

# The World Learner School of Chaska

## GUIDELINES FOR CITIZENS WISHING TO SPEAK AT OPEN FORUM

The School Board, as a representative body of the district, welcomes all citizens to express interest in and concerns for the schools. Time is set aside at each regular meeting to give citizens an opportunity to be heard. The School Board agenda reflects the official business of the school district; time constraints and procedures are in place to assure an orderly process for each meeting.

Individuals or groups who wish to speak to the Board will be recognized during the Open Forum segment of the agenda. These guidelines govern citizen presentations:

- Speakers are expected to have followed communication channels outlined in Parent Handbook and will be encouraged to redirect issue to that process.
- Speakers must identify themselves and the topic on which they will be speaking.
- In the event that a large number of people wish to address the Board on the same topic, the Board may request that spokespersons be appointed to speak on behalf of a group.
- The following items are inappropriate for the Open Forum and will not be allowed:
  1. Complaints against individual Board members
  2. Complaints against individual employees of the District
  3. Private data related to a student.
- The presiding Board officer has the prerogative to determine whether or not a speaker is acting within these guidelines.
- The presiding Board officer may terminate the remarks of any speaker who does not follow these guidelines. If a speaker persists after being asked to stop, that person's privilege to address the School Board will be terminated.
- A person who willfully violates data privacy is guilty of a misdemeanor. (Minn. Stat. § 13.09)

The School Board will listen and possibly ask clarifying questions, but will not try to resolve the issue at the meeting.

The School Board will assign a member to serve as liaison. This member will collect questions or data from the Board and the community member and work towards a resolution. Initial contact with the community member will occur with 7 days of Community Forum.

Board Liaison will complete a Grievance Document and provide copies to the Community Member, Administration, and Board Chair. The Board Chair will report on the issue at the following Board meeting.

The School Board reserves the right to limit or restrict presentations as necessary in order to provide an orderly, efficient, and fair opportunity for those present to be heard as well as to observe the propriety of staff and students.

World Learner School  
Board Meeting Minutes



Date: 10.27.14

<u>Board Members:</u>		<u>Term Began</u>	<u>Term Ends</u>
	Melissa Bullerman	July 14	June 15
	Bob Davis	July 14	June 16
	Richard Druce	July 13	June 15
	Joanne Gaudette	July 13	June 15
	Ashley Godinez	July 13	June 15
	Daneen Goncalves	July 13	June 15
	Kendra Hoffman	July 14	June 16
	Patti Quinn	July 14	June 15
	Beth Wilson	July 14	June 15
	+ denotes Board Appointment		

<u>Item</u>	<u>Person Responsible</u>
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\*\*Student Presentations -

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| 1. Call to Order - Quorum confirmed<br>Board members absent: Kendra Hoffman, Daneen Goncalves   | Chair |
| 2. Community Forum  |       |
| 3. Approval of Agenda<br>Declaration of conflict of interest<br>No conflict of interest brought forward.<br>Motion to approve the agenda made by Richard Druce and seconded by Joanne Gaudette          | Chair |
| 4. Strategic Initiatives Update<br>Strategic Initiatives Meeting Proposal<br>Motion to approve the Strategic Initiatives Meeting Update with changes made by Patti Quinn and seconded by Ashley Godinez | Chair |

Joanne suggested including a facilitator to help lead the parent interest meeting and to change the name to "Future Forum." "Hot Topics" was also volunteered. The topic of the first evening is to discuss the possibilities of opening a high school. It was discussed that bringing in someone who has actually opened a new charter high school might be an idea for offering experiential advice. Concern was then raised that if someone of authority comes in to speak, then there might be false expectations that WLS is opening a high school. Phase one, then, might be to gauge interest, phase two might be to have someone come in to share experiences. It was decided to send this back to Kendra Hoffman for her to look over the changes by the board. Patti Quinn volunteered to facilitate the meeting.

Motion carried unanimously.

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| 5. Approval of Consent Agenda | Chair |
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- Consent items are those which usually do not require discussion or explanation prior to school board action, are non-controversial and /or similar in content, or are those items which have already been discussed and/or explained and do not require further discussion or explanation. Items shall be removed from the consent agenda by a request by an individual school board member for independent consideration.

5.1 Minutes of 9.22.14

5.2 Fundraising and Donation Records-

5.4 Grants - none

Motion to approve the consent agenda made by Melissa Bullerman and seconded by Ashley Godinez.

