

Prairie Creek Community School
School Board Meeting Minutes
June 27, 2024 @ 7:00pm
Prairie Creek Community School, Northfield MN 55057

- 1 Call to order 7:06pm
- 2 Attendance

2023-2024	Aug 24	Sep 28	Oct 26	Nov 16	Dec 21	Jan 25	Feb 22	Mar 21	Apl 25	May 23	Jun 27
Nancy Dennis	✓	✓	✓	✓	X	✓	✓	X	✓	X	✓
Shelly Dickinson	X	✓	✓	X	✓	X	✓	✓	✓	X	✓
Tim Goodwin	✓	X	X	✓	✓	✓	X	✓	✓	✓	✓
Ryan Kiesel	✓	✓	✓	✓	✓	✓	X	✓	✓	✓	X
Beth Molitor	X	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Jess Provancha	✓	✓	✓	✓	✓	✓	X	✓	✓	✓	✓
Lyndsey Reece	✓	X	✓	✓	✓	✓	X	✓	✓	✓	X
Christine Williams	✓	✓	✓	✓	✓	✓	✓	X	✓	✓	✓
Margit Zsolnay	X	✓	✓	✓	✓	✓	✓	X	✓	✓	✓
Simon Tyler-ex officio	✓	✓	✓	✓	✓	✓	X	✓	✓	✓	✓
Keith Johnson- ex officio	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Colleen Braucher	✓	✓	✓	✓	✓	✓	✓	X	✓	✓	✓

- 3 Recognition/Announcements Thank you Nancy, Lyndsey and Tim for their work on the board and all the ways you have made this a successful term. Thank you to Ezra Cruz for your work on the Literary Magazine.
- 4 Public Comments: Our incoming board members are in attendance.
- 5 Approve Agenda - Amended Adding Approval of 1st Read Procurement Policy and Language Instruction Educational Program
Moved: Shelly Dickinson
Second: Beth Molitor
Passed: unanimous
- 6 Approve Minutes from the May 23, 2024 meeting

Moved: Margit Zsolnay

Second: Tim Goodwin

Passed: unanimous (Nancy Dennis and Shelly Dickinson abstained)

7 Items for discussion and/or reports

a Nominations Committee: Newly elected board members attended a new member orientation today. Officer nomination Christine Williams for Chair, Kendra Rasmusson for Vice Chair, Ryan Kiesel for treasurer, and Beth Molitor for secretary.

b Education Program Committee: Wonderful end of the year. We were able to do all of our year end traditions. Village was great, mini fair was a success, last day of school carnival, k/1 field day and 2/3 field day at Bush Lake Beach. The Literary Magazine was completed and Simon read All the Places You Will Go. The faculty had their end of the year retreat at Mount Olivet Retreat center.

c Director Report:

Enrollment and Waiting List for 2024/25

Grade	K	1	2	3	4	5	Total
Enrollment (current)	30	30	30	30	30	30	180
Waiting List (for 24/25)	42	10	9	11	3	6	81

Program Updates

Key program happenings / updates:

The year concluded with traditional events and learning fairs including:

- The Village Mini-Fair
- Literacy Magazine celebration
- Simon read *Oh, the Places* to the fifth graders
- K-1 Field Day
- K-1 Field Trip
- 2-3 Field Trip
- Fifth Grade Graduation

Staffing updates

- Russel Boyington has been hired as a Teaching Assistant for the next school year. Russel will also continue in his role as After School Care Supervisor.

Building / Grounds

- Summer Projects are underway. Wood floors in the 2-3 classrooms and the director's office are being refinished

Community Connections / Outreach

- PCCS alums graduating from Northfield high School toured Prairie Creek on May 28
- Michael Padgett from the Minnesota Association of Charter Schools spend a day at PCCS filming a video as part of the All School Book Club Innovation Award

Professional Development

Faculty meet at the Mt. Olivet Retreat Center on June 7 for the annual retreat

d Finance Committee: The revised budget is in the packet. The budget projects 32.5% for our fund balance. The insurance increase proposed is an increase of 18%. Keith has worked with our agent to help find a better package. Our agent was unable to find a company who would write a quote for us. We did receive the school finance award from the state, we are considered to have finances in good health. We exceeded our fundraising goal. Our school will undergo the annual audit and it is scheduled for July 29. We are still in the transition process of moving to our Affiliated Building Company.

e Development Committee: No report this month, however we raised a lot of money this year!

f Policy Committee:

i Procurement Policy- First Read

ii Nepotism Policy-Review

iii Language Instruction Educational Program Plan

g Sub Committee Reports - No committee reports

8 Items for Action

a Consent Agenda

Contracts

Approve 2024-2025 MN Association of Charter Schools (MACS)

Allison McKay - Physical and Other Health Disabilities Services

INDIGO Education Leadership Collaborative Contract

Michelle Flannery LLC, School Psychologist Contract

Visual Impaired Teacher Specialist Contract

Audiology Services Contract

Deaf and Hard of Hearing Teacher/Consultant

Approve ABDO as FY24 auditor.

