

Rollingstone Community School Board
Meeting Minutes
July 26, 2022 | 6:30pm

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

Community Members present: Glory Kibbel, Jim Zacchini, Terry and Laura Welsh

Rollingstone Community School Coordinator: James Lewicki via Zoom

Rollingstone Community School Teachers: Tony Reisdorfer, Anna Sieve

School Office Coordinator: Peggy Walters

1. Review / Approval of Previous Notes – July 12, 2022
 - a. A motion to approve the July 12, 2022, board meeting minutes was made by Mandy, seconded by J.R.; motion passed unanimously.
2. Agenda Updates
 - a. Tony - Region V SMART Computer System (Teacher updates)
 - b. Tony - Insurance update (Teacher updates)
3. Acknowledgement of any Conflicts of Interest in Agenda
 - a. Mandy noted she may have a conflict with the insurance update.
4. Public Comments
 - a. Terry and Laura Welsh were present and shared that their son will be in 1st grade at RCS.
 - b. Peggy provided an update on behalf of Paul Seppa regarding the french toast breakfast at the Rollingstone Park on August 7 from 8:30-11:30am; he will have school flyers available and all donations will benefit RCS.
5. Shared Time Policy
 - a. Elizabeth noted that a family reached out who currently home schools their children looking for specific classes, part-time enrollment.
 - b. Tony spoke with MDE regarding specifics, i.e. the child will need to attend every section of the intended class(es).
 - c. Megan recommended adding to the policy that any state testing occurs at RCS.
 - d. Tony will follow up on the state testing requirement and it will be reviewed at the next meeting.
 - e. Mandy asked for clarification on funding and attendance; Barb noted shared time has occurred in the past as well.

6. Family Handbook Policies: First Read

- a. Bullying Policy
- b. Pledge Policy
- c. RCS School Weapons Policy
- d. Search Protocol Policy
 - i. James noted the policies contain the necessary language.
 - ii. All policies are based on other charter schools and will be adapted for RCS.
 - iii. Contact James with any suggestions and/or changes.

7. Shared Space Policy

- a. Tony presented a policy that pertains to shared spaces in the school building: Room 140, Kitchen, Library and Gymnasium
- b. A certified food protection manager needs to be present when the kitchen is used for events.
- c. Glory confirmed any rental income will not affect the Lease Aid application.
- d. Mandy noted it would be beneficial to add a deposit for all spaces as well as an additional fee for the kitchen to cover the costs of a food protection manager.
- e. Any fees would be waived for the Jaycees and City organizations.
- f. The following costs were discussed and confirmed:
 - i. \$100 deposit for the kitchen plus \$50/hour for food service manager
 - ii. \$50 deposit for the gymnasium and room 140
 - iii. The library will only be a shared space for the Jaycees and any City organization
- g. Mandy recommended that there should also be an agreement for groups to sign.
- h. Barb noted that we should make sure the City is aware of the policy and agreement.
- i. Items to add to the checklist:
 - i. The library and room 140 will be included.
 - ii. Garbage is located in the south end of the building.
 - iii. Trash must be removed when using the kitchen.
 - iv. Floors are to be cleaned in the atrium and foyer
- j. Discussion occurred and the policy will be tabled until the next meeting.

8. 7th Board Member

- a. Elizabeth noted a parent had reached out asking about the possibility of becoming a board member.
- b. James provided an overview relative to board elections and staggered terms.
- c. By the end of the third year of students, we would transition to an elected board of 7 members.
- d. James noted there should be a balance of parents, school staff, and community members.
- e. James recommended a member be added with a legal background.

- f. Megan noted she would like to see any vacancy shared with all enrolled families and community members.
 - g. James noted the 7th board member would be an appointment with elections occurring in the third year.
 - h. If multiple people are interested, the board would vote.
 - i. Peggy is checking on a possible lawyer and will share the information with Elizabeth for follow up.
 - j. James noted there will be many opportunities for parents to serve on other committees, i.e. PTO, building/grounds committee, etc.
9. Preschool/YMCA update - Tony/Peggy
- a. Tony reported that he spoke with Janneke; the Y is working on increasing their numbers; they may consider running one year in the red; she is meeting with her financial team next week.
 - b. The Y asked if we would cover the cost of meals for preschool.
 - c. Elizabeth noted the Y may address reducing the cost of preschool at their next board meeting.
 - d. Peggy noted RCS shared their flyers with all enrolled and interested families and they will also be in the Reporter.
 - e. Peggy will send out the after school care link to enrolled and interested families; Mandy will post it on Facebook.
10. Building/Ground Committee - Tony
- a. Building updates
 - i. No building updates were provided.
 - b. Playground
 - i. The first meeting was held last week; anyone can join if interested.
 - ii. Two different playground options were presented.
 - iii. August 1 is the deadline for the Winona Community Foundation grant; we will reconsider for the next round of grants.
 - iv. WCF grant would be a second attempt at improving the current playground to be all inclusive.
 - v. Megan noted Tony will call companies for both options to find out their timeline and availability.
 - vi. Outdoor equipment needs to be ordered but not necessarily in place by the beginning of preschool.
11. Enrollment / Recruiting
- a. Count update - Peggy
 - i. 26 currently enrolled students with multiple prospects from recent tours.
 - ii. Riverway is now in the lottery and some of those families are reaching out to RCS.
 - iii. Tony will reach out to Riverway to get a list of families looking for another option.

