

DRAFT

West Side Summit

Minutes

Board Meeting

Date and Time

Tuesday January 17, 2017 at 7:00 PM

Location

We will meet at the school: 497 Humboldt Avenue, St. Paul, MN 55107 at 7 pm.

Board Members Present

E. Abdulle, E. Stein, K. Kecker, M. Edison, R. Shanbhag (remote), T. Villalobos, W. Nordmark, Y. Lerew

Board Members Absent

A. Jama, J. Gibeau

Guests Present

A. Hendricks, S. Hanson

I. Opening Items

A.Record Attendance and Guests

B.Call the Meeting to Order

Y. Lerew called a meeting of the board of directors of West Side Summit to order on Tuesday Jan 17, 2017 @ 7:11 PM.

C.Approve Minutes

Y. Lerew made a motion to approve minutes from the Board Meeting on 12-17-16 with one amendment.

E. Stein seconded the motion.

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

D.Public Comment Period

No members of the public came to comment to the Board.

E.Consent Agenda

There were no items on the consent agenda.

II. State of the School Report and School Leadership

A.Updates on school - activities, news, etc

Ms. Hanson informed the Board about events and visitors in the school. She shared that there will be a new administrator working for the building owner. Mr. Nordmark shared about a recent visit from national program officers from the Experience Corps. Ms. Hendricks shared that there are four pre-service teachers doing student teaching at West Side Summit.

B.Personnel Updates

Ms. Hanson shared personnel updates. She shared that two first grade classrooms combined into one classroom, with one person being laid off due to budget constraints. The music teacher resigned in December and the school is searching for a replacement. The Physical Education teacher is on maternity leave until end of February.

C.School Leadership - Personnel - Closed Session

The Board entered closed session at 7:35 pm to discuss private personnel matters. The Board reopened session at 7:56 pm.

D.School Leadership - Open Session

Y. Lerew made a motion to designate Sarah Hanson as Interim Executive Director for the duration of Karen Klinzing's absence during this school year with the opportunity to revisit compensation in the Spring as budget allows.

M. Edison seconded the motion.

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

III. School Admission and Enrollment

A.Enrollment Report and Recruitment Activities

Ms. Hanson shared that the first open house of the year took place today on January 17. WSS will also participate in open houses and community events to boost enrollment. The enrollment total is now 156 students.

B.Admission Policy for 2017-18

Board members discussed the number of classrooms and number of grades to offer for enrollment for the upcoming school year.

Y. Lerew made a motion to amend the available enrollment by grade for school year 2017-18 to offer the following amount of seats by grade: K - 60 1 - 48 2 - 48 3 - 48 4 - 48 5 - 28 6 - 28 7 - 28 8 - 28.

E. Stein seconded the motion.

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

M. Edison made a motion to approve the open enrollment period for 2017-18 of January 25th - March 1st.

E. Stein seconded the motion.

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

IV. Finance

A.December Financials

Ms. Kröll shared an overview of the December financial report with projected revenues of \$2,699,194 and projected expenditures of \$2,845,670 with a projected fund balance deficit of \$146,476. The Board discussed cost savings mechanisms including necessary staffing changes.

B.Revised 2016-17 Working Budget

Mr. Shanbhag discussed projected enrollment trends necessary to make up for our operating deficit. He shared finance committee recommendations around cost savings mechanisms, including holding off from hiring unfilled roles, trimming unnecessary purchases, and staffing cuts made in December.

C.2017-2018 Budget Process and Timeline

Mr. Shanbhag shared his intention for the Finance Committee to draft an initial budget for the 2017-18 school year in March to present to the full Board, with the goal of approving a budget in April.

V. Development & Community Engagement

A.Open houses 2017

Ms. Villalobos shared an overview of upcoming events and open houses for Board members to attend.

B.Upcoming family engagement events at the school

Ms. Hendricks said that the Student Council will be hosting a campaign around "No Name-Calling Week." The Student Council will also host Winter Carnival on February 2nd. The school submitted an application for KaBoom - an organization that builds playgrounds for schools.

VI. Closing Items

A.Adjourn Meeting

M. Edison made a motion to adjourn the meeting.

E. Stein seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:03 PM.

Respectfully Submitted,
M. Edison