

# Rollingstone Community School Board

## Meeting Minutes– 03-May-2022 - 6:30pm

The following board members were present: Barb Rahn, Elizabeth Nofsinger, Paul Seppa, JR Larkie, Mandy Schmit, Jo Dailey

The following community members were present: Bonnie Chapman, Ashlyn Full

Rollingstone Community School Coordinator: James Lewicki via phone

Teachers: Tony Reisdorfer, Megan Lentner, Anna Sieve via phone

1. Review / Approval of Previous Notes – April 19<sup>th</sup>, 2022
  - a. JR motioned to approve the April 19th, 2022 regular board meeting minutes. It was seconded by Barb. All approved, none opposed.
2. Agenda Updates
  - a. No conflicts of interest for the school board members for today's agenda
3. Family Fun Day / Donation Project – Brenden and Ashlyn Full
  - a. Teachers have no issues with scavenger hunts in their rooms
  - b. Will stay with the 1-3pm time frame on May 14th
  - c. Mandy will advertise on facebook, instagram, and mass text
  - d. Paul will meet up to discuss plans further with the Full kids this weekend
  - e. Tony suggested one of the scavenger hunt tasks is to take a photo with the rocket
  - f. We will let them know how many of us will be available to help
  - g. Ashlyn Full: they can get more helpers if needed, they will meet with Paul Friday
4. Public Comments
  - a. none
5. Teacher Miscellaneous Updates – Anna, Megan, Tony
  - a. Made a request for records form, will keep the signature line.
    - i. Need to work on transferring student records. Students will need to take it to their current school to be filled out or we can send it to their current school.
      1. The board discussed it might be best if we fax the forms but make the parents aware before doing so.
      2. Mandy suggested sending them a courtesy email to let them know
      3. Megan brought up that we need to know their current school, Mandy will create a new google form for those already

enrolled and will add this to the current enrollment form. No parent signature will be needed before sending out forms.

6. Line of Credit – JR

- a. Reached out to Oakwood Bank. They will need to official minutes,
- b. Board would like to open the line of credit and a separate checking account for the CSP grant
  - i. Request a line of credit for \$50,000
  - ii. Mandy asked if we know how long it takes for reimbursement. James said at this time we don't know yet. However, we only have until September to spend the money. JR is concerned that we won't get reimbursed soon enough before interest starts accumulating.
  - iii. Because we need to purchase a significant amount of items before September we will need a large line of credit
  - iv. Need to make sure we have multiple quotes for certain items
  - v. Signers should be the same as current plus Tony
- c. Mandy motioned to request a line of credit of \$50,000 and a separate checking account for CSP grant funds, keeping the same signers (Mandy Schmit, Paul Seppa, JR Larkie, Barb Rahn) plus Tony Reisdorfer. It was seconded by JR. Jo, Elizabeth, and Paul approved. Jo abstained.
- d. Paul entertained a motion that if Oakwood can not do at least \$25,000 we look into a line of credit at Merchants Bank. Mandy motioned to request a line of credit with Merchants bank if Oakwood can not do at least a \$25,000 line of credit. It was seconded by Barb. Jo and Elizabeth approved. JR and Paul abstained.

7. Recommended Purchases – Tony

- a. Looked at different options for tables and interactive boards, teacher laptops
  - i. Needs for classrooms include tables: 16 total, kidney tables: 4 total, Interactive white boards: 4 total, teacher laptops: 6 total
- b. Could talk to Merchants as they may be able to donate up to 12 HP laptops. Students could use these in the Media center.

8. Report on Special Ed Services

- a. James and Tony met with HVED, cost will be \$15,000 to \$18,000 for SPED services. HVED recommended hiring someone with an ABS license. We also got a quote from a second service.

9. School Calendar – Second Read

- a. Changes: conference dates, WAPS closed Nov 18th for conferences. We will have morning conferences and a teacher workshop for the afternoon. No evening conferences.

