

Prairie Creek Community School
School Board Monthly Meeting Minutes

October 24, 2019

7:00pm

Prairie Creek Community School, Northfield MN 55057

- 1 Call to order 7:10pm
- 2 Attendance

2019-2020	Aug 22	Sept 26	Oct 24	Nov 21	Dec 19	Jan 23	Feb 27	Mar 19	Apl 23	May 28	Jun 25
Trish Beckman	✓	✓	✓								
Jason Buckmeier	✓	✓	X								
Don Findlay	✓	X	✓								
Kelsey Fitschen-Hemmah	✓	X	✓								
Bonnie Jean Flom	X	✓	X								
Ryan Krominga	✓	✓	X								
Molly McGovern Wills	X	✓	✓								
Ben Miller	✓	✓	✓								
Lisa Percy	✓	X	✓								
Simon Tyler-ex officio	✓	✓	✓								
Keith Johnson- ex officio	✓	✓	✓								
Colleen Braucher	✓	✓	✓								

- 3 Recognition/Announcements: The PEN conference was outstanding. Thank you Simon for all the work you put into the conference. Kelsey for managing the site visit for the PEN conference visit. Colleen and Diana for helping to support Kelsey that day. To all the board members and staff who attended the conference. Parent Education Math night is on November 12.
- 4 Public Comments N/A
- 5 Approve Agenda
Moved: Lisa Percy
Second: Kelsey Fitschen Hemmah
Passed: unanimous
- 6 Approve Minutes from the September 26, 2019
Moved: Lisa Percy
Second: Trish Beckman
Passed: unanimous
- 7 Items for discussion and/or reports
 - a Strategic Action Plan / Committee Discussion

Review of Mission Statements

Review mission statement language. Revise as needed.

- ~ Board reflection and review of mission statement at August, 2019 Retreat
- ~ Community listening sessions (# TBD). Completed by Spring Break 2020
- ~ Board and Staff review of revised language at April board meeting / all staff work session
- ~ Board approval of revised mission statement at May 2020 board meeting
- ~ Action plan for share of revised mission language to broader community by June 2020 board meeting

Equity Initiatives

- ~ Policy Manual Review
- ~ District Advisory Committee (WBWF requirement. Committee space for community input on equity work)
- ~ Parent Education opportunities
- ~ Faculty Bookclub (We Want To Do More Than Survive - Dr. Bettina Love)

Education Program

1. Math Foundational Skills Initiative
 - ~ Review of foundational math instruction at each developmental level
 - ~ Norming around student mastery at each level
 - ~ Articulating specific rubrics in classroom to parent
 - ~ Curriculum summer work hours for faculty to prepare games and supplies
 - ~ Instructional video creation (for students and parents)
 - ~ Faculty PD focus
 - ~ Parent Education Night Nov 12

2. Outdoor Learning

- ~ PD focus in committee work
- ~ Nov 4 PD day for faculty with visiting experts (Tim Goodwin)
- ~ Construction of pavilion and review of outdoor spaces

Communication / Outreach

1. Community Connections / Parent Volunteerism

- ~ Review Community Connections mission, accomplishments and systems development over ten years since expansion. Resource, support and set forward direction
- ~ Distinguish between CC (mentor families, classroom leads, pop up events etc) and volunteer event support and development and parent education

2. Parent Education

- ~ Math parent education evening on games and strategies to support foundational skill mastery (Nov 12. All faculty will design and lead an evening of math parent education)
- ~ Technology infused parent education support via faculty created videos
- ~ Communication of equity work

3. Outreach / Networking

- ~ Staff & Board participation in National PEN Conference. Teacher led workshop at conference on SEL toolkits (Cathy, Nancy, Amy H)
- ~ PCCS hosting site visits (Oct 3 and Nov 8).
- ~ Host four site visits between Jan - May. Bush grant foundation support (\$2500)
- ~ Co-host Imagine conference? MinnPEN?

