



**Oshki Ogimaag Community School
Special Work Meeting Minutes**

Date: June 29, 2022

Time: 5:30 P.M.

Place: Oshki Ogimaag Community School Conference Area

- 1.0 Call a meeting to order at 5:30 P.M.
- 2.0 Present: Carol Cleveland, Travis Novitsky, Daniel Deschampe, Yastrienne Spry, and Patty Winchell-Dahl. Also present Carmen Keyport, Director; Jaye Clearwater, 2nd & 3rd Grade Teacher; Leslie Olson, Home School Liaison. Absent: John Morrin (excused); Erik Redix (excused).
- 3.0 No agenda for the meeting. The board will discuss current job openings with the Director.
- 4.0 Winchell-Dahl and the Director discussed current staffing needs. They went through job descriptions of Special Education Teacher, Administrative Assistant, Ojibwe Language Teacher, Paraprofessional, Classroom Teacher positions that are currently open. The Director also provided the job descriptions of Lead Teacher, Business Manager. Winchell-Dahl inquired about the Lead Teacher position. Spry would like to limit the meeting to two hours.

The Director explained to the board about the past school structure. There was a Business Manager position but not an Administrative Assistant position. The Director was a Business Manager. The Director position was open for two years in the past. There wasn't always a language teacher.

Winchell-Dahl and the Director discussed applications being received for open positions and what the board can help. The Director explained that there aren't too many applications being received so far.

Winchell-Dahl expressed her disappointment that Erik Redix left. She brainstormed on who might be good candidates as a replacement. The need for another paraprofessional was mentioned. The school can also use someone as a representative of the school (the face of the school) to attend community events. Clearwater expressed her gratitude for Leslie Olson being a helper in her class. Winchell-Dahl asked Leslie Olson to act as Oshki's representative. Olson agreed.

Spry asked whether a fresh graduate can teach. Clearwater answered as long as they're licensed. Winchell-Dahl inquired to Clearwater about the curriculum as mentioned by Mindy Jacobsen. Clearwater explained that Jacobsen might be referring to the math curriculum. Clearwater stated that the Director is aware and planning on acquiring the new math curriculum once the school is fully staffed. Spry inquired about the curriculum for other subjects. Clearwater explained that the rest of the curriculum is up to date. Winchell-Dahl inquired with Clearwater about the curriculum. Clearwater explained that she compiled curriculum from multiple sources as is the standard way for teachers in Minnesota.

Winchell-Dahl inquired with Clearwater whether she feels empowered by being able to find the materials for the curriculum herself. And whether she feels comfortable and supported by the administration. Clearwater affirmed the administration's support. Winchell-Dahl inquired about teacher Clearwater has the time to prepare (prep time). Clearwater answered explained that she is unable to have prep time since she doesn't have a paraprofessional in her class. Clearwater stated that the Director scheduled it right and Leslie Olsen helped her. Winchell-Dahl mentioned about having volunteers to help out. The Director said that it's only a temporary fix which adds more work for the staff since a staff member needs to accompany the volunteer. Winchell-Dahl suggested having part time positions. The Director would consider it.

The Director brought up an idea of a position who can be an instructional leader (lead teacher) that could act as a mentor to newly hired teachers, to fill in gaps in other teachers' needs and assist with research. This position can be a part time position. Winchell-Dahl suggested partnering with teaching universities.

Spry inquired the Director on what position she needs the most to be filled. The Director needs the upper grade teacher position to be filled and the Administrative Assistant position is the most important non teaching position to be filled. Winchell-Dahl mentioned Business Manager and Principal as additional positions needed for the school.

Novitsky inquired about name changes for the positions. Deschampe mentioned the need for a Business Manager to handle the financial work of the school. The Director explained that it is the Administrative Assistant's duty to handle the school financial work. Clearwater suggested for the open positions to be filled first as a priority before the board decides on changing the school structure. Cleveland stated that a Business Manager is needed. Spry emphasized the need of Administrative Assistant and to keep the school structure the way it is now. Novitsky stressed that the Director needs help therefore the need to have a Business Manager. Spry emphasized that having an Administrative Assistant is what's needed to help ease the Director's workload, as mentioned by the Director earlier. Winchell-Dahl stated that the school needs those staff to be successful. Novitsky, Deschampe and Cleveland strongly recommended a Principal or a similar position to be added to run the school and the Director to handle the business and financial side of the school. Spry strongly disagreed as this implying the Director to step down from her current role. Spry brought up an email reply from the Director to Leslie Olson that was forwarded to board members about Olson moving her office that should be discussed in the board meeting as it painted the Director not in a positive light, which is not fair to the Director. The Director recommended to discuss this in our next meeting. Spry and Winchell-Dahl agreed. Winchell-Dahl asked the Director for her thoughts regarding changing the school structure to add Business Manager, Principal or Dean of Students positions. The Director will give her answer in a week.

Spry brought up Erik Redix resignation and whether he would be willing to do an exit interview. Novitsky said that Redix wasn't interested. Spry pointed out that the board would need to appoint or elect a teacher to the board to replace Redix position as teacher's representative.

Winchell-Dahl recommended adding more perks for staff and teachers to entice more applicants, such as more paid time off and a pay raise. Spry agreed and recommended the school to also make an effort on retaining staff and teachers that they already have. The Director agreed.

5.0 Meeting adjourned at 7:15 P.M.

Next meeting August 17, 2022 at 4:30 P.M.