

Cannon River STEM School

Board of Directors Meeting

Thursday, April 12, 2018 7:00 pm

Old Main, Den

I. Call to Order

Dante called to order the Board of Directors meeting at 7:02 pm.

Present – Nalani McCutcheon (Exofficio), Dante Hummel-Langerfeld, Angela Rosendahl, Deni Buendorf, Robin Finke, Michael Cross, Jessica Wiles

Guests – Cora Packard, Cheryl Wendt

II. Approval of Agenda and March Minutes

Robin motioned to approve the agenda, Deni seconded, all approved.

Deni motioned to approve the March minutes, Michael seconded, all approved.

III. Public Comment

No Public Comment

IV. Reports

a. Finance Committee Report (Nalani/BKDA reps)

i. Form 990 for 2016 – Kelly Rimpila talked through the details of the 990, highlighting areas that the Board needed to review for accuracy. No errors were found.

ii. FY19 Budget first review – Nalani walked the Board through the details of the proposed FY19 budget, including the salary schedule. She encouraged Board members to let her know their questions prior to next month's approval request.

b. Directors' Reports (Nalani & Cheryl)

Cheryl – We have successfully started mca testing. We did something different this year. We had all of grades 5 through 8 test on our chrome books. It worked great. I think the teachers really liked it. It took 2 mornings and we're done with reading for 5 through 8. It's a quicker process.

I've been working with Nalani at looking ahead to next year.

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Zach Devine started right after spring break. Right now he's special education coordinator. It's been a learning curve for him, but he's jumped in and learning all he can.

We have started working on 8th grade commencement. We planned it for Thursday, May 31st. It's kind of exciting this year because these students are the ones that started when the school opened. We're inviting previous teachers back to attend. Their class field trip is going to be to Base Camp at Fort Snelling. Nalani – The biggest part of my time right now is working on the transition, working with Cheryl and Ashley on this process.

We've used TIES in the past for our student information system. TIES is bankrupt and will no longer support Synergy, we're going to a new support provider for Synergy. For the user side it should look identical. On the back side, it's another set of hassles we need to work through.

I've been working on the application for FY18-19 Lease Aid. Each board member needs to fill out one of these forms and leave it with me. Print your name, sign and date.

Last thing is related to facilities. Last fall we had our water quality tested for lead. We have determined that we need to replace the faucet in the cafeteria. Our dishwasher needs to have less hard water running through it. We will have to either invest in a water softener or go through the hot water line. The faucets will eventually be retested to check those lead levels.

- c. Curriculum Committee Report (Cora – see attached)
 - d. Staff Report (Angela – see attached)
- V. Discussion Items
- a. ACNW Evaluation Documents
 - i. The board had a discussion about how the minutes don't keep track of our items and that the challenge is when items are discussed, it's hard to keep track. We need to make sure the minutes are reflective of the discussion. The board needs to get the minutes sooner to review so they can reflect on what was discussed and think about additions that may

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need to be added. It's really about having a discussion and having questions.

In the minutes it doesn't articulate the conversation you're having, so they can't tell that. Maybe the minutes could be recorded. I suppose that means Margie wouldn't have to be at the meetings.

We need to have meaningful, engaging topics is what we need to do.

We need to be more active in discussions and more active in our discussions. Maybe we should get a device to record the minutes. If the minutes could get sent out to the board members on the Monday after a meeting, then they can think about what needs to be reported back with additions.

- ii. Financial Evaluation – The financial performance review look at page 2 the bottom chart, all the criteria for indicators, we meet standards. It makes me very sad because the other evaluation documents they don't have an exceeds. The best you can do is meets. We don't meet, we rock it. So all there is to say is we met everything. It's all good, so no concerns there.

b. Audit Contract with CliftonLarsonAllen

c. FPS Sports Agreement for Clay Shot and Golf

We've talked about these sports agreements before. The week after our last board meeting DuShay said here are the two sports agreements that we need to get signed. As I've explained in the past, the formula was you paid a percentage for every student who could possibly participate. If we had 60 students, we paid a small amount times 60.

The model they go to is what is the cost per student to participate. So the amount is roughly the same. If you aren't cooperating with Faribault sports, you'll lose more kids. They pay the participation fee. We pay for our students to be able to play on the Faribault Sports Team. We provide that amount of money in our budget for them to play in the district. It's roughly \$500 or \$600.

d. ED Transition –

Cheryl and Nalani have been talking about the transition. At this point Nalani is here till August 1st. Families are wanting to have a sense of what life is going to look like under Mrs. Wendt as Executive Director as they think about next year.

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The staff also wants an idea of what next year will look like, will it be the same. What will look different next year? We need to think about a transition that makes people think it's not a scary thing.

Cheryl would like to send out some kind of communication to families. We have a couple of concerts coming up and maybe Cheryl should be the voice instead of Nalani. Nalani should do commencement because they have been her kids for all these years.

It's thinking through the logistical things too. How do we get this news out to the general public, beyond our school. The community as a whole doesn't know about this transition. Should we do an end-of-the year event to let people know, invite the newspaper and do a ceremonial event.

It's normal that it would be a partnership at the moment. It's more important to help families see that it's going to be ok. It was a shock in November to hear the announcement, but Cheryl has been taking on more of the lead. Cheryl already has a presence here. Cheryl is always here. There shouldn't be too much of a shock to families.

We need to have an end of year party to involve the families and the community at large if they so choose, some kind of an official induction ceremony. The board should take the role of organizing and doing that. A subcommittee is probably best to work out the big details.

May 29th will be the date of the event, 6 to 7 pm.

Should salary changes be considered sooner?

May 1st Cheryl's title is changing and Nalani's title will be changing as well.

Cheryl's title will be Incoming Executive Director and Nalani's will be outgoing Executive Director.

Cheryl's pay was also discussed. When her title changes, does pay and everything change too? We don't necessarily expect her to do all of those jobs without compensation.

e. Board Governance –

The subcommittee wasn't able to get the guidelines done for tonight's meeting, the guidelines on what we would be seeking when we visit these two schools.

We'll come back with those guidelines at the next meeting.

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VI. Action Items

- a. Approve/reject CRSS form 990 for 2016

Robin motioned to approve CRSS form 990 for 2016, Deni seconded, all approved.

- b. Approve/reject audit contract of \$9,950 with CliftonLarsonAllen

Jessi motioned to approve the audit contract, Mike seconded, all approved.

- c. Approve/reject revision to FY18 School Calendar to reflect snow day 4/3/18

Angela motioned to approve revision to FY18 School Calendar to reflect snow day 4/3/18, Robin seconded, all approved.

- d. Approve/reject FPS Sports Agreement for Clay Shot and Golf

Deni motioned to approve FPS Sports Agreement for Clay Shot and Golf, Michael seconded, all approved.

- e. Approve/reject finance report

Robin motioned to approve the finance report, Angela seconded, all approved.

VII. Adjournment, 9:14

Angela motioned to adjourn, Jessi seconded, all approved.

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