



**Minnesota New Country School**  
**Board of Directors Meeting**  
**Wednesday, March 18, 2020 at 5:30 P.M.**  
**210 Main Street, Henderson, MN**



**Approved Minutes**

**A. Called the meeting to order by:** 5:30 by Chair Petersen

**B. Attendance:**

- P Paul Jaeger (2020)      P 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:**

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

**D. Approval of Agenda:**

Motion to approve the agenda for the Regular Meeting on Tuesday, February 18, 2020							
M/	Brunick	S/	Hibscher	A/	none	Motion/	Unanimous vote

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

Motion to approve minutes from Regular Meeting on Tuesday, February 18, 2020.							
M/	Brunick	S/	Thomas	A/	none	Motion/	Unanimous Vote

Motion to approve minutes from Special Meeting on Tuesday, March 18, 2020.							
M/	Brunick	S/	Thomas	A/	none	Motion/	Unanimous Vote

**F. Team Lead Presentation:**

- Distance Learning Plan: Nick Ryan

MNCS has formed a Distance Learning Team that includes elementary, secondary, and SPED staff

Plan needs to be posted by March 30, 2020. The board should be familiar with the plan and be able to answer general questions about the plan. It would be best to have it out well before the 30th. Board would like to see the plan on the 30th - preferably in advance of website posting to get a chance to read it in case of questions. The website currently has a great deal of information for a variety of pieces ([www.newcountryschool.com](http://www.newcountryschool.com) there is a link on the home page)

The team is reviewing guidelines from Governor and MDE as they work through the process

- Currently, the plan consists of:
  - Learning Program:
    - a blend of digital and non-digital learning options
      - It doesn't all have to be online as it is distance learning not E-Learning
      - we are currently finding out which students may need internet services if they need it for distance learning
        - directing them towards all the companies offering free services
    - planning a schedule that is similar to on-site schedules for staff and students

- planning for SPED services -
  - Goal is to be able to deliver services without altering IEPs - if possible
  - The SPED team is working on setting up schedules for paras and SPED advisors to meet needs, they are looking at online and telephone communications, special services will happen as they are able (online)
- Attendance will be taken and recorded daily - we are waiting for final daily plans to be in place to approve procedures for determining and recording attendance
  - K-3 is developing a way for a daily check-in
  - 4-6 may be more schedule oriented with daily check-ins
  - 7-12 will be following the 8:15-3:05 schedule will look similar to the on-site schedule
  - All in collaboration with SPED for students who receive services
- Progress Reporting: there will be regular (perhaps daily to weekly) showing a student's progress etc. that will be shared with parents/families This will best supported if we have good buy-in from parents/families
- MCA assessments - it is currently on hold awaiting the states decision for extending the testing window
- Impact on Senior Projects and other presentations
  - Seniors:
    - we are trying to accomodate what they are doing for their senior project as best as possible
    - they will not be penalized as the situation is out of hands
    - as we know more we can plan for any changes in Senior presentations and Graduation
  - Other Presentation Nights:
    - the sophomore and junior teams will meet next week to determine how best to go forward with these capstone projects
  - Social/Emotional: Currently have staff working on ways for students to connect with other students to reduce feelings of isolation - some online options that are not instructional, but provide interaction
  - Food Services: local districts are providing access for our students to receive meals
  - Childcare: we are providing childcare at the elementary - MNCS has a small bus to provide the transportation for the students within regular pickup and drop off time - many hourly staff have stepped up to provide supervision for the childcare
  - Personnel: Plan is to continue to pay hourly staff and bus drivers, hourly have been seeking opportunities to jump in and help out (childcare, cleaning, planning,

**G. Consideration of Claims and Accounts:**

**1. Treasurer's Report**

**Revenues:**

- received \$14,313.11 for MA billing, otherwise typical

**Expenses:**

- paid CCI \$6,035.00 for SPED Elementary Building renovations - which we plan to cover with MA billing reimbursements
- Student activities - Speech, Archery, Lutsen Trip

**Check Sequence Variations:**

- 25339 - voided-wrong amount

Motion to approve revenues of \$234, 701.15

M/	Jaeger	S/	Brunick	A/	none	Motion/	Unanimous Vote
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Motion to approve expenses of \$309,764.69

M/	Jaeger	S/	Thomas	A/	none	Motion/	Unanimous vote
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Motion to approve bank ledger balance of \$180,499.63

M/	Kotasek	S/	Brunick	A/	none	Motion/	Unanimous vote
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**2. Cash Flow Projections**

- Current state language is that we will be funded completely
- Cash flow shows the worst case scenario based on SPED revenues coming in low compared to projections
- Our coding was accurate for our staff, however, an employee was still listed through the state linked to another district and so we were not receiving reimbursements linked to her position
- Currently it looks like our monthly balances will be in deficit spending in May and June,
- The bank is working with us to plan for a line of credit if it is needed
- Currently working to recoup some payments that were not received due to a couple of coding issues - all coding is correct for this year

3. 2019-2020 Enrollment - *Enrollment for 2019-2020 closed as of 3/13/2020 per enrollment policy*  
 Secondary – 132 {126 budgeted 2019-2020} (5 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)  
 None

**I. Unfinished Business:**  
 None at this time

- J. New Business:**
- Distance Learning - Policy - 1st read and discussion
  - Lottery - April Board Meeting -
    - students need to notify MNCS by 4/6 if they plan to return next year
    - new students need to submit applications for lottery by April 6 as well
    - kindergarten is looking good - likely to be full
    - IQS agreed to observe
    - Secondary needs to send out the forms now

**K. Communication:**  
 none

**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~~

~~Q-Comp: Lead – Paul Jaeger~~

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

~~Transportation Team: Lead – Anthony Sonnek~~

~~Data Team: Lead – Nick Ryan~~

~~Career and Tech Ed Team: Lead – Jake Zeiher~~

~~Outreach Team: Lead – Joan Skelly~~

~~Nutrition and Composting: Lead – Kelly Brancamp~~

Professional Development Teams:

~~Health and Wellness: Lead – Cory Anda~~

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

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

~~Supporting Students Together (SST): Lead – Kylie Kuhlman~~

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

~~High School/Elementary School Connections: Lead – David Rice~~

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

M/	S/	A/	Motion/
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**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:**

- February: Minnesota Charter Law: The Model of Charter School Transparency and Accountability publication from MACS
- March:
- April:

**N. Next Meeting/s:** 3/25/2020 at 6:30pm

**O. Adjourn Meeting:** 7:04pm

**Motion to adjourn the meeting at:**

M/	Thomas	S/	Brunick	A/	none	Motion/	Unanimous vote
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**Clerk:** *N. Kotasek*

**Date:** 4/20/2020