

# West Side Summit

## Minutes

### Board Meeting

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#### **Date and Time**

Saturday June 18, 2016 at 10:00 AM

#### **Location**

West Side Summit

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Due to the the lack of a working fire alarm system in the school building AND the Firewatchman's schedule for Saturday, the West Side Summit Board meeting will be held in the parish Social Hall where the students eat lunch everyday. Please join us at 9:30 am to welcome the new board members with light morning treats and informal meet and greet.

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#### **Board Members Present**

A. Hendricks, A. Jama, E. Stein, J. Gibeau, K. Kecker, M. Edison, R. Shanbhag, W. Nordmark, Y. Lerew

#### **Board Members Absent**

#### **Guests Present**

Abidikani Jama, Julia Gibeau, K. Klinzing, K. Rimpila, Kelly Kroll, Will Nordmark

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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 Saturday Jun 18, 2016 @ 10:04 AM at West Side Summit.

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

E. Stein made a motion to approve minutes.  
M. Edison seconded the motion.  
The board **VOTED** to approve the motion.

#### **D. Public Comment Period**

No members of the public came to comment.

## II. Facility

### A. Building Update

Ms. Klinzing shared about the need to update the fire alarm system and that accommodations have been taking place since the breakdown of the current system.

## III. Finance

### A. May Financials

Ms. Kroll shared an overview of the May financial report with projected revenues of \$2,230,636 and projected expenditures of \$2,219,311 and a projected fund balance of \$11,325. The Board accepts the report and will file as printed.

### B. Curriculum Bid Purchase Update

Ms. Klinzing shared that WSS successfully bid to acquire a curriculum from a charter school that was closing. The curriculum will likely last for the next 10 years.

### C. Draft FY17 Working Budget adjustment to Salary Detail

Ms. Klinzing shared that she plans to have one and possibly two Teacher Leader roles on the WSS staff for next year. This is a stipend role rather than an additive position.

### D. Health Insurance Provider Update

Ms. Klinzing shared that the "Open Network" option for health insurance discussed and approved in the April Board meeting is not available to be offered to WSS staff. Therefore, health plan options will remain consistent from last year.

### E. Enrollment Report

WSS currently enrolls 162 students. Based on current enrollment projections, we anticipate having 178 students in the coming school year.

### F. Executive Compensation Review | Approve Klinzing Contract

M. Edison made a motion to approve the proposed contract renewal and salary increase for Karen Klinzing.

E. Stein seconded the motion.

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

Board members discussed potential conflict of interests. Ms. Hendricks shared her conflict of interest in reporting to Ms. Klinzing and recused herself from the vote. No other Board members reported conflicts of interest. The Board discussed comparable salaries for similar positions in the field, in other charter schools, and similar geographic areas. We discussed her job duties and exceptional performance in enrollment and managing staff. Board members discussed the budget situation and their impact on compensation increases.

## IV. Governance

### A. Certify election results

E. Stein made a motion to approve the election results certified by Sarah Hanson and welcomed Tania Villalobos, Julia Gibeau, Will Nordmark, and Abdikami Jama to the Board.

M. Edison seconded the motion.

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

**B. Update On Board Induction Program for New Board Members**

Ms. Edison presented a proposed training and orientation schedule for new Board members. Board members discussed topics for development and scheduled required trainings.

**C. 2016-7 Board Meeting Calendar Discussion**

The Board discussed a meeting schedule to accommodate diverse scheduling needs from Board members, staff, and the public.

Board members decided to keep to the current schedule of alternating between Saturdays at 10:00 am and Tuesdays at 7:00 pm during the third week of each month. A full schedule of meetings will be published online and distributed at the next Board meeting.

**D. Board Conflict of Interest Forms**

Board members signed conflict of interest forms for the audit and the lease.

**E. Update Calendar for 2015-16**

Y. Lerew made a motion to approve the change in schedule to amend the final day of school to be Friday, June 24th.

M. Edison seconded the motion.

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

**V. Community Engagement**

**A. Review of Community Engagement Events**

Ms. Klinzing shared an overview of the past and upcoming community engagement events happening at WSS and invited Board members to participate in community events to help promote the school and drive recruitment.

**VI. Academic Excellence**

**A. Professional Development Update**

Ms. Hendricks gave an overview of the summer professional development calendar for teachers.

**VII. Closing Items**

**A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 12:03 PM.

Respectfully Submitted,

M. Edison

E. Steing made a motion to adjourn the meeting.

M. Edison seconded the motion.

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