December 19, 2022 VCS Special Meeting

Meeting rescheduled from Dec. 15, which was cancelled due to heavy snow

4 p.m.

Present: Karin Schmidt, Jodi Summit, Sarah Ramponi, Sue Beaton, Marit Kringstad, Ashley Miller (via google meet)

Absent: Michelle Lubinski

Also present: School director Sam O’Brien via google meet, business manager Pam Zahn

Motion to approve the agenda- all yes

Karin- our Coder Z group made it to the semi-finals, but then didn’t qualify for the final round. Six students participated on the team, elective credits earned.

Consent agenda

Approve Nov. 17 minutes

Appoint Sam O’Brien as IoWA

Motion to approve consent agenda by Karin, second by Marit- all yes

November Financials

Deposits of $112,312.95

Withdrawals of $82,781

Expenses posted to SmartFinance- $90,212.69

Current enrollment at 52

Three new enrollees not added in yet

Will need to do some budget adjustments in January, increase general education teacher line item, reallocate Title 1 funds, increase transportation budget (added a van run, higher fuel costs), and continue to monitor food service expenses. SPED budget is 103k, most recent aid showing 96K, will see if it gets adjusted. Sam is working with Pam on this issue.

Indian Ed application due to January for next year. Need to set up advisory committee. Karin will help with the grant application.

Technology updates

Need to upgrade the school’s server and internet filtering system. Only cost not reimbursable through e-rate is the $500 server, rest is reimbursable at 90%. The current system is outdated and not-repairable. The board discussed the proposal from Northwoods Pro, the local company that supports our website. The board discussed going a monthly lease (with any repairs/upgrades covered) or purchase the system outright. The board decided to go with the lease option.

Motion to accept proposal from Northwoods Pro group/Frank Zobitz for new server, filtering software system- $2,150 for labor/supplies, $4,800 per year for lease. Motion by Karin, second by Marit- all yes

Layne Kockelman from ABDO did a presentation on the FY22 Audit, via googlemeet.

Motion to approve the FY22 audit by Sue, second by Sarah- all yes

Pam said Karla did a terrific job of assembling all the info needed for the audit

Pam will recommend working with ABDO in the future

Staffing/Transportation

Currently the new Director is working 8 hours a week, primarily working with Karla and the staff (.20 FTE), tracking hours on a shared to-do list, then will reevaluate if actual hours are accurate. By the end of this month, Sam will have a work plan, goal-setting with staff, identifying a strategic plan over next 6 months to three years. School marketing also a priority, to keep enrollment high. Sam said “frankly have a great team that are functioning above their capacity. I am also available to talk when needed, and also support high-level behavioral issues.” Sam plans to work from the school two days a week (doing my other job from this site). Maybe look at bring in another part-time staffer for the office to free up Karla for other duties. Will look at changing administrative structure in some ways. Adding in staff to help with student management, office time?

Need to have discussion with our staff, what is needed, what are options…

Personnel Committee issues

The board set a personnel committee meeting for Thursday, Dec. 29 at 9 a.m. Andi Harder from Edvisions will attend virtually to answer any questions. The agenda will include staffing needs, additional staffing hours, compensation issues, Full-time salaried positions vs. hourly positions, clarification on rules. No individual staff issues will be discussed at the meeting.

Marit leaves meeting at 5:25pm

Upcoming board election in February

Need to recruit another parent member possibility?

Epicenter update

Up-to-date, upcoming items include the audit and supplemental audit info by Dec. 31

Sam is now uploading the required items to Epicenter.

EE Goals Update

Our EE plan was approved, working with Addie, will be some changes coming from OW, Karin has worked with staff, Expo is planned for Wednesday, Jan. 25, early release day, will be inviting some public, focus on recycling, will be taking field trips to the recycling center in Virginia, also researching what types of recycling fits best for our school, recording data- weighing compost and what we can recycle, working on creating best environment for composting (use it in the greenhouse), looking at creating a worm farm, having students make paper.

Winter NWEA MAP Testing first week in January, will use down time to work on EE projects

Expo activities and projects will meet about half of our EE goals: awareness, vocabulary, attitude (collecting data, teaching how to correctly sort for recycling). Indicator 4 will for spring expo. Indicator 5 is culmination of year’s projects.

Update bylaws

Board will review updates from Jodi, Sam is working on new language to cover interactive technology. Board will review changes at the January meeting.

Board training

The board discussed the Sounding board bulletin on what boards need to know about academics. Board reviewed the publication, asked Karin some questions from the publication. Discussed need to do more substantive staff evaluation. Sam will set up some frameworks for individual staff members for self-evaluation. Karin will look at ways to bring the data to the board in more usable ways. Also looking at using NWEA for other screenings such as for ADSIS at the end of each quarter.

Motion to adjourn at 6:25 p.m.