



World Learner School Board Meeting Minutes June 27, 2016

1. Call to Order – 6:00 pm
2. Roll Call/Quorum Confirmed
 - Members present: Tina, Amy, Michelle, Ashley, Melissa, Patti, and Bob
 - Members Absent: Jody and Debi
 - Guests: David Greenberg, Rhiannon Sargent, and Maggie Kane from ACNW
3. Student Presentation – none for this meeting
4. Community Forum
5. Approval of Agenda and Declaration of Conflicts of Interest
 - A motion was made by Amy to approve the agenda, second by Patti
 - Vote 7-0 in favor, motion carries
6. Approval of Consent Agenda: Consent agenda items are considered routine in nature and will be voted upon with a single motion; however, by request from an individual school board member, individual items on the Consent Agenda may be removed from it for independent consideration.
 - A. Minutes of 5.23.16, 5.31.16, 6.21.16
 - B. Fundraising and Donation records -
 - C. Fundraising Permissions & Grants – none
 - A motion was made by Patti to approve the consent agenda, second by Tina.
 - Vote 7-0 in favor, motion carries
7. Information/Discussion
 - A. Board Training Activities –
 - These will be discussed at the July meeting
 - B. MN Student Survey Results –
 - These were passed out by Deana for the board to read and review. These items the board should know and be aware of
 - C. FY16 and 17 Budget Review –
 - Some changes are proposed for review to the board for the FY17 budget (handout given to the board)
 - Statutory Change by the state for unemployment tax, results in a \$3,300 refund for WLS
 - The last check run in June will determine that special education will be over budget, this will reflect in the changes
 - The final revised expenditures are in this handout
 - Community Fund revenue and expenditures do not match, (before and after care)
 - A proposal has been made to change the hours
 - The before/aftercare survey showed that many people do not need to access it early in the day and late in the early evening hours
 - WLS will not lower staffing for before and after care
 - We will maintain hours for next next year for second year of observation and raise the cost of full-time care. The board will look into other options for future years
 - \$95,333 will be deducted from the community fund for the backyard project and to cover the before and after care costs
 - D. Board Executive Committee Roles Review – This will be discussed at the July board meeting with the new board
8. Reports
 - A. Director's Report
 - i. Monthly Enrollment Report –

- Placements are being made for the upcoming school year
 - ii. Upcoming Events – N/A
 - iii. Testing Update –N/A
 - iv. Other information –
- Other information presented to the board by Deana include:
 - The building company insurance claim
 - Employee news (the new Lower Elementary Guide)
 - Before/After Care Summary
 - New Montessori School opening in Excelsior
 - 2016 Legislative Recodification- 10 changes were made and they were all listed for the board to see
 - Lease aid of \$317,000 was approved for the next school year
 - Erate- the federal government aid for internet services was also approved

B. Committee Reports

- i. Finance Committee
 - a. Finance Report May –
 - The cash flow is healthy. We have some CDARs coming due. The finance committee will have to watch these so we can reinvest when needed.
 - b. FY16 Budget Update –
 - Previously discussed
 - c. FY17 Budget Update –
 - Previously discussed

Debi arrived at 6:20pm

B. Backyard Renovation Update –

- Landscaping Designs was contacted to determine the start date for the backyard project
- Deana met with Jonathan Association to discuss the property that WLS has playground equipment on. The WLS Building Company will contact our lawyers for an easement agreement (a temporary one) and hold liability until a decision is made.
 - We could work with the Jonathan Association on phase 2, we are hoping to have this prepared for their July 12th meeting

C. Director Evaluation Survey and Process – Dan Jett

- The board will go to a closed session
- Review of what we have done: we made a job description, goals, measures, Director succession plan, Feedback was given to the director midyear, in the spring we approved 3 surveys, the raw data for these was given, the draft has been made about the director survey which will be completed

D. Family Survey Update – Michelle Strain and Bob Davis

- This information was tabulated and goes into the annual report
- A brief summary will be made for parents to see the results of this survey (this will be emailed out)

E. Marketing –

- The WLS signs update: working on a way to roll them out over the summer
- Discussion about WLS participation in parades

F. PTO Update –

- We have an active PTO president that wants to be a coordinator in the future. Things are going well.

9. Action Items

A. Financial Report for May 2016:

- Melissa made a motion to approve the financial report, a second was made by Debi
- Vote 8-0 in favor, motion carries

B. Personnel Employment Agreements: FY16 – Craig Renier FY17 – Deana Siekmann, Denise Parish, Rachel Gleason, Debi Forsyth

- Motion was made to approve the employment agreements for the people listed above by Patti, it was seconded by Ashley.
- Vote 8-0 in favor, motion carries

C. Policies: First Reading – Criminal Background Check Policy

- Motion was made to approve the Criminal Policy by Patti, it was seconded by Tina
 - This was approved in April, but the policy needs to be reconsidered
 - Currently all background checks need to go through the board for all employees and volunteers each year
- Vote 0-8 (Opposed by: Tina, Amy, Michelle, Ashley, Melissa, Patti, Bob, and Debi)

- Deana will rewrite the policy
- Other district policies were reviewed
- D. Policies: Second Reading- N/A
- E. Policies: Deletion- N/A
- F. Proposal for Board Consultation and Director Coaching
- Dan Jett's proposal for Board Consultation was tabled until the July 25, 2016 Board meeting to request that Dan change his proposal. The Director Coaching Proposal however was voted on and Passed.
- G. FY16 budget
 - A motion was made to approve the FY16 budget update by Amy, seconded by Michelle
 - Vote 8-0 in favor, motion carries
- G. FY17 Budget
 - Motion was made to approve the FY17 budget update by Tina, seconded by Amy
 - Vote 8-0 in favor, motion carries

10. Motion to Close the meeting Pursuant to 13D.05 Subd. 2(b) and 13D.05, Subds. (1) and (3) to discuss data relevant to Director Evaluation.

- A motion was made by Melissa to close the meeting, it was seconded by Patti
- Vote 8-0 in favor, motion carries
- A motion was made to invite Dan to stay in the closed meeting by Patti, seconded by Amy
- Vote 8-0 in favor, motion carries
- Summary of closed meeting: The WLS conducted the annual evaluation of the school director for the 2015-16 school year. The board and director discussed all of the strengths exhibited throughout the year, along with some suggestions for improvement for the future.
- Ashley left the board meeting during the closed session
- A motion was made to reopen the meeting by Patti and seconded by Amy
- Vote 7-0 in favor, motion carries

11. Scheduling

A. WLS Board Meeting: July 25, 2016 6:00 pm

Gifts of appreciation were given to the 3 board members who have completed board terms, Debi Forsyth, Melissa Bullerman, and Ashley Godinez.

- Motion was made to end the meeting by Patti, seconded by Debi
- Vote 7-0 in favor, motion carries