



## Board Meeting Minutes – Draft

### 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 8:30 a.m.

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

#### 2.0 Approve Agenda

#### 3.0 Approve Minutes of September 16, 2017 Board Meeting

3.1 Approved unanimously

#### 4.0 Consideration to add a Founding Board Member (Jackie Henschen, 1<sup>st</sup> Grade Teacher)

4.1 As the Board of Directors transitions from a founding board to an operating board, a teacher representative who is employed at the school will be added to the Board. The school teachers discussed the opportunity, and Jackie Henschen, 1st Grade Teacher, volunteered to be on the Board. When the board is the operating board, elections will be held, but for now she can be Board-appointed as a member of the Founding Board. Chair Smitten noted that the bylaws allow for up to 11 members. Co-chair White added that that must include one teacher, one community member, and one parent. Member Dochniak motioned to add Jackie Henschen as a Founding Board member. The motion passed unanimously. School Administrator Drew Goodson already added Ms. Henschen to MDE documents.

#### 5.0 Community Comment

5.1 Citizen Comments

#### 6.0 Reports and Discussion

##### 6.1 Administrator's report via telephone

6.1.1 School Administrator Drew Goodson reported that currently we are at 165.17 ADM, which is right where we need to be budget-wise. As far as staffing, we are still currently looking for a PE instructor. The offer was made to one candidate, who declined. We recently added 2 special ed paras, and a health paraprofessional will be starting on Monday.

Transportation: Revised bus routes have been drafted, and are being approved by the Administration.

Food service: There have been some challenges; more on this subject later in the meeting.

##### 6.2 Board Member reports

6.2.1.1 Lisa Dochniak reported that she and Director Jackie Henschen had a conversation about curriculum. Director Dochniak is going to try to set up one-on-one, grade-level in-service curriculum trainings with colleagues of hers on a Saturday. Compensation will need to be arranged.

Chair Smitten reported that the Board has been talking to Washington County about water testing. Wash Cty does not test water inside buildings, so samples will be taken from inside sources and sent to testing agencies. Radon and mold testing protocols will also be followed. Radon testing should be done in November in lower level classrooms.

School Administrator Drew Goodson reported on the second round of the CSP Grant, which, when approved, will be for \$200,000. The MDE has reviewed our preliminary

budget for the second round, making sure we have eligible expenses. The first round of the money has been spent on key, needed purchases; final reporting on the first round is being completed.

Chair Smitten reported that the Board had discussed at the last meeting a possible parent/child survey regarding long-term vision, and stated that we don't have the capacity at this time to do that in the next month. The survey should be postponed for a short time.

Chair Smitten also reported on the City of Marine building committee who is trying to contact District 834 about the former Marine Elementary building. District 834 has not been responsive so far. Chair Smitten discussed the possible growth model for River Grove, and that the Board has discussed in the past that a 2-section per grade model is desirable for a number of reasons. Some community members are also interested in expanding to K-8. The City of Marine building committee expressed a desire for River Grove to draft some kind of "intention to lease" document, possibly for next fall. Chair Smitten and Director Dettmann noted that it may be premature for the school to commit to expanding and leasing the former Marine Elementary building. It may be asking too much to ask the new Operational Board to both manage the school as currently configured and expand. The school year 2019-20 may be more appropriate. In addition, it may be premature to commit to leasing a building before knowing whether that building will be available. Chair Smitten did ask the City Committee for some ideas on what the lease contingencies might look like and desired level of commitment.

Chair Smitten is currently working with the Wilder Foundation on the existing lease. Staff are interested in clarification on site and grounds use. Co-Chair White added that another building – Homestead – will be added to our lease, and will not cost anything (besides associated heating/cooling/maintenance costs). This building, which is near Clearing, may be used for Band/Orch. Our lease amount is based on school attendance.

Chair Smitten expressed concern about heating costs, and would like to check into programmable thermostats. Wilder is responsible for serving the HVAC equipment, and has changed out all of the filters. Wilder informed us that the air ducts were cleaned prior to River Grove occupying the buildings. Director Henschen mentioned a bad sewer odor that is constant in the lower level of Sun and Earth. Administrator Goodson said the problem is on Michael Herr's (caretaker) list. Chair Smitten suggested that we get documentation showing that the ductwork has been cleaned.

