

Prairie Creek Community School  
School Board Monthly Meeting Minutes

June 27, 2019  
7:00pm

Prairie Creek Community School, Northfield MN 55057

- 1 Call to order 7:04pm
- 2 Attendance

| 2018-2019                 | Aug<br>23 | Sept<br>27 | Oct<br>25 | Nov<br>17 | Dec<br>13 | Jan<br>24 | Feb<br>28 | Mar<br>21 | Apl<br>25 | May<br>23 | Jun<br>27 |
|---------------------------|-----------|------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Trish Beckman             | ✓         | ✓          | ✓         | X         | ✓         | X         | ✓         | ✓         | ✓         | X         | X         |
| Jason Buckmeier           | ✓         | ✓          | ✓         | ✓         | ✓         | ✓         | ✓         | X         | ✓         | ✓         | ✓         |
| Jodi Doeden               | ✓         | ✓          | ✓         | X         | X         | ✓         | ✓         | ✓         | X         | ✓         | ✓         |
| Kelsey Fitschen-Hemmah    | ✓         | ✓          | ✓         | ✓         | X         | ✓         | ✓         | X         | ✓         | ✓         | ✓         |
| Bonnie Jean Flom          | ✓         | X          | ✓         | ✓         | ✓         | ✓         | ✓         | ✓         | ✓         | ✓         | ✓         |
| Ryan Krominga             | ✓         | ✓          | ✓         | ✓         | ✓         | ✓         | X         | ✓         | ✓         | ✓         | ✓         |
| Gabe Meerts               | ✓         | ✓          | ✓         | ✓         | ✓         | X         | ✓         | ✓         | ✓         | X         | ✓         |
| Ben Miller                | ✓         | ✓          | ✓         | ✓         | X         | ✓         | ✓         | ✓         | X         | ✓         | ✓         |
| Lisa Percy                | ✓         | ✓          | ✓         | ✓         | X         | ✓         | ✓         | ✓         | ✓         | ✓         | ✓         |
| Simon Tyler-ex officio    | ✓         | ✓          | ✓         | ✓         | ✓         | ✓         | ✓         | ✓         | ✓         | ✓         | X         |
| Keith Johnson- ex officio | ✓         | ✓          | ✓         | ✓         | ✓         | ✓         | ✓         | ✓         | ✓         | ✓         | ✓         |
| Colleen Braucher          | ✓         | ✓          | ✓         | X         | ✓         | ✓         | ✓         | ✓         | X         | ✓         | ✓         |

- 3 Recognition/Announcements: Jodi and Gabe for their service on the board. Thank you both! Graduation and the lovely speeches from the ¼ teachers. The ¼ teachers for their work on peep village. Human rights commission is hosting a picnic at Jefferson Park on Saturday, June 29. noon - 2:00
- 4 Public Comments: N/A
- 5 Approve Agenda  
Amenda agenda to add item D under items for action “Approve Revised 18-19 Budget”  
Amend agenda to add “Approve an increase of 3.5% to Simon’s salary for FY20 & 1.5% FY21”  
Moved: Gabe Meerts  
Second: Jodi Doeden  
Passed: unanimous
- 6 Approve Minutes from the May 23, 2019  
Moved: Lisa Percy  
Second: Jason Buckmeier  
Passed: unanimous
- 7 Items for discussion and/or reports
  - a Director Report
    - i Parent Satisfaction Survey
    - ii Accountability Review-Kelsey presented the World’s Best Workforce in Simon’s absence.

b Education Program Committee-The Staff participated in their end of the year retreat. They talked about math and math fluency at the retreat. Good discussion around professional development and what that looks like for next year.

c Finance Committee: Keith presented the financial statements. He went over the budget he would like the board to adopt later in the meeting. Ben discussed that the finance committee would like to propose a 3.5% increase to the directors salary for FY20.

d Development Committee:

e Nominations Committee: The new board members has started their training.

f Policy Committee:

g Sub Committee Reports-None this month

## 8 Items for Action

a Consent Agenda

Approve FY19 audit engagement letter with CliftonLarsonAllen

## REAP Grant

Board authorizes continued use of REAP funds in 2019-2020 to reduce class size as a long-term strategy to retain/recruit effective teachers by creating a more effective learning environment and maximizing one-on-one time with students

## 2019-2020 Designations

- Simon Tyler: LEA representative, Special Education Administrator, Title Coordinator, Human Rights Officer, Site Verification Coordinator, Identified Individual With Authority (IOWA), District Assessment Coordinator
- Michelle Flannery: 504 Coordinator
- Michelle Bigalke: Homeless Liaison

## Staff Working Agreements:

Director Simon Tyler

K/1 Amy Brown 1.0 FTE

K/1 Amy Narveson 1.0 FTE

K/1 Amanda Solinger 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 Coordinator/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 Natalie Ojala

Special Education Paraprofessional Lunch Assistant Liz Grossman

Special Education Paraprofessional Nicole Teske

Special Education Paraprofessional Casey Piekarski

Special Education Paraprofessional/ Extended Day Assistant Cale Steinhoff

Office Manager Colleen Braucher  
Office Assistant Theresa Nemeč  
Office Assistant / Teaching Assistant Carolyn Joyce  
Financial Officer Keith Johnson  
School Nurse Connie Menssen  
Media Paraprofessional Christa Udelhofen  
Extended Day Assistant Olivia Rezac  
Extended Day Assistant Brandon Braucher  
Extended Day Assistant Donna Eicher  
Teaching Assistant / Extended Day Assistant David Pennock

**Renew Commercial Insurance Package for FY20**

Northfield Insurance (EMC)

Canopy IT \$1000/month through 12/31/19 \$1100 starting January 2020

Canopy IT SPED \$125/hour

Service Master 19-20 \$3328/month

Moved: Bonnie Jean Flom

Second: Kelsey Fitschen-Hemmah

Passed: unanimous

b E-Learning Plan

Moved: Ryan Krominga

Second: Lisa Percy

Passed: unanimous

c Election of Board Officers

Board Chair-Ben Miller

Vice Chair-Bonnie Jean Flom

Secretary: Kelsey Fitschen-Hemmah

Treasurer: Ryan Krominga

Moved: Jason Buckmeier

Second: Gabe Meerts

Passed: unanimous

d Approve Revised 18-19 Budget

Moved: Ryan Krominga

Second: Kelsey Fitschen-Hemmah

Passed: unanimous

e Approve an increase of 3.5 percent to Simon's salary for FY20 & 1.5

Moved: Lisa Percy

Second: Bonnie Jean Flom

Passed: unanimous

9 Adjournment 8:02pm

Moved: Gabe Meerts

Second: Kelsey Fitschen-Hemmah

Passed: unanimous

Next Board Meeting: Thursday, August 22, 2019 (Northfield Public Library @ 3:30pm)