

# Rollingstone Community School

## Meeting Notes – 17-Nov-2021

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, Paul Kreidermacher

The following were present via phone: James Lewicki, Rollingstone Community School Coordinator

Meeting to order 6:30 pm

1. Review/Approval of Previous Notes
  - a. Approval of the October 26, 2021 regular board meeting minutes. Mandy motioned to approve the October 26, 2021 regular board meeting minutes. It was seconded by JR. All approved, none opposed.
2. Treasurer's Report
  - a. Checkbook Balance- \$11,732.58
  - b. Checks written are: Leighton- \$660, Lewicki Ed- \$875, Arnalds- \$564.95, Winona Post- \$298.78, Winona Post- \$200.18, River Valley media Group- \$500
  - c. Total Donations- \$11,490 (\$21,490 with the Fire Department and Jaycees donations factored in)
  - d. Total Donators- 120 (not including Fire Department and Jaycees)
3. Public Comments
  - a. Kitchen inspector will be coming on Friday at 10am
4. General Timeline Discussion
  - a. We should hear if we were awarded the CSP grant early December
    - i. If we are awarded the grant we will need to contract with a finance firm to help manage finances
  - b. Open enrollment to start in January, will need to advertise in December
    - i. Advertise similar to open house advertising

- c. Get job posting for lead teacher and other teacher positions ready
  - i. Post lead teacher position after December meeting
  - ii. Contact teachers who have shown interest so they are aware of the open position
  
- 5. Policy & Job Description Reviews / Approval
  - a. Hiring Policy – Request Approval
    - i. Paul changed hiring committee for the start up year to 3 board members and 2 community members
    - ii. JR motioned to approve the hiring policy. It was seconded by Elizabeth. All approved, none opposed
  - b. Equal Educational Opportunity Policy – Request Approval
    - i. Mandy motioned to approve the equal education opportunity policy. It was seconded by Barb. All approved, none opposed.
  - c. Role Overview – Lead Teacher – First Read
    - i. Discussion regarding the requirement of minimum 5 years experience to apply. Suggestions made to change it to “5 years experience strongly preferred.”
    - ii. Discussion regarding needing to more clearly define the lead teacher’s role with the budget
    - iii. Questions regarding teacher salaries, Paul will send out budget to everyone again
  - d. Role Overview – School Office Coordinator - First Read
    - i. All will review both School Office Coordinator and Lead teacher job descriptions before next meeting
  
- 6. Minnesota Association of Charter Schools (MACS) Membership – List names
  - a. Paul will list all board members and their emails, all will receive updates from MACS
  
- 7. Meeting with WSU – Barb / James
  - a. James reported he applied for a \$1,000 grant for Girls and engineering. He should find out if awarded on February 11th. This will allow us to hold an event at the school relating to Girls and engineering. We can also incorporate WSU students.
  
- 8. Bussing
  - a. No updates, will keep on the agenda for next meeting

9. Liability Insurance – Update

- a. Paul has been in contact with Brett Schmit
  - i. Limited options available
  - ii. About \$3000 per year, if we are awarded the grant we will purchase immediately before hiring/interviews

10. Furniture

- a. WSU
  - i. Jo would like much of the furniture for the library. She will look over the emails and decide which pieces would be best
- b. St. Johns-Lewiston-Chairs
  - i. They already donated 38 desks
  - ii. Paul will go look at chairs available tomorrow, can possibly pick up Friday with Bonnie and Dean

11. Website Update – Elizabeth / Mandy

- a. Will go live soon, updates to website will be made continually after go live

12. Fund-Raising / Donations

- a. Donation Letter – How do we thank people?
  - i. After much discussion it was decided to place a general thank you to all in the Rollingstone Reporter with the amount raised. Determined it is best to protect those that may want to remain anonymous.
  - ii. Will write individual thank you card to those who donated \$200 or more
    - 1. Mandy will work on the thank you cards after she receives the list from JR, all board member will sign cards
- b. How confident are we on donation list from Oakwood
  - i. JR was able to get all of those who donated by check
- c. Oakwood for Desks
  - i. Jo will email Paul Oakwood information
- d. HyVee
- e. Amazon – Mandy
  - i. Still working on
- f. Minneapolis School of Music - Shelves
  - i. Unfortunately we do not have contact information
- g. St Johns
  - i. Thank you card

### 13. After School and Preschool

- a. After School and Summer – YMCA Visiting
  - i. Barb will meet with Janneke (YMCA CEO) and Cheryl (WSU child care director) on Monday at 9am.
  - ii. Board discussed space available for the childcare center/preschool. We will be able to give the art room and the multipurpose room. Possibly one classroom after enrollment numbers are determined.
    - 1. Church has art room until March and Library until January
- b. Pre-School – Paul Contacted Cotter
  - i. He has contacted and not heard back yet. Will hold off on contacting any further as the YMCA may be able to provide Pre-School

### 14. Reporter – Dec

- a. YMCA
  - i. Will post link for those interested in summer and after school care
- b. Hiring Task Force
  - i. Will post in the reporter that the Rollingstone Community School is looking for 2 community members to serve on the hiring task force. Will ask them to write a letter of interest to be considered.

### 15. Set Next Meeting Time

- a. December 8th, 6:30pm

Mandy moved to adjourn the meeting at 8pm. Barb seconded. All approved, none opposed.

### Parking Lot

- 1. Grants
- 2. Visit Other School Boards
  - a. WAPs
  - b. Lewiston
- 3. Kitchen and Food Service

### Policy & ByLaw Status

- a. Application and Enrollment – Approved – Needs addition of Foster Kids and approved name of Administrative Assistant
- b. Conflict of Interest - Approved
- c. Equal Educational Opportunity Policy – First Read 26<sup>th</sup> October
- d. Procurement – Paul and JR
- e. Hiring First - Read 26<sup>th</sup> October
- f. ByLaws – Approved –Like to Add Meeting Notice in Reporter and Front Door