

Prairie Creek Community School  
School Board Monthly Meeting Minutes  
May 25, 2023 @ 7:00pm  
Prairie Creek Community School, Northfield MN 55057

- 1 Call to order 7:04 pm
- 2 Attendance

2022-2023	Aug 25	Sep 22	Oct 27	Nov 17	Dec 22	Jan 26	Mar 2 (Feb 23)	Mar 23	Apl 27	May 25	Jun 22
Shelly Dickinson	✓	✓	X	✓	C	✓	✓	X	✓	✓	
Zaki Haidar	✓	✓	X	✓	A	✓	X	X	X	X	
Kelsey Fitschen-Hemmah	✓	✓	✓	✓	N	✓	✓	✓	✓	✓	
Tim Goodwin	✓	X	✓	✓	C	✓	✓	✓	✓	✓	
Beth Molitor	✓	X	✓	✓	E	✓	X	✓	✓	X	
Nancy Dennis	✓	✓	✓	✓	L	✓	✓	✓	X	✓	
Lyndsey Reece	✓	✓	✓	X	L	X	✓	✓	✓	X	
Christine Williams	✓	✓	✓	✓	E	✓	✓	✓	✓	X	
Margit Zsolnay	✓	✓	✓	✓	D	✓	✓	✓	✓	✓	
Simon Tyler-ex officio	✓	✓	✓	✓		✓	✓	✓	✓	✓	
Keith Johnson- ex officio	X	✓	✓	✓		✓	✓	X	X	✓	
Colleen Braucher	✓	✓	✓	X		✓	✓	✓	✓	X	

- 3 Recognition/Announcements: Margit and Lyndsey for the behind the scenes work on Squirrel Jam. Tim and Christine for their work on planning Squirrel Jam. Keith for his work on the budget. The Finance Committee for the work on budget.
- 4 Public Comments
- 5 Approve Agenda  
Motion to approve amended agenda as follows: Remove item “b” Q-Comp Report 2022-2023 and add Approve Revised 2022-2023 Budget  
Moved: Nancy Dennis

Second: Margit Zsolnay

Passed: Unanimous

6 Approve Minutes from the April 27, 2023 meeting

Moved: Kelsey Fitschen-Hemmah

Second: Margit Zsolnay

Passed: Unanimous

7 Items for discussion and/or reports

a Director Report

**Program Updates**

Key program happenings / updates:

- The 2-3 and K-1 teams hosted well-attended project fairs

**Staffing updates**

- Stacey Sandler has been hired as a classroom teacher beginning in 2023 - 2024. Stacey will be the 2-3 grade teacher in the Meadowlarks. Amy Haslett-Marroquin will teach 4-5 grade in the Robins.
- We have 2 resident student teachers. Jakob Anderson-general education teacher and Atia Cole in the special education program.

**Building / Grounds**

- The 4-5 students visited St. Olaf natural lands on May 4. The Environmental Club has developed a Prairie project proposal.

**Community Connections / Outreach**

- Prairie Creek hosted its traditional May Day celebration and picnic on Monday, May 1
- The Spring Music Concert was performed at the Northfield Middle School Auditorium on May 9
- Spring Conferences took place on May 18 & 19 for all families
- A community music event and fundraiser at Keepsake Cidery on May 21

**Professional Development**

- Faculty committees led professional development workshops: parent education, spotlights review

b Education Program Committee

The Chickadees have been leading the creation of a mud kitchen in the shed. The k/1s and 2/3s are enjoying the play in the new space. The Larks are doing a survival theme. The Cranes are studying Japan. The Egrets are studying seeds. The Doves are studying moss. The 4/5s are in the game of Village. The teachers hosted conferences. There has been a lot of poetry and story writing for the literary magazine.

c Finance Committee

There is a current revised budget that will be presented for approval. There is also a three year budget proposal. There is a 4% increase in state aid. The budget includes changes to the cost of living and fundraising in the budget. There are new revenues entered in student support aid and school library aid. The budgeting for food service has many unknowns therefore the budget reflects an estimate based on the elements that are known. The proposed budget meets our fund balance policy. The finance committee is making a recommendation to adjust the salary schedule to a single scale from the two schedules we currently have in the school. There will be forward planning for the strategic outlook for the budget for the next 3-5 years.

d Development Committee

Currently the school has raised \$4875.52 from the Squirrel Jam fundraiser. There are opportunities to expand the event in the future.

e Nominations Committee

Updated Biographies will be added to the website.

f Policy Committee

The Wellness Policy will be reviewed. There are no changes.

g Sub Committee Reports

The technology committee has a plan for clearing Chromebooks. The committee also has a strategic plan for how to distribute devices among grade levels.

h Parent Survey Review

The responses were very positive. Most areas have an increase in satisfaction from the school.

8 Items for Action

a Consent Agenda

Kathryn Berglund, Licensed School Counselor  
Michelle Flannery, Licensed School Psychologist  
Indigo Education Leadership Collaborative  
Canopy IT-Special Education Contract  
Canopy IT Contract  
Four Leaf Property Services (building cleaning)

**Approve the following banking resolutions for FY24:**

- 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

**REAP Grant**

Board authorizes continued use of REAP funds in 2023-2024 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

### **2023-2024 Designations**

- Simon Tyler: LEA representative, 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: Special Education Administrator, Title IX Coordinator

### **Staffing**

Resident Teachers for the 2023-2024 School Year

Jakob Anderson

Resident Teachers for the 2023-2024 School Year

Atia Cole

Working Agreement 2-3 Grade Teacher for the 2023-2024 School Year Stacey Sandler

Maternity Leave Notification: Amanda Solinger. August 28, 2023 - October 9, 2023

Moved: Kelsey Fitschen-Hemmah

Second: Shelly Dickinson

Passed: Unanimous

b Approve the revised 2022-2023 budget

Moved: Kelsey Fitschen-Hemmah

Second: Tim Goodwin

Passed: Unanimous

c Review of Wellness Policy

Moved: Shelly Dickinson

Second: Nancy Dennis

Passed: Unanimous

d Approve 2023-2024 Budget

Moved: Shelly Dickinson

Second: Nancy Dennis

Passed: Unanimous

9. Adjournment 8:28pm

Next board meeting June 22, 2023 @ 7:00pm