

**Board of Directors Meeting Minutes**  
Thursday, August 13, 2015 @ 4:45 pm  
UMA, 426 Osceola Ave S, St. Paul, MN 55102

**Attending:**

- **Berray, Dina**
- **Burge, A.** (Secretary)
- Elverum, A
- Hehre, J (Treasurer)
- **Houtz, M** (Chair)
- **Jirsa, J**
- **Klancher, C**
- **Mortenson, C**
- **Sabo, M**
- Wordes, Christina (BKDA)
- Wornson, B

**Welcome.** The meeting was called at 4:53p.m. with Chair M. Houtz welcoming everyone.

**Approval of the minutes from the last meeting and the current Meeting Agenda.** C. Klancher moved to accept the amended agenda, M. Sabo seconded. Motion passed.

**Finance Report.** J.Hehre and Christina Wordes presented. We are on track for getting out of SOD and the budget shows progress. We are making payment plans with agencies that we owe money to. Food service money is going to be tracked better going forward. Specific data is in the financial report.

There was discussion about looking at an increase in the teacher's pay by another 1%. A motion was made to table the discussion until the October board meeting when we have a better picture of the enrollment. M. Sabo motioned to accept, C. Mortenson seconded. Motion passed.

M. Sabo motioned to accept the report. J. Jirsa seconded. Motion passed.

**Director's Report.** Barb Wornson presented.

- Enrollment Update--We have 280 packets returned, indicating enrollment. We are looking at reaching out to the community in the future, but need to improve on our ELL program. There were about 30 people at the last information meeting. Big thanks to Mariam Hehre for all of her help with this.
- Board Training--C. Mortenson and C. Klancher still need to complete their board training. They will be doing this on December 5th. The rest of the board needs to do some training this year to be compliant. BKDA will do it for free. We are planning to do this in December. Also, looking for training in Governance, so we are on track for the future.

- Staffing Update--We now have 36 current staff members--13 special ed staff (3 teachers, 10 paras), 20 teachers, Director, Dean of Students and Administrative Assistant. We are still looking for someone to help in the office. We have reposted the position as part time office/part time paraprofessional.
- Building Update--There have been some issues with the plumbing. There needs to be a valve put in that is going to cost the school \$1500 to be up to code. The church is going to have to change the locks on the outside doors at their cost. The lockers have been ordered and installed. The furniture is being delivered, slowly. Amy Elverum, Marian Hehre, Denise Goldman, Dina Berray, Aaron Menzel, Leana Stone, and Carolyn Alouach have put in A LOT of extra time to get the building ready, marketing and other things above and beyond. THANK YOU! We are still looking at getting wireless access throughout the building at a reasonable cost.
- We are actively working on what recreational time will look like. The current options are the gym, the parking lot and the city park. They have also been checking out different ways to the river, which seems to be about 25 minutes on any of the paths.

### **Board Chair Comments**

- C. Mortenson brought up some concerns.
  - First, there is the concern about our board governance. We need to make sure that we are in compliance.
  - Second, there are concerns about having a board member taking the notes because it does not allow them to fully participate in the board discussions. We are going to look at either getting another parent or having Amanda make it part of her job. Barb will work on finding someone for this.
  - Board Recruitment--Are we doing it? How do non-board members show interest? What are the processes? Barb reported that New board members need to be elected before the end of the school year and starts July 1st. There needs to be a process set up for the interim time. For now, the first step is to have someone who is interested send a letter of intent to Marcia.
  - As a matter of practice, it is proposed that we have a closed session at the end of each meeting. We need to look into whether or not that is even allowed and what things can be discussed and who can be invited. There are different rules in the Charter school open meeting laws that we will be looking at it.

### **Committee Reports:**

- Facilities Committee--Barb Wornson and John Hehre have nothing new to report.
- PTO Update--Amy Burge reported that there has still not been any actions by this committee. There have been parent volunteers that were recruited by the school. At this time, we are still unsure of who will be stepping up to be the head of the committee.

### **Director's Evaluation/Goals:**

- C. Mortenson shared the Shared Leadership Model, which needs to be understood in order to set realistic goals for the Executive Director. The Subcommittees are:
  - Student & Staff Support Team (Behavior and Climate)
  - Curriculum, Instruction & Assessment (Curriculum, Technology, Wellness)
  - Climate (Behavior, Mentoring (RAFT))
  - Adult Development (QComp, Relicensure, PD)
  - Public Relations & Fundraising (Fundraising, Marketing, Outreach)
  - Grade Level Team (Student support, Curriculum)
  - Student Government (Student Input)

This is a summary of the overall goals. Barb's specific items to achieve these goals are more specific.

- **Goal #1**--Barb will make it a priority to get into all of the classrooms more and spend more time with students (learning students names), so that she is aware of what is going on in the classrooms, connect with students and support teachers. This is to build trust, appreciation and to create an overall positive school climate.
- **Goal #2**--Barb will improve her communication with parents and stakeholders by alternating weekly communications between the two, and copying the staff and board members on all communications. It is an all staff goal for this school year to respond to parent communications within 24 hours.
- **Goal #3**--Barb will work with staff to organize and implement the SPMT (Comer shared leadership model), which includes delegating duties to other staff.

A survey will be sent out to staff, board and parents by mid year that addresses progress of the stated goals.

J. Jirsa motioned to accept the goals as written. C. Mortenson seconded. Motion carried.

### **Other Business**

- In discussion with teachers who are putting in the extra time and effort, we need to revisit the topic of compensation. We would like the teacher committees to look at it and make suggestions to the board so that we can re-evaluate this at the October board meeting.
- J. Jirsa motioned to move the annual meeting to September. M. Sabo seconded. Motion passed.

**Adjourn:** M. Houtz motioned to adjourn. C. Klancher seconded. Motion passed. Meeting adjourned at 7:46 pm