4. Legislative / MACS outreach

- ~ Follow-up with Senator Little and Rep Garafalo regarding PCCS Lottery legislation
- ~ Review MACS Legislative platform and potentially invite Eugene P or another MACS person to attend a PCCS Board Meeting prior to the start of the legislative session (November board meeting)

Program Sustainability

1. Development. The SMART goal is to simply raise \$75k
 - ~ outreach to alum? Archive research? Social media? Intern?
2. Sustainable Budgeting
 - ~ Five Year Review / Fund balance forecast
 - ~ Finance Committee action plan work
3. Facility Management
 - ~ Affiliated Building Company exploration and decision
4. Teacher Development and Sustainability
 - ~ create procedural document for support, mentoring and monitoring of new faculty
 - ~ listening sessions on staff wellness and employee support systems

b Director Report: Simon presented his report

c Education Program Committee: Math fact fluency, Orton Gillingham. Explore our grounds continues. 2/3 classrooms are teaching geology and have had 3 professors in talking to the students. The k/1 are studying bees, toads and frogs and weather The % themes are habitats, climate change and silk road.

d Finance Committee: Very little change from last month. Finance committee met tonight and they are looking at the longer term budgets.

e Development Committee: 2020-2021 the projected revenue increase for development would be around \$44,000. More discussion will need to be had by the board regarding this increase. Give MN is underway, the theme this year will be Acts of Service. The board discussed the possible change of venue or time for the auction. They census was to keep the time and place of Carelton.

f Nominations Committee: The 3 positions that need to be filled are parent positions.

g Policy Committee: Kelsey present the policies for review and the board discussed the changes/updates.

h Sub Committee Reports

Arts Committee

(submitted by Nancy Dennis)

The Arts Committee met to continue planning for the 2021 Arts Residency. The committee plans to write a grant to the Minnesota State Arts Board (the organization that funded the Circus Residency and the Book Arts Residency).

St. Olaf Opera Residency is moving forward. Colleen secured the Middle School as the performance location after a lot of rigamarole.

Technology Committee

(submitted by Gabe Meerts)

We welcomed Amy Haslett-Marroquin and Amy Brown to the technology committee(Molly McGovern-Wills is stepping down). We are reintroducing an initiative from last year to have every other meeting focus on pedagogy while also considering different approaches for our tech PD to best serve the staff.

Wellness Committee

(Submitted Nurse Connie Menssen)

The Wellness Committee met October 9. Here's what we discussed:

-Per USDA regulations, our Wellness Policy needs to be assessed every 3 years. Kelsey will review it in September 2020.

-A "Body Fluid Cleanup Procedure" has been written and will be kept with clean up kits. Special disinfectant proven to kill NoroVirus has also been purchased.

-We also discussed specific health topics of influenza/flu shot clinic at PCCS; head lice; staff balancing work and family. Next meeting is January 8, 2020

8 Items for Action

a Annual Report & World's Best Workforce Report 2018-2019

Moved: Kelsey Fitschen Hemmah

Second: Molly McGovern Wills

Passed: unanimous

b Review: Scholarship Policy for Field Trips

Moved: Molly McGovern Wills

Second: Don Findlay

Passed: unanimous

c Review: School Records for Incoming Kindergarten Students

Moved: Molly McGovern Wills

Second: Don Findlay

Passed: unanimous

d Review: Employee Right Know

Moved: Molly McGovern Wills

Second: Don Findlay

Passed: unanimous

e Review: Playground Safety

Moved: Molly McGovern Wills

Second: Don Findlay

Passed: unanimous

f Review: Crisis Management Policy

Moved: Molly McGovern Wills

Second: Don Findlay

Passed: unanimous

g Review: Responsible Authority Policy

Moved: Molly McGovern Wills

Second: Don Findlay

Passed: unanimous

9 Adjournment 8:51pm

Moved: Kelsey Fitschen Hemmah

Second: Trish Beckman

Passed: unanimous

Next Board Meeting: Thursday, November 21, 2019 @ 7:00pm