

Marine Area Community School
Board of Directors Meeting Minutes: DRAFT
May 21, 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 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, Jessica Hansen, Jackie Henschen, Lisa Dochniak, Jon Dettmann. Ex Officios Kristina Smitten and Kate Seitz.
- 2.0 Approve Agenda: Tabled approval of April 16 minutes. Added approval of FY2019 Revised Budget in 5.2.1.1. Motion to approve (Henschen) seconded (Miller). Unanimously approved.
- 3.0 Approve Minutes: April 16, 2019: Tabled
- 4.0 Community Comment
 - 4.1 Citizen Comments: Stephanie LeGros (parent) offered thanks to the founding board members for their service and congratulated them on the success of our school.
 - 4.2 PTO: (Kate Seitz) Report in meeting materials. Highlighted the Color Run fundraiser, election of officers and Back to School Night.
 - 4.3 Marine Mills Folk School: no update
- 5.0 Reports and Discussion
 - 5.1 Administrator’s Report (Goodson): In Meeting Materials. Highlighted marketing video, enrollment updates, septic update, field trips, 6th grade play, concerts, volunteer appreciation, 6th and Kinder graduations, bee pollinator visit, staff evaluations, Reading Corp., Outdoor Rec DNR grant of 22K, hiring of 1st and 4th grade teachers, looking for PE teacher, PTO sponsored Amazing Race staff event, MCA testing and MDE visit, NWEA testing, Parent Satisfaction Survey.
 - 5.2 Committee Reports
 - 5.2.1 Budget and Finance (Dettmann)
 - 5.2.1.1 April 2019 Financials: We are on track to finish in strong financial shape. Revised working budget will align ADM to what it actually should be at the end of the year. With revisions, we will end with a total change in fund balance of 130K.

Motion to approve the amended FY2019 Budget, as reflected in the “Working Budget 185 ADM”, column 3, on our April 2019 Financial Report. Motion to approve (Henschen) seconded (Miller). Unanimously approved.

Motion to approve the April Financials as provided (Dettmann) seconded (Miller). Unanimously approved.

5.2.1.2 FY20 Proposed Budget: Reviewed during board workshop. There are 3 revisions. We will remove an expense on page 8 for facilities, because it is duplicative of a previous expense line item, thereby increasing the fund balance by 17K. We will split HR and legal fees into two separate line items and will also create a separate line item for Band and Orchestra. Motion to approve the FY20 Budget with the three revisions: (Dochniak) seconded (Henschen). Unanimously approved.

Kyle Knutson (TAG): Our school is in a much better financial place than most charter schools of this age, while providing additional services not typically provided.

5.2.2 Academic Excellence (Henschen and Hansen): Teachers finished SMART goals and found it to be a valuable process. Our entire school spent the afternoon at Big River Farms, our neighboring CSA, to plant a variety of seeds as well as to create our own school pumpkin patch. We also served by helping plant a field of onions for one of the farmers. Director Hansen, Angie Hong, Alexa Cole and Dani Dircks (parents) contributed to the planning of this event with farm and school office/lunch staff. Angie Hong will continue to coordinate volunteer care of our garden throughout the summer.

5.2.3 Operations and Facilities (Miller): We will be getting bids for renovation of spaces to house an additional classroom.

5.2.3.1 Administrator Evaluation Process (in materials): The evaluation won't be public, unless the administrator requests it. All the board will have an opportunity for confidential input, within the board. White and Miller will meet with Administrator Goodson to give gathered feedback, as well as to negotiate and sign a contract. Goodson may make note of disagreements. The contract will be reported at the next meeting, and will not be voted on. This process will also highlight areas for board improvement and reflection.

The Administrator Evaluation Process for 2018/2019 will include the amendments as follows: Under Proposed Process 1., we will add, "given to administrator to fill out". We will include the professional development goals from last year along with a summary of how those goals were accomplished. Also included will be a 2018 job description and an updated job description as it is currently. Motion to approve (Hansen) seconded (Henschen). Unanimously approved.

5.2.3.2 Administrator Evaluation Tool (in materials): This was developed by White and Miller with input from our authorizer and MACS, along with adherence to MN State Statute. The tool is broken down into 9 equally weighted categories. All directors and the administrator will rate and add written comments in each area, as desired. Our authorizer will provide input on the legal and compliance category and our accountant will provide feedback on the financial section. Smitten had questions about last year's professional development goals and position description. White and Miller discussed changes in job description and evolution of this position since last year. Feedback is due from directors by May 31.

Motion to adopt the School Administrator Evaluation Summary for 2018/19 with the following amendments: We will add the words "as is"

between the words “responsibility” and “fits” on Evaluation Indicator 9. We will add an evaluation indicator 10 to address the professional development goals from last year. Motion to approve (Dochniak), seconded (Hansen). Unanimously approved.

5.2.4 Personnel (White): none

- 6.0 Old Business: Ex Officio Kristina Smitten formally requests that her name be removed from any school financial documents and specifically as it relates to Security State Bank of Marine and Edward Jones. Directors discontinuing service on the board will have their names removed during the July school board meeting. New board members will be added at this time. Minutes will be presented to the bank.
- 7.0 New Business: none
- 8.0 Authorizer Comments: not present. The MN Guild, our authorizer, has invited us to attend a school appreciation celebration on June 13 at 5 pm. New directors are welcome to attend.
- 9.0 Upcoming Meetings
 - 9.1 Board of Directors Meeting: Canceled Tuesday, June 18, 2019 due to lack of agenda items.
- 10.0 Adjournment: Motion to adjourn by Director Dettmann, seconded by Director Dochniak. Unanimously approved.