



Board Meeting Minutes

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 am

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

2.0 **Approve Agenda:** Motion to approve (White) seconded (Mills) with the addition of the addition of Bids for Audit and revised Budget for the current school year.

3.0 Approve Minutes of April 21, 2018 Board Meeting

3.1 Motion to approve (White) second (Dettman)

4.0 Community Comment

4.1 Marine Mills Folk School update (Cathy Wegener and Kathy Marker) A CUP has been issued from May Township and will be presented to the planning commission on June 28 and, pending approval, to the May Township Board on July 5. The group has looked at the Wilder site to determine how the space could be used for the Folk School without interruption to the River Grove school. They are looking to host an info session in conjunction with a Board meeting (July) and also a community information meeting in town. They are in the very beginning stages of the process. Classes will most likely be offered evenings and weekends, year 'round-no overnights.

5.0 Administrator report

- 5.1 Enrollment: School year started with 165 students and ended with 158. The ADM 160.56 is very strong for a first year school. There are 201 signed enrollments and nine in process. Sixth grade has 19 enrolled, and we will keep a close eye on that number and have added an excursion to Camp Widjiwagan to keep students excited about our school at that grade. Waiting lists are in grades 1, 2, and 4 (5, 5, and 14 respectively), but are not considering adding another section at this point. Our approved budget is based on 192 students and we are at 201 right now. Marketing continues through the Stillwater Gazette and also includes creating awareness of our school during Summer Tuesdays event in Stillwater. There will be another opportunity for those interested in our school to explore the site in August.
- 5.2 Lunch Service: Had conversation with Merry and Brenda at Marine General Store about ideas for partnership in setting up our lunch program. Health Department inspector visited the school last week and gave a positive report and was supportive in how we can move forward with our school lunch program on our own.
- 5.3 Space: Additional playground equipment has been obtained through creative efforts and finances of the PTO. Artspoke will be doing a naturescape of the summer. Homestead will be updated and added to the campus for the coming year and will house our Fifth grade.
- 5.4 Staffing: Special Education teacher has been added. Third and Fifth grade positions have been posted. Deadline is June 30 with interviews in July. We are also in need of Janitorial services, Paraprofessionals, bus drivers, Speech pathologist.
- 5.5 Partnerships: Zephyr theater culmination was May 29 with very positive feedback from parents; the partnership will continue next year. Stillwater VFW made a \$1500 donation to our school as part of their annual distribution to schools.
- 5.6 Transportation: (Provided by Dan Miller) Met Thursday (Dan Gubrud, Drew Goodson, Mike and Kris Capra) There is a strong financing option to purchase four, brand new buses through a three year capital lease, 30k

down \$5300/ mo. with an annual cost of \$63K for buses. Route length and time on the bus would be positively impacted by this purchase, which includes routing software. Goal is to sign the purchase agreement in July and acquire the buses in August. Ron Gubrud will be the fleet manager, and there are drivers interested. \$30K down would be a fundraiser and there are banks interested in offering us financing for the down-payment. Liability insurance is built into our budget. Bumper to Bumper warranty on all four buses, access to an overnight diesel mechanic, and people are willing to obtain bus driver licenses to fill in as needed. BUs storage will need to be approved by May Township. Ostlund's in Marine is interested in being our fuel hub. An anticipated savings based on cost \$152K vs \$200K that is currently in the budget, we will continue to get the same funding from the state. We prefer not to charge a fee for busing with the exception of activity fees (if needed). The company is willing to buy the buses back at the end of the lease. Minnesota Central has accepted our conditions for renewal/non-renewal of our contract with them allowing us time to iron out details of the purchase of our own fleet. Action by the Board will be necessary at the next Board meeting. Financial managers (TAG) are in support of this decision based on our track record.

6.0 Reports and Discussion

6.1 Board Member Reports

6.1.1 TEXT

6.2 Financial Report

6.2.1 Approaching the end of our first fiscal year. Budget is on track to close out the year. ADM was adjusted to 159, but we made up for that in and increase in SpEd revenue. The CSP delayed payment from June 15 to June 20 had no impact on our budget. Next year's budget is tight, but busing will impact for the positive. (How are we coordinating our fundraising strategies with the different efforts?) There aren't multiple budgets--all the funds will be combined into one bucket. There is a desire to coordinate efforts to avoid overlap. Mapping out and tracking where the donations go is possible and will help us gauge our efforts and prevent fundraising exhaustion. Pat Pardon spoke to the idea of engagement in working toward the acquisition of a specific item during fundraising efforts.

6.3 PTO report

6.3.1 TEXT

6.4 **Personnel Committee:** Third and Fifth grade teachers Michelle Cauley and David Cauley are not returning next year, and we are actively seeking to fill those spaces. The personnel committee is in a holding pattern, The administrator evaluation was provided on May 25. As Drew is not a licensed administrator (very common in schools), there are a couple of things we have to do differently to make sure he is getting credit for the remarkable work he is doing. Chair Smitten and member White looked at the original charter school purpose and applicability of charter schools by statute, and reviewed requirements in Statute 124e around the administrator. Additionally they looked at the original position description when we had a vision for what the Teacher Powered School model would look like. As the year progressed, we realized that the teachers had a lot on their plate and there are some decisions that as a teacher team it is difficult, and having the singular leader is beneficial. Drew went beyond his role as Administrator (Facilities, Transportation, Nutrition Services and Operations) to lead the team successfully through the many decisions that the group needed to make this year. In January, Drew was asked to reflect on his actual responsibilities and revise his position description. The evaluation is based on the original description. Drew has done an exceptional job leading the school, working with staff, working with parents to address their questions, and he is awesome working with kids. Professional goals are in four areas: 1) engage with Minnesota Association of Charter Schools- reach out to other directors of charter to schools to learn from them, finding peers who are navigating some of the same challenges and successes 2) develop his own professional one, five, and ten year goals 3) managing day-to-day workload 4) further build community connections. This review will be in the file in accordance with the Board's responsibilities. Work will be done in the next three weeks to define his position. (Will changes in responsibility impact is salary, and how will the changes impact the Teacher Powered Model for the school?) There will be reflection on his responsibilities and how they match his salary. In their evaluations, Staff were encouraging Drew's leadership to help them succeed leading to the discussion of which parts of being teacher powered do they want to own and which pieces of TP are they comfortable giving to an administrator regardless of who this person is. Parents want to have knowledge of the roles teachers and administration have so they can better understand the Teacher Powered model. Teacher Powered is like a continuum with 15 autonomies that can be determined by the team. See <https://www.teacherpowered.org/> for more information.

