

Marine Area Community School
Board of Directors Meeting
September 10 , 2018 – 6:00 PM
River Grove Commons

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

- 1.1 **Roll Call:** Lisa White, Dan Miller, Jackie Henschen, Lisa Dochniak, Jon Dettmann, Jessica Hansen
- 1.2 **Ex Officio Board Members:** Kristina Smitten as former Board Chair, Kate Seitz as PTO President
- 1.3 **Absent Members:** Glen Mills

2.0 **Approve Agenda:** Motion to approve (Miller) seconded (Dochniak). Unanimously approved.

3.0 Approve Minutes of July 28, 2018 and August 18, 2018 Board Meetings:

July 28 Minutes

The teachers requested a meeting to discuss the roles and responsibilities of staff at River Grove. The teacher portion of the presentation of the July 28 meeting was not recorded. However, a written outline requesting roles and responsibilities realignment was presented. Motion to approve (Miller) seconded (Dettmann). Unanimously approved.

August 18 Minutes

Motion to approve (Dettmann) seconded (Hansen). Unanimously approved.

4.0 Community Comment

4.1 Citizen Comments

Robin Brooksbank was in attendance as a representative of the Marine Folk School.

4.2 PTO

Ex Officio Seitz requested help with the school fundraiser at the Withrow Ballroom on Sept. 21 at 5 pm. PTO meetings will now take place at 5p.m. on the second Monday of the month, prior to the board meeting. The PTO is requesting a board start time of 6:30, to allow more time for the PTO meeting. Board meeting times may change to accommodate Directors Mills and Dochniak.

- 4.3 Cherri Schmidt, parent, will be starting a Girl Scout troop (4-5th grade) and Sarah Mader, parent, will be leading Brownies (2-3rd grade) onsite at River Grove.

5.0 Reports and Discussion

5.1 Administrator's Report

5.1.1 Enrollment 18-19

- Current ADM 184.7
- Working to fill open spots from waiting list
- Approved Budget 18-19 Budget 192 ADM
- Marketing- Gazette and Social Media Campaign, Taco Days, Lawn Signs
 - Formation of Marketing\Recruitment Committee

5.1.2 Transportation

- Temporary driver shortage- Will be fully hired by Monday

- Issues with drafted yellow route
- Radios going in soon (need asap)
- Big thank you to Ron and Echo Star (parent) for subbing as drivers

5.1.3 Lunch Service

- Number of takers has increased- SY 18- 31% SY 19-43%
- Price increase- \$3.75
- First Deli Day- Tomorrow!
- A-la-carte and CC payments coming soon

5.1.4 Facilities

- Campus Clean Up- Community/Parents/Christ Lutheran Church
- "Outdoor Classroom" 5th grade

5.1.5 Community Connections

- Partnership with Zephyr Theatre to continue all year- Dance!, Visits to the Theatre
- MFA- Harvest Day, Monday October 8th
- Warner- Service Learning Opportunities
- SCRA- Rivers Are Alive- Classroom booking field trips and presenters
 - Thanks Greg Seitz
- Activity Fee \$100

5.1.6 Staffing

- Transportation Staff
 - Hired a full time driver/custodian
- Support Staff
 - Hired 1 Gen Ed Para (daily): Shelly Dupre
 - Hired 1 Gen Ed Para (.60): Mandy Janet
 - Lunchroom and Recess Aides: Alexa Cole and Kathy Marker
 - Hired Admin Assistant: Marcy Ost
- Still adding to sub pool
- Paused on Gen Ed para vacancy- (budget)

5.1.7 Professional Development

- Two Week PD Highlights:
 - Consensus desire was to get out of "survival mode" and implement systems to deliberately address our mission
 - Unlocking Wilder Forest setting
 - PBL- What does it look like at Grove?
 - Community centered projects, capstones and display nights
 - Curriculum Map Development
 - PLC Framework
 - Eklund Consulting- Mary Eck- What do we want River Grove to look like?
 - Norming behavior in common areas (arrival/dismissal, bus lines, recess, lunch room)

5.2 Board Member Reports

5.2.1 Financial Report (Dettmann):

5.2.1.1 Current Financials and 2019 Budget Update

Two months into the new fiscal year, expenses are on track with expectations. Outstanding line of credit needs to be paid off and upcoming state aid payments should help accomplish this. We have a higher than expected fund balance from 2018, just over \$112,000, a good sign of financial strength for the school. Will update the 2019

budget by the November meeting with new updated salary, transportation and ADM information.

