

**Cannon River STEM School  
Board of Directors Meeting**

Thursday, December 13, 2012, 7:01 pm

**I. Call to order**

Teri called to order the Board of Directors meeting at 7:01pm.

Attendance

**Present:** Board Members –Teri Menard (Chairperson), Caren Putrah (Secretary), Todd Rost, Deb Scheil, Jen Walls, Nalani McCutcheon (Executive Director, ex officio)

**Absent:** Julie Finnesgard (Treasurer), Cheryl Freund

**Guests:** Mike Pocrnich (BKDA), Heather Carlin (PTO/PTA)

**II. Approval of ~~October~~ November minutes and ~~November~~ December Agenda**

- Deb motioned to amend the agenda with the addition of Curriculum Review Committee overview. Todd seconded, no further discussion, all approved.
- Deb motioned to approve the November minutes. Caren seconded, no further discussion, all approved.

**III. Public Comment**

none

**IV. Reports**

- a. Financial Report (Mike)
  - Review November Financial Statement
- b. Approve Audit
  - Executive Audit Summary and Management Report
  - Deb motioned to approve, Jen seconded, no further discussion, all approved
- c. Staff Report (Deb/Jen)
  - Field trip review
  - Classroom projects and updates
  - Bryan Duff from Cornell University will be visiting mid-January
- d. Executive Director's Report (Nalani)
  - Teri and Todd will be going to Wilder Center to accept the Golden Ticket
  - Thanks to the many volunteers, the playground is completely installed and fully functional
  - MN Student Survey for grades 5<sup>th</sup> and 8<sup>th</sup> are given every 3 years to report trends of students. Parents will be notified and given the choice for their students to opt out in late January.

**V. Discussion Items**

- a. Board Election Process (Election Committee)
  - Letter was distributed electronically and in backpacks requesting application by 12/13/12
  - We have received no applications to date
  - Teri requested any names from the board to extend an invitation. Deb will supply her with names.
  - Teri suggested we create a PSA for the Faribault Daily News
- b. Tuition Agreement Process (Terri)

- Review and discussion
  - Strike or revise 4.b. and 4.c.
  - Nalani to research what happens if the contract is rescinded part way through the year.
  - Revisions can be sent to Teri for inclusion and will be presented to the board in January for a vote.
- c. PTO/PTA Update (Teri and Heather Carlin))
- Initial meeting took place the first Thursday of December. A Mission Statement has been developed and bylaws are being created.
  - Monthly meetings the 1<sup>st</sup> and 3<sup>rd</sup> Thursdays of each month
  - Teri will participate as the board liaison
  - An invitation to staff will be sent out requesting a teacher liaison
- d. Testing Policy
- Todd motioned to adopt the testing policy. Jen seconded, no further discussion, all approved.
- e. Executive Director Job Description (Nalani)
- 2<sup>nd</sup> reading, suggestions and corrections offered
  - Deb motioned to approve with revisions as suggested. Caren seconded, no further discussion, all approved.
- f. Board Governance Discussion (Jen/Todd and others)
- How do we move our board forward? How do we honor our agenda and keep to a time schedule?
  - Jen will provide a written Staff Report for visual review and questions.
  - Orange book rotation every other month. Schedule below:
    - o Chapter 1 - February 14 – Jen Walls
    - o Chapter 2 – April 11 – Caren Putrah
    - o Chapter 3 – June 13 – Teri Menard
- g. Curriculum Review Committee
- Deb shared the work of the committee to meet the strategic planning goal of explaining curriculum from a micro to a macro level.

## VI. Adjournment

Jen Walls motioned to adjourn at 9:07 pm. Deb seconded, no further discussion, all approved.