

Prairie Creek Community School  
School Board Monthly Meeting Minutes

May 24, 2018  
7:00pm

Prairie Creek Community School, Northfield, MN 55057

- 1 Call to order 7:02pm
- 2 Attendance

2017-2018	Aug 25	Sept 28	Oct 26	Nov 18	Dec 14	Jan 25	Feb 22	Mar 22	Apl 26	May 24	June 22
Trish Beckman	✓	✓	✓	X	✓	✓	✓	✓	✓	✓	
Jason Buckmeier	✓	✓	✓	✓	✓	✓	✓	✓	✓	X	
Jodi Doeden	✓	✓	X	✓	✓	✓	✓	✓	✓	✓	
Kelsey Fitschen-Hemmah	✓	✓	✓	✓	X	✓	✓	✓	✓	✓	
Bonnie Jean Flom	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Ryan Krominga	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Gabe Meerts	✓	✓	✓	✓	✓	X	✓	✓	✓	✓	
Ben Miller	✓	✓	✓	✓	✓	✓	X	✓	✓	✓	
Lisa Percy	✓	✓	✓	X	✓	✓	✓	✓	✓	✓	
Simon Tyler-ex officio	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Keith Johnson- ex officio	✓	X	✓	X	✓	✓	✓	X	✓	✓	
Colleen Braucher	X	✓	✓	X	✓	✓	✓	✓	✓	✓	X

- 3 Recognition/Announcements: Steering Committee members Ben, Cathy, Kelly C, and Margit for their work. Cathy Oehmke for her work on PD and the Innovation Award from MACS. Ryan Krominga has taken the new position as Director of Teaching and Learning in Faribault, congratulations Ryan. Thank you to all the May Day volunteers and all spring volunteers in the building. Sophia Butler and Tricia Christopherson for all the work in our building this year. Thank you to all the mentor families this year.
- 4 Public Comments : none
- 5 Approve Agenda

Moved: Lisa Percy  
Second: Gabe Peterson  
Passed: unanimous

- 6 Approve Minutes from April 26, 2018

Moved: Lisa Percy  
Second: Bonnie Jean Flom  
Passed: unanimous

- 7 Q-Comp Annual Report-Molly McGovern Wills, Q-Comp Lead: This is our second year of Q-comp. Four teachers have recently been trained in cognitive coaching, this is one of our biggest accomplishments. The peer coaching model has really been beneficial in making us better teachers. Cognitive coaching is being used in many ways in the building, not just in the peer coaching model. It would be our goal to train more teachers in the building who are wanting to have cognitive coaching and use it in more areas than just Q-comp. Simon would like to commend Molly on her leadership in this program.

Motion to approve the Q-comp annual report

Moved: Kelsey Fitschen-Hemmah

Second: Lisa Percy

Passed: unanimous

8 Items for discussion and/or reports

a Director Report: Innovation Award was presented to Prairie Creek by Minnesota Association of Charter Schools. MAC has also created a short video at our school which should be a nice promotional video for us. May Day was a huge success over 400 lunches served. Volunteer Appreciation was this past Wednesday and we had a nice turn out. Read aloud books was a PD session. Christa was in attendance to discuss books the children check out from the library.

i Strategic Plan Update: We completed our 3 listening sessions. There were steering committee members at all 3 of the meetings. There were close to 10 attendees at each meeting. The steering committee will get together mid-summer and pull together some of the ideas. Sometime will be spent in the Faculty retreat on the strategic plan. We will also talk about it in this during the Board retreat in the fall.

b Education Program Committee: Nuts and Bolts videos have been created to put on the new website. Gabe showed us a sample video met with applause. Imagine Conference will be happening in November.

c Finance Committee: Lease aide application is in and approved. Not much change in the budget.

d Development Committee: Development has not met since the last meeting.

e Nominations Committee: Jodi and Gabe's term will be up next year.

f Policy Committee

i Review: Discrimination, Harassment, and Violence Prevention Policy;  
Grievance Procedures

Moved: Bonnie Jean Flom

Second: Jodi Doeden

Passed: Unanimous

ii First Read: Lead Plan Policy

Sub Committee Reports: Sub-Committee Reports

**Technology**

Technology Committee met with the person at Canopy that will begin redesigning our website to make it more accessible and easier to update. We have received more MacBooks and will have updated all of the teachers computers with a final purchase of 3 more MacBooks in July. The staff and the tech committee were very positive about our tech professional development and this will now occur monthly as the second half of a staff meeting.

