

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

**June 27, 2013**

**7:00pm**

**27695 Denmark Avenue, Northfield, MN 55057**

- 1 Call meeting to order: 7:03pm
- 2 Verified Quorum

2012-2013	Aug 11	Aug 23	Sept	Oct Held on Nov 3	Nov	Dec	Jan	Feb	Mar	Apl	May	June
Randy Clay	✓	✓		✓		✓	✓	✓	✓	✓	✓	
Roz Eaton-Neeb	✓		✓		✓	✓	✓	✓	✓	✓	✓	✓
Trish Ferrett	✓		✓	✓	✓		✓	✓		✓	✓	✓
Kelsey Fitschen-Hemmah	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Bonnie Jean Flom		✓	✓	✓	✓		✓	✓			✓	✓
Daniel Hollerung	✓	✓	✓		✓	✓	✓		✓	✓	✓	✓
Dan Kelley	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Cathy Oehmke	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Heidi Welsch	✓		✓	✓	✓	✓		✓	✓	✓		✓
Simon Tyler-ex officio	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Keith Johnson- ex officio	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Colleen Braucher		✓	✓		✓	✓	✓		✓	✓	✓	✓

- 3 Recognition: Thank you Trish and Cathy and for years of service on the board. Congrats to all of the graduated 5<sup>th</sup> graders. Looking forward to welcoming the new families in the fall, along with Gabe Meerts as the Kestrels teacher.
- 4 Approve Minutes from May 23, 2013  
 Moved: Cathy Oehmke  
 Second Trish Ferrett  
 Passed: unanimous
- 5 Approve Agenda  
 Moved: Roz Eaton-Neeb  
 Second: Cathy Oehmke  
 Passed: unanimous
- 6 Consent Agenda  
Contracts:  
 Hastings Co-operative Creamery Company  
 Speech Pathologist John Schnorr  
 Special Education DAPE teacher Shelly Soule  
 Spanish Teacher John Witt 0.4 FTW Contracted service agreement with Arcadia  
 Northfield Hospital for OT/PT  
 Charter Safe Insurance Renewal for commercial package  
 Legal agreement with Booth and Lavorato  
Approve the following annual Banking Resolutions for 2013-2014:
  - 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 2013-2014 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

2013-2014 Designations

o Simon Tyler: LEA representative, Homeless Liaison, Special Education Administrator, Title Coordinator, Human Rights Officer, Site Verification Coordinator

o Nancy Dennis: 504 Coordinator

Meal Price:

Lunch \$3.40 (no change)

Breakfast \$1.75

Employee Manual Revisions:

Paid Leave:

Remove “part-time employees are allowed, as determined by the individual employee’s calendar, paid leave on a pro-rated basis.”

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 Oliva Krueger

Visual Arts Angie Ekern 0.375 FTE

Title 1 / CEIS Teacher / 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 0.8 FTE

Special Education Paraprofessional Natalie Ojala

Special Education Paraprofessional Lisa Molitor

Special Education Paraprofessional Nicole Teske

Educational Psychologist Alicia Meland

Administrative Assistant Colleen Braucher

Business Manager Ona Sheets

Office Assistant Theresa Nemecc

Financial Officer Keith Johnson

Teaching Assistant Anna Racer

Teaching Assistant Hanna Fetzer

Teaching Assistant Margaret Johnson

Moved: Kelsey Fitschen-Hemmah

Second: Roz Eaton-Neeb

Passed: unanimous

7 Board Officer Elections and Vote:

Dan Kelley as board chair

Bonnie Jean Flom as vice chair

Roz Eaton-Neeb as secretary

Moved: Daniel Hollerung

Second: Kelsey Fitschen-Hemmah

- Passed: unanimous
- 8 Certify the slate of new board members, Amy Haslett-Marroquin and Julie Cohrs.  
Moved: Trish Ferrett  
Second: Roz Eaton Neeb  
Passed: unanimous
- 9 Board Calendar Discussion:  
The 4<sup>th</sup> Thursday of each month with the exception of November, December and March, which will be the 3<sup>rd</sup> Thursday. The board retreat will be on August 10, 2013.
- 10 Policies-Second Read and Vote
- a Electronic Use  
Moved: Roz Eaton Neeb  
Second: Bonnie Jean Flom  
Passed: unanimous
- 11 Policy Review
- a Wellness Policy—The board would like to see suggestions on what would be healthy snack for special events in classrooms. We will vote on this amended policy in August.
- 12 Reports
- a School Director Report: We are currently at 182 students for the 2013-2014 school year. Our waitlist has children in every grade level. We will be serving breakfast next school year, this is required by the state. We have hired Gabe Meerts as the 4/5 Kestrels teacher. Thank you for the work of the hiring team. Amy Narveson will be our Title I teacher for the next school year, she will also run the library.
- b Finance Report: Keith gave the board a revised budget to review.  
Adopted a revised budget for 2012-2013  
Moved: Bonnie Jean Flom  
Second: Trish Ferrett  
Passed: unanimous  
Keith, Ona and Simon have worked really hard on the revised budget.
- c Board Chair: Nothing at this time
- d ERC: Nothing at this time
- e Development: Nothing at this time
- f Health and Wellness: Nothing at this time
- g Communications: Nothing at this time
- h Technology: Daniel met with Dori before she left to get information on the library. Dori did a lot of work to get the library running, above and beyond her scheduled duties.
- 13 Adjourn 8:05pm  
Moved: Heidi Welsch  
Second: Trish Ferrett  
Passed: unanimous

Next Board Meeting August 10, 2013