



**Minnesota New Country School**  
**Board of Directors Meeting**  
**Monday, June 15, 2020 at 5:30 P.M.**  
**210 Main Street, Henderson, MN**



**During the Covid-19 Pandemic, MNCS Board of Directors is meeting via Google Meet.**

- The link for the meet is:
  - <https://meet.google.com/xek-atrr-epa>
- Or, if you are not automatically entered in to the Google Meet using the link go to:
  - <https://meet.google.com/>
  - click "join or start a meeting" and enter this code: [xek-atrr-epa](#)

**Approved Minutes**

**A. Called the meeting to order by:** Paul Jaeger at 5:37pm

**B. Attendance:**

**P** Paul Jaeger (2020)      **P** Jennifer Brunick (2021)      **A** Melissa Huntington (2022)      **P** Allison Kim (2022)  
**A** DeAnna Stevens (2020)      **P** Nichole Kotasek (2021)      **P** Dee Thomas (2022)      **P** Jane Hibscher (2022)  
**Others Present:** Nancy Pfarr, Jim Wartman

**C. Educational Data (typically requires closed meeting procedures):**  
 none

**D. Approval of Agenda:**

Motion to approve the agenda for the Regular Meeting on Monday, June 15, 2020

<b>M/</b> Brunick	<b>S/</b> Thomas	<b>A/</b> none	<b>Motion/</b> carries
<b>Y</b> Jaeger	<b>Y</b> Brunick	Huntington	<b>Y</b> Kim
Stevens	<b>Y</b> Kotasek	<b>Y</b> Thomas	<b>Y</b> Hibscher

**E. Correction and approval of previous meetings:**

Motion to approve the minutes from the Regular Meeting on Monday, May 18, 2020.

<b>M/</b> Thomas	<b>S/</b> Hibscher	<b>A/</b> none	<b>Motion/</b> carries
<b>Y</b> Jaeger	<b>Y</b> Brunick	Huntington	<b>Y</b> Kim
Stevens	<b>Y</b> Kotasek	<b>Y</b> Thomas	<b>Y</b> Hibscher

Motion to approve the minutes from the Special Meeting on Monday, June 1, 2020.

<b>M/</b> Hibscher	<b>S/</b> Brunick	<b>A/</b> none	<b>Motion/</b> Carries
<b>Y</b> Jaeger	<b>Y</b> Brunick	Huntington	<b>Y</b> Kim
Stevens	<b>Y</b> Kotasek	<b>Y</b> Thomas	<b>Y</b> Hibscher

**F. Team Lead Presentation:**

- none

## G. Consideration of Claims and Accounts:

### 1. Treasurer's Report

#### Revenues:

- Revenue is mostly typical this month - received all funds as expected
- Misc. Revenue is down due to Covid-19
- Title I funds were received (\$18,164.51)

#### Expenses:

- Several SPED contracted services were paid out this month
- Transportation was paid during distance learning to fulfill contracts as expected by the MDE
- Payroll higher this month due to Q-Comp payouts
- gas bill is for 2 months

#### Check Sequence Variations:

- no voided checks

Motion to approve revenues of \$ 226,381.84

<b>M/</b>	Brunick	<b>S/</b>	Thomas	<b>A/</b>	none	<b>Motion/</b>	carries
Y	Jaeger	Y	Brunick		Huntington	Y	Kim
	Stevens	Y	Kotasek	Y	Thomas	Y	Hibscher

Motion to approve expenses of \$273,684.72

<b>M/</b>	Thomas	<b>S/</b>	Brunick	<b>A/</b>	none	<b>Motion/</b>	carries
Y	Jaeger	Y	Brunick		Huntington	Y	Kim
	Stevens	Y	Kotasek	Y	Thomas	Y	Hibscher

Motion to approve bank ledger balance of \$29,247.60

<b>M/</b>	Kotasek	<b>S/</b>	Kim	<b>A/</b>	none	<b>Motion/</b>	carries
Y	Jaeger	Y	Brunick		Huntington	Y	Kim
	Stevens	Y	Kotasek	Y	Thomas	Y	Hibscher

### 2. Cash Flow:

- FY20 payouts begin in July/August and will likely be larger than usual because of SPED reimbursements
- MNCS will be receiving state funds 2 times in June (the 15th and the 30th) but they may not be active to draw on prior to payroll on the 20th.
- This necessitates that we procure a line of credit from First State Bank in the amount of \$50,000.00 + origination fee of \$50.00 to be paid back with 5% interest within 45 days.
- Currently exploring an application for a PPP loan - waiting to see what will be possible and allowable - the board may need to meet for a special meeting to approve an application - the board asks for the finance team to prepare a statement of purpose for why we are applying for the loan.

