



Minnesota New Country School
Board of Directors Meeting
Monday, April 20, 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: 5:38pm by Chair Stevens

B. Attendance:

P Paul Jaeger (2020)	P Jennifer Brunick (2021)	Melissa Huntington (2022)	Allison Kim (2022)
P DeAnna Stevens (2020)	P Nichole Kotasek (2021)	Dee Thomas (2022)	P Jane Hibscher (2022)

Others Present: Nick Ryan

C. Educational Data (typically requires closed meeting procedures):

None

D. Approval of Agenda:

Motion to approve the agenda for the Regular Meeting on Monday, April 20, 2020

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

E. Correction and approval of previous meetings:

Motion to approve the minutes from the Regular Meeting on Wednesday, March 18, 2020.

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

Motion to approve the minutes from the Special Meeting on Wednesday, March 25, 2020.

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

F. Team Lead Presentation:

- On Hold until June.

G. Consideration of Claims and Accounts:

1. Treasurer’s Report

Revenues:

-

Expenses:

- Special Transportation bills were large - this is a reimbursable expense, but we will not be able to recoup this until later in the year
- MAAP conference - staff development conference
- Henderson Fitness Center - gym usage for students
- Reimbursements for people that paid for events that were cancelled
- Tax prep - AbdoEick&Meyers

Check Sequence Variations:

- No voided checks

Motion to approve revenues of \$222,452.18

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

Motion to approve expenses of \$288,693.57

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

Motion to approve bank ledger balance of \$114,773.24

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

2. Cash Flow:

- The finance team is working on determining what the new normal looks like for our bills. Once that is more established, the cash flow can be more accurate long term
- The team has asked the staff to hold off on any unnecessary purchases or things that can be held off until fall.
- Still project that we will have to do some sort of short term borrowing maybe into June or July. There is uncertainty in where the majority of our expenses will fall through the end of the year as we are reducing some things (transportation, field trips and supplies) and may have increases in other areas (food services),
- May end up down about \$75,000.00
- There will be fewer payouts from Q-comp this year due to a lack of testing, MNCS will not be able to report out on our goals, and therefore will not be able to payout to staff (which can be around \$5-6,000.00).
- Regardless, June is typically a higher payroll month - leaving us leanest in July.

Motion to approve Jim Wartman to secure a line of credit in the amount up to \$100,000.00 through First State Bank of Le Center.

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

3. Budget Preparations are starting. The team plans to prep 2 budgets. One that is as originally planned from the state with a 2% increase and one with no increase in case the state has to make some emergency changes in education funding.
4. 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 at this time

I. Unfinished Business:

- Lottery - April Board Meeting - The lottery will be conducted following adjournment of the MNCS Board of Directors meeting.

J. New Business:

- Elections - Planning moving forward - Do we want to hold off on electing new board members that would start in July?
 - Extension of board member terms and delaying of elections requires a board to revise the Corporation By-Laws.
 - Delaying spring elections probably means that the election would need to be put off until fall – since the law requires that elections be held on days schools are in session, and the requirement for giving voters a 30 day notice of the election.
 - The process/procedures of board elections are normally defined in either the By-Laws or by board policy – so a change in the process would require a change in the By-laws or policies.
- Calendar changes for 2019-2020 - proposed - approval in May 2020
- EdVisions Cooperative - Contract for Services in 2020-2021
 - costs to MNCS are listed in Article V: Payments on page 3 - 2% of the MNCS payroll is the annual cost

Motion to approve the Contract for Services with EdVisions Cooperative.

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

K. Communication:

L. Reports:

General Updates/Upcoming Events:

Site Based Management Teams:

- **Personnel Team: Lead – Diann Wiederich**
 - David Rice chose to leave the team - Jim Wartman will be stepping in through the end of the year
 - Staff year end check ins are starting
 - addendum to the staff handbook was written, in consultation with Andrea Harder (EdVisions Coop)
- **Q-Comp: Lead – Paul Jaeger**
 - Talked about ideas for Parent and Student surveys to get data on pre and post Distance Learning situations.
 - We are still asking PDP teams to still meet on Tuesdays virtually during this Distance Learning time.
 - Q-Comp Projects are due May 30th.
 - Full-Time Staff Observations are no longer required this year.
 - We are still working out more as MDE sends recommendations for Q-Comp Schools right now.
- **Building Team: Lead – Anthony Sonnek (HS) and Jane Hibscher (ES)**
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- **Transportation Team: Lead – Anthony Sonnek**
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- **Data Team: Lead – Nick Ryan**
 - MCA tests are canceled
 - Unsure about doing NWEAs at this point
 - Hope Survey and Student/Parent/Staff Climate surveys can still be completed this year
- **Career and Tech Ed Team: Lead – Jake Zeiher**
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- **Outreach Team: Lead – Joan Skelly**
 - No March meeting
 - Creative Craft Day: Canceled
 - 2020 Parades: Still participating unless events are canceled
 - Gear Order: Happened beginning of April
 - Website: Joan, Nick and Nancy are working on getting a different website
- **Nutrition and Composting: Lead – Kelly Brancamp**
 - Work continues on a financial analysis of our "Kitchen Advisory" proposal where MNCS students would essentially run a small catering business for the district
 - Determining what the lunch program may look like next year - researching options

Professional Development Teams:

- **Health and Wellness: Lead - Cory Anda**
 - Offering .25 Wellness Credit if students propose it as a project

- Crated an ideas list for PE and Wellness during distance learning. Posted on the MNCS website- was updated to keep it consistent with new CDC guidelines
- Backpack Food Program still up and running during distance learning with Monday delivery to students
- Had a hygiene talk with all female students and hung instructional signs in the bathroom to protect our plumbing
- Purchased Lacrosse sticks
- **Art and Literature Team: Lead – Jennifer Brunick (HS) and Doug Anderson (Elem)**
 - **Elementary**
 - Spending major amount of time setting up for long distance learning and scoping for a variety of websites that would be beneficial for individualizing each student. The websites and curriculum assignments for students at different levels of reading has options through scholastic news, kidsa-z.com, brainpop, spellzone, abcfastphonics.com and storylineonline.
 - **Secondary**
 - Promoting and encouraging reading group participation at the high school,
 - Cancelling May trips due to Coronavirus, that were funded by the Prairie Lakes Arts Grant,
 - Students are working on completing rough and final drafts of writing prompts
 - Title I students are expected to join reading groups during distance learning
- **Math & Financial Literacy Team: Lead – Nick Ryan (HS)**
 - Created shared google docs with youtube explanation links to Middle School and High School assigned ALEKS topics for students.
- **Supporting Students Together (SST): Lead – Kylie Kuhlman**
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- **Project Based Learning (PBL) Team: Lead – Layne Sherwood**
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- **High School/Elementary School Connections: Lead – David Rice**
 - Finishing up 6th Grade shadowing with HS Advisories virtually
 - Back to the Basics Experience Fridays available every Friday until the end of the school year for students 5-12 grade
 - High school students are helping with videotaping the elementary morning meetings.
 - High school students working with elementary teachers on assisting in their virtual classrooms.

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

M/	Hischer	S/	Brunick	A/	none	Motion/	carries
	Y Jaeger		Y Brunick		Huntington		Kim
	Y Stevens		Y Kotasek		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: At this time, the board is holding off on training through May 2020

- May: none
- June:

N. Next Meeting/s: Monday, May 18, 2020 at 5:30pm (via Google Meet if still under social distancing requirements)

O. Adjourn Meeting:

Motion to adjourn the meeting at: 6:31pm

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

Clerk: _____ **Date:** _____