



Marine Area Community School • MN District #4254  
Board of Directors Regular Meeting  
14189 Ostlund Trail North, Marine on St. Croix, MN 55047  
**August 19, 2017, 9:30AM**

## 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, Glen Mills, Jon Dettmann

#### 2.0 Approve Agenda

#### 3.0 Approve Previous Meeting Minutes

3.1 Director Dettmann moved to approve the minutes from the regular meeting of July 15, 2017. The board meeting minutes were approved unanimously. Co-chair White moved to approve the special session meeting minutes from July 25, 2017. The minutes were approved unanimously.

#### 4.0 Community Comment

4.1 Lisa DeMars mentioned that the Marine Art Fair is Sept 16-17. Will need volunteers to staff a River Grove booth for kids to decorate bird houses, with a city provided booth near the bank. We will also sell raffle tickets. The PTO will arrange.

#### 5.0 Reports

##### 5.1 Financial Report

##### 5.1.1 Report on budget from The Anton Group (TAG)

TAG suggested that MACS get the finance committee up and running. The line of credit is now active. Director Dettmann asked School Administrator Drew Goodson for comments, who added that TAG is probably not able to supply precise numbers at this time, and we will have to wait until September for a clearer picture. We should try to maximize the CSP funds as much as possible at this time. Co-chair White asked whether we will be able to max out the CSP, and Administrator Goodson replied yes. Most of the current spending, except for building maintenance, is in CSP funds. Orders applied to CSP funds need to be dated by Sept 30. Director Smitten and Administrator Goodson Lease Aid payments have not yet come in. Director Dettmann asked Administrator Goodson his opinion on the financial standing. Administrator Goodson replied that things look good for now, and that we are right at our minimum budget number of 165 students and we need to watch that carefully.

##### 5.1.2 Fundraising update

The Capital Campaign has raised \$63,077! This does not include a stock grant of \$10,000; the donors would like to provide that money as a matching gift if possible. THANK YOU TO THE COMMUNITY! We are hoping to have a donor thank you event in October.

##### 5.1.3 Creation of a brokerage account to accept stock gift/s

Director Dettmann moved to authorize the Chair to open a brokerage account to accept stock gifts. The motion was approved unanimously.

## 5.2 Administrator's report

Minnesota Central is working on our routes, and is trying to limit the bus ride times as much as possible. A couple of rides (such as from Lake Elmo) may exceed an hour. CKC Good Food is our food provider. Parents will need to order lunches ahead of time for the upcoming week. We will order extra meals to give parents time to get use to ordering ahead of time. Before/After School Care: The Y needs 30 total participants to make the program viable. The initial response to our survey about B/A care was very low. Chair Smitten asked about the "curriculum nights." Administrator Goodson said that the teachers will be planning individual class meetings planned for early/mid September. Chair Smitten asked about an update on hiring; Administrator Goodson said that 3 paraprofessionals have been hired, 2 of which are for general ed. It has been difficult finding specialists; a few offers have been made. The school nurse position will be filled soon. An administrative assistant has also been hired.

## 5.3 Board Member reports

**Co-chair White** reiterated the fundraising total of \$63,077. Current enrollment is 164 but there are several students who will be taking tours in the next few days. 1<sup>st</sup> and 2<sup>nd</sup> are full. The teachers are setting up their classrooms. We have had a lot of volunteers, but a special shout out to Scott DeMars, who has been doing an amazing amount of work. Administrator Goodson noted that the classrooms look amazing, and we're getting ready for the open houses next week. Phones should be working early or mid week next week.

**Director Mills** reported that radios have been purchased for emergency campus communication. The safety plan is also being put into place. The fire department will be on site for a visit. AEDs may be donated or purchased at a good price.

**Chair Smitten** discussed the transition of the property from the Wilder Foundation to the Manitou Fund – the closing has been pushed to the end of September. There may be limitations to trail use (the CUP now limits trail use).

**Director Dochniak** provided an update on curriculum materials; the notes are available if the public is interested. Administrator Goodson added that the teachers are sensitive to wanting the curriculum to align with Stillwater Schools, and they are also planning to use their own expertise and experience in planning curriculum. Director Dettmann mentioned his interest in the science curriculum that Climate Generation (Will Steger) has to offer. This is not a comprehensive science curriculum, but could be used as a part of the whole.

**Director Dettmann** and Administrator Goodson attended a workshop on an application called "Epicenter," a project management program so that our authorizer can track our progress. He also discussed the revised River Grove logo that we got from Ultra Creative, which was revised because of the request by Groves Academy. Any new materials produced would have the new logo and name, and the website graphics/name going forward will be updated as soon as possible. The new name will officially be River Grove: A Marine Area Community School. A news post and press release will be sent immediately.

