

Rollingstone Community School Board  
Meeting Minutes  
August 14, 2023 | 6:00pm

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

Rollingstone Community School Teacher: Tony Reisdorfer

School Office Coordinator: Peggy Walters

1. Call to order
  - a. The meeting was called to order at 6:00pm. All board members were present; a quorum was declared.
  
2. Review / Approval of Previous Notes – June 12, 2023
  - a. A motion to approve the June 12, 2023, board meeting minutes was made by Mary, seconded by Barb; motion passed unanimously.
  
3. Agenda Updates
  - a. Board required training - Elizabeth
  
4. Acknowledgement of any Conflicts of Interest in Agenda
  - a. Mandy and Megan will abstain from any voting that pertains to teachers.
  - b. Jo will abstain from any voting that pertains to banking.
  
5. Public Comments
  - a. No public comments were provided.
  
6. Treasurer's Report/Finance Committee update
  - a. Lisa Hasledalen from Designs for Learning provided an overview of the June 2023 financial report and balance sheet.
    - i. Discussion occurred on the transfer of funds from the General Fund to cover negative balances in Fund 02 and Fund 04 (Food Service and Community Fund) to start fresh in FY24.
    - ii. A motion to transfer funds from the General Fund to the Food Service Fund only was made by J.R., seconded by Mary; motion passed unanimously.
    - iii. Lisa noted the auditors had questions pertaining to the budget that she was able to address.
    - iv. Payments and journal entries for June were reviewed.
  - b. Lisa also provided an overview of the July 2023 financial report and balance sheet.

- i. Cash on hand was reported at \$44,200; awaiting Federal SPED funds in the amount of \$17,000 and State Aid funds in the amount of \$84,000 from FY 2022-2023.
      - ii. Limited information to review as the year is just beginning.
    - c. A motion to approve the June 2023 and July 2023 financial packets was made by J.R., seconded by Jo; motion passed unanimously.
- 7. Board required training
  - a. All board members need to complete the mandatory training (Board Basics series) prior to the beginning of the school year.
  - b. Elizabeth will clarify how many CEU hours are required for board members this year.
  - c. A motion to approve up to \$750 for board training for the upcoming year was made by J.R., seconded by Mandy; motion passed unanimously.
- 8. PTP update - Mandy
  - a. A PTP meeting will be held on Monday, August 21, at 6:30pm.
- 9. Banking
  - a. Tony reported our LOC is due for payoff on August 25, 2023; he will review the payoff balance.
- 10. Update on Open Enrollment for 23-24 School Year
  - a. Peggy provided an update on open enrollment.
    - i. Update count: 60 | 29 returners & 31 new
      - 1. K=14 (13 new)
      - 2. 1st=12 (4 new)
      - 3. 2nd=12 (4 new)
      - 4. 3rd=9 (3 new)
      - 5. 4th=10 (4 new)
      - 6. 5th=3 (3 new)
- 11. Staff Contracts for 23-24 school year
  - a. Tony reported all staff contracts have been signed and submitted to Designs for Learning; extra responsibilities still need to be added.
  - b. After School Care will now be held in the Preschool Room; the ASC coordinator will check the community bathrooms on a daily basis and Pam Wood will continue to clean them on a weekly basis.
- 12. Active Shooter Drill Policy
  - a. A motion to approve the Active Shooter Drill Policy was made by J.R., seconded by Megan; motion passed unanimously.

13. Malicious and Sadistic Policy

- a. A motion to approve the Malicious and Sadistic Policy was made by Mary, seconded by Barb; motion passed unanimously.

14. School Discipline Policy

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

15. Flexible (E-Learning Plan)

- a. Tony noted that the State of Minnesota indicates we can have 5 e-learning days per year. RCS is looking at a packet-based e-learning day where teachers are available by phone or email and students need to complete work within 7 days.
- b. Packets will be sent home as inclement weather is predicted.
- c. A motion to approve the E-Learning Plan was made by Mary, seconded by Jo; motion passed with Megan abstaining.

16. After School Care

- a. After School Care Handbook
  - i. Tony asked for clarification regarding the payment/non-payment policy; discussion occurred.
  - ii. Parents will be required to sign an agreement that payments will be due every 2 weeks.
  - iii. If there is non-payment after 30 days there may be an interruption of service with an added late fee. If a payment schedule is arranged, a good faith effort has been made to allow continuance.
  - iv. After 30 days of non-payment, care will be re-evaluated and a conversation will be held with the family.
  - v. Behavior incident reports
    - 1. Not currently implemented.
    - 2. Should be implemented both during the school day and after care.
    - 3. Tony will work with the teachers on modifying behavior reports for the school day and he will make the necessary revisions.
    - 4. A motion to approve the After School Care Handbook with edits was made by Mandy, seconded by Jo; motion passed unanimously.
- b. After School Care Hire
  - i. There have been 2 applicants that have been interviewed. Tony proposed hiring both, one as the coordinator and one as a substitute.
  - ii. A motion to hire both applicants at the rate of \$14/hour contingent on background checks was made by J.R., seconded by Jo; motion passed unanimously.
- c. Free or reduced after school care for employees
  - i. Discussion occurred on free or reduced costs for RCS employees who have a child or children attending after school care.