Richard Druce and Beth Wilson Voted Yea, A nay vote was cast by Patti Quinn, Joanne Gaudette, Ashley Godinez and Melissa Bullerman

Joanne voted to approve the minutes, the fundraising and donation record and the grants, seconded by Ashley Godinez. The vote passed unanimously.

### 5.3 Fundraising Permissions –

Middle School is bringing 4 items forward for fundraising permission: Odis Spunkmeyer Cookie Sales, Zum Soap sales, Parents' Night Out to be held in November and December, and a T-shirt/Sweatshirt sale. All fundraisers will take place in November and December, with proceeds going towards the MS Spring Odyssey and activities.

There was much discussion to whether or not the MS should sell t-shirts/sweatshirts that are a school-wide item.

Motion to approve the Zum Soap fundraising permissions made by Joanne and seconded by Patti Quinn. Beth Ashley Melissa Richard voted Yea, Nay vote cast by Joanne Gaudette.

Patti moved, Melissa seconded, vote passed unanimously.

Motion to approve Otis Spunkmeyer Cookie Dough Sales made by Patti Quinn and seconded by Ashley Godinez. Richard, Patti, Ashley, Melissa and Beth voted yea, Joanne opposed.

Sweatshirt/Tshirt sales -Melissa motioned seconded by Joanne Gaudette. Vote yea, Patti, Melissa, Beth and Richard, opposed Joanne and Ashley

## 6. Governance (e.g. by-laws, elections, etc.)

Director

### 6.1 ACNW report on contract renewal – due 11.14

The next phase is to have the adhoc Contract committee to review the contract and bring any changes to Deana Siekmann by November 10<sup>th</sup> so that it can be submitted to the Audubon Society by November 14<sup>th</sup>.

### 6.2 Bullying Prohibition Policy – 1<sup>st</sup> reading

Due to dictates from the MN Legislation, WLS is aligning their Bullying Prohibition policy with the MN Department of Education. Additions include ways staff members address bullying and student education regarding bullying. Deana Siekmann is the Human Rights officer of World Learner School. The updated policy is then to be forwarded to the Department of Ed.

Motion to table the Bulling Policy until the special meeting at which the ACNW contract is voted at was made by Patti Quinn and seconded by Richard Druce.

Richard, Patti, Beth, Joanne, Richard- yea  
Ashley and Melissa, nay

Motion passes.

### 6.3 Annual Report - due 10.28.14

Motion to approve the Annual Report made by Melissa Bullerman and seconded by Richard Druce.

There was no discussion.

Motion passed unanimously.

### 6.4 Resignation of Board Member and Appointment of Board Member

Motion to approve resignation of Daneen Goncalves and to approve the appointment of Mitra Rahmi to the Board of Directors made by Patti Quinn and seconded by Richard Druce

Motion passes unanimously.

## 7. Finance

### 7.1 Financial Dashboard

Finance Committee

Motion to approve the WLS Finances for the month of September, understanding that there is an inquiry for Sandy about 79,000, made by Richard Druce and seconded by Melissa Bullerman.

Joanne opposed.

### 7.2 Enrollment Update

LE - Actual	76	Budget	79
UE - Actual	84	Budget	84
MS - Actual	48	Budget	51
TOTAL Actual	208	Budget	214

### 7.3 Audit Presentation 11.24.14

### 7.4 Establishment of WLS Savings account to receive donations

A parent of the school would like to make a donation to the school through their place of work, but many employers are moving toward a paperless manner of handling transactions. The school would need to set up an account for one-way funds to be received by the school. The recommendation of the finance committee is to create a savings account to accept these donations.

Motion to create a savings account that allows only deposits and is swept once a month into the WLS general account was made by Richard Druce and seconded by Joanne Gaudette, motion passes unanimously.

## 8. Personnel

Director

8.1 Contracts – Sharon Irmiter, Brian Barnes, Patti Quinn, Beth Wilson, Ashley Godinez, Lisa Waller, Tina Lyder, Mitra Rahimi, Amy Tripp, Denise Parish, Jennifer Graves, Daneen Goncalves, Deb Ries, Melissa Bullerman, Rachel Gleason

Motion to approve the new contracts made by Richard Druce and seconded by Joanne Gaudette, motions passes unanimously.

### 8.4 Director Job Description and Qualifications

## 9. Curriculum/Programs

### 9.1 Website – Marketing

Richard Druce has created a schedule for the website planning. Included in this is a survey to be sent to staff and parents asking what they are looking for in a web site. The next step is to gather the information and begin looking for a website design company to carry out the job.

