



Board Minutes November 18, 2017

Members Present: Dochniak, Dettman, Henschen, Mills, Smitten, White

Approval of October Minutes: (Mills) with a change to eliminate item 3.0 (Dettman) seconded by Henschen

Community input: Chris Capra requested that RG coordinate with Stillwater's calendar. Brian Mader inquired about attendance in more established schools. Drew Goodson predicts a 10% drop in enrollment based on past experience in new charter schools. Parents are happy with how things are going overall.

25 student cap could be increased during enrollment period thinking that students would potentially drop off to alleviate the potential decrease in class size over time. Member Dochniak added that this year leaves us in a unique situation of uncertainty.

Agreement to add PEG item to future agendas

Administrator Drew Goodson Report: Enrollment 163.88 students is a slight decline from last month. There are open spaces in 2nd grade. People are touring but they don't want to commit right now. Pushing out our enrollment information now for the coming year will generate interest. We've been suggesting that families commit to a logical January switch, and our current policy is to give them two or so days to think about it.

Lunch service is going okay. Transitioning Stacey to "our employee" has been good, and the desire for a scratch kitchen seems a good direction to go so we can provide the best quality food to the kids. Smitten suggested reaching out to Jill Wilson who has done a fair amount of research on the idea and how it might work with government subsidized programming and reimbursement timeline. Initial conversation has been started with MFA.

Music teacher resigned last week. PE teacher has been contacted to fill this need.

Janitorial position has been posted in an effort to improve the overall management of tending to all spaces.

Playground assembled with the help of many hands (Capras in charge). Kids and staff appreciate this special and rare opportunity

Enrollment policy:

Open to revision (required to post application process by December 1)

Tours for prospective families this year and next year. Quite a few K families have expressed interest already.

December 1- Pre-enrollment applications will go out opening the three week open enrollment period from 12/1 thru 12/22. All received applications will be treated the same with the exceptions of those outlined specifically in the policy such as siblings, staff children. Lottery on Jan 4 (two weeks after enrollment period closes, according to policy) Continue to accept enrollment once the list is set. Kindergarten offers will go out late in January based on timeline in Stillwater and other areas around us. March, re-enrollment forms for current students to let us know of their intentions for next year. Kindergarten screening in March. Parent info nights and enrollment info meetings for the grade levels will be scheduled. Once enrollment begins to establish, we will determine waiting list needs for next year. Lisa White inquired about the December 1-22 due dates and who it impacts. Also wondering if group tours will be necessary. Time will tell based on demand. At this point it's been a couple of tours each week. Kristina questioned the January date and whether the date should be for grades 1-6 and those who participate in lottery returning families as well. Drew responded that waiting as long as possible will allow families to get a full sense of their experience in the school which will drive their decision for the coming year. Waiting as long as possible will assure a firm decision. Our goal is every child attends K-6, so March is a more secure timeline. Open spots can still fill this year as they come in. We are required to report Time and Location of lottery on January 4 (public can attend) K info night is December 14. Other grades should have an information night offered to them as well. Suggested to provide information on the same night (December 14) for a whole group of all grades potential members with special break out session for Kindergarten families. Kdg families can also see the climate of the school with others present.

Board Member Reports:

Dettman: (refer to packet) October Financial statement based on monthly finance committee meeting (monthly) with TAG. Overall in good condition third of way through year. Cash position is 130K tapped into line of credit because of delay in CSP grant. Grant was received and line of credit will be paid. Based on 165 ADM, which will see a bit of a drop, but this is very good number, and we are leading the pack in terms of maintaining that number versus four or five other new start-ups-- they are pleased with where we are. Projected 115K donations --95K actual until the addition of the PEG donation, which brings us to the 115K. We can expect that this is an extraordinary fundraising year; we met our goal and so we should continue to grow our fundraising, but it's there and we need it. Capital expenditures are a bit up, but that is part of the CSP. Revenue is behind and there's a 10% holdback of 140K which we will not get until next fall. Instruction expense is under budget but will catch up once positions are filled. Busing expenses are higher than projected, and we will be fine either way, but we want to do whatever we can to get the rate back to the original amount, or the 30K will need to be absorbed in the budget. K Smitten: Working budget 1/3 of the way through the year (% of budget) TAG is not concerned that we are ahead on some of the expenses. Capital expenses are not ongoing and are more of an investment and will not be part of the coming year. Our income is coming in largely on the federal side (general ed), but the SpED and Lease aid will start to come in after the first of the year. (It's basically all in one bucket revenue source.) L White asked about the CSP continuation grant has been received and needs to be spent by Feb 1.

