

**Minnesota New Country School**  
**Board of Directors Meeting**  
**Monday, September 16, 2019 at 5:30 P.M.**  
**MNCS, Henderson, MN**

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**Approved Minutes**

**A. Called meeting to order by:** 5:31 by Vice Chair Huntington

**P Paul Jaeger (2020)            P Jennifer Brunick (2021)            P Melissa Huntington (2022)            A Allison Kim (2022)**

**A DeAnna Petersen (2020)    P Nichole Kotasek (2021)            P Dee Thomas (2022)            P Jane Hibscher (2022)**

**Others Present:** Larry Ronglien (IQS), Jim Wartman (treasurer)

**B. Attendance:**

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

None at this time

**D. Approval of Agenda:**

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

M Brunick            S\ Hibscher            A\ None            Motion            Carries

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

Motion to approve minutes from Regular Meeting on August 19, 2019.

M Brunick            S\ Jaeger            A\ None            Motion            Carries

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**F. Team Lead Presentation:**

Math Team in October

Arts and Literature in November

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

**1. Treasurer's Report**

**Revenues:** Biggest share of revenues came from Special Education monies from FY19.

**Expenses:**

**Check Sequence Variations:** 24063 – Voided – wrong vendor

Motion to approve revenues of \$368,171.74

M\ Jaeger            S\ Thomas            A\ None            Motion            Carries  
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Motion to approve expenses of \$253,046.00

M\ Jaeger            S\ Brunick            A\ None            Motion            Carries  
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Motion to approve bank ledger balance of \$294,171.62

M\ Brunick            S\ Thomas            A\ None            Motion            Carries  
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**2. Prairie Lakes Regional Arts Council Grant in the amount of \$4000.00.**

Motion to approve receipt of the PLRAC grant in the amount \$4000.00.

M Thomas            S\ Hibscher            A\ None            Motion            Carries

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

**3. 2019-2020 Enrollment**

Secondary – 132 {126 budgeted 2019-2020} (12 on waitlist)

Elementary – 86 {87 budgeted 2018-2020} (27 on waitlist)

**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:**

- Wayne Jennings donation – students will work to decide on how to use funds – this is in process with Student Congress

**J. New Business:**

- Shared Time possibility for homeschool students- waiting list/Fridays are full/qualified reason for not full enrollment/ at this time the board will not pursue this further
- IQS Contract Revisions for MDE
- EdVisions MOU to continue to participate in ECAP (EdVisions Comprehensive Assessment Program)  
Motion to approve  
M Jaeger S\ Thomas A\ None Motion Carries  
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- 517 Enrollment Policy – discussion on proposed changes by elementary – Hibscher and Kotasek will work on it further and bring it back to the BOD on October

**K. Communication:**

- None at this time

**L. Reports:**

**General Updates/Upcoming Events:**

- None at this time

**Site Based Management Teams:**

**Personnel Team: Lead – Jim Wartman**

- Nothing new at this time

**Q-Comp: Lead – Paul Jaeger**

- Updating the rubrics we use for performance pay evaluations. We submitted these rubrics to MDE in early September and are waiting to hear back from them as to whether they have been approved
- Developing Site Based Goals in the area of reading for the 19-20 school year
- Collecting project proposals from staff for the 19-20 school year

**Building Team: Lead – Anthony Sonnek**

**Elementary**

- Mavo Systems hired and completed work at elementary (\$11,004) to clean areas where dampness was an issue and to clean all wall heating/cooling units.
- We will work to develop a plan to avoid these issues going forward
- Elementary building team is working with Trish to schedule all safety drills for the year
- Elementary completed a fire drill on 9/10

**High School**

- Work is underway on the two small rooms in the media center and should be done in the next week or two
- A fire drill was completed on 9/5/19

**Transportation Team: Lead – Anthony Sonnek**

- The year is off to a good start – transportation plans for all students on Palmer, Trailblazer and Stier routes are working
- Completed oil leak repair on mini bus

**Data Team: Lead – Nick Ryan**

- 2019 MCA data will be available to the public on 08/28

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

- Nothing major to report at this time

**Outreach Team: Lead – Christopher Johnson**

- **Anniversary:** August 10th from 4-7 pm - it went well! Data (address and contact information) was collected from everyone who attended.
- **Parades** - Giant Days in August

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

- Updates to kitchen (sinks, shelving, organizing etc.) were completed in cooperation with the building team.

**1. Professional Development Teams:**

**Health and Wellness:**

- Put together a Physical Education schedule for the High School. 3 Activities/day Monday-Thursday
- Working on finding and organization of the Backpack Food Program
- Working on getting a speaker to talk about dating violence

**Art and Literature Team: Lead – David Rice (HS) and Doug Anderson (Elem)**

- We received the Arts and Cultural Heritage grant for \$4,000. We have started booking dates for plays at the elementary and secondary levels.
- The team developed a goal for Title I targeting 8th grade students.
- The team is working in collaboration with high school advisors to develop a culture of reading that emphasizes the need for students to be actively reading throughout all of quiet reading. Magazines and newspapers have been made available to students during quiet reading.
- There are currently 4 reading groups meeting during quiet reading. The goal is to have at least 4 reading groups during each block of the school year.
- We had a community member come forward who expressed interest in volunteering to help with reading at the secondary site. This includes helping advisors develop reading plans if they are interested. This will be discussed at the staff meeting on 09/16/2019.

**Math & Financial Literacy Team: Lead – Nick Ryan**

- Math Team did a 90 minute professional development session with HS staff at our August meetings

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

- Conferring about new referrals, as well as continued referrals from last year at both sites
- Approved to attend a Trauma Informed Institute conference in Rochester in November

**Project Based Learning (PBL) Team: Lead – Sirena Woyt/Layne Sherwood**

- Getting feedback from students about the elements of a good project
- Beginning to assess how much credit is currently coming from projects for students vs. planned activities
- Planning to do site visits to other PBL schools

**High School/Middle School Connections: Lead – Joan Skelly**

- HS kids assisting at Elem site in classrooms in “Grow Your Own” teacher program

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

M Thomas S\ Brunick A\ None Motion Carries

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**M. Board Goals and Development/Training:**

**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 for all members**

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

o **Board Retreat/Training:**

- Plan for training in 2018-2019 for whole board
  - August 2019 – New board members are attending trainings
    - o Jane Hibscher plans to attend the MACS training during September
  - September 2019 – *Meet on September 30, 2019, from 5:30-8pm to review bylaws and set goals for year at the 3<sup>rd</sup> Street Tavern in St. Peter, MN*
- Board Training topics
  - o Bylaws
  - o Roberts Rules of Order
  - o Policy review
  - o Open Meeting Law

**N. Next Meetings:** Monday, October 21, 2019 at 5:30pm

**O. Adjourn Meeting:**

Motion to adjourn meeting at: 6:29pm

M\ Brunick                      S\ Hibscher                      A\ None                      Motion                      Carries

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

**Date:** 10/21/2019