

**Governing Board Minutes**  
**October 9, 2023 @ 9:30 AM**  
**Via Zoom/ in person**

Call to Order: President Dederling called the meeting to order at 9:32 AM. All voting members were present (Palmer, Dederling, Reiter, Mitchell and Mogenson). Sue Steiner was present, but Randy Koppenhaver was absent. Also present were Jennifer Owen and Sarah Scovell-Muraski. President Dederling offered the opportunity for public input.

**Secretary Report:** On a motion by Don Mogenson with a second by Elaine Reiter the [September Minutes](#) as presented by Secretary Palmer were unanimously approved.

**Treasurer Report:** Treasurer Reiter shared that Charles Achter provided a tentative budget for the 2023-24 school year. [Preliminary Budget for BTLVA/KeS at a glance](#)  
Anticipated revenue is \$1,316,468 with anticipated expenditures being \$893,644.98 for a surplus of \$422,823.02. This is similar to last year. On a motion by Eileen Palmer with a second by John Mitchell, the Treasurer's report was unanimously approved.

**Between the Lakes Virtual Academy Report/Kiel eSchool Report**

Open enrollments continue!

Kiel or OE Students: 28 (+4)

Partnership enrollments (full and part time) 78 (+2)

PT and FT enrollments: 105 (+4)

Pending OEs +2

Last year 10/6

Full Time Students: Kiel eSchool = 102

Kiel or OE students: 12

**Old Business**

**Goals for this year– school**

**Academic Success**

**Iready growth** – Ideally moving students to the upper right-hand quadrant of high growth high performance but at least with all students showing high growth.

**Special Education – adding and growing the program** – Special education teachers have been added and the program is growing slowly at this point.

**Facilities/Finances**

**Enrolment growth -Partnership initiatives** – As a result of Principal Scovell Muraski reaching out to schools with teacher shortages, we were able to add 4 students from St. Thomas Aquinas School (our first private school partnership) and French classes for the Neenah School District. Because the 26 students could not be absorbed into our current

French classes, Principal Scovell Muraski was emergency licensed and is teaching these at the present time. She has a French major and was only missing the overseas experience.

**Goals for this year – board – help with Community partnerships. (Eventually applying for eSchool grant)**

**Professional Development Workshop Follow-up.**

**Community Engagement**

Consider a perception survey of eschool and address perception of partnering districts.

School population, full district population, or/and conducting exit interviews to monitor student/parent satisfaction with the goal of maintaining and increasing student enrollment.

Present Governing Board reports to school board meetings periodically

**Academic Success**

Determine methodology for documenting proof of student learning.

**Facilities and Finances**

responsible charter finances, which would include a treasurer's report on how grant \$\$\$ is being spent.

**Culture and Climate**

Examine where we stand on the 8 "Key Board Responsibilities" identified in the slide show.

Complete the diagnostic tool survey provided by Nick in slide show to address changes needed in the governing board.

Consider having Board members complete eCourses from WRCCS.

Consider historical review of the eschools (and include perception surveys) with a 20-year celebration for the school board.

Examine where we stand on 8 Key Board Responsibilities

**1. Ensure students are learning.**

- Review reports on student learning
- Ensure charter school meets and exceeds program mission and vision.
  - Oversee school's charter contract learning goals.

- 2. Ensure Fiscal Responsibility**
  - Create a yearly budget and consistently compare to actuals?
  - Review of monthly cash flow (balance at start/end, income and expenses)
  - Allocate resources and ensure resources are used appropriately.
  - Ensure financial viability (consistent review of financial health, fiscal management practices, and allocation of resources)
- 3. Select, support, and monitor performance of school leadership.**
  - Develop a healthy and supportive partnership with the school leader.
  - Create and complete a leadership evaluation plan.
  - Hold your school leadership accountable.
  - Communicate with your school leadership
- 4. Ensure the school follows all applicable laws.**
  - Oversee school's charter contract goals.
  - Open Meeting Law
  - Legal entity
  - Ethics & Conflict of Interest policies
  - Personnel policies / Grievance procedures
- 5. Oversee Special Education due process and services**
  - Maintenance of effort
  - Child find and due process
  - Ensure school follows IDEA, State and Federal education laws and regulation
- 6. Oversee that school is meeting all requirements in the charter contract**
  - Performance measures
  - Budget and financials
  - Enrollment
  - Waivers
- 7. Recruit, orient, and train governance board members**
  - Board recruitment plan
  - Board orientation
  - On-going training
- 8. Maintain understanding and implementation of the school's mission**
  - Educate all parties on the initial mission and need
  - Check in annually on the current mission and need

## **New Business**

### **Academic Success**

#### **Resignation Special Education Teacher Jennifer Ringelstetter**

**Temporary plans are in place for special education students** The 4K-5<sup>th</sup> grade special education teacher is certified through grade 8 and is picking up the middle school students on her caseload for the time being. Middle school students have IEPs within the month.

#### **Hiring process is going forward to replace the Special Education Teacher**

#### **eSchool history is being finished by Sue Steiner. How should we celebrate and publish it?**

Elaine Reiter suggested:

Distribute to online teachers, board members, and administrators first.

Put the database into the form with the data that is not yet available missing and the stipulation that this is a draft copy. That way valuable feedback can be provided prior to finalization.

Next share with online students, parents and other district staff.

Provide a “digest” of the history and publish in the local paper and/or school publications.

President Dederig suggested putting it out at our school board presentation.

Sue Steiner suggested making it available on the eschool website.

### **Future Agenda Items**

Future meeting dates: 10/9, 11/13, 12/11, 1/8, 2/12, 3/11, 4/8. 5/13, 6/10 will be added monthly as a reminder.

Sarah Scovell- Muraski suggested beginning meetings with community norms as the KASD board and administration do. Administrative norms and board norms are attached for review:

#### **Admin team Norms:**

- 1) Be prepared, on time, stay on task, actively participate
- 2) Integrate humor into discussions and enjoy the collegiality
- 3) Listen respectfully and be open to others’ opinions
- 4) Make decisions that are in the best interest of kids
- 5) Challenge ourselves to think differently
- 6) Open communication to facilitate support for each other
- 7) Be clear, be compassionate and accept all

#### **KASD School Board Norms**

1. Begin meetings on time.
2. Do your homework before meetings.

3. Be professional.
4. Discuss the ideas, not the person.
5. Be clear and concise.
6. Seek first to understand.
7. Support decisions in the best interest of kids.
8. Praise the positives.

**Adjournment:** On a motion by Elaine Reiter with a second by Don Mogenson, there was unanimous support for adjournment at 10:30.