

Marine Area Community School  
Board of Directors Meeting  
July, 16 – 6:30 PM  
River Grove Commons

FINAL 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 Swearing In of New Board Members: Chair Miller introduced and read a written oath of office, which was signed by all incoming and continuing board members.
- 1.2 Roll Call: Dan Miller, Jessica Hansen, Lisa Dochniak, Bre DeCorsey, Angie Hong, Marcy Ost. Absent: Jackie Henschen

2.0 Approve Agenda: Added approval of minutes from finance workshop in 3.0. Motion to approve (DeCorsey). Seconded (Dochniak). Unanimously approved.

3.0 Approve Minutes April 2019, May 2019, Finance workshop (added). Motion to approve (DeCorsey). Seconded (Dochniak). Unanimously approved.

4.0 Community Comment

4.1 Citizen Comments

- Ele Andersen shared that she and R.J Walcheski attended the National Charter School conference last week. There were many sessions for board members that could be a good learning opportunity next year.

4.2 (added) Updates from PTO Chair Katie Sietz

- Date of fall fundraiser moved to Friday, Oct. 4, 5-8pm at Withrow Ballroom. Same format as last year but a later date will allow the school to sell raffle tickets at the Marine Art Fair. PTO will have a sign-up for volunteer positions before the event.
- There will be a DJ, Silent Auction, Raffle, and Giving Tree for school classrooms (will ask teachers to share needs).
- PTO is still looking for additional members.
- Suggestion to have a designated roll for board members serving food at the event.

4.3 Other updates

- Ost: Aug. 6 Summer Tuesday could still use more volunteers. It is a fun event and good opportunity to talk with prospective families and tell them about Grove.
- Hong: Over the summer, parents and kids have been weeding the pumpkin patch that students planted at Big River Farms in May. Two more summer garden parties

are scheduled for Wednesday, July 31 at 5:30pm and Wednesday, Aug. 14 at 5:30pm.

## 5.0 Reports and Discussion

### 5.1 Administrator's Report (Drew Goodson)

- Enrollment for next year is currently 195. The 6<sup>th</sup> grade class has 10 students enrolled, with three additional students waiting to decide. There are openings for students in K and 1<sup>st</sup> as well.
- River Grove Parent Stephany Wieland helped to create a new marketing video that has been widely viewed and shared on social media. Board members Ost, DeCorsey and Hansen have been working with Drew Goodson and Ele Anderson to develop a marketing plan. There will be a beach day at Square Lake Park on Thursday. River Grove is also attending Summer Tuesdays.
- A new 5<sup>th</sup> grade teacher was hired yesterday. The school is seeking a Reading Corps tutor and there are two staff openings – a 0.5 para position in general education and a 1.0 para position in special education.
- The administrator and two staff attended the National Charter School Alliance Conference. Staff also participated in professional development on Plan Development (PBL, Readers workshop). School will continue working with Rivers Are Alive program.

### 5.2 Board Member Reports

#### 5.2.1 Financial Report (Kyle Knutson – TAG)

- Grove's audit will be in October. We currently have 10% (about \$250,000) "hold-back" from the state. During the school year, the state also underpaid us by five students. Eventually we will get this money paid into our account.
- Motion to approve June 2019 financials (Hansen). Seconded (DeCorsey). Unanimously approved.

#### 5.2.2 Operations Report (Miller)

- There was a closed-door session prior to this meeting to approve a new contract for Administrator Goodson for 2020. The details will not be shared until the contract is fully signed.

#### 5.2.3 Facilities Report (Miller)

- Grove is adding another new class in 2020. Miller and Goodson have been talking with Wilder about options, including Wilder assisting with renovation costs to create new classroom spaces through up front funding with River Grove paying back a portion of the balance over the remainder of the lease. River Grove's portion would be determined by student enrollment as Wilder currently receives the schools maximum lease aide. This would need to be repaid by Grove over the next four years. Any additional students we enroll each year above 200 would subtract \$1,314 from this amount (215 students in 2020-2021 would mean \$19,710 is taken off the balance). Discussion have centered on up to \$100,00 renovation budget that

would include significant contingency costs with the expectation that the current office building renovation would be 30-50% less than that. There has been a CFO change at Wilder, so this proposed plan will need to be approved by their financial department first if we choose to move forward.

- Goodson believes this is part of our growth plan and would need to happen by 2021 if it doesn't happen this year.
- Miller shared that their goal is to use parents and community members for services whenever possible.
- Question from Katie Sietz: What process has been used for approving construction and developing bids for contracting?
  - The only procurement policy we have currently relates to federal funds. Due to the short timeline of this project, and the fact that it won't use federal funds, staff have needed to move more quickly. Goodson and Miller have also been working with two River Grove parents to procure local services that are below market rate and can be completed by the beginning of the new school year.
- Question from Dochniak: Do we need a larger conversation about the future of 6<sup>th</sup> grade at Grove? Conversation from other board members about whether the school might expand to become k-8<sup>th</sup>. Hong believes many parents prefer to have their kids join district schools at either 6<sup>th</sup> or 9<sup>th</sup> grade. Hansen asked when Grove would be allowed to expand to K-8<sup>th</sup> if we choose to go that direction. Goodson said it would become possible for the following school year but certain benchmarks need to be met. All board members agreed that there is a need for a larger, long-term planning and visioning conversation with the school community through which some of these questions might be answered.

