

Rollingstone Community School Board
Meeting Minutes
July 12, 2022 | 6:30pm

Board Members present: Jo Dailey, J.R. Larkie, Megan Lentner, Elizabeth Nofsinger, Mandy Schmit

Community Members present: None

Rollingstone Community School Coordinator: James Lewicki

Rollingstone Community School Teacher: Anna Sieve

School Office Coordinator: Peggy Walters

1. Review / Approval of Previous Notes – June 28, 2022
 - a. A motion to approve the June 28, 2022, board meeting minutes was made by Mandy, seconded by J.R.; motion passed unanimously.
2. Agenda Updates
 - a. No agenda updates were provided.
3. Acknowledgement of any Conflicts of Interest in Agenda
 - a. Mandy will abstain from agenda item 7.
4. Public Comments
 - a. No public comments were provided.
5. Treasurer's update
 - a. Current balance in the General Fund is \$15,369.95.
 - b. The guest bartending event held on July 1 at Port 507 resulted in \$1,436.00 in tips, \$250.00 donation from Backwater BBQ, \$500.00 donation from Port 507 for a total deposit of \$2,186.00.
 - c. Tony plans to purchase many items this week from the Grant Account.
 - d. James reported that reimbursements 4 and 5 will be submitted.
 - e. Grant Account information was not available.
6. Teacher agreements amended - James
 - a. June 15, 2022, to June 15, 2023, contracts were previously approved.
 - b. Contracts were amended to begin on August 15, 2022, for 10 months.
 - c. Tony will also be on a 10-month contract; discussion can be held at a later date to possibly extend his contract.
 - d. A motion to approve the amended contracts was made by J.R., seconded by Jo; discussion occurred regarding salary; motion passed with Megan abstaining.

7. Terrorism Insurance
 - a. Schmit Insurance recommended adding terrorism insurance in the event of a cyber attack which costs slightly more than \$400.00; discussion occurred.
 - b. RCS will receive an invoice for 40 percent of the total amount due which can be paid with CSP funds; the remaining balance will come from the operating budget.
 - c. A motion to approve the addition of terrorism insurance was made by J.R., seconded by Jo; motion passed with Mandy abstaining.

8. Updated quote for adding STAR Early Literacy
 - a. Megan presented an updated quote to add STAR Early Literacy that provides the needed testing for dyslexia; the additional cost is \$400.00 for a total of \$2,829.50. A motion to approve the updated quote was made by J.R., seconded by Mandy; motion passed unanimously.

9. Policy for early entry into Kindergarten
 - a. A family inquired about early admittance for their child whose birthday is September 7; in order to do so, we need an early admittance policy.
 - b. James reviewed a draft policy; Megan noted the teachers would like to see a more concrete assessment be completed by the preschool teacher and/or RCS teachers; WACS currently uses the same assessment administered by WAPS, which is dated but helpful.
 - c. Jo noted the skill assessment does not include identifying numbers.
 - d. The draft policy needs standardized assessment added and then teachers can finalize what is needed to enter kindergarten.
 - e. If there is no preschool teacher available, RCS teachers can do the assessment along with a daycare provider.
 - f. Discussion was held regarding revisions to page one of the draft policy to include combining the third and fourth bullet points, include a preschool teacher and/or daycare provider or parent, and add a standardized assessment bullet.
 - g. A motion to approve the early admittance policy with the above revisions was made by J.R., seconded by Mandy; motion passed unanimously.

10. Preschool/YMCA update - Tony/Peggy
 - a. Peggy provided a brief update following a recent meeting with the YMCA.
 - b. Many books have been donated for preschool.
 - c. Brandy indicated that the Y can use our refrigerator, Peggy will follow up with the State to ensure we are in compliance.
 - d. Jo noted that in the past Community Ed had their own library; discussion was held; the YMCA will keep books in their room but will have access to the Media Center for reading time.

