

# West Side Summit

## Minutes

### Board Meeting

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#### **Date and Time**

Tuesday September 15, 2015 at 7:00 PM

#### **Location**

West Side Summit

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#### **Board Members Present**

A. Hendricks, E. Stein, K. Kecker, M. Edison, Y. Lerew

#### **Board Members Absent**

R. Shanbhag

#### **Guests Present**

K. Klinzing, Kelly Kroll, Liz Wynne

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### **I. Opening Items**

#### **A. Record Attendance and Guests**

#### **B. Call the Meeting to Order**

E. Stein called a meeting of the board of directors of West Side Summit to order on Tuesday Sep 15, 2015 @ 7:07 PM at West Side Summit.

#### **C. Approve Minutes**

E. Stein made a motion to approve minutes from the Board Meeting on 08-15-15. M. Edison seconded the motion. The board **VOTED** to approve the motion.

### **II. Finance**

#### **A. Update on August Financials**

Ms. Kroll and Ms. Klinzing shared an overview of the August financial report with a projected fund balance of \$143,901. The Board acknowledges receipt of the report and will file as printed. The budget will be revisited for revisions in October based on finalized student enrollment after the MARSS report is filed. Board members discussed a possible need to open a school credit card and a corresponding reporting policy. The Governance Committee will discuss the policy in its next meeting.

### **III. State of the School**

#### **A. Executive Director Updates**

Ms. Klinzing shared updates regarding program development and the start of the school year. She shared about the implementation of Responsive Classroom to create cohesive behavior expectations. She shared that band is kicking off this year for 4th and 5th graders, thanks to a donation of many instruments to the school and contracted services for lessons and concerts. She also shared that the students will benefit from a new language learning software program that can be accessed online.

#### **B. September 2015 Enrollment Update**

Ms. Klinzing shared an enrollment update. Current student enrollment stands at 140 students. The budget will be revised to reflect the new enrollment total.

#### **C. Approve 2015-16 Insurance Rates and Program Options**

Board members discussed the rate increase of 3.1%, which is a lower increase than expected. Board members also discussed the timing of renewal periods and whether it would be possible to change the renewal period to be more aligned to the hiring cycle. Board members decided to assign the finance committee to explore changing insurance options for the following year to better align with our hiring timeline and to be most attractive to a wide pool of staff applicants for next year. The Board directed Ms. Klinzing to find out from Health Partners if the school could change health plans earlier in the next year. The health plan will be voted on in the October meeting.

#### **D. Approve the transfer between the general fund and the food service fund from FY15**

Y. Lerew made a motion to approve the transfer from the General Fund to the Food Service Fund that occurred in FY15 for \$10,500.69.

E. Stein seconded the motion.

The board **VOTED** to approve the motion.

#### **E. Pre-authorize Karen Klinzing to open second WSS account at Sunrise Bank for large deposits**

Y. Lerew made a motion to authorize Karen Klinzing to open a second "sweep" bank account with Sunrise Bank.

A. Hendricks seconded the motion.

The board **VOTED** to approve the motion.

#### **F. Approve revised personnel contracts**

M. Edison made a motion to approve revised personnel contracts as presented.

E. Stein seconded the motion.

The board **VOTED** to approve the motion.

#### **G. Review West Metro Contract**

Ms. Klinzing shared that West Metro Learning Connections, Inc. have been contracted to provide special education services on a short-term basis.

#### **H. For Awareness: Teach For America Candidate Teaching in Grade 2**

Ms. Klinzing shared that WSS will host a Teach For America teacher in second grade.

#### **I. For Awareness: Done Right Foods Fresh Fruit and Veggies Contract**

Ms. Klinzing said that Done Right Foods will prepare fresh fruit and vegetables as snacks throughout the school year.

#### **IV. Facility**

##### **A. Update on lease negotiations and attorney representation.**

Ms. Stein said that the lease aid application has been submitted. She shared that our attorney is currently negotiating our lease rent reduction. One large project that will soon need to begin is installing an elevator for ADA compliance in order to gain occupancy on the upper floor for coming years.

#### **V. Community Engagement & Development**

##### **A. Update on Community Engagement (Vista)**

Ms. Klinzing said that the Americorps Vista Coordinator is conducting a needs assessment for volunteer and development purposes.

##### **B. Update on development committee meeting**

Ms. Lerew discussed needs and opportunities for volunteers and community engagement. The committee discussed setting up a monthly open house to engage stakeholders in the community in different ways.

#### **VI. Governance**

##### **A. Prospective board member**

Ms. Lerew discussed a prospective Board member, Ebyan Abdulle, who is interested in joining the WSS Board.

##### **B. Annual Professional Development Training Requirements**

Ms. Stein reminded Board members to participate in annual training requirements.

##### **C. Approve Y. Lerew as Vice-Chair**

Ms. Stein will be going on maternity leave for the next two months.  
E. Stein made a motion to appoint Ms. Lerew as Vice-Chair and to fill the responsibilities of the Chair for the next two meetings.  
K. Kecker seconded the motion.  
The board **VOTED** to approve the motion.

##### **D. Update on governance committee meeting**

Ms. Edison shared updates from the governance committee meeting, including responsibilities of the committee, prospective non-Board committee members, and a process for annual policy review. The Board discussed options for policy review to ensure compliance, including possibly joining the Minnesota School Boards Association.

#### **VII. Closing Items**

##### **A. Feedback from authorizer**

Ms. Wynne shared expectations from the authorizer around monthly discussion items.

##### **B. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:00 PM.

Respectfully Submitted,  
M. Edison