K Smitten Clifton. Larson Allen and TAG helped as MN guild helped us rework the audit exception MDE approved 10K savings and time saved 2016 financials will be rolled in the 2017-18 audit. Thanks to those who provided the confidence that we could do this

PEG (John) Inspired by time commitment

CSP grant coverage and RG needs and commitment from school and PEG were ironed out and a pathway for facilitating further discussion and collaborations. Band orchestra will be considered a one time thing, and there will be other ways to fund BO without the PEG. Rolling into regular budget. We have a need for volunteers (staff and regular volunteers are working full time to fulfill needs) 80 security clearances. Would a board communication to parent community be helpful since volunteers are part of the staffing model for the school? How should we communicate the needs to the community so they are aware of the needs? Staff and admin needs to communicate needs and online sign up can be organized differently so it's more clear. The idea of required volunteer hours was brought up. Volunteer coordinator could set up the system so there is a link to specific needs. The email addresses can be helpful in reaching out to those who have offered including the extended community. Include volunteer needs in lunch message. Part of the expectations is being civically engaged (expectation vs requirement) giving to the success of the school. Part of our philosophy structure including training surrounding volunteer program (formalized). Consideration of times of day when people can volunteer. Monthly plan calendar with opening. Sign up Genius post needs, and reminders are sent (currently using "Sign up" don't have to sign in) Chronological list is hard to sift through.. Board is interested in helping with the structure and communication to see success. Recognition system was suggested by admin and suggestion of statement of volunteerism in next year's handbook.

Playground Update: Soil conditions are not ready for seeding and straw at this time. Chris Capra and husband have organized the installation of the playground. The goal is to get something down before the ground freezes. Caution tape has been added to move kids from the area. Hed is coming within the week. Indoor recess and parking lot recess has been necessary because of the nature of the soil. Sledding hill is ready to go. Hay bales may be added to contain the sledding hill. Lisa Demars reports that some parents are concerned about different age levels using the hill at the same time. There is an online liability release for which needs to be managed in order to honor the request of parents. Mulch in the parking lot is available for areas that need it. Michael or Joel may have ideas. People were enthusiastic about an option for mulch (inaudible on the replay).

PEG: Feeling like things are in order. PEG has \$10,000 to support playground, which was supposed to have come from the school budget, but the PEG has put forth the money. The actual playground equipment cost exceeded \$20K plus the \$7000 for timbers, drainage and mulch, etc. Labor was donated. A check was written to the school There was a 1:1 match of funds was made by the Board. Board approved \$10,000 from appeal funds prior to Sal's event. There will be follow-up with Drew in response to the funds in question. Lisa referenced target of 70k to fund technology infrastructure, which has been surpassed. Technically there is money to pay that. Information is not on hand at this meeting, and parent group will be made aware how the pools of funds have been blended between MSA/PTO/PEG/Appeal fundraising. According to notes (J Dettman), the total for playground was just under \$25k minus \$7500

grant. The remainder would be what the PEG has funded. Chris Capra will break it all down and order it so there is accurate account.

Curriculum: Lisa Dochniak met with Vanessa Johnsen from Teacher Created Materials. An email was sent to the teaching team to see what their needs are, and one of the responses indicated a need for Science curriculum and materials. Vanessa lives within the area and wants to visit the school to see what we already have and what the needs are. She can provide Professional Development to meld with all of the pieces we have. Science is available K-8. Kristina Suggested Vanessa write up a proposal for what it would take for our review (including her resume). Initial visit is not cost. She sent an email with links to the resources. Also getting emails from reps from Accelerated Reader and Core Knowledge curriculum wanting to know what our current needs are. Looking to have an in person, onsite visit with Vanessa Johnsen in December and with teaching team from Member Dochniak's school to provide 1:1 planning time for CK curriculum.