**Wellness Committee**

No meeting since last update. Dates for next year's meetings are: Wednesdays October 10, January 9, and April 10 at 1:20.

**Arts' Committee**

Arts Committee had its final meeting in April.

Unfinished Business:

Teacher members are finishing up the final report for the winter Beyonds Words poetry grant. We are looking forward to hearing whether we are awarded a grant for 2019 Residency (notification will be in July).

Next committee meeting will be in September.

**Facility Committee**

Colleen and Simon attended the PC Inc meeting on May 7. We discussed summer projects. These will include fresh playground mulch, tree management and wood floor treatment. The landlord's board also authorized us to oversee the completion of small maintenance building projects, as they arise, utilizing Integrity Inc services. Next PC Inc meeting: July 17

### **Community Connections**

Community Connections...Lisa, Michelle Martin, Ashley, Simon and Colleen are meeting with Simon and Colleen on June 4 to review this year's Community Connections work and look forward to next year's needs for parent volunteers, community building, parent ed, etc. events. Michelle is also putting together a survey for new families to get some feedback on their experience this year.

## **9 Items for Action**

### **a Consent Agenda**

#### **Staff Working Agreements:**

Director	Simon Tyler	
K/1	Amy Brown 1.0 FTE	
K/1	Amy Narveson 1.0 FTE	
K/1	Christopher Coffey 1.0FTE	
2 / 3	Nancy Dennis 1.0 FTE	
2 / 3	Molly McGovern Wills 1.0 FTE	
2 / 3	Amy Haslett-Marroquin 1.0 FTE	
4 / 5	Michelle Martin 1.0 FTE	
4 / 5	Gabriel Meerts 1.0 FTE	
4 / 5	Cathy Oehmke 1.0 FTE	
Music/Orchestra 0.6 FTE / Part Time Teaching Assistant		Olivia Moracezewski
Visual Arts	Angie Ekern 0.375 FTE	
Spanish	Jennifer Sanders 0.375 FTE	
Reading Intervention / Title 1 Math / Teaching Assistant		Lisa Molitor
Special Education Teacher	Kelsey Fitschen-Hemmah 1.1 FTE	
Special Education Teacher	Michelle Bigalke 1.1 FTE	
Special Education Teacher	Carley Maley 1.1 FTE	
Special Education Paraprofessional/Extended Day Assistant		Natalie Ojala
Special Education Paraprofessional/Extended Day Assistant		Alex Gerdes
Special Education Paraprofessional Lunch Assistant		Liz Grossman
Special Education Paraprofessional		Nicole Teske
Special Education Paraprofessional/ Extended Day Assistant		Cale Steinhoff
Office Manager	Colleen Braucher	
Office Assistant	Theresa Nemeč	
Office Assistant	Carolyn Joyce	
Financial Officer	Keith Johnson	
School Nurse	Connie Menssen	
Media Paraprofessional	Christa Udelhofen	
Teaching Assistant / Extended Day Assistant		David Pennock

#### **Contracts 18-19:**

- Strategic Staffing Solutions
- Educational Speech and Language Pathologist-Kim Rohr
- MN Association of Charter Schools \$3351.60 annually

- Hastings Cooperative Creamery Company
- Occupational Therapy-Joan Stage
- Special Education Director-Sanborn Education Associates, Inc.
- Done Right Food Services Breakfast \$1.65 (17-18 \$1.62) Lunch \$3.58 (17-18 \$3.51)
- ServiceMaster \$3328.00 (17-18 \$3200)

Extended School Year

- Approve Michelle Bigalke, Kelsey Fitschen, and Carley Maley at contracted hourly rate for summer Extended School Year teaching

Moved: Kelsey Fitschen-Hemmah

Second: Ryan Krominga

Passed: unanimous

b Certify New Board Members

Ryan Krominga, Parent Member moving from Community Member

Bonnie Jean Flom, Community Member

Lisa Percy, Parent Member

Kelsey Fitschen-Hemmah, Faculty Member

Ben, Miller, Parent Member

Moved: Kelsey Fitschen Hemmah

Second: Gabe Meerts

Passed: unanimous

10 Adjournment 8:40pm

Moved: Kelsey

Second: Jodi Doeden

Passed: unanimous

Next Board Meeting: Thursday, June 28, 2018