

River Grove: A Marine Area Community School  
Board of Directors Meeting  
Tuesday, December 14, 2021 6:00 PM • River Grove Commons  
MINUTES

1. Call to Order 6:05pm
  - 1.1. Roll Call: Members Dochniak, Beck, Bruns, Ost, Hansen, Hardie present. Hong absent. Also present: Drew Goodson, School Director; Ele Anderson, School Operations Coordinator; Jim Zacchini, Executive Director of the Guild; Joseph Sovine (TAG)
  - 1.2. Mission Statement
  - 1.3. Conflict of Interest: Was read; member roll-call indicated no conflicts of interest.
2. Approve Agenda
  - Motion by Hansen. Second by Beck. Approved.
3. Approve Minutes: November 16, 2021
  - Motion by Dochniak. Second by Bruns. Approved.
4. Community Discussion
  - 4.1. River Grove Community Updates
    - 4.1.1. Board Member Driven Initiatives: Members Bruns, Beck, and Hansen will be arranging a series of some small surprise gifts for all staff members as a little holiday cheer
    - 4.1.2. Authorizer Comments: Jim Zacchini, Executive Director of the Guild, introduced himself to the board and community present.
  - 4.2. Community Comments: None.
5. Finance Report & Actions
  - 5.1. November 2021 Finance Packet - TAG
  - 5.2. Treasurer's Report:
    - Member Hardie discussed arranging a line of credit, which was turned down by Old National. Propel remains a possibility but looking for a better interest rate. May ask for a smaller line of credit. The line of credit is mainly a buffer, in case of emergencies.
    - A fund balance chart has been added to the financial packet. Goal is 10%. The pandemic had a lot of associated costs.
    - Finance committee is looking into being able to provide potential compensation options for full time staff who have put in extra efforts, such as paid time off (PTO), stipends, extra breaks. A proposal will be ready for the January meeting.
    - The financial packet will go out to board members on the Fridays before board meetings.
    - Current ADM from the state is 205; enrollment is 210.
    - Cash flow is good. No surprise expenses.
    - The leases for the buses have been finalized.
    - The Manitou Fund's grant has helped greatly with expenses. We were projecting a loss for the year; that may not happen. We will still be cautious about spending. Working budget is 205 students.
  - 5.3. Audit, Michelle Hoffman from Clifton Larson Allen (action item):
    - Michelle Hoffman from CLA reviewed our fiscal 2021 audit report, which earned a "clean opinion," which is the best possible. Two minor, very common findings were discussed. The solution for vendor delays in sending out invoices is to get a date stamp, which Chair Ost will do, for all received invoices.

- Motion to accept the fiscal 2021 audit report from Clifton Larson Allen by Hardie; seconded by Beck. All approved.

## 6. Director's Report

- Current enrollment 210; budget being operated conservatively at 205 students.
- Open Enrollment Period for next school year is currently underway. The period is Monday, December 6, 2021, 9:00am, to Friday, January 28, 2022. Marketing for next year is underway.
- We've had 18 COVID cases on campus since the start of the year. We expect case rates to rise, and will send potential distance learning expectations out to families.
- Campus highlights include "Experience Fridays," in which buddy classes team up for food drives, trail exploration, trail cams and animal studies, and other project-based learning. The EdVisions grant helps fund these initiatives. Field trips and a winter fun event at Trollhaugen for 3<sup>rd</sup>-6<sup>th</sup> are being planned. Younger grades will get an on-campus visit from the Raptor Center.

### 6.1. Contract Renewal

- The School Director and Chair Ost continue to work on our charter school contract renewal items. Jim Zacchini, Executive Director of the Minnesota Guild, stated that River Grove is "well ahead of the curve" and he expects to recommend River Grove for a 5-year contract renewal.

## 7. PTO Report

- Patrick McCarthy, K and 2<sup>nd</sup> grade parent and PTO Board Member, was present. New member Stephanie Leonard will be the co-chair; she has 1<sup>st</sup> and 4<sup>th</sup> graders.
- The PTO raised \$347 from the "Chipotle Night" fundraiser. More restaurant fundraisers are being planned.
- The PTO will be planning and funding a holiday party for the staff.

## 8. Old Business

### 8.1. Annual Report & World's Best Workforce combined report (action item)

- Enrollment continues to grow, and we continue to have a large special education population.
- Member Hardie asked what is the best measure of academic success, and how can we get a better snapshot of the academic program at River Grove.
- Some tools we use are MCA testing, NWEA testing to map progress.
- BARR program is being implemented for student support.
- Motion to accept and approve the Annual Report & World's Best Workforce combined report by Bruns. Second by Dochniak. Approved.

### 8.2. Enrollment and Lottery Policy - update (action item)

- The enrollment policy has not been updated since the school opened. Board Chair Ost and Operations Coordinator Anderson updated the policy to make sure it followed and reflected state law and current practices. Motion to approve by Beck; seconded by Hansen. Approved.

## 9. New Business

- None

## 10. Next Board of Directors Meetings: Tuesday, January 11, 2021

## 11. Adjournment: 7:41pm