

Marine Area Community School
Board of Directors Meeting Minutes: DRAFT
April 16, 2019 – 6:30 PM
River Grove Commons

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 curricular 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, Jessica Hansen, Jackie Henschen, Lisa Dochniak, Jon Dettmann. Ex Officio Kristina Smitten and Kate Seitz.
- 2.0 Approve Agenda: Motion to approve (Miller) seconded (Dochniak). Tabled approval of Feb. 23 minutes. Unanimously approved.
- 3.0 Approve Minutes: March 19, 2019: Correction of 2 spelling changes. Motion to approve (Henschen) seconded (Dochniak). Unanimously approved.
- 4.0 Community Comment
 - 4.1 Citizen Comments: none
 - 4.2 PTO report by Kate Seitz: Outlined in meeting materials
 - 4.3 Marine Mills Folk School: Kathy Marker reported on the return of events on campus in May and throughout the summer and fall.
- 5.0 Reports and Discussion
 - 5.1 Administrator's Report by Drew Goodson: Outlined in meeting materials
 - 5.2 Committee Reports
 - 5.2.1 Budget and Finance (Dettmann)
 - 5.2.1.1 January 2019 Financials: Outlined in meeting materials
Motion to approve (Hansen) seconded (Miller). Unanimously approved.
 - 5.2.1.2 March 2019 Financials: Outlined in meeting materials. Expenses are on track and we are better off than anticipated on revenue.
Motion to approve (Henschen) seconded (Dochniak). Unanimously approved.
 - 5.2.2 Academic Excellence (Henschen): There has been a comprehensive teacher evaluation process, conducted by Admin. Goodson, with positive teacher feedback on the collaborative nature of the process.
 - 5.2.3 Operations and Facilities (Miller and Goodson)
 - 5.2.3.1 Septic Update: Addressing the unusual weather related issues of freezing pipes and flooding, as well as an electrical issue. Process and detailed timeline outlined in meeting materials report. Washington County has not found issues with what Wilder and River Grove have done to safely remedy the situation. Student health and safety was not compromised. Mike Capra (parent) made comments as a waste management expert and was thanked for his involvement. Ex Officio Smitten asked questions and offered thoughts related to protocol and safety. Ex Officio Seitz asked questions about facilities communication.

Admin. Goodson encouraged any concerned person to address him directly.

5.2.3.2 Parent/Guardian Concerns Protocol: Ex Officio Seitz and Chair White proposed the development and addition of protocol in the Parent Handbook for communication about facilities/operations concerns between the school, board members and parents. White suggested that parents should talk to the school administrator before addressing the entire board.

5.2.3.3 Evaluation (Miller and White): They have reached out to our authorizer and the MN Association of Charter Schools for assistance with best practices when conducting the Administrator's evaluation. They are initially thinking that the tool would be a rubric addressing 9 different areas, with board feedback requested as relevant. The chair and co-chair would begin the process, followed by an executive committee, with recommendations presented to the entire board. Administrator confidentiality is an important consideration. Ex Officio Smitten had questions about SMART goals and position description.

5.2.4 Personnel (White): We are adding additional personnel, as outlined in the Admin. Report. Admin. Goodson is drafting new employment agreements for staff.

5.2.5 Governance

5.2.5.1 Board Nominations (White): The board has received one nomination. There will be additional outreach. These are due on the 30th.

6.0 Old Business

6.1 SECOND READING - Policy Development (in meeting materials): Motion to approve adoption (Miller) seconded (Henschen). Unanimously approved.

6.2 SECOND READING - Request for Board Action (in meeting materials): Motion to approve (Dochniak) seconded (Dettmann). Unanimously approved with amendments. #3 will read: "any approved board action will be posted to the Marine Area Community School website" and #4 will read: "oversight of approved board action is a dynamic process," etc...and the last sentence will read: "The appropriate committees will review annually implementation of board actions".

6.3 SECOND READING - School Board Operating Protocol (in meeting materials): Discussion on a number of points. Miller would like to offer additional training on best practices for board operations, in collaboration with MACS and our authorizer. Board agreed to table this discussion for the new board.

7.0 New Business

7.1 Lease Aid Application: (in meeting materials) Board members signed this form.

7.2 Conflict of Interest Form: (in meeting materials) Board members signed this form. White will obtain former Director Mills' signature.

8.0 Authorizer Comments: none

9.0 Upcoming Meetings

9.1 Board of Directors Annual Meeting: Tuesday, May 21, 2019 at 6:30PM, River Grove Commons.

Kyle Knudson (TAG) announce that our school was given the School Finance Award by the Dept. of Ed., pointing to our positive fund balance, timely reporting and the fiscal management of our school by the Administrator, TAG and Board.

10.0 Adjournment: Motion to adjourn by Director Miller, seconded by Director Dochniak. Unanimously approved.