



Board Meeting Minutes - DRAFT for Approval

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 9:00 am

- 1.1 **Roll Call:** Lisa White, Kristina Smitten, Glen Mills, Jon Dettmann
Not in attendance: Lisa Dochniak, Jackie Henschen

2.0 Approve Agenda: Approved with the addition of PEG report under 5.3 (actually 6.4)

3.0 Approve Minutes of November Board Meeting: Motion to table the approval of Minutes to allow time for review

4.0 Community Comment

- 4.1 At the end of the meeting, a question was asked regarding potential for expansion of the school. It was noted that there is room for an additional Kindergarten classroom for next year with the additional building (Homestead) being added to the lease. Another bus may be needed. Kyle will supply some financial mock-ups. What is our vision? Two sections per grade? Conversation is positive in moving along that path. Talk of dropping 6th grade has not been favorable. There are applicants for students who want to come into 6th grade for next year, and adding Grades, 7 and 8 is doable down the line but not for next year. There are different licensure requirements for middle school.

5.0 Administrator Report

- 5.1 Lottery was held with Member Mills present. 48 Kindergartners were put on the list, 10 of which fell under the category of sibling preference; 61 total enrollments as of closing date of January 12. Second grade will have waiting list for the coming year. Comments and concerns relative to enrollment can be expressed in an email.
- 5.2 Transportation: Met over the phone with GM of bus company to discuss inconsistencies with driver shortages. Things have improved somewhat. School-wide bus behavior is also being addressed as teachers are hearing that there are some issues on the bus, perhaps due to long bus ride. Rate has increased to \$295 per day leaving us about \$30,000 in additional expenses, but is not retroactive. This is a school year contract, and other options are being explored. Contract can be split amongst multiple providers to accommodate our bell times. Contracting with the district is "all or nothing," and there is potential that District 834 may be adjusting start times. River Grove staff has expressed interest in moving our bell times to earlier. First step is requesting a meeting with the district, perhaps including Jim Maher who has the background in researching the bus situation. We will look into companies who provide service to Forest Lake and White Bear Lake. We may need to create a hybrid system since our rural location is creating some difficulties. March 1st is deadline to accept the contract with the district so the state can commit their per pupil funding. Course of action would be to set up a meeting with the Stillwater district's scheduler, Benjamin Davis and Kristin Hoheisel, to see where we're at with regards to our potential bus routes.
- 5.3 Lunch: Audit in December- report forthcoming. Continuing to look for Music teacher and have reached out to Calyssa Hall, who is running our 6th grade play and has a connection with the Zephyr Theater, to create a partnership to have music or a theater arts program for possibly the remainder of this year and into next year.
- 5.4 Special Education: Changed status of Heidi Dettman (SpEd Teacher) from half to full time due to growth of current and population and foreseen growth next year, creating the potential for a third SpEd teacher.
- 5.5 Improvement for Teachers: Team met to begin discussion and will gather further information.

6.0 Reports and Discussion

6.1 Board Member Reports

6.1.1 None from Curriculum, School Operations, Teaching Team

6.2 **Financial Report:** Kyle from TAG shared balance sheet which shows cash is down but “due from State” is up because of SpEd numbers and the quarterly scheduled revenue payment timing. Benefits payable and Fund balance totals have been adjusted (system discrepancy) but are not reflected in the report as of this date. Drop in total assets is based on the need to pay half of the line of credit and has actually improved. Income statement summary (working budget) Fund Balance shows \$120. This has been impacted by transportation issue and will also be impacted by number of students based off 165, and our number is actually 161. We are still within our 2.5% buffer. CSP spending is due by the end of February. If the State gets their No Cost extension from the Federal Gov’t, this would extend our time. We may need to look at budget to make sure items up for purchase are “must haves” in the event our student numbers are below the threshold. Half way through the year indicates we are within normal range. Donations are up considerably over what was anticipated. State Aid revenues trickle in later than expenses. Food Service program indicates a deficit because of the timing of the funding coming from the State, so the funds are transferred from the General Fund until State funding is received. Transfer of funds need to be approved at school year’s end. Expenses \$13,251 include supplies, and it looks like we are at 88%, but there have been fees collected to cover some of these items which show up in the revenue section. SpEd budget is considerably higher than what was predicted when the budget was set. Expect cash to get very thin in June, and plan to make the payment to the bank before that time with State funds to avoid interest expense. Payment register: Board needs to account for and approve all checks that have been written. Noted discrepancy: break in check sequence 1009 (indicates manual checkbook) and 7684 (indicates a check written from TAG). Transportation costs can be split up between companies, but balancing the cost of busing saved compared to funds lost from State will need to be considered. Looking to be at 161 students in February. Music grant is not included in report, and there have been additional donations of \$3500. Gratitude expressed to Kyle for explaining finances in an understandable way.

