

Upper Mississippi Academy
Board of Directors Meeting Minutes
Tuesday, August 18, 2020; 4:45-6:45pm
Location: Google Meet:

Attendees

Chad Lauber

Cassie Rouse

Pat Maxwell

Myisha Holley (note: Myisha verbally resigned from the Board)

Zoe Breimhorst

Jean Fawver

David Born

Theresa Goette- Bergan KDV

Amy Erickson

Amy Elverum

Ella Kearney

Welcome

Approvals

Board of Directors Officer Election Follow-up

Balloting results indicated election of Chad Lauber as Chair, Zoe Breimhorst as Vice-Chair, Genna Thompson as Treasurer and Jean Fawver as Secretary.

David Born moved to accept; Pat Maxwell seconded; motion approved

July Meeting Minutes

David Born moved to accept; minor corrections noted (spelling of Born and Fawver's names, Amy Elverum's attendance); Pat Maxwell seconded; motion approved

Agenda

David Born moved to accept; Pat Maxwell seconded; motion approved

UMA E-Learning Plan (Amy Erickson presenting)

An annual requirement, plan is reviewed and approved on an annual basis to meet state requirement for student learning plans necessitated by inclement weather (different from distance learning plans).

Pat Maxwell moved to approve; Chad Lauber seconded; motion approved.

Employee Handbook (Amy Erickson presenting)

Few major changes from prior edition; chief changes involve statements about parameters for staff safety in light of the pandemic – HR consultant has reviewed the plan. Changes are noted on Page 11 of the Handbook. Other changes were chiefly corrections to typographical errors. The Handbook will be distributed to the Board; preliminary approval given, subject to questions at the September meeting.

Pat Maxwell moved to approve; Chad Lauber seconded; motion approved.

Student/Family Handbook (Amy Erickson presenting)

Changes were made in accordance with directives from the Department of Education and the Governor's Office relative to the Covid pandemic. Student and family roles and responsibilities are noted. Suggestions were made for consistent date references in the document and for updating the introductory letter to parents. Letter will be drafted and submitted at the September meeting.

Pat Maxwell moved to approve; Chad Lauber seconded; motion approved.

Other Matters

Exception of Class Size Cap for 2020-2019 9th Grade Enrollment (Amy Erickson presenting)

Student demand and staff capacity, along with projected growth and expansion, indicate 9th grade enrollment which is presently capped at 54 should be moved to 84. Middle school classes are capped at 84, although the 8th grade is currently lower than that number, thus freeing up some staffing capacity. Should be cost-neutral, although some nominal expenses for materials and supplies may occur.

Pat Maxwell moved to approve; Chad Lauber seconded; motion approved.

Board Communication

Chad Lauber asked that Board members agree to all use the Board UMA Gmail accounts for Board business and that mail be checked weekly on Wednesdays. Board meeting packets will be available in advance on the shared drive.

All members agreed to follow this procedure.

Board Recruitment and "On-boarding"

The Board has a vacancy for a community member and Zoe Breimhorst has found someone who expressed an interest. A biographical sketch will be requested and Chan Lauber and Zoe will meet with the individual.

Zoe Breimhorst initiated discussion of the value of reviewing and documenting the procedures and factual information new Board members should be familiar with in order to get "up to speed." Once they join the Board.

Chad Lauber moved to form a sub-committee on recruitment and on-boarding; Pat Maxwell seconded; motion approved.

Zoe Breimhorst will chair with Chad Lauber, Pat Maxwell, Amy Erickson, and Amy Elverum as members. By-laws will be circulated to all Board members and a decision will be made regarding the *ad hoc* or standing status of the committee.

Finance Committee Report (Theresa Goette presenting)

The June Preliminary Statement reflected the school to be in a good financial position, with some additional funding expected from the state and from federal programs (related to pandemic programs). Pat Maxwell raised the Board's fiduciary responsibilities and suggested that the school appears to be evolving financially from running deficits to a more stable position. He recommended steps be taken to look at reasonable, risk-managed investments in lieu of holding all reserves in traditional savings accounts. Theresa indicated she would provide the Board with the relevant rules and regulations for Charter Schools so the matter can be discussed at a future meeting.

As with so many other factors, financial planning for the coming year is difficult because of unknown challenges and risks, both on the expense and the revenue side of the balance sheet. Theresa noted a fund balance for the last year shows a \$80K balance against an anticipated \$117K deficit, so the school is doing a good job of budgeting and administering funds.

Formal approval was required (and granted) to move \$1,158 from the general fund to cover a food-service shortfall.

For the coming year, the school has qualified for PPP funds from the federal government as a forgivable loan. Theresa Goette and Amy Erickson are working to ensure that the monies are put to good and appropriate uses.

Technology Equipment Budget Increase

Approval was anticipated as necessary for this increase, but Amy Erickson indicated the needs can be addressed with the funds from the PPP (Covid relief) program.

The Director's Report (Amy Erickson presenting)

Amy Erickson reported that current enrollment commitments stand at 305, with 14 students yet to be completed. Changes can be expected through mid-October.

A hybrid learning model (with options available for families and staff, as needed) will be available for the middle school, but staff and student safety do not meet Department of Education criteria at present, so upper level students will have a full distance learning option at least through mid-semester (October). Amy Erickson is sending out a "slide deck" later this week to inform all Board members and families of the rules and regulations that apply and to provide additional information in the interest of full transparency.

Modifications to the build-out include the replacement of two traditional water fountains with bottle-filling stations.

Pat Maxwell moved to waive the State requirement for weekly recitation of the "Pledge of Allegiance" as has been done in years past; David Born seconded; motion was approved.

Special Board Meeting

Plans were made for a special Board meeting to discuss a legal matter next week, August 25th at 4:45. The meeting will open as a public meeting, but immediately move to a closed door meeting because of attorney-client privileges.

Adjournment

Chad Lauber moved to adjourn and hearing no objection, gave the meeting to a close.

David O. Born
Recording Secretary