Member Mills: property committee might have a meeting w district, Robin B and and Gwen delivered the message to the Board about the purchase of the school site in Marine. We did ask the committee for contingencies if we want to enter in a lease agreement.

Lisa White: Nothing to report still working with footprint earth dozen programmable thermostats coming this week Scott deMars will work on capping on all the chimney to save on heat loss

Henschen: Wellness policy (See below)

Smitten: Members Dochniak and Smitten attended Board training on director evaluations How do we meet the statutory requirements. Timeline is Spring. Looking at Administrator Goodson's position description and matching that up with the evaluation. Update on draft lease will be sent by email. Has been looked over by Drew and Kristina Approval to sign the lease will be at the next Board meeting.

MN Association of Charter School membership. We are required to have trainings, and cost can be expensive. MACS supports schools and provides training. Library of policies and other resources will help us with the success of our charter school. \$1850 per year (first year) Rate goes up partly based on number of students. \$154/ month Costs Finance governance and HR trainings are required for all of the board members annually. Costs per person for the trainings we have attended so far have ranged from \$60 to \$150 per individual. We haven't met those requirements. Minnesota school association is more expensive. Some of our mentor schools are members, unsure of what % of charters are members. One perspective (Tom Kearney Stillwater) were members for many years and ceased their membership because they felt it was more of an advocating. We are looking to get training as a new charter school If we have room in the budget and if the resources are valuable to us, it's worth something and would be a great value to our administrator so he can be connected with other charter school admins. Per pupil rate \$18.50. Mills suggested that we need more references regarding the benefits and costs. Email will be sent, and the Guild can weigh in as well. Not a vote, but guidance.

Donor Appreciation event: Thank you notes and tax receipts need to be sent out before the end of the year. January date Saturday, January 20 same day as the board meeting. Time will be announced. Board will plan, and PEG can be supportive. Adults only

Henschen: Wellness Policy Revised on Second page. Paragraph number 3 omitted stating schools will not provide food for performance or good behavior unless this practice is part of the students individual ed plan or behavior plan. Food will not be withheld as punishment. This was omitted and Staff has indicated that food is often part of classroom events. #4 Old version : food snacks will be allowed in the classroom if there are no known food allergies. If a student has food allergies the entire classroom will be made free of that allergen (example nut free). The classroom will still be able to have food but caution will be exercised when providing snacks and using utensils. Efforts will be made to remove the allergen from the classroom. However staff cannot guarantee a completely allergen free classroom. Staff cannot control what other students bring into the school. Megan Lapos (Nurse) and Renee Anderson gathered the information. Efforts are appreciated. Board question is how do we define efforts? HOW is the staff consistently going to Inform parents, check with what's being brought in, provide a replacement. Communicating and acting on a response when an allergen is present. Special spaces are not well received. Emails, presentations, and notes home have been sent, but it is suggested that all staff provide the same information in the same way for consistency. Also, getting parent input on how they want their child's situation to be handled based on the severity of the allergy. Language is okay, but consistency of efforts across the grades. Define the efforts for what to do: communication, wash hands, and clean up when allergen is know. Corrections include emphasis on known food allergens, communicate that classrooms will attempt to remove the allergen, classrooms have minimized allergens. Practically speaking, will a teacher need to remove a snack from a child if there is potential for allergens? Parents will need to communicate. WE cannot

2018 - 2019 School Calendar

August '18						
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February '19						
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July '19						
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DRAFT

	First/Last Day of School		Early Dismissal-2:00PM
	No School/No Teacher Duty		No School Teacher In Service
	No School Conference Day		New Teacher Day
	No School Grading Day		Student Contact Day

169 School Days

187 Teacher Contract Days