

West Side Summit Board Meeting

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

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, Will Nordmark, Yvonne Lerew, Glory Kibbel, Agustina Borroel, Shukri Abdul

Board Members Absent: Ravi Shanbhag, Kendra Kecker

Guests Present: Liz Wynne, Rachel Ngendakuriyo

Ex Officio: Sarah Hanson

I. Opening Items

- A. Record Attendance and Guests
- B. Call the Meeting to Order -- 4:10
- C. Approve Minutes -- Motion by G. Kibbel, 2nd by Y. Lerew
- D. Public Comment Period --
- E. Consent Agenda -- Motion by Y. Lerew, 2nd by G. Kibbel
 - Approval of Teaching Contracts (Jennifer Sarff - Kindergarten, Natalie Renschen - 1st grade, Jessica Backus - 2nd grade, Patricia "Angel" Crowley - 3rd grade, Erin Holly - 4th grade, Melanie Niewendorp - Academic Intervention, Robin Slaman - EL Teacher, Heather Sell - 5th grade homeroom and 5-8 Science, Julia Stenzel - 6th grade homeroom and 5-8 Math, Anna Poltrack - 7th grade homeroom and 5-8 Language Arts, Jeremy Harder - 8th grade homeroom and 5-8 Social Studies, Cassondra Rahn - Special Education Teacher, Nicole Glickman - Special Education Teacher, Eric Rhody - Special Education Teacher, Jennifer Bonnell - Art Teacher, Kristi Moua - Physical Education Teacher)
 - Approval of SPED Teaching Assistant Contracts (Ryan Medeiros - Lead Education Assistant, Nicolas Lopez- Special Education Teaching Assistant, Justin Wilson - Special Education Teaching Assistant, Jared Stulen - Special Education Teaching Assistant, Daniel Rivera - Special Education Teaching Assistant, Lauren Murray - Special Education Teaching Assistant, Eboni White - Special Education Teaching Assistant, Alyssa Phillips - Special Education Teaching Assistant, Michael Golling - Special Education Teaching Assistant, Aaron Marquardsen - Special

Education Teaching Assistant, Audrey House -Special Education Teaching Assistant.

- Approval of School Social Worker Contract - Najah Charlton
- Approval of Administration Contracts (Rachel Ngendakuriyo - Assistant Principal of Curriculum and Instruction, Patricia Weyandt - Director of School Culture and Family Engagement, Leon Roberts - Transportation Supervisor and Student Support Specialist, Zita Thelen - Receptionist)
- Approval of other employee contracts (Monique Williams - School Custodian and Meal Service Assistant, Paul Weyandt - Part time school custodian, Chiaki Dzieweczynski - Meal Service Assistant)
- Approval of contract with Lori Magstadt
- Approval of contract with Schlenner Wenner and Company to audit West Side Summit's financial processes and records

II. State of the School Report

- A. Updates on school - activities, news--95% staff return rate. No board meeting in August--started school with revised calendar and hours. Started 2 weeks later than usual. New teacher day and orientation was on August 13. Staff retreat on first day back together on August 20. Rented a meeting space at Lebanon Hills in Eagan. Introduced to staff Restorative Practices and started with staff circle to talk about important topics. Staff agreements were decided upon. Professional Development included all Education Assistants. Prof. Development around math program and literacy planning and emergency planning. Middle school had an opportunity to build their curriculum, as it is brand new to the school. Kids started on the 4th. Breakfast is now served in the cafeteria where lunch is generally served. Staff and kids really like being together in the morning for breakfast. Restorative practices helped staff really think about arrival-making sure that this is joyful above anything else. Started with a new bus company. In general going relatively smoothly-bus is sometimes running a little late because bus driver is new to the location and area. Interviewed and found a Special Education teacher--Nicole Glickman--to replace one of our contracted Special Education teacher. August 28 we were notified by MDE that we were identified as a school that would receive targeted support. We are a part of North Star Accountability. More will be learned about at the end of September on the 25th. We will have community stakeholder meetings in order to make a plan to help the targeted groups and the targeted area. August 30th MCA tests became official. Building has new carpet-it has cut down on noise, it looks beautiful. We got new lockers upstairs.

III. Enrollment and Recruitment

- A. Enrollment Report -- Built a budget on 177. We ended last year with 165. We are currently enrolled at 180. 60 new students this year. The average has been less than this number, around 40 or 50. We have 18 kindergarten students in a smaller space. Enrollment was because of word of mouth-people's cousins and friends. Some people were moving into a neighborhood and/or were looking for a

smaller school environment. Significant jump in 6th grade students. Of those families that withdrew, it is because they moved, they were looking for districts with more services (more mental health services) and robust programming around middle school.