11. Building/Ground Committee - Tony
 - a. Building updates

- i. Megan provided building updates and reviewed the “to do” list approved by the City. Most of what is left is janitorial and is the school’s responsibility; a community clean-up day will be scheduled. The City will purchase all of the kitchen equipment. Jo noted the gym should be painted. We are checking with Arnold’s to see if they can deep-clean the bathrooms.
 - ii. The air conditioning works only on the classroom wing and cannot be repaired. A new unit costs \$58,000 and will take 16 weeks to arrive. CSP funds can only be used for safety and health purposes. The YMCA will work with the City on air conditioning for the preschool room.
 - b. Playground
 - i. Megan, Barb, Mike Hoffman, and a City representative will sit on a building/ground committee. Megan and Peggy will discuss playground options with Brandy when they meet on July 13. The preschool equipment will be located adjacent to the current playground to accommodate after school care. Peggy will follow up with Jamie to get a city representative to join the committee as the first meeting will need to occur prior to the next City Council meeting.

12. Lease Agreement - James

- a. The building lease was approved at the City Council meeting last week. Rollingsstone Community School will pay \$30,000.00 per year in rent and \$20,000.00 per year in utilities. Lease aid will cover 90 percent of the rent. Discussion was held regarding lease aid. A motion to approve the lease agreement was made by J.R., seconded by Megan; motion passed unanimously.

13. Enrollment / Recruiting

- a. Count update - Peggy
 - i. Peggy provided an enrollment update; we are currently at 17 as we lost a student. We have had very productive conversations with 7 families to include 11 children. We have 24 students on a prospective list, including 4 who have enrolled but have not completed the records release. A follow up email was sent last week encouraging families to confirm enrollment referencing the lottery.
 - ii. The staff will hold daily check-in meetings with James to continually review the prospective families list.
 - iii. Megan created a newsletter for July that will be posted on Facebook and set to families for whom we have email addresses.
 - iv. A supply list will soon be sent and/or posted.
 - v. James is placing brochures at Winona-area businesses.
 - vi. Discussion occurred about how to best recruit families/students.
 - vii. The August newsletter will be included in the Reporter.

- viii. Peggy will contact Kristin Lindahl regarding hosting an open house during t-ball on July 24 or July 31; practices are held at the RCS ball field from 6-7:00pm. Once approved, Peggy will notify the teachers.
- b. Door Hangers updates
 - i. Tony, Anna, and Megan went to Hidden Valley.
 - ii. Jo and Peggy will do Saehler Addition.
 - iii. Elizabeth took a poster to Minneiska Meats.
- c. Goodview Days parades - Aug. 19-21
 - i. We are registered for the grand parade on 8/21, likely no fee.
 - 1. Participants include: Elizabeth, Anna, Megan, Mandy, Tony, possibly Peggy
- d. Family on the Farm - Aug. 4
 - i. Elizabeth will reconnect with Tina Lehnertz; guests will be shuttled from the RCS parking lot.
 - ii. We will have a table at the farm with kids' games, additional flyers need to be ordered.
 - iii. Two staff will be present at school for an open house.
 - iv. Participants include: Elizabeth, Mandy Megan, Peggy, possibly Tony
- e. Rollingstone Days Parade - Aug. 7
 - i. J.R. confirmed with Randall that we are in the parade.
 - ii. Participants include: Elizabeth, Mandy, Anna, Megan, Peggy, Tony, possibly J.R.
 - iii. RCS staff will be working two shifts at the beer stand on Saturday, August 6.
 - 1. Peggy will ask the Jaycees if we can have our tip jar for the four hours on Saturday.
 - iv. Teachers are also working in the concession stand on July 16.
- f. Advertising - Winona Post, Digital billboards
 - i. Peggy provided an update on digital billboard options.
 - 1. There are digital billboards on Mankato Avenue and in the parking lot of Wellingtons.
 - 2. Costs for a four-week contract, with an ad running every 8 seconds:
 - a. Mankato Avenue only has one option available:
 - i. Left-hand read: \$1,300.00
 - b. Wellingtons has both options available:
 - i. Right-hand read: \$2,200.00
 - ii. Left-hand read: \$2,000.00
 - 3. A motion to move forward with a left-hand read on Mankato Avenue for \$1,300.00 was made by J.R., seconded by Mandy; motion passed unanimously.
 - 4. Peggy will work with Mandy on a design concept.
 - 5. We will no longer place an ad in the Winona Post.