Motion to approve Jim Wartman to procure, from First State Bank of Le Center, a Line of Credit in the amount of \$50,000.00 + origination fee of \$50.00 to be paid back with 5% interest within 45 days.

<b>M/</b>	Kotasek	<b>S/</b>	Brunick	<b>A/</b>	none	<b>Motion/</b>	carries
Y	Jaeger	Y	Brunick		Huntington	Y	Kim
	Stevens	Y	Kotasek	Y	Thomas	Y	Hibscher

### 3. Building Leases:

- Find these on page 6 of the budget.
- Elementary Bldg (127 N. 8<sup>th</sup> Street, Henderson, MN 56044) . Lease - \$132,000.00/annually
- Secondary Bldg (210 Main Street, Henderson, MN 56044). Lease -\$210,000.00/annually

Motion to approve the following building lease sites and amounts for FY21.

- Elementary Bldg (127 N. 8<sup>th</sup> Street, Henderson, MN 56044) . Lease - \$132,000.00/annually
- Secondary Bldg (210 Main Street, Henderson, MN 56044). Lease -\$210,000.00/annually

<b>M/</b>	Hibscher	<b>S/</b>	Kotasek	<b>A/</b>	none	<b>Motion/</b>	carries
Y	Jaeger	Y	Brunick		Huntington	Y	Kim
	Stevens	Y	Kotasek	Y	Thomas	Y	Hibscher

**4. FY21 Budget - Review and Approval**

- There are some new opportunities for funding from the state in response to Covid-19 (GEER and CARES). These are to be used for tech and food expenses for students
- FY21 as presented would leave MNCS at around \$95,000.00 to the good. It is based on the 2% proposed state budget.
- Not recommending payroll increases at this time - may revisit that mid year if the budget allows

Motion to approve the MNCS FY21 Budget with flexibility.

M/	Hibscher	S/	Thomas	A/	none	Motion/	carries
Y	Jaeger	Y	Brunick		Huntington	Y	Kim
	Stevens	Y	Kotasek	Y	Thomas	Y	Hibscher

**5. 2019-2020 Enrollment - Enrollment for 2019-2020 closed as of 3/13/2020 per enrollment policy**

Secondary – 131 {126 budgeted 2019-2020}

Elementary – 87 {87 budgeted 2019-2020}

**H. Open Forum:** (5 minutes per presenter following a review of Open Forum Guidelines for board members and presenters)  
none

**I. Unfinished Business:**

- Elections language added to Bylaws to allow for up to a 6 month overlap in times of crisis or significant when voted on by the board.

Motion to approve the language change in the bylaws to allow for a postponement of elections for up to 6 months.

M/	Brunick	S/	Hibscher	A/	none	Motion/	carries
Y	Jaeger	Y	Brunick		Huntington	Y	Kim
	Stevens	Y	Kotasek	Y	Thomas	Y	Hibscher

**J. New Business:**

- 517 Enrollment and Lottery Policy - review student numbers for Fall 2020 - 2nd Read/Approval
  - update the student numbers on the policy
    - secondary moving to a 136 student cap
    - all elementary advisories other than early elementary will be at a possible cap of 19 but the 87 cap overall remains

Motion to approve policy 517 - Enrollment and Lottery with adjusted student caps.

M/	Brunick	S/	Thomas	A/	none	Motion/	carries
Y	Jaeger	Y	Brunick		Huntington	Y	Kim
	Stevens	Y	Kotasek	Y	Thomas	Y	Hibscher

- Policy Review - There are several policies that are in need of review. This is the 1st read.
  - 410 - Volunteer and Chaperone Policy updates to meet requests from insurance agent
  - 518 - Academic Progression - to meet requirements WBWF - staff teams should review this policy as well in July to be sure it fits our current practice

**K. Communication:**

none at this time

**L. Reports:**

**General Updates/Upcoming Events:**

- Graduation was a wonderful success! Parents and students sent thank yous to the senior team for making it a special day for them. Some recommended a parade every year!
  - Special Thanks to Dee Thomas for making personalized face masks for each graduate.
- MNCS staff are planning to meet several times and teams will continue the needed work over the summer to finish preparations for fall.

- We are awaiting the MDE requirements for Covid-19 compliance - schools were told that their final decision for how the school year will start will be determined by July 27, 2020.