- ii. A motion that any employee may receive 50 percent off after school care was made by J.R., seconded by Mandy; motion passed unanimously. Language will be placed in the employee handbook.
- d. No School Daycare
  - i. Discussion occurred on conducting no school daycare. Tony will discuss the proposal with the new hire to see if there is any interest; tabled until more information is available.

#### 17. Secretary position

- a. Elizabeth proposed that Megan step down from her role as Secretary and nominated Mandy to fill the position.
- b. A motion to approve Mandy Schmit as the Board Secretary was made by J.R., seconded by Barb; motion passed unanimously.

#### 18. Bylaw Review

- a. Elizabeth reminded Board officers to review the Bylaws.
- b. Peggy and Mandy will meet to transition Secretary duties.
- c. J.R. will manage the Finance Committee meetings.
  - i. The Committee will communicate and decide if they need to meet in person or virtually and what will be discussed at board meetings.

#### 19. Hiring Committee

- a. Currently: 2 current board members, 2 current parents of RCS students, 1 Rollingstone Community member, 2 current RCS faculty and/or staff
  - i. Discussion occurred. A motion to remove 2 current parents from the hiring committee was made by J.R., seconded by Mandy; motion passed unanimously.
  - ii. Staff will have an opportunity to review applicants for all positions prior to recommendations to the hiring committee.
- b. Hiring Committee for non-teacher positions
  - i. A motion to approve the Hiring Committee is active for teacher positions only unless otherwise requested by the Lead Teacher was made by Mary, seconded by Barb; motion passed unanimously.
- c. SPED Para Position
  - i. Megan provided an update on the 4 interviews that were recently held; 1 candidate rose to the top.
  - ii. A salary of \$21,546 is in the budget at 35 hours/week with no benefits.
  - iii. A motion to offer the position to the top candidate at a rate of \$16/hour with a maximum of \$17/hour was made by J.R., seconded by Jo; motion passed unanimously.
- d. Teacher position
  - i. Tony provided an update; 4 applicants: 1 rose to the top, 1 has limited experience, 1 withdrew, and 1 did not return messages.

- ii. A motion to approve hiring the top applicant at \$36,000/annually or \$38,000 maximum, contingent upon no response from the third applicant by 8:00am on August 16, 2023, was made by J.R. seconded by Mary; motion passed unanimously.

20. National School Lunch Program Update

- a. Tony and Peggy attended a food service training today (August 14, 2023).
- b. Tony reported that he received the reimbursement rate from Steak Shop Catering that can be included in the updated contract and we can then proceed with a site visit for approval.

21. Building/Ground Committee - Tony

- a. Building updates
  - i. The A/C is still not functioning but has been added into the budget to be repaired.
  - ii. The City has approved removing the utility charge from the lease so long as the lease aid increases; discussion was held on the lease payment schedule.
- b. Kitchen update
  - i. A milk cooler has been ordered; still looking to purchase a small refrigerator for community use.
- c. Playground grant
  - i. A quote of \$150,000 was received for new playground cover; the City will supply wood chips for the playground in the interim.
  - ii. Tony provided an overview of a matching grant for new playground equipment; will be discussed at the next Building and Grounds committee meeting.
  - iii. SHIP grant was also discussed; funds will be available November 1; contact Tony with any ideas or interest in helping.

22. Jaycee's Halloween event - October 28th

- a. The Jaycees would like RCS staff to help with the event which will be held at the City Park.
- b. Elizabeth will get more details to present at the next meeting.

23. Teacher Updates

- a. Student academic update
  - i. No update available.
- b. PTO/Sick Leave
  - i. The current policy reads that employees who work at least .6 FTE qualify for 6 days of sick leave and 6 days of PTO; Tony proposed changing the policy to state employees need to be a 1.0 FTE and accrue time rather than receive time up front. Discussion occurred on offering 2 sick days and 2 PTO days at the beginning of the contract year.

- ii. A motion to approve changing the leave policy from .6 to 1.0 FTE was made by J.R., seconded by Mandy; motion passed with Megan abstaining.
- iii. A motion to approve \$4,000 in lieu of benefits for 1.0 FTE was made by J.R., seconded by Jo; motion passed with Megan abstaining.
- iv. A motion to approve staff be given 2 PTO and 2 sick days at the beginning of contracts and accrue the remaining days per pay period was made by J.R., seconded by Jo; motion passed with Megan abstaining.
- c. Classroom Caps
  - i. The combined classrooms for grades 1 and 2 is currently at 24 students and for grades 3, 4, and 5 is currently at 22 students.
  - ii. A motion to approve increasing combined classroom caps to 24 students was made by J.R., seconded by Mary; motion passed with Barb opposing and Megan abstaining.

24. Promoting Enrollment

- a. No discussion occurred.

25. Fundraising

- a. French Toast Breakfast
  - i. Raised \$1,232.00 in donations.
  - ii. Paul Seppa sent thank you notes to four organizations that provided discounts/donations.
- b. Port 507 Guest Bartending
  - i. Raised \$1,273.00 in tips.

26. Adjourn

- a. A motion to adjourn the meeting at 8:30pm was made by J.R., seconded by Mary; meeting adjourned.

27. Next meeting: September 11, 2023 | 6:30pm

Respectfully submitted,

Peggy Walters  
School Office Coordinator