### **6.3 Financial Report**

6.3.1 Director Dettmann reported that the Finance Committee had its first full meeting, with Steve Suby and Kathy Ferrin. Meetings will be held ahead of regular board meetings. Director Dettmann also noted that many charter schools struggle, but we are in good shape financially: Enrollment is strong, and matches our budget which is based on 165 students. Financial contributions from the community have been extremely helpful and valuable. On the expense side, things are on target. In addition, the initial CSP payment was based on 150 students, so there will be a catch-up payment to reflect actual enrollment. Our current enrollment is 166. Current ADM is 165.17.

### **6.4 PTO/Parent Engagement Group (PEG) report**

PTO/PEG Chair, Kris Capra, provided a report that the PTO has elected officers: Co-Chair - Kris Capra, Co-Chair - Michelle Simonet, Secretary - Meghann Greeder, Treasurer - Bre DeCorsey, Volunteer Coordinator - Lisa DeMars

The pizza party/silent auction was a big success raising over \$10,000 and providing an opportunity for parents and the broader community to come together.

The PTO is working on details of the budget and events planned over the year, including a community build-day for the playground.

Next PTO meeting is November 6th. Board Member Dettmann will try to attend to answer questions the PTO has regarding school budget and school operations. Discussion about requests for funding, how dollars are being spent, and the teacher-powered structure were areas the PTO would like more information. The Board

emphasized that all Board documents are available and the Board is happy to share information and meet with anyone wanting more details.  
A standing PTO meeting is planned for the 1st Monday of the month at 6:30.

## **7.0 Old Business**

### **7.1 Wellness Policy**

Two clauses of the drafted Wellness Policy need resolution. The Board directed staff to meet and make a recommendation to the Board regarding these clauses for consideration at the November meeting.

## **8.0 New Business**

### **8.1 Charter Assurances:**

Religious accommodations policy

*No action needed. Current policy adequately covers.*

Equal access policy

*No action needed. Current policy adequately covers.*

### **8.2 Revision to CKC Good Food contract**

CKC has requested a revision to the School's current food service contract. The primary change would be that CKC Good Food will no longer provide an employee and the cost per meal will decrease by \$0.25. Member Smitten said there are many positives to Staci O'Connell becoming an employee of MACS. She asked about additional reporting and if staff has the capacity to manage the reporting. Administrator Goodson said it was OK to take this reporting on and that it could be a positive step to providing a scratch kitchen. The Board discussed the cost impact and asked Administrator Goodson to work with CKC to move the decrease to \$0.30 per meal to offset costs. Administrator Goodson discussed interest in exploring other partnerships for food service in case the relationship with CKC Good Food is not sustainable.

Member White made a motion to renegotiate the price and accept the vended meal contract as proposed by CKC Good Food. Member Dettmann amended to attempt (versus accept) to renegotiate the price. The motion passed unanimously.

### **8.3 Revision to Enrollment Policy**

The school has received requests for grade retention and grade promotion. Teachers are looking for policy guidance and prefer a priority for enrollment to students who remain at their age grade level. The Board discussed the currently enrollment policy and favored preference for enrollment of students at their age grade level. Member Mills moved to approve the amended policy as read by Chair Smitten; Member Henschen seconded the motion. Director Dettmann asked for a clarification on the policy number. The motion passed unanimously.

### **8.4 Early Promotion and Retention Policy**

The Board discussed the evaluation process for parents and guardians seeking grade retention or promotion. Member Henschen discussed the thoroughness needed and multiple environments of which the evaluation should occur to assess the student's opportunity for retention or promotion. The Board agreed that consistency and thoroughness is necessary, and that multiple teachers involved with the evaluation is appropriate. The Board supports the teaching team to provide the guidance and evaluation for consideration of retention and/or promotion.

Member Dettmann made a motion to adopt the policy with the understanding that the formal questions included in the packet are subject to review by the teaching team and are not part of the policy and that consideration for a trial time period be included if required by the teaching team. Co-Chair White seconded the motion. Motion passed unanimously.

### **8.5 2016-17 Expenditures**

Chair Smitten noted the resolution made at the last board meeting to request consideration from MDE to wrap 2016-17 expenditures into those of 2017-18 for auditing purposes needs additional clarification. As a reminder regarding this request, 2016-17 expenditures were only \$3000. MDE's consideration will avoid an audit that may cost the School more than \$10,000. Director Dettmann moved to accept a resolution for the Marine Area

Community School allowing for deviation from the audit requirements, and that the 2016-17 expenditures be wrapped into this year's audit. Lisa White seconded the motion, which passed unanimously.

9.0 Authorizer Comments  
*Not in attendance.*

10.0 Next Board of Directors Meeting: November 18, 2017 at 9:30AM

11.0 Adjournment

