

Upper Mississippi Academy
Board of Directors Meeting Agenda
Tuesday, September 15, 2020; 4:45-6:45pm
Location: Google Meet:
Meeting Minutes

Attendees

Chad Lauber
Cassie Rouse
Pat Maxwell
Zoe Breimhorst
Jean Fawver
Amy Erickson
Amy Elverum
Ella Kearney
Genna Thompson
Mindy Watcher
Heidi Jaeger

Public Comment

No public comment although Chad Lauber asked a general question concerning the existence of a “calendar” of deadlines or a schedule indicating when board action or reporting was required by the State or other authorities. Amy Erickson and Amy Elverum responded that there is a list of such deadlines and it will be provided at the October meeting. Amy Erickson also indicated that there are various “school-level” reports for which she is responsible to federal, state, and other agencies. This latter category of information does not involve the board, but the board members are advised when appropriate and such information is available on request.

Board of Directors Election Follow-up

Chad Lauber reported that while Jean Fawver had been selected as Board Secretary, her roles as board member, teacher, and parent are sufficiently demanding that she asked to be relieved of the position. Chad Lauber nominated David Born, Cassie Rouse seconded the nomination. There being no other nominations, Pat Maxwell moved to close nominations, Chad Lauber seconded the motion. The board voted unanimously to appoint David Born Secretary of the Board of Directors.

Approval of the Agenda

Pat Maxwell moved to approve the agenda for the September 15, 2020 meeting; Genna Thompson seconded; motion passed on a voice vote.

Approval of the August 18, 2020 minutes

It was noted that Myisha Holley had resigned from the board, but her resignation was not noted in the minutes. Pat Maxwell noted resignation from the board must be submitted in writing and Chad Lauber acknowledged that he had not yet received formal notification. Chad Lauber will contact Myisha Holley and request formal notification.

Pat Maxwell moved to approve the minutes as amended for the September 15, 2020 meeting; Cassie Rouse seconded; motion passed on a voice vote.

Review of Administrative Performance Evaluation Plan

Amy Erickson presented on this topic. Although she is unable to draft a performance evaluation plan for Upper Mississippi Academy (because she is the individual who would be evaluated), she has trained other boards on developing such evaluation plans. She provided documents related to the plan requirements (Evaluation plan requirements are quite general.) and on key points typically covered in such plans. She noted that job descriptions, goals and objectives can serve as the basis for developing a plan. Additional information will be forthcoming and the board will discuss the matter further at a future meeting.

Amy Erickson and Amy Elverum noted that some historical information is available on the board's shared drive. Chad Lauber and David Born are to meet with Amy Elverum to the contents of the drive and also to see what can be done to expand and improve access to the information for board members.

Finance Committee Report

Genna Thompson and Mindy Watcher presented.

An update on the School's financial status was provided and our situation is presently fairly good. It was noted that enrollment figures are still in flux and that some "front-end" costs (instructional software) have impacted the current budget. Uncertainty also exists with respect to the PPP and CARE federal funding programs, chiefly because documentation and reporting requirements seem to change rather frequently. Pat Maxwell asked for regular reporting to help the board monitor resources.

David Born moved to accept the financial report, Pat Maxwell seconded the motion. It passed on a voice vote.

Director's Report

Amy Erickson will distribute a written copy of the report to board members.

Of note, 6th and 9th grade enrollment levels are noticeably below anticipated levels, with school enrollment at 291 vs. a projected 335. She noted students are both enrolling and withdrawing, so the numbers may change. October 1st is the state's official "count day" when school enrollment numbers are taken for budgeting purposes.

Amy Erickson noted that while the school is currently in good shape, one factor in that is the federal influx of "covid monies" and the future of such funding is uncertain. She noted that in conjunction with the financial team, a budget adjustment will need to be considered to adjust to the "new reality" we may face in 2020.

David Born moved to accept the director's Report, Pat Maxwell seconded the motion. It passed on a voice vote.

Chad Lauber had to leave the meeting early and passed the gavel to Zoe Breimhorst, Vice-Chair.

There being no new business identified for the October meeting at this time, David Born moved to adjourn, Pat Maxwell seconded.

The meeting adjourned at 6:06.

David O. Born
Recording Secretary