

SFCS Board Meeting Minutes Saturday April 25th

Due to COVID-19 pandemic the meeting was held via Zoom.

Board Members in attendance: Tiffany, Stan, Kaarunya, Stephanie, Adam, Erika, KJ, Kim (joined at 10:15), James (joined in 10:25), & Krista (joined at 10:25). Phillip (School Leader) in attendance

Meeting called to order at 10:10am

Motion to review and approve meeting agenda. Motion passes

Community Input (10 minutes)

17-21 community members present. Tiffany talked about policy regarding community input. There was a request for more than 10 minutes for community input. If needed time for community input can be increased. Community members were given an opportunity to share.

No input from the community.

Review and approve meeting minutes from March 21st.

Motion to approve board meeting minutes from March 21st. Motion Passes.

Board Training

Stephanie point person for board training. Kaarunya completed board training through Charter Source. Stephanie will re-send email about charter source board training. You can also get board training through MACS, they are now online.

Director's Report

School Updates

Civil Rights Trip canceled----We were able to get most of the money back from contracts. Negotiate about what to do with funds. Can it be used for buses? We can't earmark it. Will need to create a new budget with Civil Rights trip for next year. Will discuss more at Finance committee meeting

School postponed by staff decision

Free Geek partnership (club)

Charter School Days at the Capitol (8th Graders)

Lunch with 8th Graders

Vocal Essence community field trip

Bus issues

Coffee with Phillip

Chillin with Phillip

Meeting schedule available for staff

Staff suggestion/resolution boxes

Finance

School Lunch Program to remain the same in costs. Teacher will use it as a working lunch so no schedule change or dollar costs. If needed Hennepin Grant was written to include a salary for a “lunch person” to distribute lunch at \$8000-\$9000 per year part time (3 hours per day at \$15 per hour for 187 days.) Will not cost the school anything to provide school lunch. Finance team discussed this and determined this would suffice to provide information for hot lunches.

Funds Brought In

Headwaters Grant

Hennepin Grant

General Education Grant

Various Fundraisers/Donation/ Stock sells/

Pending

Caroline Foundation

Requests

BCBS of MN – 3 rounds last one ends on May 6th – funding for COVID-19. Planning to apply for 2 different projects

SBA Grant – Application in progress

CLT report

Teacher (job adjustment)

Sped (teacher replacement/salary)

PTO- Payout due to school closure?

Pandemic Response

School Closing (March 13, 2020)

School trial Distance Learning 3/16/2020-3/20/2020

Distance Learning Plan planning and staff utilization

2x weekly staff meeting, 1x weekly CLT, Admin meetings, para/sped meetings

Staff utilization

Future

Further Curriculum enhancement

Movie Nights

Clubs

Spirit Weeks

PTA

Marketing/Enrollment/Recruitment

School Lunch

Phillip would like to express concerns as part of the director's report. A letter of concern was read out loud to the board and was taken into consideration by the board.

Tiffany will take Phillip's request for another board meeting under advisement. Phillip submitted a written statement of concern to the board. It will be kept in permanent record.

Committee Reports

Policy Committee Report

Did not meet. Let Kaarunya know when the next meeting will be so it can be posted.

Finance Committee Report

Sherri had to update cashflow to show school closure. School is in good position. Need to approve a donation

**Motion to approve a donation by American Gift Fund for \$20,000 dated 03/26/2020.
Motion Passes.**

Donation was made by a long time donor.

Still waiting to hear from Caroline Foundation. Plan in place for trying to complete Q-comp.

Q-comp and Title 1 applications are coming up

We are in good shape for enrollment next year. 4 Kindergartners on the waiting list, 3 new 1st graders enrolled. Sherri and Phillip in negotiation with St Joan of Arc, as we will not be using the facilities will they be willing to compensate?

We had received most of the donations we were supposed to get. Donor database has not been maintained in the past several years, and staff has started to enter in information.

Motion to approve finance report and all finance documents as reviewed and presented to the board. Motion passes.

CISA Committee Report

Did not meet. Will plan on meeting within the next two weeks. Let Kaarunya know when the next meeting will be so it can be posted.

Equity Committee Report

Did not meet. Let Kaarunya know when the next meeting will be so it can be posted.

Fundraising Committee Report

Did not meet. Plant Sale May 16th-20th, 9-1p. It will look very different this year. Volunteers from the community. Emily Pearson Ryan has been very helpful. We will be wearing mask, gloves and working in short shifts. Mostly online orders, people will drive through and pick their orders. Spent \$4500 on plants and have made more than \$7000. Added more plants. We still need more volunteers.

Alternative plans for if the governor extends stay at home order. Small pods from the same household. Mostly drive through, drive up and pick up.

Update on Attorney Services Agreement

Decision came out of an executive committee meeting due to HR and employment matter that needed to be addressed at the school

Motion to approve attorney services agreement with James Martin PLLC. Motion is seconded.

Discussion: Phillip raised oppositions to signing agreement.

