

**Green Isle Community School
Board of Directors' Meeting
Held at Green Isle Community School – Art Room**

Tuesday, February 20th, 2018 at 5:00 pm

Board Members Present: Jackie Larson, Colleen Zeiher, Shelly King and Tami Wentzlaff; Holly Harjes arrived at 5:25 pm

Board Members Absent: Nick Pollack

Others Present: Brandy Barrett – GICS Director and James Evans – Stenmark Accounting

Others Absent: None

AGENDA

- 1.0 Call to order at 5:05 pm by Vice Chair Larson
- 2.0 Recognition of Visitors - None
- 3.0 Approval of agenda – motion to approve Zeiher/Wentzlaff; Motion carried 4-0
- 4.0 Conflict of Interest - none
- 5.0 Approval of January minutes – motion to approve with addition of director adding to do list to director's report starting February 2018 King/Wentzlaff; Motion carried 4-0
- 6.0 Financial Reports
 - 6.1 Financial Statements – Stenmark is almost complete with transition of business manager, presented December and January Bank Reconciliation reports and Bank Statements for review. Will present December, January, and February full reports for approval at March 2018 meeting.
 - Lease will be sent to MDE for Lease Aide, should have more information by March 15th
 - Stenmark is re-looking at EDS information as it looks like the amounts are incorrect
 - Working to cancel Smart Finance as Stenmark will be covering what that software was doing moving forward
 - Steinmark will go back to Designs for Learning and ask for a partial refund of ck 6786. This check was cut for Finance and Speech cost, but only the Speech portion was approved. The finance portion of this check was not approved and a check should not have been generated by Designs for Learning for the amount that was not approved.
 - Brandy will add Larson and King to the approved check signer list at the bank
- 7.0 Public Comment - none
- 8.0 Committee Reports
 - 8.1 Board – Facilities Committee Report - none
 - 8.2 Board – Finance Committee Report – met briefly before meeting for recap with Stenmark, transition is almost complete

- 8.3 Board – Grant Committee Report
- PLRAC Grant was completed
- 8.4 Board – Marketing Committee Report
- Place radio ad with KNUJ for town days – 5 spots for \$75, focus on 3-5 and Kindergarten round up
 - Send round up flyer out to Green Isle, Henderson, and NYA communities, cost approximately \$100 per community
 - Share a table with the City of Green Isle at the Business Expo, cost approximately \$100
- 8.5 Board – Policy Committee Report – Colleen to speak on committee expectations
- Going forward the Policy committee will discuss major changes to policies
 - request that board read through policies before meeting, so we can discuss policies at meetings
- 8.6 Board – Technology Committee Report - None
- 8.7 Board – Wellness Committee Report - None
- 9.0 Director's Report
- Highlights from last month
 - Marketing ideas that were discussed earlier in meeting by the marketing committee, flyers for round up hung in surrounding communities, updates on facebook
 - New on call para sub started 02/12, WIDA and MCA testing is set up, para mtg took place, all staff committees met, lockdown drill completed 02/01
 - Winterfest and spotlight lunch took place, were successful
 - Peer observations were completed and feedback was given to the observed as well as placed in files
 - 3-5 years had elder coffee, Mrs. Stewarts class went to Good Sam, Tour for Sibley County Business Leaders took place 2/1
 - Director To-Do Follow up:
 - Serentiy Checked ADM 60.31 confirmed
 - Sibley East Free/Reduced Lunch Reimbursement – Serentiy submits numbers to SE, SE claims the numbers to state, GICS does not get reimbursed for these students because we do not pay SE for them.
 - Sent letter to Bussler Lawn Service to cancel services for 2018 and going forward
 - Lease and copy numbers for Marco reviewed, have not received a quote from Metro yet
 - Opened a claim with Frontier, Brandy will look at also placing grievance with public site

-City of Green Isle is working on quote for lawn service that would include trimming and chemicals needed

-The Van is stored in a heated garage so is warm before getting to school. Pre-Inspection is done in the city garage before departure.

-Enrollment is currently at 60

10.0 Old or Unfinished Business

10.1 Policies – 1st Reading - Wentzlaff/King to approve; Motion carried 5-0

- 608 Instructional Services Special Ed Policy
- 806 Crisis Management Policy
- 709 Student Transportation Safety Policy

11.0 New Business

11.1 18-19 School calendar – Zeiher/King to approve; Motion carried 5-0

11.2 17-18 updated Calendar – Zeiher/King to approve; Motion carried 5-0

11.3 Lease – still waiting on the official copy from the City of Green Isle, will request at the City Council Meeting on Tuesday

11.4 Audit – Pollack to sign off on Audit when returns

12.0 Adjournment at 6:21 pm Zeiher/Wentzlaff to approve; Motion carried 5-0

Approval of minutes: _____
Board Chair **Clerk**

Date: _____