## 6.0 Old Business

## 7.0 New Business

### 7.1 Board Officer Nominations and Elections

- Ost nominated Miller as chair. Seconded by DeCorsey. Unanimously approved.
- Miller nominated Hansen for chair-elect, Ost for treasurer, and Hong for secretary. Seconded by Dochniak. Unanimously approved.
- Miller introduced conversation about ex-officio (non-voting) members serving on the board. By charter school regulations, the school administrator should be the only ex-officio at the table with board members. The board will continue to work closely with the PTO but not have the PTO chair serving on the board.

### 7.2 Board Calendar

- The next board meeting will be Thursday, Aug. 15 at 6pm.
- Beginning in September, the board will meet the 3<sup>rd</sup> Tuesday of the month at 6pm.

#### 7.2.1 Summer/Fall Board Priorities and Trainings Workshop

- Board members expressed a desire to hold a workshop to cover basic training topics and discuss a variety of issues. Teacher in-service training begins on Aug. 19. Ideally,

the board would be able to meet before then. Miller will send out another poll to find a time when all are available.

- There are also required annual trainings for all board members. One is offered by MACS (MN Association of Charter Schools) "Board Training 101". Finance training is also required. Miller will email info to the rest of the board.

### 7.3 Annual Designations (Goodson)

- Every year the school must publicly share its designations for various paid and decision-making positions. For 2020, the official designations for Grove include:
  - Designation of Depositories
    - Bank(s): Security State Bank of Marine
    - Paypal
  - Authorized Bank Signers
    - Board Chair- Dan Miller
    - Treasurer- Marcella Ost
    - Director- Drew Goodson
  - MDE Designations
    - Special Education Director- Indigo Education- Kori Ryan
    - Title Rep and Identified Official with Authority – Director- Drew Goodson
  - Delegation of Authority to Make Electronic Funds Transfers
    - TAG (Kyle Knudson, Shari Mueller)
    - Electronic Funds Transfers can be made for:
      - Payment of employee payroll direct deposits
      - Payment of federal, state, retirement contributions and unemployment taxes (deductions and/or benefits)
      - Vendor payments (when appropriate)
      - Principal and Interest payments
      - Transfers between accounts
  - Acceptance/Adoption of Retention Schedule as defined by the State of MN - <http://education.state.mn.us/MDE/SchSup/ComplAssist/QA/DueProcRight/055464>
  - Board of Director positions
    - Chair - Dan Miller
    - Chair/Elect - Jessica Hansen
    - Secretary - Angie Hong
    - Treasurer - Marcella Ost
  - Board Meeting Schedule for upcoming year
    - Day of the Month- Third Tuesday of the Month
    - Start Time- 6:00 PM
    - Location- River Grove Commons
- It was additionally noted that former board members Kristina Smitten, Lisa White, and Jonathan Dettmann should be removed from the bank, loan and checking accounts.
- Motion to approve by DeCorsey. Second by Ost. Unanimously approved.

#### 7.4 Enrollment Policy (Ost)

- Should Grove amend its enrollment policy to allow for additional students in a class (above 25) if they are part of a sibling group? Currently, there are students applying for grades K, 1<sup>st</sup>, 3<sup>rd</sup> and 4<sup>th</sup> that have siblings in 2<sup>nd</sup> grade, which is full. Ost shared the current enrollment policy, which was adopted on August 13, 2016.
- Board conversation: What do teachers and parents think about allowing larger class sizes, up to 27? Would there be funding for additional para support if this happened? Smaller class sizes are a big selling point for the school, but we also want to be a community school that doesn't turn local families away. Are there enough students on the 2<sup>nd</sup> grade waiting list to potentially expand to two sections for next year? If the school is growing, we will continue to have this challenge every year.
- Board members would like to know more about what teachers and parents think before making a decision. Proposal to discuss and decide at either the August 15 board meeting or the special workshop, if that happens earlier. Goodson will reach out to the applying parents to let them know that the board will discuss and decide what to do by August 15. Goodson and Hansen will also talk to teachers to ask for their input on the topic.

#### 7.5 Resolution Thanking Past Members (Hong)

- Hong would like to invite outgoing members of the founding board to attend the Aug. 15 meeting to receive official recognition for their years of hard work to launch River Grove as a successful community school. Hong and Dochniak will work together to plan a special item for presentation.

8.0 Authorizer Comments: N/A

9.0 Next Board of Directors Meeting: Thursday, August 15 at 6PM

10.0 Adjournment: Motion (Dochniak). Second (Hansen). Meeting adjourned at 8:45pm.