

West Side Summit Board Meeting

Date and Time: Sunday, December 16th, 2018 at 4:00pm
497 Humboldt Avenue, St. Paul, MN 55107

MISSION: Our mission is to empower students to find joy in learning and develop the academic efficacy necessary to prepare them for the rigors of a college education and beyond.

Note: Some board members will be participating by telephone; therefore, all board votes conducted during this meeting will be conducted via roll call.

Board Members Present: Melanie Niewendorp, William Nordmark, Agustina Borroel, Yvonne Lerew, Ravi Shanbhag (by phone), Shukri Abdul

Board Members Absent: Kendra Kecker, Glory Kibbel

Guests Present: Liz Wynne (Student Achievement Minnesota), Jon Archer (CPA)

Ex Officio: Rachel Ngendakuriyo, Sarah Hanson

I. Opening Items

- A. Record Attendance and Guests
- B. Call the Meeting to Order 4:05
- C. Motion to add agenda item regarding audited financial statements- Approved
- D. Approve Minutes- Approved
- E. Public Comment Period-no comment given
- F. Yes, board members are allowed to attend meetings via phone as long as roll call vote is conducted.
- G. Consent Agenda
 - Approve contract of Vonnie Vayder: This is an hourly position charging at \$150/hour. Hourly rate for every Wednesday. Ballpark estimate is \$10,000 to get us through January. Finance committee approved this addition. Does need to be board approved. We are now approving the specific contract. If it goes over \$10,000 then the Finance Committee would be notified. Approved by all board members.

II. Academic Excellence

- A. Student Data:

New data from Weekly Assessments. Getting closer to 80% mastery. Making growth in math, but having a lot of fluctuation in reading. We have a lot in the 70%. Seeing a lot of growth in intervention. K-3 is making great growth. Strategies for improvement that are being implemented: PLCs allowing us to dig deeper into our data. Rachel has revised the way she is doing her coaching. Curriculum implementation of the math curriculum using large math textbooks Third grade will be presenting State projects on Thursday Fifth grade biography projects 6-8 History Day presentations works regarding Triumph over Tragedy Student Council started last week. Needed to be voted on by their peers. People voted on have so much potential to be Strategies to keep on improving:
Reading Corps person to be added in January.
More direct coaching with Vonnie focusing on behavior
More communication with the parents-behavior intervention support that is saying to parents we heard them
Discussion about Vonnie. Rachel makes Wednesday schedule and goes to meetings and debriefs with Vonnie. Working around problem solving that are kid-specific and whole class

B. Committee Update

III. Audit Report from Schlenner Wenner & Co.

A. Jon Archer

- Audit Results-Giving an unmodified (clean) opinion on West Side Summit's financial statements
- No issues with accounting policies, unusual transactions, or alternative treatments
- No issues working with the school's financial management team
- No proposals regarding audit adjustments
- Did not identify any uncorrected misstatements during audit
- No findings related to West Side Summit's internal controls
- One area of noncompliance: prompt payment of local government bills (paid outside of 35-day window)
- Increase of fund balance \$159,000 (3.6%)
- Dollars coming from the Dept. of Ed.-less Spec. Ed dollars coming in than what had been planned
- Less Spec. Ed. costs, so our revenues follow because of the way that we are funded
- Cash balance is down to about \$35,000
- Revenues and expenditures for food services in-line with budgeted amounts in 2018
- Assets are up because our receivables for Dept of Ed are up at the end of the year
- Extra Spec. Ed funding does skew numbers of cost/student

- Fund balance is \$458/student whereas state average is \$2,448/student
- It would be nice to see fund balance increase a little bit. No red flags
- Question: Where does Spec. Ed fall? Under “Exceptional Instruction”

B. Motion to ACCEPT the audit from Schlenner Wenner & Co.- Mel 1st,

Agustina 2nd

IV. State of the School Report

A. Updates on school - activities, news

- Student Council under way. First meeting last week. Allows for more student buy-in. High behavioral expectations for members. Recognize them at the next assembly
- All students will participate in REA March to the Mailbox on December 18. This is the 2nd time that we have participated in this
- Sarah calling right away to let parents know that she is working on any issues
- More communication for the middle school teachers and parents
- Compliance Update:
 - a) WBWF document added to BOD Folder at noon
 - (1) Includes more detail about the report
 - (2) To be included with our Annual Report starting in 2019
 - b) Audit of the website
 - (1) We need roster of every committee as well as committee minutes
 - c) Special Education Audit (done every 6 years)
 - (1) Visit happened on December 3. No major issues
 - (2) Follow-up call happening this week
- School Culture
 - a) Another person added to custodial team and helping staff make WSS a 5-star place.
 - b) Admin developed Classroom Cleaning Checklist to assist in making this happen
- Updates on Staff
 - a) Mr. Leon resigned (academic support specialist)
 - b) Mr. Jared supports the work of the Reflection Room-will be stepping into this role.
 - c) Looking for a full-time person to fill study hall position role
- First Parent Committee Meeting December 16, 2018-hoping to meet monthly
 - a) Setting goals for the committee-what they want to be involved with during the school year
 - b) Looking at data points and identifying successes and challenges they are seeing in that data.
 - c) Looking at WBWF report and giving input, as well as building student culture

- Programming opportunity for students in grades 6-8. 2x/week.
 - a) Topics covered: positive relationships. How to advocate for themselves, goal-setting, decision-making, health/wellness, community service learning
 - b) Students thirsting for this knowledge

V. Enrollment and Recruitment

A. Enrollment Report

- Had some mobility this month: 177 + 3 new students; Lost 4 students
- Currently at 175, budget based on 177 students. Two students below our targeted budget
- “The school has not yet moved forward with hiring a math intervention teacher. The decision was a financial decision. There was extensive conversation among the board about the importance of this position in order to support academics at WSS. This topic will be revisited at the following board meeting.
- “Members of the school community are concerned that student behavior in the classroom is getting in the way of academics.”

VI. Finance

A. Approve the financials from previous month- **Motion approved Shukri 1st, Agustina 2nd**

- YTD revenues 39%.
- Our expenses at 32.95% of our budget
- Working budget and approved budget haven’t changed. Spent about the right money you would expect us to spend in the last month

VII. Governance

A. State Data Practices Law Training-will not be covering this

- New Board Member Finance January 15th at 4:30
- Lawyer contacted Sarah to tell her that he would not be able to attend Government/Employment law training.
 - a) Moved to February 19
 - b) Materials will be sent on Monday, December 17 to be the start of the training

B. Open Enrollment period: Last year was January 25-March 1. This is when we start enrolling kids for the next school year. Suggestion is Tuesday, January 22-March, 2019

- Can WSS start collecting new applications for the following year effective the second day of school.
- Re-enrollment
- Do open enrollment period for January 2- March 1, 2019- **Motion to approve this period approved Will 1st, Yvonne 2nd**

VIII. Development

A. Committee Updates:

- Mel, Agustina, Yvonne met on December 7 to discuss raffle
- Items for the raffle in January and start selling tickets at P/T Conferences
- All school event in April to announce the winners of the raffles

IX. Closing Items

- A. Family Potlucks: Will is proposing a potluck meal in the library
 - To include one board member and one parent from each class or grade
 - To include teacher as well AND students
 - Community-building activities
 - Need to look at health regulations
- B. Board sponsored staff lunch
 - Suggestion is for the staff on February 15
 - Suggestion is for Boca Chica-and trying to get a former teacher discount
- C. Adjourn Meeting-**motion to end meeting, Mel 1st, Yvonne 2nd**