- b. Megan asked about Parent meetings. Barb and JR mentioned Winona would have the kids come look at the school and meet their teachers and have a separate day for orientation where kids could drop off their materials at the school. We will remove parent meetings.
  - c. JR motioned to approve the calendar with above changes. It was seconded by Mandy. All approved, none opposed.
10. Hiring Task Force
- a. School Office Coordinator
    - i. Hiring task force recommended hiring Peggy Walters for the School Office Coordinator.
      - 1. She is currently working as the Secretary to the president of St Mary's University. Many years of secretarial experience. Rollingstone resident.
      - 2. JR motioned to approve the offer of the School Office Coordinator to Peggy Walters with contingencies of final reference checks and background check. Salary will be offered at \$32,927, plus \$20/hr for this summer, plus benefits. It was seconded by Mandy. All approved, none opposed.
  - b. SPED Teacher Posting
    - i. Need to post in a couple days in EdPost, MACS, Rollingstone Community School website, Facebook, and handshake. James will post on handshake, Paul will post on EdPost and MACS, Mandy will post on school website and Facebook.
    - ii. This will be a full time position, would prefer a teacher with some experience
11. Start-Up Coordinator Amended Contract – Paul / James
- a. Same dollar amount as the one from October. Funded by the CSP grant
  - b. Mandy motioned to approve the Start-Up Coordinator Amended contract. It was seconded by Elizabeth. All approved, none opposed.
12. Policy – Salary And Wage Compensation – First Read
- a. No comments
13. Building Lease – Kickoff Craig Kepler – Maximum \$1500 – Paul
- a. Barb motioned to approve hiring Craig Kepler for writing the building lease for a maximum of \$1500. It was seconded by JR. All approved, none opposed.
14. Building Cleaning – Floor - Paul
- a. Paul will get quotes for wax stripping and cleaning. Paul will see if the city will contribute as well.
15. Enrollment / Recruiting (Flyers in Office)

- a. Count update - Mandy
    - i. 22 students
  - b. Touch with Families
    - i. James suggested connecting with early childhood centers (Central Lutheran, Discover Tree, WSU). Mailing to home based centers.
    - ii. Continue to advertise busing
    - iii. Put on next meeting agenda more targeted marketing
16. Meal Committee - Megan
- a. Contacted SEMCAC, St Matthews, and Chartwells who are not able to provide meals. WSU will hopefully be reaching out soon.
  - b. Riverway initially said no but then the director contacted Megan saying they may be able to help.
    - i. Director reports they are trying to combine with tech schools, they will need lunch counts to justify hiring a 3rd cook.
    - ii. Suggested we register with the national school lunch program.
      - 1. Riverway is a sponsor and a site for this. We could become a site under Riverway. Riverway makes their food fresh. We would be billed for meals that don't qualify for free and reduced lunch. Riverway needs to look into doing transportation and see if they can commit to transportation. We would need to hire someone to do lunch counts and to disperse the meals. They could also possibly bring breakfast for the next day. We would need to purchase food warmers. Could contract milk with them as well..
  - c. We need to figure out what equipment we need and what inspections we need. Bonnie can connect the teachers with local contacts to ask questions.
  - d. JR suggested reaching out to Winona Health
17. WiFi / Gmail - Tony
- a. Gmail up and running, domain ready to go, all board members will get a Rollingstone Email. Tony will send us all the link. Will try to link [office@rollingstonecommunityschool.com](mailto:office@rollingstonecommunityschool.com) with our current school email.
  - b. Quotes from HBC and Charter. Overall HBC is cheaper. Start up charge can be covered by CSP grant.
  - c. 4 phones located in the main office, kindergarten, first and second, 3rd 4th 5th.
    - i. We may need up to 10. More urgent need is to get one in the school office.

- ii. JR motioned to approve Tony contracting with HBC for one office phone for a maximum of \$500. It was seconded by Jo. All approved, none opposed.
- iii. We will try to get the old phone number from the previous Rollingstone School

18. Library - Jo

- a. Jo checked with the rep for Accelerated reading, \$2205 a year for AR and STAR for up to 100 students. It will run through their own server. Can get it immediately if we decide we want it.
- b. Jo is also looking at Destiny for a library checkout program. However, this is expensive. Also looking into other programs.
- c. Still getting books donated

JR motioned to Adjourn at 830 pm. It was seconded by Mandy. All approved, none opposed.