6.3 Volunteer Outreach: Authorizer encourages us to strongly state what our mission is so that there is an understanding that volunteering is part of Civic Engagement. A standard statement created by the Board would provide consistency with our message, quantify it and provide examples for how to contribute to the school’s operation. Provide basic “job” description and have a list of things that need to be done. Examples include shoveling snow throughout the day, making photo copies certain days, etc..

6.4 PTO report

6.4.1 Meghan Greeder - Fundraisers: Chipotle Night 1/23; Color Run 5/18 (tentative) at River Grove, Pancake breakfast in April, PTO is funding a field trip for students to learn about Vikings Martial Arts, etc. at Asfolk School for both 3rd grade classes. Talking with Footprint Earth to get more solar lighting for our walking paths. Talking about additional community building events including Movie Night, Sledding, Sal’s Family night, Skating Friday nights thru February, Trollhaugen Family day February 10, Square Dance in March.

6.5 **Board Chair:** Questions on Wilder lease have been sent to Kelly Urista and will also be sent to Craig Keppler and the Board for review before we memorialise the lease for five years. Marcy Ost has agreed to help determine which pieces of kitchen equipment we want to have included in the lease. There is interest in leasing Marine School building, we will need to better understand how this might work and will need approval from MDE. Staff input will be sought for expansion of school sections moving forward.

6.6 Board Transition: Suggested that two members will transition off in June, but they can run again. Transition two off each year. In February we will need to start noticing, and in March we will start nominations, April send out ballots, Annual meeting in May.

6.7 Board would like to recognize Ele Anderson as Honorary Founding Board member for all her work and time commitment in getting the school off and running. Agreed.

7.0 Old Business

7.1 Expanding grades and use of spaces: Acquiring Homestead at no extra cost other than utilities (estimated \$10,000) Lease is based on enrollment numbers.

8.0 New Business

- 8.1 Calendar draft: Compares closely to Stillwater's calendar- 165 instructional days is required by state statute. Teaching team has autonomy to set the hours and have met in a small group to prepare a draft to propose to Team and Board. Recommended start date September 4 compared to the August 29 start of Stillwater Schools. Benefit would be to have more time to work on operations of school and prepare for teaching the curriculum, which is still being navigated by teachers. Also, the two day week in August is not an effective enough amount of time to establish routines. With this move, our number of school days would lessen to 168 days. Therefore it is suggested to reclaim January 22 (PD day in Stillwater) as an instructional day for our students, bringing the total student contact days to 169. Staff needs more time on a monthly basis to collaborate on curriculum and major decisions that need to be made. It is proposed that when there isn't a scheduled PD Day within the month to add an early release (2:00 dismissal). Challenge to this would be the impact on family schedules. Bus service will impact these recommendations. It could be that on these dismissal days, activities with community experts can be organized for students. Length of day will be tabled until next Board meeting. Survey has been discussed to get input from parents regarding length of school day, recess time, lunch time. Trimming the calendar/ hours would keep us within the number of instructional days and hours required. Proposed River Grove Calendar suggests eight (rather than 10) preparation days in the two weeks prior to student contact days, and there is concern that one of these days could be added back into the preparation time needed to get the school year started based on experience this year. Grading days should align with reporting, and there is question about the grading day in October and whether that makes sense for River Grove-- should be called Conference Comp Day for the evenings required to meet with parents (Two instances - eight hours each). Grading Day November date needs clarification with regards to how conferences will be organized. Calendar should add Kindergarten start day September 6, allowing two days for conferences with parents. New Teacher days are only for those starting out new to the school. Motion is to approve the proposed school calendar with the following recommendations: one is to change August 24 to Inservice Day, Oct 17 and Nov 2 to Conference/ Grading Day, Kindergarten start date of September 6. Motion carries
- 8.2 Class Sizes for the 2018-19 school year has been moved to February Board meeting. There is a desire of reduction for younger grades and desire for temporary increase for enrollment cap at older grades. There will be a decision at the next meeting regarding adding a second session of Kindergarten. Motion carries
- 8.3 Personnel Committee: Authorizer has reminded us that there is a need for a committee to frame the evaluations of our staff. Staff are interested in knowing if they will be offered employment agreements for next year. It is also time for hiring to fill vacancies. Committee will be mapping the schedule for employment agreements and the planning the evaluations. Staff has been given a survey to inform the evaluations, and Molly Dandeleit will be a good resource for the process. Focus will be on strengths. Lisa Dochniak (potentially) and Lisa White and Kristina Smitten have offered to sit on the committee. The goal of the committee will be to determine how the evaluation is conducted. The teachers have come up with a tool. Board would be taking the information from the evaluation and reflecting on where we need professional development, but we can't assess how a teacher delivers a lesson. Primary goal for personnel committee will be to look at the tool and give opinion, and evaluate the results, then make recommendations.

9.0 Authorizer Comments

- 9.1 No authorizer present

10.0 Next Board of Directors Meeting: Tuesday, February 13 at 7:00pm

11.0 Adjournment: Moved to adjourn 10:59 am