

Board Meeting Minutes – Approved

Mission

Marine Area Community School will utilize the natural resources, history, arts, and civic stewardship of the community as a foundation for the study of language arts, mathematics, science, social studies, physical education, art, and other curriculum subjects. The place-based learning environment will be student-centered, designed by teachers, and reinforced and supported by the local community.

1.0 Call to Order 9:30 a.m.

1.1 **Roll Call:** Lisa White, Kristina Smitten, Lisa Dochniak, Glen Mills, Jon Dettmann

2.0 Approve Agenda

Addition to agenda: Addition of Communication Advisory Group report

3.0 Approve Previous Regular Meeting Minutes

3.1 Minutes from September board meeting approved.

4.0 Community Comment

4.1 **Wade Johnson, 13888 Square Lake Trail.** Discussion on using facilities at Wilder property. Commented that he thought that is a good option and exciting opportunity, would have a larger appeal to current district and wider area, and is well located.

4.2 **Kate Seitz, May Township:** Also commented on the exciting possibility of the Wilder facilities, preschool opportunities,

4.3 **Win Miller, 600 Judd Street:** Thanked the MACS board.

5.0 Reports

5.1 **Facilities Report:** Director Mills reported on a city council workshop that looked at uses of the school building regarding code and permitted uses. City will have an appraisal done and hopes to be able to work with the District 834. There will be a public community meeting on the possible use/sale of the building; date TBD.

Chair Smitten added that MACS continues to consider 3 facilities options: the current Marine Elementary building, the Wilder facilities, and the local church.

5.2 **Federal CSP Update:** Chair Smitten reported that the information from MDE is this grant program is still on hold. (Federal dollars are funneled through the MDE.)

5.3 **Financial Report:** Director Dettmann reported that the finance board advisory committee met. Will have financial statement ready for next board meeting. MACS continues to receive contributions from community members. Recent payments include authorizer fee for 2nd quarter Oct-Nov-Dec 2016 (\$1550).

5.4 **Governance Update and Federal IRS Filing:** Director White reported that attorney is working on federal filing for nonprofit status. Paperwork should be finished and submitted soon. Anticipating 9-week-turnaround. Expecting to have invoice from attorney at completion of this, perhaps end of the year.

5.5 **Minnesota Department of Education Identification Assignment:** Paperwork came in, officially recognizing that MACS is a school. School district #4254.

- 5.6 **Communications report:** Board advisory committee member Ele Anderson reported that board members now have official separate email addresses, which will be posted on the website: ksmitten@marineareaschool.org, lwhite@marineareaschool.org, jdettmann@marineareaschool.org, gills@marineareaschool.org, ldochniak@marineareaschool.org.

Starting now, all board and school email should go through official MACS addresses.

6.0 New Business

- 6.1 **Nondiscrimination Policy:** Part of packet of paperwork from attorney for nonprofit status. Policy approved by unanimous vote.

- 6.2 **Consideration to Hire Nancy Dana for Startup Technical Assistance:** MACS's authorizer recommended Nancy Dana for interim period, prior to hiring start-up coordinator. MACS needs a person who understands governance, start-up requirements, authorizer expectations, RfPs, special ed services, board training, contracting for formal start-up coordinator, CSP grant.

Ms. Dana commented that the formal district number (4254) should appear on all paperwork. All charter school district numbers begin with 4, and MACS is the 254th Minnesota charter school. Also mentioned that the attorney fees for nonprofit status can be paid with CSP grant funds.

Director Dettmann asked about timeline of services. Ms. Dana responded that her work will be completed by Dec 15 with the exception of the CSP grant (timeline is not known at this time). She added that the firms with whom MACS contracts for services understand that they may contract and work now, and be paid later when the CSP funds are available. Director White noted that the MACS attorney who is providing setup assistance is also aware of this.

Chair Smitten confirmed with the board that Director Dettmann is authorized to sign the contract with Ms. Dana. The contract with Ms. Dana was approved unanimously.

- 6.3 **Review Architect Proposals and Recommendation to Engage Professional Services (code compliance and facility suitability):** Chair Smitten received proposals from 3 architectural firms: Rivera Architects of St. Paul, MN; Mathias Mortenson/HMM of Minneapolis; and LHB of Minneapolis. Initial areas of concern include basic functionality and suitability, fire safety, sprinkler systems, code requirements, and accessibility.

This contract would include in-depth touring, review, comment, and report on Wilder facilities. Because the church is a 3rd choice and the assumption is that the current school building is up to code for a school, the initial services will concentrate on Wilder site. Church assessment would be general walk-through. (Rivera would do general walk-through at no charge.)

Board Chair Smitten suggested that Rivera seems to have the appropriate level experience and is also the most fiscally efficient of the 3 proposals, which vary in estimate starting at \$250 per site for Rivera to \$3600 from LHB for the Wilder site (perhaps because of the additional service of "educational visioning," which MACS would wait until the spring for education team to be in place before going further into "visioning").

Suggestion was to include "not to exceed" language in contract.

Director Dettmann moved to contract in code-compliant site services with Rivera for \$200-250 per site, with reimbursable expenses, as long as Rivera notifies MACS when/if they would need to go beyond the flat fee as stated. The motion carried unanimously.

Chair Smitten stated that Wilder and Rivera personnel are available on

Wednesday 19th morning at 8:30 to tour both Wilder facilities and church. Chair Smitten invited one other board member to join. Volunteer committee member Mark Krusinski was not available. Suggests a board workshop at a later date when the whole board could visit the site.

- 6.4 **Committee Responsibilities and Assignments:** Three board advisory committees were established during the earlier board workshop. Director Mills motioned to approve the formation of those committees: finance, marketing/communications, and facilities. The motion was approved unanimously.

7.0 Old Business

- 7.1 **Enrollment:** Remains open. Students are being placed in classes based on the date/time of enrollment. Students are assigned ID numbers, and notification of where they fall on the list. This ranked enrollment information is updated automatically on the website. Total enrollment is around 158 as of this date. The enrollment policy is on the website.
- 7.2 **District 834 Partnership:** Chair Smitten commented that District 834 Superintendent Pontrelli suggested Nov 17 or Dec 22, 5:30, as a joint learning session for both boards to discuss collaboration and partnership. Because Chair Smitten is not available on Nov 17, the December date is first choice for a potential joint meeting.
- 7.3 **St. Croix Chocolate Caramelpalooza Event, Ongoing Fundraiser:** This date is the "Caramelpalooza" event in downtown Marine. St. Croix Chocolate Co. will unveil a special confection at 1:00 whose sale will benefit MACS.

8.0 Other

- 8.1 **Board Training Event:** Required training in employment policy and practices. Nov 5, 9-12, \$150 for whole board. Board members who can't attend will have to go to another training. Three training sessions for board are required: Finance, employment, and governance. Each board member should take one within first 6 months of being on the board and all 3 within 1 year of being on the board. The MACS board has already attended the finance training, so this would be the second of 3. Other opportunities will include MN School Board Association's January conference.
- 8.2 **Next Board of Directors Meeting:** Saturday November 19, 2016, at 9:30AM at the Marine Town Hall.

- 9.0 **Adjournment:** 10:38 am.