14. Teacher Updates – Anna, Megan, Tony

a. Classroom funds

- i. Tony proposed \$200.00 for each teacher to purchase whatever they may need for their classrooms for items not covered by the CSP grant. A motion to approve \$600.00 (\$200.00 per teacher) to purchase classroom items was made by Mandy, seconded by J.R.; motion passed with Megan abstaining.
- ii. The teachers and Peggy met yesterday regarding common spaces in the building to include the Library, Kitchen, and Gym. The lease agreement states that the School will grant approval for requests made to utilize these spaces. Peggy has created a Google calendar to track usage and Anna has created a checklist for the groups using each space. Discussion occurred on charging a fee and/or deposit.
 1. Tony will draft a policy including the checklist and present both at the next board meeting; once finalized we will then seek approval from the City.
 2. Peggy will follow up with Lesli Haines at MDH about serving food and/or beverages in the Gym.
 3. Elizabeth recommended a deposit and an hourly rate with funds to cover cleaning costs.
- iii. Winona Community Foundation
 1. The second cycle of grants is available and requests are due on August 1.
 2. Requests must include a community focus.
 3. Discussion occurred around submitting a grant to purchase all-inclusive equipment for the playground.
 4. Will need to determine what to purchase and a requested amount.
- iv. Discussed Curriculum, SEL, Handwriting, Keyboarding.
- v. The next round of purchases include: Interactive whiteboards, bookshelves, printer paper, a vacuum cleaner, as well as other items.
- vi. 20 classroom tables arrived yesterday and will be assembled.
- vii. Mandy asked what school supplies are needed as Target is offering 50 percent off today.
- viii. Garbage and recycling
 1. Peggy received quotes from J&J and Sunshine for garbage removal.
 2. Sunshine does not offer a rolling dumpster.
 3. J&J offers a 2-yard rolling dumpster with bi-weekly pick-up for \$61.10/month. Peggy will talk to the City about canceling their pick-up as they can utilize our dumpster.
 4. A motion to contract with J&J for a 2-yard rolling dumpster for a bi-weekly pick-up of \$61.10/month was made by J.R., seconded by Jo; motion passed unanimously.
- ix. Building maintenance - See notes above.

15. Hiring of a Para

- a. We currently have 4 enrolled students with IEPs; Tony will work with HVED to identify our needs and they will help us understand when we need to move from a Para to a SPED teacher.
- b. The State would cover full-time Para funding.
- c. Elizabeth suggested hiring a full-time Para from HVED rather than hiring on our own.
- d. Tony noted he has a variance for SPED and can oversee the Para.

16. Fundraising

- a. Donation letter
 - i. Megan discussed the donation letter that was presented to the Board; a form was also presented and discussed.
 - ii. Recognition would be retroactive.
 - iii. Megan asked for any recommendations to add to the tiered donations:
 1. A thank you with a photo of RCS children
 2. Swag for businesses
 3. Something other than swag for businesses
 - iv. The letter will be placed on letterhead and sent to a tentative list.
 - v. Please submit any additional names to Peggy.
 1. JR will send a current donor list to Peggy.
 2. Pre-opening and post-opening giving will be tracked separately.
 3. An Individual plaque will be given to those donors who give \$5,000+, everyone will be placed on the donor recognition display in the school.
 4. Peggy will purchase a receipt book and postage.
 5. Elizabeth and Tony will personally sign letters.
 6. A motion to spend \$200.00 for postage was made by J.R., seconded by Jo; motion passed unanimously.

17. Meal Committee – Peggy / Tony

- a. Tony will reach out to Steak Shop to get a quote for the first two months of school, with the hope of transitioning to Riverway later in the fall.
- b. The City is purchasing the needed kitchen equipment.

18. Library – Jo

- a. Tony will follow up with Mary Frank at Destiny.
- b. Jo needs additional help with the Library and organizing books.
- c. Discussion occurred regarding not opening the entire library at the beginning of the year.

19. Schedule August meeting dates

- a. August meeting dates were discussed and scheduled for:
 - i. August 9, 2022 | 6:30pm

- ii. August 23, 2022 | 6:30pm
- iii. Peggy will send calendar invitations to board members and RCS staff.

20. Adjourn

- a. A motion was made by Mandy, seconded by J.R. to adjourn the meeting at 8:37pm; motion passed unanimously.

21. Next meeting: July 26, 2022 | 6:30pm

Respectfully submitted,

Peggy Walters
School Office Coordinator