Approve EMC for FY25 commercial insurance

Staff Working Agreements

Director Simon Tyler

K/1 Teacher Amy Brown 1.0 FTE

K/1 Teacher Amy Narveson 1.0 FTE

K/1 Teacher Amanda Solinger 1.0FTE

2 / 3 Teacher Jakob Anderson 1.0 FTE

2 / 3 Teacher Molly McGovern Wills 1.0 FTE

2 / 3 Teacher Stacey Sandler 1.0 FTE

4 / 5 Teacher Michelle Martin 1.0 FTE

4 / 5 Teacher Ryan Kiesel 1.0 FTE

4 / 5 Teacher Amy Haslett-Marroquin 1.0 FTE

Music/Orchestra 0.6 FTE Olivia Moraczewski

Spanish Teacher / Special Education Teacher 0.8 FTE Tricia Christopherson
 Visual Arts Teacher Lizabeth Nelson .375 FTE
 ADSIS 0.8FTE Anna Lisa Rustad
 Special Education Director / Coordinator Kelsey Fitschen-Hemmah
 Special Education Teacher Michelle Bigalke 0.88 FTE
 Special Education Teacher Cale Steinhoff 1.1 FTE
 Special Education Teacher Atia Cole 1.0 FTE
 Special Education Paraprofessional Jessica Bastyr
 Special Education Paraprofessional Samantha Bolton
 After School Care Lead / Teaching Assistant Russel Boyington
 Special Education Paraprofessional / After School Care Assistant Hannah Bauer
 Special Education Paraprofessional / After School Care Assistant Kelley Ekstrom
 Office Manager Colleen Braucher
 Office Assistant/Special Education Administrative Assistant Diana Drager
 Office Assistant / After School Care Assistant Megan O'Meara
 Financial Officer Keith Johnson
 Teaching Assistant / Health PCA / After School Care Assistant Olivia Rezac
 Special Education Paraprofessional / After School Care Assistant Audrey Lane-Getaz
 Teaching Assistant Mary Poole

Hourly Staff Pay Rates FY25

Position	Pay Rate Per Hour
General Education Teaching Assistants Food Program Assistants Administrative Assistants After School Care Assistants	Year 1: \$16.00 Year 2: Increase \$1.00* Year 3: Increase \$1.00* Year 5: Increase \$1.00* Year 10: Increase \$1.00*
Librarian / media specialist	Year 1: \$30.00 Year 2: Increase \$1.00* Year 3: Increase \$1.00* Year 5: Increase \$1.00* Year 10: Increase \$1.00*
Special Education Paraprofessional (Behavior Support)	Year 1: \$18.00-\$22.00 Year 2: Increase \$1.00* Year 3: Increase \$1.00* Year 5: Increase \$1.00* Year 10: Increase \$1.00*
Special Education Paraprofessional (Academic Support)	Year 1: \$16.00-\$20.00 Year 2: Increase \$1.00* Year 3: Increase \$1.00* Year 5: Increase \$1.00* Year 10: Increase \$1.00*
Special Education Administrative Assistant	Year 1: \$23.00 Year 2: Increase \$1.00* Year 3: Increase \$1.00*

	Year 5: Increase \$1.00* Year 10: Increase \$1.00*
School Nurse	Year 1: \$33.00 - \$40:00 (depending upon experience) Year 2: Increase \$1.00* Year 3: Increase \$1.00* Year 5: Increase \$1.00* Year 10: Increase \$1.00*
Health PCA	Year 1: \$21.00 Year 2: Increase \$1.00* Year 3: Increase \$1.00* Year 5: Increase \$1.00* Year 10: Increase \$1.00*
After School Care Supervisor	Year 1: \$20 Year 2: Increase \$1.00* Year 3: Increase \$1.00* Year 5: Increase \$1.00* Year 6: Increase \$1.00* Year 10: Increase \$1.00*

*Plus Board approved COL

Special Assignment / Substitute Teacher Pay Rate

Position	Rate
Non - Licensed Substitute Hourly Rate	\$16.00
Teacher Substitute (daily rate)	\$210 (\$32 for hourly rate)
Long- Term Substitute (10 days + daily rate)	\$220
After School Care Supervisor sub rate (hourly)	\$20.00 (or current Assistant Rate plus \$2 / hour)
Licensed Teacher Special Assignments (hourly)	\$32.00

Moved: Nancy Dennis

Second: Tim Goodwin

Passed: unanimous

b Nepotism Policy- Revised

Moved: Margit Zsolnay

Second: Shelly Dickinson

Passed: unanimous

c Elect Board Officers

Board Chair: Christine Williams

Board Vice Chair: Kendra Rasmusson

Treasurer: Ryan Kiesel

Secretary: Beth Molitor

Moved: Margit Zsolnay

Second: Nancy Dennis

Passed: unanimous

d Approve 1st Read of Procurement Policy

Moved: Beth Molitor

Second: Shelly Dickinson

Passed: unanimous

e Language Instruction Educational Program Plan

Moved: Shelly Dickinson

Second: Nancy Dennis

Passed: unanimous

9. Adjournment: 8:08pm

Next board meeting August 22, 2024 @ 4-6pm at PCCS