- b. Door Hangers updates
 - i. Saehler Addition has not been done; those door hangers will be used in the RCS parking lot for Family Night on the Farm.
- c. Goodview Days Parades - Aug. 19-21
 - i. We are registered; Elizabeth will get the time and date to those who volunteered; Barb mentioned she can help.
- d. Family on the Farm - Aug. 4
 - i. Volunteers are in place; Elizabeth and Mandy will do face painting at the farm; Tony will have his table available for them to use.
 - ii. Megan and Peggy will be at the school and be available for tours.
- e. Rollingstone Days Parade - Aug. 7
 - i. We are registered; line-up is at 12:30pm at Oakwood Bank, parade begins at 1:00.
 - ii. Candy, flyers/business cards, and pencils will be handed out at all parades.
 - iii. A motion to approve up to \$250 for the printing of flyers was made by J.R., seconded by Megan; motion passed unanimously.
- f. Advertising - Digital billboards
 - i. The ad is final and will begin running on August 1 for four weeks on the Mankato Avenue billboard; Peggy shared a photo of the billboard.

12. Teacher Updates - Anna, Megan, Tony

- a. Region V SMART Computer System - This software will allow us to do payroll in house; the start-up cost of \$3,450 will come from CSP, the annual fee of \$3,269 will come from the General Fund; our Designs For Learning contract states we will purchase this additional software.
 - i. J.R. noted Merchants has a similar system and explained the process.
 - ii. Implementation timeline is before the next payroll.
 - iii. James noted DFL is recommending this platform for school financing as it is multi-functional.
 - iv. A motion to approve \$6,719 for the first year was made by J.R., seconded by Mandy; discussion occurred; motion passed unanimously.
- b. Insurance - Blue Cross Blue Shield coverage is an 80/20 split for employees; are spouses included in 80/20 or does the employee cover their spouse?
 - i. James does not recall a previous conversation.
 - ii. Barb noted the Winona district had an HSA, capped family contribution at \$15,000.
 - iii. Elizaboeth recommended with a start-up year it would be difficult to cover spouses and that RCS should continue with employee only coverage and revisit based on numbers.
- c. Classroom tables are in the building; wi-fi was installed today; curriculum has been ordered; smart boards have been ordered; bookshelves will be delivered tomorrow; \$35,000 is the largest reimbursement to date; we have currently spent 45 percent of the grant with a deadline of September 30, 2022.

13. Hiring of a Para

- a. Tony continues to work with HVED; they will be at RCS on August 9 to meet with the staff and provide additional insight for IEPs.
- b. J.R. knows someone who may be interested in the position and will provide the name.
- c. It may be more beneficial to have a teacher to cover multiple duties; SPED and/or Resource Teacher would be a better option rather than a para.
- d. Glory asked if current IEPs have been reviewed to determine the amount of time needed for the Resource Room. Glory noted that it would be beneficial to review IEPs tomorrow and determine minutes to assist with identifying the number of teachers and/or paras; the State will reimburse for the majority (94 or 96 percent) of the cost of hiring a SPED teacher.
- e. OT, PT, and speech therapy would be provided by HVED per their contract.
- f. Tony asked Glory and Jim about the lottery as Kindergarten and 1st grade are growing.
 - i. Do we advertise for a teacher? Glory recommended we look at the lottery date; it is important to timestamp applications; we'll need to decide when to draw for the lottery.
 - ii. Total number is dependent on our policy; James suggested the teaching team make a recommendation for the next board meeting for caps for single grades and multi grades.
 - iii. James recommended posting for an additional teacher to get potential candidates in place.
 - iv. The teachers recommended a classroom cap of 18.
 - v. Glory also recommended starting a spreadsheet to review classroom sizes.

14. Fundraising

- a. Donation letter
 - i. Megan reported letterhead has been ordered and is ready; letters will be sent by the end of the week.
 - ii. Donation plaque - We currently have 2 donors at the platinum level, 8 or 9 at the bronze level; internal recognition options are under consideration, possibly banners in the Gym.
 - iii. Send any donor recommendations to Peggy to add to the list.

15. Meal Committee - Peggy / Tony

- a. Tony reported Steak Shop has verbally agreed to a contract and they hope to have something to us by August 1.
- b. The City of Rollingstone is purchasing the kitchen equipment.
- c. Steak Shop is recommending disposable silverware and trays.
- d. Meal prices will depend on what the State refunds to RCS; official pricing coming in the near future.

- e. Elizabeth recommended starting with disposable and hopefully transitioning to re-usable.
- f. Food pick-up needs to be finalized; Crystal Marsolek will be at school two days a week, possibly Bonnie Chapman.
- g. The City is waiting for a new scrubber to complete the kitchen floor.

16. Library - Jo

- a. Tony noted that the Destiny contract has been signed and there is a two-week turn around.
- b. Jo would like to see a scanner/barcode labeler purchased; could come from the office supply fund under CSP grant; Jo will provide recommendations to Tony.
- c. Jo asked the teachers to review the books for their classrooms; some books have been moved to the preschool room.
- d. Barb recommended scanning books in classrooms so they can be included in the AR reading program.
- e. Tony verified that more than one computer can input books into AR; staff could assist with the process; discussion occurred regarding multiple scanners for barcoding.
- f. Tony will keep Jo informed on the timeline for training.

17. Other: Barb asked for a status update on RCS t-shirts and sweatshirts; Mandy reported that information should be on the website this week with the option to order online; discussion on having a poster available for the concession stand during Rollingstone Days.

18. Adjourn

- a. A motion was made by J.R., seconded by Megan to adjourn the meeting at 7:59pm; motion passed unanimously.

19. Next meeting: August 9, 2022 | 6:30pm

Respectfully submitted,

Peggy Walters
School Office Coordinator