

Prairie Creek Community School
School Board Monthly Meeting Minutes

August 22, 2019
3:30pm

Northfield Public Library, Northfield MN 55057

- 1 Call to order 3:30pm
- 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	✓										
Don Findlay	✓										
Kelsey Fitschen-Hemmah	✓										
Bonnie Jean Flom	X										
Ryan Krominga	✓										
Molly McGovern Wills	X										
Ben Miller	✓										
Lisa Percy	✓										
Simon Tyler-ex officio	✓										
Keith Johnson- ex officio	✓										
Colleen Braucher	✓										

3 Recognition/Announcements

Colleen for all her summer work, particularly for grounds and summer work in the building.
Keith for his outstanding work on the audit. The board for pitching in and serving breakfast on Monday.

4 Public Comments: None

5 Approve Agenda

Moved: Jason Buckmeier

Second: Trish Beckman

Passed: unanimous

6 Approve Minutes from the June 22, 2019

Moved: Lisa Percy

Second: Kelsey Fitschen-Hemmah

Passed: unanimous

7 Clifton Larson Allen-audit report: Dennis Hoogeveen presented the audited to the board. He presented an unmodified opinion. It is as good of an opinion they are able to give.

8 Items for discussion and/or reports

a Director Report: Enrollment is at 179, we are calling off the waitlist. Carolyn Joyce has resigned from her roll at PCCS. We have hired Jakob Anderson to run our After School Care program, and Anna Lisa Rustad to fill open Teaching Assistant hours. Lots of jobs have been completed, summer projects, wood floors, deep cleaning, painting, tree care management, and a concrete pad for pavilion. Back to School Social 4-5:30 on August 29. Simon has registered staff and board members for the PEN conference.

- b Education Program Committee: no report
- c Finance Committee: Keith presented the budget and discussed the audit. We lost Title 1 funds, but were given Title IV funds which has budget neutral. We are slowly spending down the Fund 4 budget.
- d Development Committee: Jason presented the report
- e Nominations Committee: New board members need to complete board training.
- f Policy Committee nothing to report
- g Sub Committee Reports-None this month

9 Items for Action

- a Consent Agenda

Staff Work Agreements

Anna Lisa Rustad Part-time Teaching Assistant

Jakob Anderson After School Care Supervisor/Special Education Paraprofessional

Employee Manual Changes

LONG TERM DISABILITY INSURANCE

This benefit plan provides for continuation of part of your income during a major illness or injury. The premium is paid by the employer. If an employee is unable to perform substantially all of his/her essential duties because of a physical or mental condition, illness or injury, for a period more than 90 calendar days then long-term disability benefits may apply. See the Long-Term Disability Summary Plan Description for details. **If an employee is not returning in the fall coverage will end on June 30.**

SHORT TERM DISABILITY INSURANCE

This benefit plan provides for continuation of part of your income during a short term illness or injury. The premium is paid by the employer. See the Short-Term Disability Summary Plan Description for details. **If an employee is not returning in the fall coverage will end on June 30.**

TERM LIFE INSURANCE

Prairie Creek Community School provides a Life Insurance benefit for all full-time (29 hours or more per week) employees. The School will cover 100% of the premium for a basic term policy. There is an optional plan to select additional coverage and/or coverage for your dependents. Coverage is subject to all terms and conditions of the Plan. **If an employee is not returning in the fall coverage will end on June 30.**

HEALTH INSURANCE

This plan is a fully insured medical plan. Coverage is subject to all terms and conditions of the plan. Health Partners is currently PCCS's insurance provider, but subject to change. Coverage begins the first of the month, following 30 calendar days of employment. **An employee who works the full school year will be covered through the last day of August even if they are not returning to work in the fall.**

Medical Insurance Coverage: Medical coverage will be available to eligible employees at a rate of 75/50% coverage of premiums for individuals and family members, respectively. Premiums will be deducted on a pre-taxed basis. The employee share of health insurance premium will be paid via payroll deduction. **Premiums for summer months will be deducted from all hourly employee's paycheck prior to the end of the current school year.**

Contract

Continue attorney-client relationship with Craig A. Kepler. Transfer of legal practice. Craig A. Kepler to Best and Flanagan (discontinue representation by Ballard Spahr LLP).

Designation of Identified Official with Authority for the MDE External User Access Recertification System

The Minnesota Department of Education (MDE) requires that school districts annually designate an Identified Official with Authority to comply with the MNIT Enterprise Identity and Access Management Standard which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority will assign job duties and authorize external user's access to MDE secure systems for their local education agency (LEA). The Board recommends to authorize Simon Tyler to act as the Identified Official with Authority (IOwA) and Colleen Braucher to act as the IOwA to add and remove names only for Prairie Creek Community School 4090-07.

Moved: Don Findlay

Second: Lisa Percy

Passed: unanimous

b Certify Board Officers

Ben Miller, Board Chair

Bonnie Jean Flom, Vice Chair

Ryan Krominga, Treasurer

Kelsey Fitschen Hemmah, Secretary

Moved: Don Findlay

Second: Kelsey Fitschen Hemmah

Passed: unanimous

c Pledge of Allegiance

Moved to waive the saying the Pledge of Allegiance once a week.

Moved: Kelsey Fitschen Hemmah

Second: Lisa Percy

Passed: unanimous

10 Adjournment 4:24pm

Moved: Jason Buckmeier

Second: Kelsey Fitschen Hemmah

Passed: unanimous

Next Board Meeting: Thursday, September 26, 2019 (Prairie Creek Community School 7:00pm)