### **Site Based Management Teams:**

- **Personnel Team: Lead – Diann Wiederich**
  - Payroll budget for 2020-2021 was developed and sent to finance
  - Elementary is hiring for 2 positions
    - Title 1 RTI - Maria Swanke hired June 2020
    - 4-5 Advisor
  - Secondary is hiring for 3 positions
    - Social Worker
    - 2-Advisors (7-12)
- **Q-Comp: Lead – Paul Jaeger**
  - All Staff projects that were completed have been reviewed and sent out to Key to get payouts in June. We have also completed reviewing surveys for Licenced Staff. That paperwork has been sent to Kay as well. We will be meeting over the summer to tweak documents for next year.
- **Building Team: Lead – Anthony Sonnek (HS) and Jane Hibscher (ES)**
  - Planning for reductions in furniture and fixture costs for next year at both sites
  - Custodial Supplies- We will need to keep this the same at each site
  - Facilities contract for the Elem \$12,000 and HS \$13,000 currently. We will keep this the same. Staff will have to step up a little more for cleaning if needed.
  - Rita and Bob Halquist -Summer Duties-same as last year- maybe a little less
  - Volunteer Guidelines- have been turned over to the school board
  - Summer wish list- both sites (door sweeps, painting, some masonry work at elementary)
  - Fall set-up(desks) at HS- staff voted to set up in August in case more guidelines come from the CDC
  - Cleaning plan both sites- using guidelines from CDC and ask staff to be willing to clean a little extra
- **Transportation Team: Lead – Anthony Sonnek**
  -
- **Data Team: Lead – Nick Ryan**
  - Working with IQS and an assessment leader to develop an alternative measure for MNCS that fits our Mission and Vision and provides additional data to our authorizer - the program is called NGAPS (Next Generation Assessment Portfolio System)
- **Career and Tech Ed Team: Lead – Jake Zeiher**
  - Met to approve documents to submit for PSEO applications
  - planning a Career Month in the fall - October is the goal
- **Outreach Team: Lead – Joan Skelly**
  - No April or May meeting
- **Nutrition and Composting: Lead – Kelly Brancamp**
  -

### **Professional Development Teams:**

- **Health and Wellness: Lead - Cory Anda**
  - Students did not choose to participate in the 5K that the team organized
  - Put together a list of PE items to purchase with the remaining \$1500 of Title IV Grant
  - Worked with Edvisions to use remaining Staff Wellness grant money to purchase State Parks Pass for all Staff
- **Art and Literature Team: Lead – Jennifer Brunick (HS) and Doug Anderson (Elem)**
  - Read Well by Third Grade data submission prior to June 30

- 2020-2021 Literacy Plan nearly finished
- Continue to look forward to the Dyslexia training for all staff in the fall
- The elementary is working on bringing in more advisors (all) to essential curriculum teams for increased collaboration.
- **Math & Financial Literacy Team: Lead – Nick Ryan (HS)**
  - Planning for a few small changes in secondary math courses in the fall
- **Supporting Students Together (SST): Lead – Kylie Kuhlman**
  -
- **Project Based Learning (PBL) Team: Lead – Layne Sherwood**
  - shared out data on project based credits at the secondary which will lead to further conversation - look for this info to be shared to the board in the next couple months
- **High School/Elementary School Connections: Lead – David Rice**
  -

Motion to receive staff reports as written and/or presented.

<b>M/</b>	Brunick	<b>S/</b>	Thomas	<b>A/</b>	none	<b>Motion/</b>	carries
Y	Jaeger	Y	Brunick		Huntington	Y	Kim
	Stevens	Y	Kotasek	Y	Thomas	Y	Hibscher

**M. Board Goals and Development/Training: Review and Update based on retreat notes**

**Goals:**

1. Define the Mission, Vision, Values & purposes of the School
2. Ensure Effective School Long-Range Planning
3. Enhance The Public Standing Of The School

**Board Training: None this month**

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**N. Next Meeting/s:** Monday, July 20, 2020 at 5:30pm (via Google Meet if still under social distancing requirements)

**O. Adjourn Meeting:**

Motion to adjourn the meeting at: 6:53pm

<b>M/</b>	Hibscher	<b>S/</b>	Thomas	<b>A/</b>	none	<b>Motion/</b>	carries
Y	Jaeger	Y	Brunick		Huntington	Y	Kim
	Stevens	Y	Kotasek	Y	Thomas	Y	Hibscher

**Clerk:** S:// N. Kotasek

**Date:** 7/20/20