

## **Cannon River STEM School**

Board of Directors Meeting

Thursday, October 11, 2018 7:00 pm

Old Main, Den

### I. Call to Order

Dante called to order the Board of Directors meeting at 7:10 pm

Present – Cheryl Wendt (ex-officio), Dante Hummel-Langerfeld, Angela Rosendahl, Michael Cross, Robin Finke

Absent – Deni Buendorf, Jessi Wiles

Guests – Michael Pocrnich (TAG), Cora Packard

### II. Approval of Agenda and September Minutes

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

Angela motioned to approve the September minutes, Mike seconded, all approved.

### III. Public Comment

No Public Comment

### IV. Reports

#### **a. Finance Committee Report (Cheryl/ Mike Pocrnich from The Anton Group)**

The audit is 99% complete, Mike will follow up on Monday with that group to prepare for next month's meeting. He will send out draft of audit. First part of fiscal year complete. 100,000 received-good it is against accounts payable. Balance sheet-ended with 1.4 million in cash. 200,000 in receivable (almost half for this year and half for last year). General fund is gen. ed revenue. No sped funds yet. Community service is 400.00. Overall revenue is 23%. Expense is typically run through gen fund. Nothing major stands out. We should watch our "magical" expenses (supplies, storm clean-up etc). Cheryl and Mike will meet soon to look at details as needed for the budget. Mike doesn't expect much to change increase/decrease. Cash flow expected to end with 1.1 million. 152 days cash on hand if something happened. We are tracking well for ADM.

#### **b. Director's Reports (Cheryl)**

Cheryl is including a typed report for us to see.

#### **c. Curriculum Committee Report (Cora)**

Looking at the kids who have been here since Kindergarten through 8<sup>th</sup>, 80% have met or exceeded on MCA testing. This is something we are proud of. We have a different curriculum in math and many students who come later in their elementary or middle years come with lower math scores. We are working on these scores. We know we have math to work on, but we are proud of our reading and science scores. We would like to run an article in our quarterly news on this topic. Dante expressed that she likes the format of our data-others agreed. It is easy to read and shows how well our students are doing. When we look at data, it can be discouraging for teachers, but we are working together and have had some great conversations about strategies to use.

We finished our reading assessments. Our "Read Well" by 3<sup>rd</sup> grade is important for Title services. We are really encouraging to do book in the bag or reading for 20 or 30 minutes

each night. We are trying to get our parents involved. 1<sup>st</sup> grade 45% is below grade level. We knew that was coming. Kinder teachers are concerned as their classes are “young” and much of what prior students know coming in is not what they are seeing this year. With no Reading Corps this year that presents struggles, but we are looking at other options such as grandparents or other volunteers to help read with our students. We are still looking for a Reading Corps instructor. Some of the requirements can be intense, so finding someone can be difficult. Dante asked if there is a way to identify the students who are lower and can we do anything after school? Could we pair some of the high school kids who have been trained to tutor? Cora explained that we did just get 4 teens from the ALC to help tutor and work with some of our students. Cora and Dante will touch base on the FHS teens. A discussion took place regarding bussing these teen volunteers, which can be an issue in starting an afterschool tutor program. Exciting news about our committees and we have some goals set for the year. Angela is our Responsive Classroom lead and they are discussing first some self-reflection and then peer observation. Working toward getting our staff more comfortable and on the same page. ELA has a goal to work toward a map for interventions. What strategies can we try and can we create a list of things to try to trouble shoot. They would like to promote reading challenges this year since they have been successful in the past. Science is looking at monthly bulletin boards for cafeteria related to health. They will take on STEM night. A periodic table of CRSS (Md=meadow, Ra=ravine). Math is looking to improve the end of year assessments and the MCA results and do the two have a connection? Looking at the differences in all the EOY tests and seeing if they can answer some questions. No report from EE yet. Fall Festival and Spirit Week coming up!

d. Staff Report (Angela)

Every class spent time outside helping with storm clean-up which provided some empowerment opportunities for those feeling like they were too little to do anything. They enjoyed this time and it was a great way for all of us to connect with one another.

**V. Discussion Items**

**a. Board Governance**

There isn't a lot of luck getting the 2 schools to have us visit. One school has never responded, the other is hesitant to have us visit and would like to do this via email. We can send the questions and can we move on in our book and perhaps collaborate at the ACNW retreat. With this in place, we can move forward in our learning in our book. The next chapter is “Write Out” and Dante will lead that discussion in the next meeting, but all board members should come prepared having read that chapter.

**b. ACNW Leaders Retreat**

What is the interest? And are we sending more than two. Angela and Dante have volunteered to go. Cheryl needs to know by next week if anyone else is interested. Cora is also interested.

**c. Continuing Education Committee**

Cora is asking for us to consider this to keep the process of re-licensure easier for our staff. The worry is that we have to go through MACS and the work is cumbersome, so if we have our own committee, we can do all of this online and ourselves. Anyone can go in on their own and most schools are doing this. The difficulty is to maintain a community member, but we do have one willing. The lead teachers, Cora and Narin (the community member) would comprise the committee. We would have monthly meetings. Cora is following what MDE sent her as a template to begin. This will also save our teachers at least 65 dollars. Dante asks if this will

eliminate the paper copies and for the most part yes, but there will be some still. It is possible we would have to send a member of the committee to a yearly meeting.

**d. Chemical Health Community Advisory Committee – November 5, 2018 6pm**

Our first is scheduled for November 5<sup>th</sup>. Dante has reached out to local police, hospital and there are only 2 people who are currently on the committee. Dante is looking for suggestions. Many of these people are stretched. Dante is wondering if we should hold off and start this in January to allow us time to reach out to more people. The group agreed we should try and reach more people. Cheryl is thinking about checking into a talk that Bethel U is hosting about the opioid crisis and possibly checking into ideas there. Hopefully, 2 or 3 more members by January.

**e. School Leader Qualifications**

Cheryl wanted to do a job description for every role and now ACNW is asking for one for every leadership role. We need to have one for Executive Director and Assistant Director. We need to approve at our November meeting. Dante suggested a sub-committee and Robin said he would work on it. Dante and Angela will also sit on this committee. Cheryl would like us to think about that there is no expectation that a leader of a Charter school has a teaching license, to not narrow the expectations too much.

**f. School Leader Job Description(s)**

See above.

**g. School Leader Evaluation Process**

Do we want to do one every year or every other year? We will do the annual review every year, but do we want to do a staff review each year? Angela said that she didn't want staff to feel that we don't want to hear from them so she thinks every year would be best. Cheryl would like them each year for her growth and the health of the school. Robin agrees with this line of thinking. The board would like to do this annually. We would need the question and answer for Cheryl in May. And then April is when we do the subcommittee to review staff responses from March and provide a readable and private way to show the results. Results not provided until May to provide a separation from offer letters going out in April. Electronic version. We need to have a plan for support and help Cheryl meet her goals. Robin suggests a quarterly check in with Cheryl. We will put this in the discussion items quarterly.

**VI. Action Items**

**a. Approve/Reject Finance Committee Report**

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

**b. Approve/Reject CRSS Bylaws for Continuing Education Committee**

Mike motioned to approve the bylaws for continuing education committee, Robin seconded, all approved.

**c. Approve/Reject the weather day for 9/21/18**

Mike motioned to approve the weather day for 9/21/18 and Robin seconded, all approved.

**VII. Adjournment**

Angela motioned to adjourn, Mike seconded, all approved.

Adjourned at 9:07 pm.