## 10. Building Company (WLS/JMS) with Facility/Maintenance/OSHA

### 10.1 Report on finances and recent activity

BC

### 10.2 Report from lawyer on SAC charges

## 11. Committees/Task Forces

### 11.1 Committee Assignments

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| <p><b>11.1.1 Academic Achievement</b></p> <ol style="list-style-type: none"> <li>1. Deana Siekmann</li> <li>2. Beth Wilson</li> <li>3.</li> </ol>  | <p><b>MONTHLY Second Monday of Month 5:00 – 5:30 p.m.</b></p>                                       |
| <p><b>11.1.2 Policy</b></p> <ol style="list-style-type: none"> <li>1. Deana Siekmann</li> <li>2. Bob Davis</li> <li>3. Beth Wilson</li> </ol>  | <p><b>MONTHLY Fourth Monday of Month 5:00 – 5:30 p.m.</b></p>                                       |
| <p><b>11.1.3 Personnel</b></p> <ol style="list-style-type: none"> <li>1. Deana Siekmann</li> <li>2. Bob Davis</li> <li>3. Daneen Goncalves</li> </ol>  | <p><b>MONTHLY First Monday of Month 4:30-5:00 p.m.</b></p>  |
| <p><b>11.1.4 Finance</b></p> <ol style="list-style-type: none"> <li>1. Deana Siekmann</li> <li>2. Patti Quinn</li> <li>3. Kendra Hoffman</li> </ol>  | <p><b>MONTHLY Third Monday of Month 5-6 p.m.</b><br/> ** February meeting on 2.17.14 at 4:00 pm</p> |
| <p><b>11.1.5 Fundraising/PTO</b></p> <ol style="list-style-type: none"> <li>1. Patti Quinn</li> <li>2.</li> </ol>  | <p><b>MONTHLY First Wednesday of Month 6:30 -7:30 p.m.</b></p>                                      |
| <p><b>11.1.6 Facilities/Building Company</b></p> <ol style="list-style-type: none"> <li>1. Deana Siekmann</li> <li>2. Beth Wilson</li> <li>3. Richard Druce</li> <li>4. Tim Boyce</li> </ol> | <p><b>MONTHLY Fourth Monday of Month 5:45 – 6:15 p.m.</b></p>                                       |

There is a 3-week completion date for the new expansion.

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| <p><b>11.1.7 Technology</b></p> <ol style="list-style-type: none"> <li>1. Deana Siekmann</li> <li>2. John Wilson</li> <li>3. Kelly Simer</li> <li>4. Joanne Gaudette</li> </ol> | <p><b>BI-ANNUALLY First Monday of Oct &amp; Feb 5-6 p.m.</b></p> |
| <p><b>11.1.8 Marketing</b></p> <ol style="list-style-type: none"> <li>1. Ashley Godinez</li> <li>2. Melissa Bullerman</li> <li>3. Richard Druce</li> </ol>                      | <p><b>Quarterly First Mtg Monday, Aug. 19, 5:15</b></p>          |

The marketing committee has put forth a marketing project plan which the board is to look over and approve. Tasks being taken on by the committee include identifying how to best retain students, how to recruit new students, and the best way to communicate. The committee will be meeting monthly on the first Thursday of the month at 4pm. Richard Druce asked about school colors.

Motion to approve the Marketing Project Plan, with the understanding that any action taken by the Marketing Committee will first be approved by Deana Siekmann, made by Melissa Bullerman and seconded by Joanne Gaudette. Motion passes unanimously.

## 12. Other

### 12.1 Kindergarten Discussion

A motion was made by Joanne to add the Kindergarten Discussion to the 3<sup>rd</sup> quarter "Hot Topics" meeting. Patti seconded the motion.

Richard Druce made the suggested that we move the Kindergarten Discussion to the first quarter meeting, but it was decided that it was not possible.

Motion carries unanimously.

## 12.2 WLS 20<sup>th</sup> Anniversary

January 9<sup>th</sup> is the all-school reunion 7 to 9pm.

February 27<sup>th</sup> is the all-school celebration, and festivities will take place during the school day.

### Notice of a Special Board Meeting:

The Board will be having a Special Meeting on Monday, November 10<sup>th</sup> at 4:30.

### Confirmation of date and time of next meeting

11.24.14 at 6:15 p.m.

### Adjournment

Motion to adjourn the meeting made by Patti Quinn and seconded by Joanne Gaudette. Motion passes unanimously.

### Respectfully submitted by

Beth Wilson on October 27, 2014