5.2.1.2 Purchase Card Program

Chair Elect Miller added information about the need for a purchasing card program. River Grove bills are sometimes due before state aid is available, and the school needs to get its own purchase card in place so staff do not need to make purchases on personal cards for later reimbursement. Chair Elect Miller also stated that a purchase card option will help avoid use of the school's line of credit for expenses that would normally be covered by other means. He offered the possibility of using a community non-profit card for the short term while establishing a better long term purchasing program. Chair Elect Miller also asked if the board is comfortable with him being involved in bringing forward possible options, as he also works for a financial institution that may be represented in those options.

Director Dettmann noted that he is comfortable moving forward having Chair Elect Miller or any other member gather and present potential options for the board to consider.

Chair White made a motion to authorize Administrator Goodson and Treasurer Dettman to be signers on a bank card, once it is procured, to be used to make purchases on behalf of accounts payable for River Grove. Second by Director Dochniak. Motion carried unanimously.

5.2.1.3 Annual Designations

Chair White shared that Security State Bank of Marine will continue to be the River Grove bank. Current bank signer designation is Administrator Goodson, Treasurer Dettman and Ex Officio Smitten. Ex Officio Smitten will be removed.

Director Dochniak made a motion to add current Board Chair White as a designated signer. Second by Chair Elect Miller. Motion carried unanimously.

Chair White stated that for the current year TAG and Region V will have EFT transaction authority. No motion regarding this designation was needed or taken. Chair White also outlined the acceptable EFT transaction types as identified in the meeting agenda:

- Payment of employee payroll direct deposits
- Payment of federal, state and unemployment taxes, and retirement contributions
- Vendor payments
- Principal and interest payments
- Transfers between accounts

Chair White continued to outline a few additional annual designations:

- Special Education Director is Cory Ryan from Indigo Education
- Administrator Goodson will be the Homeless Liaison
- Identified Official With Authority will be Admin. Goodson
- TAG and Region V are payroll personnel
- Official Newspaper is the Country Messenger

5.2.2 Teaching Staff Report (Henschen)

Staff is creating curriculum maps that include place-based learning projects. One class will be growing a worm farm to use in our community garden in partnership with the MFA. Students will also map and build a model of downtown Marine. Another class will invite community members to present community traditions.

5.2.3 Transportation Report (Miller)

The transportation team is working to balance driving times and ideal pick-up stops, given our 4 buses and the size of the district. We would have the same number of buses with MN Central and can now create our own routes. There will be ongoing

changes, with the team reaching out to individual families to look at group stops in order to save overall time for the routes. Ron Gebrud had a personal issue for 10 days and this has delayed the process to some degree. Classes are able to use buses in the community for field trips. One of our drivers will also be a janitor. We will start to sell field trips to other schools. There is work being done on parking, fuel tanks and power. Our bus names will be yellow bumblebee, blue dragonfly, red fox, green frog. Walkers and parent pickup will be purple rabbit and orange duck.

6.0 Old Business: none discussed

7.0 New Business

7.1 Committees of the Board

Ex Officio Smitten has been working to organize committees. Board members submitted areas of interest to her. Committees are listed in our bylaws. Other committees can be added, as necessary. Director White and Miller met with her to discuss areas of priority this week. Most committee definitions are based on our bylaws. However, once a committee is formed, Ex Officio Smitten thinks that members can think about the work in front of them and define that work and reach out to the community to find expertise. The chair of each must be elected. Some committees could have standing positions that would not be elected. Chair Elect Miller suggested having chairs guide the selection process for additional members of the committees. Interested parties could submit statements of interest. A document was provided with committee definitions and a listing of interested directors.

- **Governance**

Motion by Chair White to nominate Director Mills as chair. Director Mills elected unanimously.

- **Development**

Motion by Director Dochniak to nominate Chair White as chair. White elected unanimously.

- **Academic Excellence**

Motion by Director Dochniak to nominate Director Henschen as chair. Seconded by Director Hansen. Henschen elected unanimously.

- **Budget and Finance**

Director Dettmann appointed chair as Board Treasurer.

- **Facilities**

Motion by Director Henschen to nominate Chair Elect Miller as chair. Miller elected unanimously.

- **Accountability**

Suggestion by Chair Elect Miller to add responsibilities of the Accountability Committee to the Operations Committee, as Operations also address the role of the administrator, compliance with grants, lease aid and relationship with our authorizing institution.