IV. Academic Excellence

- A. Assistant Principal of Curriculum and Instruction Role and Priorities--Presented by Rachel. Her priorities are to have instructional excellence in every room of the building. Accountability to have teachers in the building and middle school is new and most of her experience is in middle school. Employee demographics were presented
- B. Report on School/Authorizer Goals - Progress toward goals - MCA results came out in August. Have to talk about aligned activities that we are doing in school to meet the MCA goals. STEP data is the same as last year. Continuously STEP students so they are constantly growing. Reading MCA higher than Cherokee Heights and Humboldt, lower than Riverview. students who are not growing getting extra help through the intervention role. Decrease in the Black/African American students proficiency. Goal for math is not less than 27%--we are at 23%. Everyone is trained in math curriculum. We have a lot of work to do in increasing the math skills. Significantly more students achieving low growth than high growth. We want to increase the high growth category. We are implementing the action plans that are listed under "Action Steps." Ms. Niew is doing full time intervention. Rachel is observing every teacher every week and meeting for 30 minutes one on one with each teacher as well. NWEA goals have not changed. Data Driven Instruction goals have not changed. Professional Learning Communities to look at student work and dig into data. School culture goals are the same.
- C. School Goals are revolving around achievement for ALL the students and holding high expectations for all of the students. These goals are our student-facing goals: Students in grades K-3 will make an average of one STEP's growth each quarter; NWEA will be taken three times and 100% of students will meet or exceed their projected growth targets by the end of the year; At least 80% of students will master their reading and math skills weekly. These goals will help teachers engage with data and work towards the ultimate MCA goals for the end of the year. NWEA will have MAP skills that directly translates their MAP score to specific skills they need to grow in. Weekly assessments will be able to be shared on a monthly basis. In October data will be shared regarding baselines.

V. Finance

- A. Approve the financials from previous month --Finance Committee Minutes (September 13) attached. Action step 2: "WSS will research PTO participation" Goal is to brainstorm some ideas about ways to incentivize only using PTO when absolutely necessary. There would be some kind of financial incentive. A committee was formed regarding PTO: Glory Kibbel, Will Nordmark, Sarah Hanson, Melanie Niewendorp or a teacher designate and 2 more staff (to be

determined). Recommendation to hire someone to take minutes for the BOD meetings.

- B. Discuss the revised FY19 Working Budget. Approved budget puts WSS negative. Motion to approve by A. Borreol, 2nd by Y. Lerew

VI. Governance

- A. 18-19 Employee Handbook--Kraus Anderson was hired to review employee handbook. Their recommendations have been given to Sarah Hanson. Adoption of a different employee handbook later on in the school year with the recommendations. The following are the two areas that have been updated: "Paid Time Off (PTO)" has been updated. Staff members have the same amount of PTO days, but now hourly workers will be able to carry over PTO hours. 1 hour of Sick/Safe Time eligibility for every 30 hours worked. Employee dress code has also changed. What is new this year is more of a business casual dress code, with Friday being a free day for staff dress. Motion to approve amended/updated handbook motion by G. Kibbel, 2nd by S. Abdul

- B. Review the proposed Records Retention Policy--motion to approve by Y. Lerew, 2nd by G. Kibbel

- A. Vote to approve an updated version of the Admissions policy--Students have always been accepted throughout the entirety of the year. Proposal is for applications to be accepted at the beginning of the 2nd, 3rd, and 4th quarters. Applications will not be accepted for the current school year past the start of the fourth quarter. Goal is to better orient scholars to the start of a new school. Provides stability to the classroom and teachers can get ready for the new scholars. Comment regarding where scholars will go to school if this policy were in place. More scholars enroll who are unhappy with their current school. Discussion about whether or not this is legal in charter school law-this may be discriminatory. Sarah Hanson is going to check the law regarding admission. If caps have not been established, then we must accept the kids in the grades

- VII. Development - No Report - Community facing committee for community members who might be supporters and donors or local businesses. Committee has been dormant for about a year. Committee was formed: Yvonne, Will, Augustina.

- VIII. Closing Items -- Discussion regarding review of bi-laws. Proposal that all board members look at bi-laws and will ask questions and review for 10 minutes time under the "Governance" portion for the coming BOD meetings. Discussion about applying for Q-Comp through MDE (the performance pay system for teachers). Structures are in place for performance pay at WSS. This gives teachers additional dollars and gives schools more money for hard-to-hire teachers. Proposal to put in an application by October 15. Motion to make an Application for Intent to file an application for Q-comp by W. Nordmark, 2nd by A. Borroel. Discussion about school improvement and school safety grant application. Will hear about final decision regarding safety grant in September. Reading Corp position available, Math Corp position as well. Recruiting for a few months but very few applicants

- A. Adjourn Meeting--motion by G. Kibbel, 2nd by Y. Lerew. Adjourned at 6:03

West Side Summit [WSS]
Finance Committee Minutes: September 13, 2018; 4:00pm

Present:

Chuck Herdegen (berganKDV),
Sarah Hanson (WSS Director),
Glory Kibbel (Board Treasurer)

Summary:

Enrollment has been achieved!

Propel Non-Profits will be paid off at the end of October.

The end of year fund balance is predicted to be -2.2% HOWEVER, this is significantly better than the -77,000 in the initial budget.

Carry over from last year is \$157, 455. Plus, when the loan is paid off WSS will have access to another loan, if needed.

Actions:

The Finance Committee will meet 1.5 hours before the board meetings, when held on Tuesday's. For the quarterly Sunday meetings, Finance Committee meetings will be held as needed.

WSS will research PTO participation

Recommendations:

Approve \$16,000 "payoff" for special education teachers (included in the budget as presented to the board on September 16, 2018).

Approve hiring of a paraprofessional to assist with students and 7/8th grade art and phy ed classes. (The budget has \$25,000 of 'contingency' monies; it is recommended that the \$25,000 be used for the paraprofessional.

Hire someone to take minutes so that the Board Secretary will be more available during meetings; Board Secretary will be responsible for reviewing and submitting minutes.