**Chair Smitten** met with the charter's authorizer regarding school readiness, Dr. Brad Blue, who said it the school is ready to open. A couple of pieces needed to further refine are staff evaluation, and board evaluation. The process needs to be further described. May Township approved the CUP. The next round of CSP funding requests for \$175,000 is Sept 8. The Footprint Earth Foundation is a local organization that is supporting our efforts to be energy efficient. They are donating 13 new water faucets and 300 LED lightbulbs, shop lights, and programmable thermostats. They have a longer-term vision of helping us: For instance, the 6th graders could compare the energy use of a 60 watt incandescent bulb vs. a comparable LED bulb, and determine how much money River Grove is saving by switching over to LED. They may also provide a monthly tip in our newsletter.

5.4 **Back to School events**

Back to School Nights are this upcoming week, on Tues and Thurs. A volunteer work crew will be here later today, and a cleaning crew will be here on Sunday and Monday.

5.5 **Playground status**

Bre DeCorsey has been doing research on finding used playground equipment. District 834 has equipment that they will be selling. We are waiting for more information on that option including opening bid amounts.

5.6 **PTO report**

5.6.1 Fundraising events: Meghann Greeder reported that a few nights have been set up for fundraising events, such as a Culvers Night. The pancake breakfast and Sal's Carnival were a great success, and the PTO is helping to distribute volunteer background check forms. Lisa DeMars said that the pizza party night will be Oct 10. Chair Smitten also noted that the PTO library volunteers have collected, catalogued, and shelved over 6000 books! Volunteers are still needed for the library.

Volunteer background checks were discussed at the end of the meeting. Co-chair White asked how long the background checks are valid; Ele Anderson responded that District 834 allows background checks to be valid for 3 years. Chair Smitten noted that the McDowell Agency's checks are also valid for 3 years. The fee that the agency charges is \$21 each; this could be reimbursable upon request as long as a person volunteers a certain number of hours (to be determined by the School Administrator).

5.7 **Marketing update**

Ele Anderson reported that we have run several Facebook ads and print ads in the Gazette and Valley Life, and as a result we have a handful of potential applicants.

5.8 **Request for MACS to be the local Scout troop's "chartered organization"**

Chair Smitten asked whether there is a local Girl Scouts organization. The CUP does not allow for River Grove to use other organizations use the facilities; Troy Bradshaw responded that the pack/troop uses the Kiwanis Camp, so that is not a concern. Chair Smitten motioned that MACS be the chartered organization for Troop/Pack 169. Director Dettmann added that the motion is subject to compliant with the CUP. No further discussion. The motion passed unanimously.

6.0 **New Business**

6.1 **Food service contract review and approval**

Chair Smitten made a motion via email on August 17, 2017, to approve the contract with CKC Good Food for nutrition services with a condition that CKC allows for termination of the agreement if the Marine Area Community School acts to provide at minimum 50% of our nutrition services independently, and not through a single vended services contract. The motion passed unanimously via email vote.

6.2 **Janitorial services proposals review and approval**

Chair Smitten made a rubric for review of the proposals. Staff and the board need a bit of additional time to review, and we are also waiting to hear back from references. Chair Smitten hopes to approve a proposal by Tuesday. Additional categories to the rubric will be added, such as personnel consistency.

**6.3 Extra curriculars protocol review and approval**

Chair Smitten introduced a framework for providing opportunities for after-school activities, drafted by third grade teacher Michelle Cauley. There would be 3 time-frames: fall, winter, spring. The Chair wanted to ask if community members could lead after school activities. The activities would be open to siblings and direct River Grove community members (enrolled families). These would not be open to the public in general (in compliance with the CUP). There would be a cost per participant associated, but is intended to be revenue-neutral. Administrator Goodson asked about the possibility of scholarships. Activity leaders would be paid \$50 hour. Director Dettmann moved to approve the Extra Curricular Protocol, with the additions of minimum and maximum numbers of attendees, and opportunities for scholarships. The motion passed unanimously.

**6.4 Handbooks**

A separate workshop was held to review the handbooks and bullying policy. The approved changes as discussed will be made by the School Administrator, and the parent handbook and bullying policy as modified will be posted on the website.

**6.4.1 Parent Handbook**

**6.4.2 Bullying policy**

**6.5 Staff Handbook**

**7.0 Authorizer Comments**

Marcia Houz commented that it sounds like the school is ready to start.

**8.0 Next Board of Directors Meeting: September 16, 2017 at 9:30AM**

**9.0 Adjournment of regular meeting 11:01 – board moved into policy workshop**