



Minnesota New Country School
Board of Directors Meeting
Monday, December 16, 2019 at 5:30 P.M.
210 Main Street, Henderson, MN



Approved Minutes

A. Called the meeting to order by: by Chair Petersen at 5:37pm

B. Attendance:

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

Others Present: Jim Wartman - treasurer, Kiersten Dahl-Shetka - personnel team

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

None

D. Approval of Agenda:

Motion to approve the agenda for the Regular Meeting on December 16, 2019.

M\ Jaeger S\ Hibscher A\ none Motion carries

E. Correction and approval of previous meetings:

Motion to approve minutes from Regular Meeting on November 18, 2019.

M\ Jaeger S\ Hibscher A\ none Motion carries

F. Team Lead Presentation: Personnel Team (Kiersten Dahl-Shetka)

Review of this year’s hires and staff changes. All new staff are participating in 3 month check-ins - and if everything has been going well, keys to the building will be distributed. There have been a few Corrective Action Plans developed for staff

The Personnel Team, in collaboration with EdVisions Coop, acts as the HR team for the school. There are currently 5 staff on the team: Diann Wiederich, Kiersten Dahl-Shetka, Sara Westphal, Joan Skelly, Laura Boelter.

Some goals for the year include: support staff for general education students/staff, having a staff member obtain their license in CTE (shop), adjust some of the day to day tasks to reduce the load on advisors.

G. Consideration of Claims and Accounts:

1. Treasurer’s Report

Revenues:

- Typical

Expenses:

- Typical

Check Sequence Variations:

No voided checks

Motion to approve revenues of \$209,124.26

M\ Kotasek S\ Jaeger A\ none Motion carries

Motion to approve expenses of \$288,726.61

M\ Jaeger S\ Hibscher A\ none Motion carries

Motion to approve bank ledger balance of \$296,047.44

M\ Kotasek S\ Thomas A\ none Motion carries

2. 2019-2020 Enrollment

Secondary – 133 {126 budgeted 2019-2020} (16 on waitlist)

Elementary – 87 {87 budgeted 2019-2020} (26 on waitlist)

H. Open Forum: (5 minutes per presenter following a review of Open Forum Guidelines for board members and presenters)

Kiersten and Jane discussed concerns about space and student numbers at the elementary for the 2020-2021 school year. They are developing a taskforce to explore options to present to the staff and the board in January and February.

I. Unfinished Business:

- 517 Enrollment Policy – discussion on proposed changes by elementary – (Hibscher and Kotasek)
- Bylaws - review and set a goal for adoption - Petersen, Kim and Kotasek will move forward with this and bring revisions in January.
- Parent Input Meeting - November 19th from 6-7:30 - Notes from meeting
- Board Training Packet

J. New Business:

- World's Best Workforce - Report
- Update the goals on the agenda - tabled until January

K. Communication:

None at this time

L. Reports:

General Updates/Upcoming Events:

- Chili Cook off - February 1: 4-7 pm, Advisor Baskets for Silent Auction
- Creative Craft Day - December 7 - 8am-8pm

Site Based Management Teams:

Personnel Team: Lead – Diann Wiederich

- Trial run on an online time and attendance app for hourly staff
- Still advertising for an elementary Special Education Advisor - elementary staff are expressing frustration that this position remains unfilled

Q-Comp: Lead – Paul Jaeger

- none

Building Team: Lead – Anthony Sonnek (HS) and Jane Hibscher (ES)

Elementary

- none

Secondary

- none

Transportation Team: Lead – Anthony Sonnek

- none

Data Team: Lead – Nick Ryan

- No major updates at this time
- ASVAB is scheduled for 12/4
- ACT is schedule for 2/25

Career and Tech Ed Team: Lead – Jake Zeiher

- Attended the Construct Tomorrow labor careers trade in Mankato on 11/20 with 18 students.
- CTE team is piloting a rubric for students to earn career skill development credit through projects.

Outreach Team: Lead – Joan Skelly

- **Chili Cook off - February 1:**
 - 4-7 pm
 - Will need volunteers & silent auction items

- **Creative Craft Day - December 7:**
 - 18 Participants
 - Food prepared at school on December 6
 - Staff and parent workers for the day

Nutrition and Composting: Lead – Kelly Brancamp

- none

Professional Development Teams:

Health and Wellness: Lead - Cory Anda

- Both schools have started going to Hilltop Elementary for PE. The Elementary on Mondays and HS on Tues/Thurs.
- The High School started going to the new Henderson Fitness center on Mondays and Thursdays for circuit training.
- Flu shots were offered for all staff and students
- HS students have started helping at the Elementary for PE on Mondays. It's going great so far!

Art and Literature Team: Lead – Jennifer Brunick (HS) and Doug Anderson (Elem)

Elementary:

- Planning and working through screening for students including for dyslexia. Training for reading team on this is happening as well.

Secondary:

- Developing an online book review form for students - may be ready by January
- will be bringing an update on quiet reading to staff - come concerns that students are not reading during quiet reading if they are not in a reading group -

Math & Financial Literacy Team: Lead – Nick Ryan (HS)

- Math team is doing interventions for students designated as Title One for the 19-20 school year.
- Elementary is testing some new curriculum pieces to supplement the pathways program.

Supporting Students Together (SST): Lead –

- Attending a Trauma Informed Training in Nov. and is going to be bringing information learned back to staff for training during a staff development day
- Continuing to receive referrals from advisors and are working with advisors to implement academic and behavior interventions through the team process
- Evaluated and addressed Attendance concerns for the first 1/3 of the school year.

Project Based Learning (PBL) Team: Lead – Layne Sherwood

- none

High School/Elementary School Connections: Lead – David Rice

- none

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

M\ Jaeger S\ Hibscher A\ none Motion carries

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

Goals -

1. Maintain and optimize visibility of school board members to the MNCS community.
2. Foster involvement with all populations and ensure that MNCS' successes are told.
3. Ensure healthy growth and successful transitions while maintaining school mission and values.
 - a. Positive direction
 - b. Successful transitions
 - c. Support and evaluate transitions

Board Training

○ **Board Training**

- January: Charter LawRead/Discuss - Minnesota Charter Law: The Model of Charter School Transparency and Accountability publication from MACS - Tabled until January 2020
- February:

N. Next Meetings: Tuesday, January 21, 2020 at 5:30pm

[MNCS Mission: A learning community committed to quality, personalized, project based learning, with demonstrated achievement.]

O. Adjourn Meeting:

Motion to adjourn the meeting at: 7:26pm

: M\ Kotasek S\ Jaeger A\ none Motion carries

Clerk: S//N. Koatsek

Date: 1/21/2020