

Rollingstone Community School Board  
Meeting Minutes  
April 10, 2023 | 6:30pm

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

Rollingstone Community School Teacher: Tony Reisdorfer

School Office Coordinator: Peggy Walters

Community Member: Jim Zacchini

1. Review / Approval of Previous Notes – March 13 and March 27, 2023
  - a. A motion to approve the March 13 and March 27, 2023, board meeting minutes was made by Mandy, seconded by Megan; motion passed unanimously.
2. Agenda Updates
  - a. Barb - Fire, Tornado, Intruder drills (under #19)
3. Acknowledgement of any Conflicts of Interest in Agenda
  - a. Mandy will abstain from any voting that pertains to teachers.
  - b. Jo will abstain from any voting that pertains to banking.
4. Public Comments
  - a. No public comments were provided.
5. Treasurer's Report
  - a. J.R. provided an overview of the March 2023 balance sheet, with a cash balance of \$11,124.
  - b. J.R. will represent RCS at the May 1, 2023. City Council meeting.
  - c. Lisa proposed a budget increase of \$325,000 which represents CSP funds. A motion to increase the budget to reflect the \$325,000 from CSP funds was made by J.R., seconded by Jo; motion passed unanimously.
  - d. A motion to approve the March 2023 financial packet was made by Barb, seconded by Mandy; motion passed unanimously.
6. Finance Committee update
  - a. The first meeting was held today with J.R., Duane, Tony, Peggy and Lisa attending. Going forward Peggy does not need to be in attendance.
  - b. As a non-decision making committee, meeting notices and minutes do not need to be posted, just reported out at board meetings.

7. PTP update - Teachers/Mandy
  - a. The most recent meeting was held on March 27; the same five or six members attended.
  - b. Muffins with Moms and Donuts with Dads are scheduled in May and June
  - c. Flower fundraiser - There are a handful of orders to collect. To date, over \$4,000 has been sold with at least \$2,000 coming back to the school. The proceeds will be split with RCS and PTP. The PTP will eventually have their own budget. Any purchases will be made through the school. Further conversation will be held on earmarking PTP funds to include field trips.
  - d. Working on a last day of school picnic that the PTP will host for the students and teachers that will be held on June 8 from 11:30am to 1:00pm.
  - e. The next PTP meeting is April 24, at 6:30pm.
  
8. Donation recognition
  - a. Individual plaques have been ordered. Mandy will work on a PowerPoint presentation to be displayed at school.
  
9. Banking
  - a. Nothing new to report.
  
10. Update on Open Enrollment for 23-24 School Year
  - a. Peggy provided an update on open enrollment.
    - i. Update count: 49 | 31 returners & 18 new
      1. K=12
      2. 1st=10 (1 new)
      3. 2nd=10 (2 new)
      4. 3rd=8 (1 new)
      5. 4th=6
      6. 5th=3 (2 new)
    - ii. Mandy noted that several families who attended the Easter Bunny event were very impressed with RCS.
    - iii. Discussion was held on several potential students and the possibility of a preschool program.
  - b. Promoting enrollment
    - i. Megan reported on ideas from the most recent staff meeting:
      1. Radio
      2. Newspaper
      3. Digital Billboard
      4. TikTok Famous - Tony (virtual tours)
      5. Thank you videos
      6. Mandy will call her contacts to get updated pricing on advertising for the radio and newspapers.
      7. Peggy will obtain pricing for a digital billboard advertisement.

8. A suggestion was made to have The Post come on a day Barb is present.
9. Elizabeth suggested paying for social media ads to include busing.
10. Put out yard signs and potentially order more for families who live in Winona.
11. Put out banners from last year.

11. 23-24 School Calendar

- a. The proposed 2023-2024 school calendar was reviewed. February 15 was added for evening conferences.
- b. A motion to approve the 2023-2024 school calendar was made by J.R., seconded by Barb; motion passed unanimously.

12. BK5K grant update

- a. Mandy reported that the application was the same as last year with a question on how previous funds were used; we will pause until funds are used and obtain accurate quotes for what we will include in a larger grant. We will also look at the Winona Community Foundation grant. In the meantime, new edging and coverage for the current playground will be researched and reviewed.
- b. The building and grounds committee should schedule a date for a future meeting to further discuss. A City representative should also be invited to attend the meeting.

13. Wellness Policy

- a. Discussion was held on replacing “Wellness Coordinator” with “Lead Teacher.” Elizabeth will make the proposed edit.
- b. A motion to approve the amended Wellness Policy was made by J.R., seconded by Jo; motion passed unanimously.

14. RCS Bullying Policy

- a. A motion to approve the RCS Bullying Policy was made by J.R., seconded by Barb; motion passed unanimously.

15. Pledge Policy

- a. A motion to approve the Pledge Policy was made by J.R., seconded by Mandy; motion passed unanimously.

16. RCS School Weapons Policy

- a. A motion to approve the RCS School Weapons Policy was made by J.R., seconded by Megan; motion passed unanimously.

## 17. Shared Space Policy

- a. Discussion was held on the use of shared space. Policy approval is tabled until further follow-up with Jamie in the City Office. If desired, RCS will assist in creating a check-off list for external groups who use common spaces.
- b. Discussion was also held regarding locking the kitchen cabinets, refrigerator, freezer and putting away dishes and silverware on a daily basis to remain in compliance with MDH.

## 18. National School Lunch Program Update

- a. Tony reported he is missing a vended meal contract and needs to re-create a contract. A hold-up is the procurement process as we didn't receive any bids other than that from Steak Shop. We do not need to submit an application for breakfast at this time.

## 19. Building/Ground Committee - Tony

- a. Building updates
  - i. No updates
- b. Set a date for the building committee: Tony, Barb, Julie & Mike Hoffman, Megan, and a City representative. Tony will check with Hoffmans on their availability and then reach out to the rest of the committee members.
- c. School-wide drills
  - i. A fire drill is scheduled for April 12 at 1:25pm.
  - ii. School lockdown - The policy needs to be reviewed. We are also discussing other security options such as safe spots. Mandy suggested doing an audit of each classroom to identify what is needed.
  - iii. A tornado drill is scheduled for April 20 at 1:45pm.
- d. Lease Aid - Tony explained how the State of Minnesota processes state aid and lease aid. Discussion occurred on possibly taking out a six-month note or to utilize our current line of credit to catch up with rent and utilities.

## 20. Teacher Updates

- a. Memorandum of Understanding and Decision Making Matrix
  - i. There was consensus among board members that both documents looked good. The MOU will be signed and additional tabs will be shared on the decision making matrix as it is updated.
  - ii. A motion to approve the signing of the Memorandum of Understanding was made by Barb, seconded by Mandy; motion passed unanimously.
- b. Jamie in the City Office shared information pertaining to a Safe Routes to School Grant to improve efforts for walkers and bikers. Discussion occurred and it was decided this falls under the City's responsibility. Peggy is working on school zone signage
- c. Garage Sale - April 13-15 in the gymnasium; board members were asked to bring bags if they have any to donate.
- d. We can now accept card payments in the office

21. Fundraising

- a. A \$100 donation was received today.

22. Adjourn

- a. A motion to adjourn the meeting at 8:22pm was made by J.R., seconded by Mandy; meeting adjourned.

23. Next meeting: May 8, 2023 | 6:30pm

Respectfully submitted,

Peggy Walters  
School Office Coordinator