

# West Side Summit

## Minutes

### Board Meeting

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#### **Date and Time**

Saturday June 17, 2017 at 10:00 AM

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We will meet at the school: 497 Humboldt Avenue, St. Paul, MN 55107 at 10 a.m.

#### **Board Members Present**

E. Abdulle, E. Stein, G. Kibbel, K. Kecker, L. Jadoonath, M. Edison, R. Shanbhag, W. Nordmark, Y. Lerew

#### **Board Members Absent**

A. Jama, J. Gibeau, T. Villalobos

#### **Guests Present**

A. Hendricks, Becky Montgomery, Chuck Hartigan, L. Wynne, Maggie Nelon, Melanie Niew, S. Hanson

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### **I. Opening Items**

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

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

M. Edison called a meeting of the board of directors of West Side Summit to order on Saturday Jun 17, 2017 @ 10:08 AM.

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

Y. Lerew made a motion to approve minutes from the Board Meeting on 05-16-17.

E. Stein seconded the motion.

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

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

Members of the public came to speak to the Board.

#### **E. Consent Agenda**

M. Edison made a motion to approve the consent agenda as presented.

E. Stein seconded the motion.

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

### **II. Outgoing and Incoming Board Members**

### **A. Recognize Outgoing Board Members**

Board members recognized the outgoing board members: Ms. Edison and Ms. Abdulle.

### **B. Seat New Board Members**

Ms. Lerew shared the results of the school board election, resulting in continuing board members: Erin Stein, Ravi Shanbhag, and Leah Jadoonath; and new board member: Glory Kibbel. Board members will be officially seated for the July board meeting.

Ms. Jadoonath has taken a position at a new school and will no longer be teaching at West Side Summit. Therefore, a new teacher board member will be needed. Ms. Lerew and Ms. Stein will seek a teacher Board member to be seated in a future meeting.

### **C. Officers**

Ms. Lerew shared that the current officers are willing to remain in their roles, with the exception of the Secretary position. Ms. Lerew invited board members to consider running for the Secretary role. Officer elections will take place at the July meeting.

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

### **A. Updates on school - activities, news, etc**

Ms. Hanson talked about recent events in the school community.

### **B. Authorizer Site Visit Report**

Ms. Wynne, representative of Student Achievement Minnesota (our authorizer) shared an overview of the priorities that emerged from the authorizer site visit. Top priorities for West Side Summit leadership and staff include: increasing student achievement results, increasing the fund balance and balancing the budget, and implementing a teacher evaluation and development plan. She also recommended that the Board's Academic Excellence Committee take a more active role in supporting staff in improving academic outcomes.

## **IV. Enrollment and Recruitment**

### **A. Enrollment Report and Recruitment Activities**

Ms. Hanson shared the final current school year enrollment report, which is 154 students. She also shared about enrollment for the next school year, which is currently at 156 students. She talked about summer recruitment activities in the community and at the school.

## **V. Finance**

### **A. May Financials**

Mr. Shanbhag gave an overview of the May financial report with revenues of \$2,772,693 and expenditures of \$2,784,694 for a projected fund deficit of \$12,001. Board members discussed variability in the working budget month to month. Board members discussed the opportunity to have a professional development session about financial reports.

### **B. Lease Amendment Update**

Ms. Stein shared that we have reached agreement with our landlord with a lease amendment that will reduce our base rent according to our enrollment projections for next year and also reduce operating costs. Board members thanked leaders from St. Matthew's for their partnership to keep the school financially viable.

### **C. Final FY17 Budget and FY2018 Preliminary Budget**

Ms. Hanson shared highlights from the proposed FY18 budget, including: access to art/music, a restructured school leadership team, a consultant for teacher coaching, a full time janitor, math materials, and teacher stipends and performance pay opportunities.

M. Edison made a motion to approved the final revised 2016-17 budget and the 2017-2018 preliminary budget.

K. Kecker seconded the motion.

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

## **VI. Closed Session: School Leader Discussion**

### **A. Closed Session - School Leader Discussion**

The Board entered closed session to discuss a personnel matter at 11:26 am.

The Board reopened public session at 11:31 am.

### **B. Open Session - School leader for 2017-18**

Ms. Lerew shared that the Board has chosen not to renew Ms. Klinzing's contract without cause. Board members discussed the intention to offer the full time position to the Interim Executive Director to Sarah Hanson.

K. Kecker left early.

M. Edison made a motion to delegate authority to co-chairs Erin Stein and Yvonne Lerew to negotiate a full-time Executive Director contract with Interim Executive Director, Sarah Hanson.

W. Nordmark seconded the motion.

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

## **VII. Designate IOWA**

### **A. Designate IOWA**

M. Edison made a motion to designate Sarah Hanson as the Identified Official With Authority for the Minnesota Department of Education.

Y. Lerew seconded the motion.

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

## **VIII. School Hours Committee**

### **A. School Hours Committee Proposal**

Ms. Hendricks shared about conversations that the committee on school hours discussed. She presented survey results from 47 families and 20 staff members. There was a majority support for changing the school schedule, with a slight preference for Early Release Days on Friday, followed by shortening the school day, finally followed by keeping the school day as is. Board members discussed the implications of shortening or adjusting the school day including enrollment, teacher retention, and academic achievement.

### **B. School Hours Vote**

Y. Lerew made a motion to approve an amended school schedule to 8:30 - 4:00 pm on Monday-Friday.

W. Nordmark seconded the motion.

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

Y. Lerew made a motion to direct school administration to further explore the possibility of shortening the school day on Friday to 8:30 -1:00 pm including the programming, budgetary, and enrollment implications to be presented at the July Board meeting.

W. Nordmark seconded the motion.

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

## **IX. FY18 School Bus Transportation Contract**

### **A. Proposal regarding the FY18 School Bus Transportation Contract**

Ms. Nelon presented a thorough comparison of Bille Bus (our current provider) versus Minnehaha Transport. Both companies would charge \$165/bus per day but Bille Bus offered the 7th bus for no charge and will provide GPS tracking app for families and online reporting of behavior issues at no additional cost.

This brings their bid to \$30,525 less than the Minnehaha bid. (Also, note that this amount is about \$43,000 less than was budgeted). In addition, Ms. Nelon reported that they have largely been satisfied with the bus service with the exception of a few late busses for field trips and that she feels that issue has been addressed. The board expressed their thanks to Ms. Nelon for her work on this.

### **B. Selection of School Bus Transportation Contract**

R. Shanbhag made a motion to approve the contract for the upcoming fiscal year with Bille Bus.

Y. Lerew seconded the motion.

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

## **X. Academic Excellence**

### **A. End of Year Academic Update**

Abby Hendricks presented a report of the NWEA scores for most grades (a few are still in process). The board asked for a more complete report on academic/test score outcomes for the July meeting to include a break out of students continuously enrolled at WSS and other assessments. Ms. Hendricks agreed to prepare for a lengthier presentation and discussion at the July meeting.

## **XI. Governance**

### **A. Policy Updates**

Sarah Hanson explained that our Wellness policy must be updated by June 30th to be in compliance with MDE requirements. The board reviewed the revised policy with additions to the Food and Beverage section on page 2.

Y. Lerew made a motion to approve the revised Wellness Policy.

E. Stein seconded the motion.

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

## **XII. Closing Items**

### **A. Adjourn Meeting**

Next board meeting date - The July board meeting is scheduled for Tuesday, July 18 at 7:00pm

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 1:30 PM.

Respectfully Submitted,

M. Edison

E. Stein made a motion to adjourn the meeting.

Y. Lerew seconded the motion.

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