- 6.5 **School building of Marine:** Met with District 834 yesterday with uncertain results- will keep everyone update when more information comes forth. Reminder that we will not be able to expand until 2020
- 6.6 **Teaching Team:** Some of the teachers will be attending the NEA conference with a focus on Project Based Learning and Differentiated Instruction
- 6.7 **Curriculum:** PD opportunities have been forwarded on to Drew
- 6.8 **Board Elections:** New members Jessica Hansen and Dan Miller will be brought in at the July meeting. Kristina is transitioning off the board as a voting member along with one other potential transition. Founding Board members are required to transition off within three years of the operating board, allowing for consistency with turnover. We will still have the mix of a community member with a child at the school and without a child at the school as well as a teacher on the board. Founding Board members all need to transition off the board or sit for elections within the three years. Election of positions will also happen in July. Kudos to Chair Smitten for all of her work.
- 6.9 **PTO/PEG:** Katie reports that the PTO renewed General Liability and acquired new playground Greeders were able to successfully bid \$3600 for the Andersen Elementary equipment, which required them to remove the structure and bring it to the River Grove site within a very narrow time frame. Capras are filling in the gaps in the installation process. Buckthorn needs to be removed from the areas by the ski shed. There are a few Pine trees up near Clearing that are presumed dead that also need to be removed for the other section of equipment. There will be a need for wood chips and hardware updates on the equipment resulting in estimated costs of \$8K to \$10K, which may delay the additional swings that were projected. The structure for a tire swing came with the set, but the tire itself needs to be replaced. Time and talent will be donated. Community will be informed of installation needs and dates. PTO/PEG has asked for a resolution as to where the equipment will go in the event the school no longer has use for the playground equipment. (See document) (Who is responsibility for the maintenance of the playground equipment?) Wilder has no responsibility, but liability goes with ownership. There needs to be clarification with PTO on ownership before this responsibility is determined. Clarity in the document needs to happen before it will be signed.

7.0 Old Business

- 7.1 Audit bids: TAG reached out to three auditing firms: Abdoe, Hyak and Meyers \$10400; Clifton, Larsen, Allen \$9900, the third company declined to bid at this time) This audit will be paid through CPS. In comparison, AHM works with non-profits, whereas CLA works with for-profits, but they have a branch that deals with non-profit and we have worked with them in the past. Those at TAG will be the ones handling the audit with additional input from Drea, Kristina, Lisa W and John. The finance committee will also act as the audit committee and will receive the audit papers once it has been reviewed by TAG. Timeline is late September through November with the final submission December 31. Final draft signed in February with in person review and goals moving forward. Time commitment on Administrator Goodson between now and submission is estimated at one hour. It was noted by Chair Smitten that CLA was very professional and easy to work with in the past. Motion to choose Clifton, Larsen, Allen as our auditor for the school year 2018 (Dettman) Second Henschen Motion carries
- 7.2 Budget Adjustment (2018) Looking at Income Statement summary, there is an increase of \$190k although the ADM decreased. The explanation is shown in the increase of Special Education dollars due to increase in number of students receiving these services. It is also important to note that the increased revenue can be attributed to funds contributed by the community. Anticipated Fund Balance at the end of the year \$19,263. The state still has included referendum dollars (\$90 per student) which could change once this gets ironed out. Revised budget \$19k Fund Balance takes into account the payoff of the line of credit and the net of all the fundraising we did this year. Motion to approve the revised budget with the remaining Fund Balance of roughly \$19,000. Dettman, Second Mills. Approved

8.0 New Business

- 8.1 SUBHEAD OR TEXT:
- 8.2 SUBHEAD OR TEXT
- 8.3 SUBHEAD OR TEXT

9.0 Authorizer Comments



9.1 Lynn Nordgren (Board Chair of Guild): Impressed with positive energy and high level of engagement with our community. They are looking to be more interactive with the schools and would like to bring in more Professional Development in areas we need. They are looking to start an interactive newsletter for the 18 schools to share information and access to resources as well as connecting administrators and teachers within grades and subject areas. The new director, Cindy Murphy, is highly effective in her understanding of the charter school world. There will be an attorney as part of the board. All of the board has background in teaching, and they would like to expand that group to include other areas of input. They are writing their plan for the State this year. There will be multiple points of contact for schools and one person who "adopts" each school. They are in charge of making sure we are following through on our agreement with the authorizer and doing a good job with students. They are having a roof-top Open House June 28, 4:00 to 7:00pm with other schools within the Guild community.

10.0 Next Board of Directors Meeting: TBD (A Doodle will be sent to Board, including new members, Dan and Jessica)

11.0 Adjournment: Motion to adjourn 9:57 am (Dettman, Second White)