

NEW LEAF PREP ACADEMY

Public Board Meeting Minutes

Board Meeting- December 10, 2024

Present: Brianna Simoens, Natasha Vandembush, Ashley Pamperin-Sexauer, Lili Calawerts, Ben Johnson, Paige Christoff, Matthew Christoff, Michael Bennett

Paige Christoff called the meeting to order at 1:00pm.

Roll Call started at 1:01pm.

Started at 1:04 pm to approve November 20th meeting minutes. Brianna Simoens made A MOTION to APPROVE. Seconded by Ashley. A vote was taken on the motion; 5-Yes; MOTION CARRIED. Discussion of November 13, 2024 minutes being accessible to the public without posting via website with a note that items on this meeting's agenda from the November 13, 2024 meeting are valid.

Started 1:07pm Adopt the agenda. A motion was made by Brianna to adopt the agenda. Seconded by Natasha. A vote was taken on the motion; 5-Yes; MOTION CARRIED.

Community Input- Started at 1:08 and Bobbi Hall and Sarah Chainey spoke.

Review, Approved and Initial Invoices, Purchases Orders, Transactions, and Monthly Financial Statements- Started 1:17pm. A MOTION was made by Natasha to approve. Seconded by Brianna. A vote was taken on the motion; 5-Yes; MOTION CARRIED.

Enrollment Update-Started at 1:26pm. Mrs. Christoff gave update with discussion of updated January enrollment numbers and the decision to extend January enrollment to January 9, 2025. Discussion of Prospective Student Policy needed. Mid Year Orientation procedure; in addition to Student Shadowing procedure needs to be developed. Procedures for onboarding developed with reference

to Lincoln Academy current process. All of these procedures to ultimately be placed in a New Student Folder to be given at enrollment.

Building Update- Started at 1:39pm. Tenant to acquire snow guard quotes for the portion of the building behind the drop off/pick up area.

Staff Update- Started at 1:51. Preschool-4K Director hired. Head Chef hired. Data/IT position remains open. The Assistant Chef position remains open for both preschool and academy. The Lower L Head of School position remains open.

Review and Approve Lease Agreement- Started at 2:09pm. Discussion between tenant and landlord regarding late payment due to pupillary funding. Landlord agreed that late payment is acceptable and no penalties will be applied. Landlord to draft amendment stating such. Brianna will email OEO regarding the approved lease to fulfill the requirement. A MOTION was

made by Ben to approve. Seconded by Ashley. A vote was taken on the motion; 5-Yes; MOTION CARRIED.

Staff Survey Results Review- Started 2:18pm. Small sample size from admin survey. Agreed to reach out to WRCCS for standard survey template and questions. Board agrees to work collaboratively with administration to compose the final staff survey sent. Administration agrees to send over results recieved.

OEO Notice Discussion- Started 2:31pm. Brianna read brief portions of the notice and the requirements stated the OEO is required of the board and administration after all parties were given time to review the letter. Discussion of specific by-laws was had and high level understanding of both board and administration per the letter was had. Brianna will be sending email to Tim at WRCCS regarding next steps and to begin mediation.

Policy/Procedure for End of Meeting Community Input- Started 2:44pm. Ashley handed out a proposed updated policy. Changes noted and final policy to be sent to update the website. A MOTION was made by Brianna to approve.

Seconded by Natasha. A vote was taken on the motion; 5-YES; MOTION APPROVED.

Reviewing the Budget Deficit- Started 2:50pm. Discussion surrounding board securing line of credit was had. Line of credit should be secured by February. Matthew gave an overview of the updated budget deficit, the majority of the deficit is due to enrollment numbers and kitchen expenses.

Kitchen Update- Started 3:07pm but was briefly discussed in the agenda item above as the budget deficit is due to kitchen operations. Discussion surrounding Free and Reduced lunch program, 2 week rotating menu, current pre-school operations with new head chef, vendor contracts and negotiations, requirement of snack, and resuming lunch services as of January 13, 2025 were had. One assistant chef is needed. Matthew will take over billing operations effective next week, December 16, 2025.

Streaming Meetings Live Procedure- Started 3:27pm. This line item will be tabled for mediation between the board and administration.

Review and Approve 2023-2024 Financial Audit- Started 3:28. A MOTION was made by Ben to approve. Seconded by Natasha. A vote was taken on the motion; 5-Yes; MOTION APPROVED.

Conflicts of Interest: Board Employment within the School- Started at 3:33pm. Discussion of OEO and State Statute regarding the topic. No decisions made or voted on.

Future Agenda Items: Started 3:38pm. Good standing policy, Security Policy Procedures, Streaming Meetings Live, Training Process for Teachers with timeline, Curriculum, OEO Notice Update, Enrollment, Staffing, Maternity Plan Progress Update, Mediation Costs/Grant Use.

Review and Approve Closed Session State Statute 19.85(c) considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or

exercises responsibility. Personnel as related to conflict of interest- Started at 3:43pm. A MOTION was made by Brianna to break. Seconded by Ben. A vote was taken on the motion; 5-Yes; MOTION APPROVED.

Returned from Closed Session at 5:54pm.

Meeting is adjourned at 5:54pm.