- **School Operations Advisory**

Motion by Director Henschen to nominate Chair Elect Miller as chair. Director Dettmann seconded. Miller elected unanimously. Ex Officio Smitten suggested we request the addition of Cindy Murphy, MN Guild Director, to the Operations Committee.

- **Personnel**

This committee is not outlined in our bylaws and is considered an Ad Hoc committee, requiring a definition. Director Dochniak and Director Hansen will be defining this committee.

Director Dettmann thinks a teacher representative on this committee is a good idea but wants to discuss staff and administrator reviews. He thinks that staff should have the ability to give feedback directly to a non-staff member on the personnel committee. He would like to articulate the board's role in staff evaluation.

Director Hansen suggested gathering collective feedback from the staff and discussion with other Teacher Powered schools who have a majority teacher board, such as Avalon.

Director Miller would like current staff, non-board input into this process. Administrator Goodson suggested that the committee's role would be to develop the evaluation tools for staff evaluation and oversight. Teacher evaluations would be based on administrator recommendations. The only formal review would be that of the administrator.

Ex Officio Smitten reached out for feedback from other schools and will forward this information to Director Hansen.

7.2 Parent/Student Handbook

The handbook was updated by Administrator Goodson, presented and agreed upon by staff during inservice. There were changes to the conflict resolution procedure for resolving issues with teachers. The process would begin by direct communication with the teacher, followed by a meeting with the school administrator and a teacher and finally a meeting with the board of directors through the personnel committee via written request.

Ex Officio Seitz is willing to help with additional signage in the guest parking lot to help with traffic flow/parking during parent pickup and dropoff.

Motion to approve the handbook (Dettmann) seconded (Hansen). Unanimously approved.

7.3 Emergency Plan 2018/19

Director Henschen, School safety Coordinator, and Administrator Goodson attended a safety workshop through MDE, consulted with State Homeland Security, met with Washington County Sargeant Weiland and Andy Lapos with the Marine Fire Dept. to develop our school safety plan. A school safety day will be held on Sept. 28th through Washington County Sheriff's Office. Students will watch a canine demonstration and explore water patrol, ambulance and fire vehicles. The Washington County Sheriff's Office led the staff in an active threat training during inservice. Administrator Goodson and Director Henschen also submitted a grant application for safety equipment to MDE. There was discussion surrounding a school rally point at Christ Lutheran Church, Warner Nature Center or the MFA. This will be explored further. Staff will be certified in CPR/First Aid. Director Henschen will check with Director Mills to see if the Fire Dept. knows where to locate specific buildings on campus. She will also explore a firearms policy. A copy of all our keys will be given to Washington County Sheriff's Dept. Motion to approve (Dettmann) seconded (Miller). Unanimously approved.

7.4 Marine Elementary Lease LOI

Chair White reported that the City of Marine has reached a tentative agreement with the Stillwater School District on the purchase of the Marine Elementary School Building. Details are yet to be worked out. The community will be notified with this is finalized. The City of Marine requested a letter of intent in July from our board. The school board provided them with a letter of interest stating that the original plan for the school were to occupy the building and bring students back to the City of Marine, recognizing that we will likely outgrow our campus, if we continue at the current rate. The buildings are older and our current owner doesn't have much interest in improvements or upgrades to the building. Wilder would sell the property right away if they had the chance. We have a 5 year lease that either party can cease as they see fit. The letter of interest states that the school is interested in leasing the Marine School building. The earliest we can apply for site expansion with MDE is next Aug., based on 2 years of longitudinal data. With MDE approval, we would be able to move students during fall of 2020. Our letter to the City of Marine states that our move would be based on MDE approval for site expansion. We are in the early stages of a lease and will be working on it during the next couple of months. There is a public meeting on Oct. 13 at 9 am at the Marine City Hall. The property committee and Marine City Council will present to the committee about the potential purchase. The goal is to have a purchase agreement by that time. They are requesting school representation.

Director Miller asked question about how this decision will be made and what this means for our students. There have been no final decision about how this looks. There questions about grades, occupancy caps, the building itself. There are questions about the next steps from the board. The city wants to bond for this building.

Director White stated that we will want input from families and staff and what this looks like. The city may not need to know number of students. The decision will not be made just by the school board. Chair White stated that the Marine Elementary building is a guaranteed. The school has a 175 capacity. The property could be built on.

8.0 Authorizer Comments: none

9.0 Next Board of Directors Meeting: October 8, 2018 at 6:30 PM, River Grove Commons

10.0 Adjournment