

Rollingstone Community School Board  
Meeting Minutes  
September 13, 2022 | 6:30pm

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

Community Members present: Megan Musolf

Rollingstone Community School Teachers: Tony Reisdorfer

School Start-up Coordinator: James Lewicki via Zoom

School Office Coordinator: Peggy Walters

1. Review / Approval of Previous Notes – August 23 and September 8, 2022
  - a. A motion to approve the August 23 and September 8, 2022, board meeting minutes was made by Megan, seconded by Barb; motion passed unanimously.
2. Agenda Updates
  - a. Barb - Volunteer at RCS
  - b. Elizabeth - Treasurer's Report
  - c. Tony - Hiring a Para
3. Acknowledgement of any Conflicts of Interest in Agenda
  - a. No conflicts were identified.
4. Public Comments
  - a. No public comments were provided.
5. Jaycee's Halloween Event
  - a. Megan Musolf was present and discussed the Jaycees Halloween event which will be held on October 29 from 2:00-5:00pm at the school.
  - b. The Haunted Trail will take place every other year (not this year); a Trunk or Treat will be held in the parking lot, possibly in the grassy area near the playground; the Jaycees will provide all the candy. They are planning for 150 kids.
  - c. Activities inside will include: a Halloween movie in the Room 140, crafts and games in the gym, and a costume contest.
  - d. The Jaycees asked RCS staff to manage the games in the gym; the Jaycees will ask Tiffany Brown about her human-sized Candy Land game; Elizabeth will be the contact for the Jaycees and will contact Bonnie Rae's for gift cards as prizes.

6. Finance Committee
  - a. Members: Tony Reisdorfer, Peggy Walters, J.R. Larkie; Mary Stoos will contact Duane Klein to see if he is also interested.
  - b. Charge: Budget review, review bank statements, and to have a real-time budget that is updated; meet 1 or 2 times/month; community members do not need to be present for board meetings.
  - c. An organizational meeting will be scheduled following Duane's response; Elizabeth will ask Russ Rattunde as a back-up.
  
7. After School Care update
  - a. Tony provided an update that Joe Witters completed his first two days; there are currently three full-time students, one part-time, and several drop-ins; we may run in the red for the first year; currently using the Kindergarten room; the schedule includes homework time, outdoor time, and gym time.
  - b. Barb has a contact at WSU who may be able to volunteer 1 day a week.
  - c. Penny Warner from WSU has three Early Childhood/Kindergarten students coming in three days a week.
  
8. Student Educational Data Policy
  - a. Requests must be submitted in writing to Tony to determine what information can be released.
  - b. A motion to approve the Student Educational Data Policy was made by Mary, seconded by Jo; motion passed unanimously.
  
9. Transfer of Educational Records Policy
  - a. This policy pertains to when student records can be released and record retention.
  - b. A motion to approve the Transfer of Educational Records Policy was made by Barb, seconded by Megan; motion passed unanimously.
  
10. Public Access of Data Policy
  - a. Similar to the Student Educational Data Policy above; all requests will be submitted to Tony.
  - b. A motion to approve the Public Access of Data Policy was made by Megan, seconded by Mary; motion passed unanimously.
  
11. Updated teacher contracts
  - a. Tabled until next meeting.
  
12. School Nurse update - Peggy
  - a. Peggy provided an update with regard to a meeting held with Jen Warner, RN from Winona Health.
  - b. Elizabeth indicated we need to go with Winona Health as they are familiar with what needs to be done in school settings to remain in compliance.

- c. Peggy will reach out to clarify the frequency of visits and how many times a month forms need to be submitted.
  - d. The contract would be closer to \$3,000 rather than the \$1,000 currently budgeted.
  - e. Nursing costs for SPED are reimbursable.
  - f. Peggy will clarify specifics and call a special meeting.
13. Para Hiring
- a. We currently have an IEP that would allow us to hire a para; a shared-time para would not be reimbursed but a 1:1 para would be reimbursed; the IEP renewal is October 13; tabled until IEP is renewed.
14. Barb volunteering
- a. Barb will set up a time with the teachers that works with her schedule to take the entire school for an organized activity once a month; the first activity is scheduled for September 22 from 12:30-1:15pm and will be held in the gym.
15. PTP update - Teachers/Mandy
- a. We did not have any parent volunteers sign up during orientation; Megan will do an email and a handout for PTP; Mandy will send an email out from her email account and a half-sheet will be sent home with kiddos.
16. Required Board Training follow up
- a. Infrastructure series and school operations, finance and facilities
    - i. Charter Source sent an email to all board members on August 29; Mary received an email but other members did not; training is to be completed within the first year; make sure new board members know about the required training going forward.
    - ii. The two trainings noted above should be done first as they are required for assurances.
17. Building/Ground Committee - Tony
- a. Building updates
    - i. Grounds is on hold.
    - ii. Building - Rugs have been added around the sinks; the totem pole has been updated; the committee has not met for some time.
18. Enrollment / Recruiting
- a. Count update - Peggy
    - i. Peggy provided an update that current enrollment is at 36, and could increase to 37 or 38.
    - ii. Elizabeth recommended including the birthdate on the Google form.

19. Teacher Updates - Anna, Megan, Tony
  - a. Barb's husband received feedback from a parent that "the teachers are fantastic."
  - b. Running into a few challenges with mixed ages and pull out; lunch has gone smoothly; some technology issues.
  - c. Busing has been a challenge with a dedicated bus for RCS; continue to work with First Student and WAPS Transportation Office.
  
20. Fundraising
  - a. Recent donations:
    - i. Merchants - \$2,000
    - ii. Fastenal - \$500
  - b. The apparel order will be delivered to school tomorrow; site will remain up one more week; email link to parents and school board; Mandy will draft an email and send it to Tony and Peggy.
  - c. A hard copy of the Newsletter will be sent home in folders to all families and will be included in the Reporter and on our Facebook page.
  
21. Meal Committee - Peggy / Tony
  - a. Kelly Evans is running the kitchen and it is going well. Discussion occurred regarding wages and meal pick up. Tony will meet with Kelly and discuss a rate of \$15/hour when meals are delivered by a volunteer and \$17/hour when Kelly picks up meals. A motion to approve mileage in the event it is requested was made by J.R., seconded by Jo; motion passed unanimously.
  - b. Peggy reported that our license was received from the Minnesota Department of Health and that she has received her food safety manager certification.
  
22. Library - Jo
  - a. Books are being entered into Destiny and Jo needs some label protectors. Jo will use the printer in the office for now; the library phone will be moved to the After-School Care room.
  - b. Jo will reach out to the volunteer(s).
  
23. Treasurer's report
  - a. Tabled until next meeting.
  
24. National Fire Awareness Week - October 12
  - a. J.R, Chris Galewski, and one other person will bring the fire trucks to the school on October 12 at 12:45pm and conduct a sweep of the building; the trucks will then be available in the parking lot.
  
25. Adjourn
  - a. A motion to adjourn the meeting at 8:18pm was made by J.R., seconded by Barb; meeting adjourned.

26. Next meeting: October 10, 2022 | 6:30pm

Respectfully submitted,

Peggy Walters  
School Office Coordinator