Board is within its rights to contract an attorney on behalf of the school.

Motion Passes.

Motion to approve invoice for Martin Law Firm for March 2020 services. Motion Passes.

Authorizer letter of concern

2 letters from VOA, our authorizer one dated April 1st and the other dated April 14th

These Issues needed to be addressed by the Board Chair and School Leader.

Issues regarding publishing the distance learning plan mandated by MDE on website – Distance learning plan has been published on the website

Communication around the distance learning plans to parents.

Concerns about following open meeting law and inconsistency about website maintenance around board meeting date, minutes and documents – Still needs to be updated.

Making sure we complete school leader evaluation – Will be addressing this later on in this meeting

Request for a teaching faculty roster needs to include teacher license information.

School Leader Phillip Gray has requested that the evaluation be an open meeting.

Request for a 5 minute break, board members back by 11:54.

Roll Call: All board members present.

School Leader Evaluation

The School Leader Evaluation is based on job description. Discussion about 6 different buckets.

1. Instruction and Assessment

From Job Description:

- Provide guidance and support to Student Advocate and special education staff in handling student discipline and behavior interventions.

Discussed parents & staff survey responses.

Board discussion about:

Student discipline

Special education & behaviors

Discussion about conclusions, recommendation and directive/goal.

2. Human Resources and Personnel Management

From job description

- Provide feedback and ongoing support to staff to help them work toward their individual and collaboratively set professional goals, and ensure the completion of all requirements of the school's performance evaluation process.
- Collaborate with CLT to carry out employee termination procedures.
- Collaborate with staff to develop work schedules/calendar for school/staff.

Discussed staff survey responses.

Board discussion about:

General human resources

Staff individual and professional goals and performance evaluation process

Collaborate with CLT and carry out employee termination procedures.

Collaborate with staff to develop work schedules and calendar

Discussion about conclusions, recommendations and directive/goals

3. Finance Management

From Job description:

- Collaborate with the finance committee and staff to develop proposals for the school's annual budget.
- Monitor and make recommendations for adjusting the school's budget in collaboration with the finance committee.
- Fundraising and Community Relations (private contributions/grants make-up 20% of budget)
- Develop and oversee annual fundraising and development plans.
- Develop and oversee public relations and marketing initiatives to promote SFCS.
- Provide leadership for prospecting and developing grant proposals in conjunction with staff members.
- Maintain the school's financial health and organizational effectiveness.
- Coordinate, build, and maintain positive relationships with current and prospective donors.
- Provide leadership in promoting the school's mission and vision

Discussion about Staff survey results

Board discussion about

Collaborate with the finance committee regarding annual budget & monitor school budget.

Fundraising and community relations

Annual fundraising development plan

Public relations and marketing

Grant proposal with staff members

Maintain school's financial health and organizational effectiveness

Discussion about conclusions, recommendations and directive/goals

4. Legal & Compliance Management

From job description:

- Ensure compliance with all laws, regulations and reporting requirements for charter schools.
- Serve as Human Rights Officer.
- Ensure all board policies and procedures are developed in a manner consistent with regulations and school mission. updated 4/2017
- Ensure all relevant policies and procedures are communicated to families, students, and staff through handbooks and notices.
- Ensure compliance with all teacher licensing requirements, while supporting staff with their individual development needs.

Discussion about staff survey results

Board Discussion about:

Compliance with all Charter School Laws, regulations and reporting requirements
Policy Development
Teacher Licensing
Ensure policies are communicated

Discussion about conclusions, recommendations and directive/goals

5. Effective Communication & Board Relationship

From Job description:

- Provide board members with timely, accurate and relevant information to facilitate discussion and decision-making about organizational effectiveness, policy, regulatory and financial issues.
- Support board leadership development, recruitment and self-assessment activities.
- Collaborate with the Board of Directors in making decisions involving legal issues and need for legal counsel.
- Work with the board, staff, parents and community to develop annual and long-range plans consistent with the mission and goals of the school.

Discussion about parent & staff survey results

Board discussion about:
Board relationship and communication.

Discussion about conclusions, recommendations and directive/goals

6. Authorizer, MDE & Community Relationships

From Job description:

- Manage the contract with the Authorizer and maintain a successful relationship.
- Manage a successful working relationship with MDE.
- Respond to complaints and concerns from families and the community.
- Negotiate and approve contracts with vendors in collaboration with CLT.

Discussion about parent survey results

Board discussion about:
Communication/relationship with Authorizer VOA
Communication/relationship with community
Communication/relationship with MDE (MN Dept of Education)
Discussion about conclusions, recommendations and directive/goals

Tiffany and Stephanie will work on creating a finalized school leader evaluation document to present to Phillip.

The finalized school leader evaluation will be given to Phillip in writing so that he can respond in writing

Board will hold a special meeting on Saturday May 2nd at 10a, to approve finalized school leader evaluation.

Motion to adjourn meeting at 3:10p. Motion passes.