

Prairie Creek Community School  
 School Board Monthly Meeting Minutes  
 May 26, 2022 @ 7:00pm  
 Prairie Creek Community School, Northfield MN 55057

- 1 Call to order 7:03pm
- 2 Attendance

2021-2022	Aug 26	Sep 23	Oct 28	Nov 18	Dec 16	Jan 27	Feb 24	Mar 24	Apl 28	May 26	Jun 23
Shelly Dickinson	X	✓	✓	X	X	✓	✓	X	✓	✓	
Don Findlay	✓	X	✓	✓	X	✓	✓	X	✓	✓	
Kelsey Fitschen-Hemmah	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Tim Goodwin	✓	✓	✓	X	✓	✓	✓	✓	X	✓	
Molly McGovern Wills	X	✓	✓	✓	✓	X	✓	✓	✓	✓	
Beth Molitor	✓	✓	✓	X	✓	✓	✓	✓	✓	✓	
Lyndsey Reece	✓	✓	✓	✓	X	✓	X	✓	✓	✓	
Christine Williams	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Margit Zsolnay	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Simon Tyler-ex officio	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Keith Johnson- ex officio	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Colleen Braucher	✓	X	✓	✓	✓	✓	✓	✓	✓	✓	

- 3 Recognition/Announcements: A wonderful May Day celebration was held on April 29. Amber, Michelle and Ryan for welcoming alumni back to help set-up peep village! The art committee, including Amy H, for their work with arranging artists and activities for the school. Margit for her work on staff appreciation day, the staff felt very loved. Acknowledgement of the pain and suffering of the Uvalde. The very courageous faculty and staff for their work providing a safe and joyful environment for the children during these difficult times.
- 4 Public Comments None.
- 5 Approve Agenda  
 Amend the agenda to add item “h” to Items for discussion and/or reports “Parent Survey Review”

Moved: Beth Molitor

Second: Lyndsey Reece

Passed: Unanimous

6 Approve Minutes from the April 28, 2022 meeting

Moved: Shelly Dickinson

Second: Lyndsey Reece

Passed: Unanimous

7 Items for discussion and/or reports

a Director Report: Don noted that the personal research project fair happened for the k/1 & 2/3 teams. Our orchestra performed for parents and we had an All School Gathering, ASG, that was focused on sharing music and Spanish from the children. The Environmental club held a fundraiser to purchase a hoop house. Our 5th grade celebration will be on Saturday, June 4 from 10am-noon. We are still in the process of hiring a music and art teacher.

i Strategic Plan Review: A working document has been created to guide us in our work.

b Education Program Committee: The arts committee presented many opportunities for the children to enjoy art. Carelton students and a professor came and led a natural journaling residency. There is a second piece that the teachers will continue with that will have artwork and poetry. We also did another all school read aloud. The book was titled, "The Year We Learned to Fly" by Jacqueline Woodson. Conferences were held for all families.

c Finance Committee: Keith presented the FY23 budget to the board. The proposed budget is in your packet for review. It will be on the agenda later for formal approval. There were very few changes from last month. Next month we will look at the budget and see if there is a need to approve an updated FY22 budget. We will be using CliftonLarsonAllen for our upcoming audit.

d Development Committee: The committee is working on getting a letter out to families regarding a final donation for this year. We are about \$5000 away for reaching our goal.

e Nominations Committee: The elections have been completed. Shelly Dickinson, Zaki Haidar and Nancy Dennis are our new board members for the term beginning July 2022 - June 2025..

f Policy Committee: Nothing at this time

g Sub Committee Reports: No reports

h Parent Survey: A committee consisting of Christine Williams, Tim Goodwin, and Kelsey Fitschen-Hemmah worked to compile the data into a document for the board to read. In a few cases, there were comments of a very specific nature regarding individual students, families, and staff which did not feel appropriate to share in the public setting of a board meeting. The survey's intent was not to solicit information about specific incidents, but since concerns were brought to the board, the board survey review subgroup reached out to discuss the concerns with the director. Upon this inquiry, the subgroup feels confident that the school handled each situation in an appropriate and responsive manner that was in keeping with school policies and mission. The survey results were overall favorable.

## 8 Items for Action

### a Consent Agenda

#### **Contracts**

Kathryn Berglund, Licensed School Counselor

Sandborn Education Associates, Inc. Special Education Director

Hastings Creamery, LLC

Minnesota Association of Charter Schools

Canopy IT Contract

Canopy IT Special Education Contract

#### **Approve the following banking resolutions for FY23:**

a) Designate Castle Rock Bank as the Official School Depository

b) Authorize Simon Tyler or Keith Johnson to sign for investments on behalf of Prairie Creek Community School

c) Authorize Simon Tyler or Keith Johnson to make electronic funds transfers between school accounts

#### **Approve engaging with CliftonLarsonAllen for FY22 audit**

#### **REAP Grant**

Board authorizes continued use of REAP funds in 2022-2023 to reduce class size as a long-term strategy to retain/recruit effective teachers by creating a more effective learning environment and maximizing one-on-one time with students

#### **2022-2023 Designations**

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

- Kelsey Fitschen Hemmah: Title IX Coordinator

**Renew Commercial Insurance Package with Northfield Insurance for FY23  
After School Care Fees for 2022-2023**

\$12.00

\$14.00 after deadline sign-up

\$6.00 Before School Care Wednesday Only

Moved: Kelsey Fitschen-Hemmah

Second: Don Findlay

Passed: Unanimous

b Certify New Board Members

Shelly Dickinson, Zaki Haidar, and Nancy Dennis

Moved: Lyndsey Reece

Second: Margit Zsolnay

Passed: Unanimous - Shelly Dickinson abstained

c Q Comp Report

Moved: Beth Molitor

Second: Shelly Dickinson

Passed: Unanimous

d Approve FY23 Budget

Moved: Kelsey Fitschen-Hemmah

Second: Lyndsey Reece

Passed: Unanimous

9. Adjournment 8:34pm

Next board meeting Thursday, June 23, 2022 @ 7:00pm