

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

Thursday, November 8, 2012, 7:30 pm

**I. Call to order**

Teri Menard called to order the Board of Directors meeting at 7:33pm.

Attendance

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

**Absent:** Julie Finnesgard (Treasurer)

**Guests:** Pat Bernhoft (Audubon Center of the North Woods) and Mike Pocrnich (BKDA)

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

A change in the order of the agenda was made to accommodate Nalani's need for early departure. Cheryl carried the motion to approve the agenda, Caren seconded, and all approved. Caren carried the motion to approve the October minutes, Jen seconded, and all approved.

**III. Public Comment**

none

**IV. Reports**

a) Executive Director's Report (Nalani)

- Elevator installation has begun
- Laura Grundmeier, 2<sup>nd</sup> grade teach will be on maternity leave soon. Her long term sub will be Merilynn Bongers.
- The playground equipment has been assembled and cemented. The next step will be to have mulch installed.
- Give to the Max Day balance is just shy of \$1,000 to meet the matching total.

b) Financial Report (Mike/Julie)

- Review October Financial Statement

c) Approve Audit

- Executive Audit Summary and Management Report
- Deb carried the motion to approve, Jen seconded, no further discussion, all approved

d) Staff Report (Deb/Jen)

- Field trip review
- Fall festival and Spirit week review
- Utilizing Words Your Way in middle school
- Literacy Night for 5-8 parents review
- Service to community dinner participation
- 8<sup>th</sup> grade presentation and Veterans day assembly
- Glaciers and Geology in conjunction with Carleton College

e) Curriculum Review Committee (Deb)

- Continue to meet monthly
- Jenny Trapp has joined the curriculum committee
- Next meeting 11/27/12 at 1:15pm



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## V. Discussion Items

- a) Executive Director Job Description and Goals
  - Nalani created a job description for review
  - Review document for discussion at the December board meeting
- b) Tuition Agreement for 5<sup>th</sup> grade Orchestra
  - Agree to approve this agreement for Madison Klecker
  - Kathy Klecker has made a donation of \$99.01 to cover the cost of orchestra
  - Cheryl moved that all tuition agreements be brought to the board for approval. Todd seconded, all approved.
  - Teri Menard will orchestrate a Tuition Agreement Policy
- c) Nordic Ski Continuation Agreement with Northfield Public Schools
  - Todd moved to approve the agreement as presented. Caren seconded, Jen abstained, all others approved.
- d) Board Elections Update/Policy 216 revision
  - Reviewed corrections and changes to the policy
  - Jen moved to approve the policy. Caren seconded, all approved.
  - Reviewed corrections to the Board Election Letter.
- e) Out of State Travel Policy
  - Policy review
  - Deb moved to accept as reviewed. Cheryl seconded, all approved.
- f) Board Governance Discussion
  - Teri requested that Todd and Jen review the board training sessions that they have attended at Minnesota Association of Charter Schools and report next month.

## VI. Adjournment

Jen moved to adjourn at 9:40 pm. Todd seconded and all approved.