

Prairie Creek Community School
School Board Monthly Meeting Minutes
June 24, 2021 @ 7:00pm
Prairie Creek Community School, Northfield MN 55057

1. Call to order
2. Attendance

| 2020-2021 | July 23 | Aug 27 | Sep 24 | Oct 22 | Nov 19 | Dec 17 | Jan 28 | Feb 25 | Mar 18 | Apl 22 | May 13 Special Meeting | May 27 | Jun 24 |
|---------------------------|---------|--------|--------|--------|--------|--------|--------|--------|--------|--------|------------------------|--------|--------|
| Shelly Dickinson | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ (late) | ✓ | ✓ |
| Don Findlay | X | ✓ | ✓ | ✓ | ✓ | ✓ | X | ✓ | ✓ | ✓ | ✓ | X | ✓ |
| Kelsey Fitschen-Hemmah | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Bonnie Jean Flom | ✓ | X | ✓ | ✓ | X | ✓ | X | ✓ | X | ✓ | X | ✓ | X |
| Molly McGovern Wills | ✓ | ✓ | ✓ | ✓ | X | ✓ | ✓ | ✓ | ✓ | ✓ | X | ✓ | ✓ |
| Ben Miller | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Beth Molitor | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Lisa Percy | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Christine Williams | ✓ | ✓ | ✓ | ✓ | X | ✓ | ✓ | ✓ | ✓ | ✓ | X | ✓ | ✓ |
| Simon Tyler-ex officio | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Keith Johnson- ex officio | ✓ | ✓ | ✓ | ✓ | ✓ | X | ✓ | ✓ | ✓ | ✓ | X | ✓ | ✓ |
| Colleen Braucher | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | X | ✓ | ✓ |

3. Recognition/Announcements: Ben, Lisa and Bonnie Jean for all their work on the board! We are grateful for everything. Connie Messen for being our COVID coordinator. This was complex work and we really appreciate all of your skillful work. ICT, Incident Command Team, for all of their work Ben, Kelsey, Molly, Simon, Michelle M. Amy B, Lynsdey and Bill Nelson. Thank you for all your work over the past year. To all the staff at PCCS, a job well done during the last school year. Everything always felt safe and well managed. Thank you for the going away gathering last month for the outgoing board members. Welcome to our new board members Lyndsey, Margit and Tim. The 4th team for all their work in making mini fair happen. The 5th grade graduation was so beautiful and so glad we could

gather. Simon, Colleen, Kelsey, Molly and Keith for all your work at the school and Ben feels it has been a true pleasure to have been associated with the school for the past 10 years.

4. Public Comments: Lyndsey Reece, Tim Goodwin and Margit Zsolnay new board members introduced themselves.

5. Approve Agenda

Moved: Don Findlay

Second: Kelsey Fitschen-Hemmah

Passed: unanimous

6. Approve Minutes from the May 27, 2021

Moved: Shelly Dickinson

Second: Beth Molitor

Passed: unanimous (Don Findlay abstained)

7. Nomination of Board Officers

Chair: Christine Williams

Vice Chair: Tim Goodwin

Treasurer: Kelsey Fitschen-Hemmah

Secretary: Beth Molitor

Moved: Don Findlay

Second: Shelley Dickinson

Passed: unanimous

8. Items for discussion and/or reports

a. Director Report: The enrollment waitlist has been updated to 21-22 school year. It has been an unusual year for enrollment. We are still in the process of filling a 4th and 5th grade place. It is important for us to establish a good relationship with the incoming families. We were awarded the ADSIS grant. Anna Lisa Rustad will be our intervention teacher next school year. We want to create an intervention program that is more tailored to our school community. Cale Steinhoff will participate in a charter school cohort for Special Education.

b. Education Program Update: The faculty had a one day retreat following the last day of school. At the retreat we focused on identifying traditions that are important and would like to continue. Also, things we want to keep and things that we could do differently. There is deep thinking about the first six weeks and how we can deeply connect with students and families. There are discussions about curriculum night and school norms. We also did our professional development process that will drive our PD for the next school year. Molly presented the Q-comp report. Q-comp coaching was done online. We were not able to do the lesson study this year but plan to do it in the future. 100% of the teachers who completed the school year in their position met the student learning goal. We will be using FastBridge to do student assessments going forward.

c. Finance Committee: Keith talked about the proposed budget to be approved tonight. Prairie Creek received the Finance Award from MDE again this year. The PPP loan application is still in process, we are waiting for it to be forgiven. If it is not forgiven by the end of the fiscal year it will be listed as revenue for FY22. Keith also presented the revised FY21 budget to the board. The board will be asked to approve the revised budget later in the meeting.

d. Development Committee: Overall a good year for development. We will talk about development more at our retreat in the fall.

e. Nominations Committee: The new board members have started their training. The new board members had their board orientation this evening. Keith will talk to the new members regarding understanding the school's finances sometime in the fall.

f. Policy Committee: Nothing at this time

g. Sub Committee Reports: Nothing at this time

9. Items for Action

a. Consent Agenda

Staff Working Agreements:

Director Simon Tyler

K/1 Amy Brown 1.0 FTE

K/1 Amy Narveson 1.0 FTE

K/1 Amanda Solinger 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 Ryan Kiesel 1.0 FTE

4 / 5 Amber Reher 1.0 FTE

Music/Orchestra 0.6 FTE Olivia Moracezewski

Visual Arts Angie Ekern 0.375 FTE

Reading Intervention Teacher 0.8FTE Anna Lisa Rustad

Special Education Coordinator/Teacher Kelsey Fitschen-Hemmah 1.1 FTE

Special Education Teacher Michelle Bigalke 1.1 FTE

Special Education Paraprofessional Lisa Molitor

Special Education Paraprofessional Natalie Ojala

Special Education Paraprofessional Nicole Teske

Special Education Paraprofessional/ After School Care Assistant Cale Steinhoff

Special Education Paraprofessional/ After School Care Lead Jakob Anderson

Office Manager Colleen Braucher

Office Assistant Theresa Nemeč

Office Assistant/Teaching Assistant Diana Drager

Financial Officer Keith Johnson

School Nurse Connie Menssen

After School Care Donna Eicher

Teaching Assistant Olivia Rezac

Teaching Assistant Mary Poole

Service Master Cleaning Contract

Approve FY22 Designs for Learning Program Services (EdFi)

Moved: Kelsey Fitschen-Hemmah

Second: Christine Williams

Passed: unanimous

b. Q-Comp Report (Molly)

Moved: Kelsey Fitschen-Hemmah

Second: Lisa Percy

Passed: unanimous

c. Set Meeting Schedule for 2021-2022

The board meeting will be on the 4th Thursday of the month with the exception of November when we have a board retreat and meeting on the Saturday before Thanksgiving and December which is the 3rd Thursday due to winter break.

Moved: Christine Williams

Second: Don Findlay

Passed: unanimous

d. Approve FY21 revised budget

Moved: Lisa Percy

Second: Kelsey Fitschen-Hemmah

Passed: unanimous

e. Approve FY22 budget and 3-year budget

Moved: Don Findley

Second: Lisa Percy

Passed: unanimous

f. Dental Insurance

Moved: Shelly Dickinson

Second: Christine Williams

Passed: unanimous

10. Adjournment

Moved: Lisa Percy

Second: Ben Miller

Passed: unanimous

Next board meeting Thursday, August 26, 2021 @ 4:00pm