of the cities. She has been with PCCS for 14 years. Carley Maley has been hired as our new special education teacher.

b Education Program Committee: The conference link is on the front page of the website and has been emailed out to schools.

c Finance Committee: Finished the year at a net loss of \$7300.00. Development did a wonderful job this year. Lease aid application has been approved. We met with insurance companies and have found a company that offered us a 32% decrease in our overall policy.

- d Community Engagement & Development Committee: Will send a letter to families thanking them for a great year. There will be a document in the fall packet about volunteer opportunities. Sign up genius will be set up for the entire year.
- e Nominations Committee: nothing to report
- f Policy Committee: nothing new at this time
- g Outreach: nothing at this time

9 Items for individual action

- a Consent Agenda

**Contracts:**

- o Agreement for the Provision of Legal Services – Cindy L. Lavorato
- o Northfield Insurance
- o JMC
- o A Chance to Grow – Third Party billing services

Approve FY16 audit engagement letter with CliftonLarsonAllen

**Approve the following annual Banking Resolutions for 2016-2017:**

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

Board designates 2016-2017 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

**2016-2017 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 Amy Brown 1.0 FTE

K/1 Amy Narveson 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

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 Scott Abdella  
Office Manager Colleen Braucher  
Office Assistant Theresa Nemec  
Office Assistant Carolyn Joyce  
Financial Officer Keith Johnson  
Teaching Assistant / Media Paraprofessional Christa Udelhofen  
Teaching Assistant / Extended Day Supervisor David Pennock  
Extended Day Supervisor/Assistant Sonja Huehn

### **Resignations**

Jeanne Avery – K/1 Teacher

Moved: Dan Rustad

Second: Lisa Percy

Passed: unanimous

b Adopt Revised FY16 Budget

Moved: Lisa Percy

Second: Kelsey Fitschen-Hemmah

Passed: unanimous

c Board Officer Elections and Vote

Roz Eaton-Neeb, Chair

Bonnie Jean Flom, Vice Chair

Kelsey Fitschen-Hemmah, Secretary

Ben Miller, Treasurer

Moved: Dan Rustad

Second: Nancy Dennis

Passed: unanimous

d Set Board Calendar

e Policy 2nd Read and Vote

i Health Insurance Policy

Moved: Lisa Percy

Second: Bonnie Jean Flom

Passed: unanimous

10 Adjournment 8:20pm

Moved: Lisa Percy

Second: Kelsey Fitschen-Hemmah

Passed: unanimous

Next Board Meeting & Retreat August 27, 2016 (Place to be determined)