

**OFFICIAL BOARD MEETING MINUTES**

**RESCHEDULED FOR**

**Wednesday, June 26, 2014**

**4:00 p.m.**

**New Century Academy**

**Room 212**

*“STEAM = Science & Technology interpreted through Engineering & the Arts, all based in Mathematical elements.”*

*“STEAM: A Framework across the Disciplines”*

*~ Georgette Yakman*

1. Call Meeting to order – 4:09 p.m.
2. Register roll call

Jason Coyle, Nicole Gohman, Barb Haugen, Cindy Haugland, Kathy Prellwitz

1. Pledge of Allegiance
2. Consent Agenda Items
   1. Approve May 21, 2014 minutes
   2. Approve May Financial statement
   3. Epicenter Tasks-to-be-completed

A motion was made by Prellwitz, seconded by Coyle to approve the consent agenda. Motion carried.

1. Make additions/changes to the agenda

Add after Committee Reports – Report on Director Review. This will be an open meeting by choice of the director

Add to Items for In Depth Discussion a number 5 – Choir for next year

Closed Meeting @ the end – maybe

1. Approve the agenda

A motion was made by Gohman, seconded by Haugland, to approve the agenda. Motion carried

1. Recognize visitors and review protocol

Jason Becker, Gabra Lokken, Michelle Nies, Leah & Kyle Seifert, Michaleen Kalenberg

* 1. Wendy Swanson-Choi – Executive Director – here to observe the meeting
  2. Carolyn Sharratt - Foreign Exchange – AFS Team Development Specialist

She spoke about their program and said that the presence in Hutchinson has diminished; host family comes first and then they work on arranging a student. They can select the student and promote that individual to families. Prellwitz asked where the nearest representative is to Hutchinson. Sharratt said Buffalo or Chaska

* 1. LuAnn Hoffmann – Work Agreement Templates

A decision had been made last year to shorten the employee agreement. There were items taken out that was pertinent information and the auditors look for that data. That information helps new employees by having everything laid out for them - sick days, vacation, contribution to TRA, etc. Coyle asked how are sick and vacation days utilized – use it or lose it? Employees cannot cash out. Prellwitz asked about the rules regarding federal leave. The information should be in the employee handbook and we can check with Paycheck who created the book. It was stated that the 80 days was excessive and that FMLA would kick in. Haugen asked what the highest number we have on the books. That information as not at hand however it would have to be someone that hasn’t taken any for 10+ years. It was determined that an integrated version between the old and the new be compiled and brought to Luann and Dawn to make sure all items were covered in the agreements. This will be a consent agenda items for next month.

1. Finance Items
   1. Finance Committee Report

Dawn Jenkins and Klaphake spoke about the work-in-progress budget that includes the new hires. It was said that there needs to be a budget snap shot throughout the year to stay abreast of the spending. PayPal was discussed so that parents, if there is an interest, could use it to make payments. The committee also discussed a number for banked days and thought 10 for 10.

* 1. Booth and Lavorato – Legal Services – 2014-2015 - TABLED
  2. Audit Review and Approval

Dawn Jenkins summarized the audit. It was a clean audit and NCA is in compliance. There is not weakness in the internal controls. The financial statements are accurately recorded. The FY 13 fund balance increased a small amount; FY 13 revenues 80% more; FY 13 expenses 81% over. Food service lost money and Jenkins stated that you cannot make money of this program just try to break even. She said you need to keep close eye on this program and you are limited on how to can do the service and what can you charge. With the changes in the hold back for FY 12, FY 13 borrowed 60 less than FY 12.

* 1. Citizens Insurance 2014-2015 – TABLED
  2. SBS (School Business Solutions) 2014-2017 – This document was for informational purposes only.
  3. MACS Membership 2014-2015 – Klaphake recommended the continuation with MACS. The dues are in the budget. MACS is the agency that offers the training for board members. A motion was made by Haugen, seconded by Prellwitz, to review the MACS membership for next year. Motion carried.
  4. Grant Award – 25,000.00 – 28,800 – Beth Hauth had applied for the Global Citizens Network grant. There are guidelines that need to be followed for selecting the students to go on the trip. With Ms. Hauth resigning Ms. Lokken take over this grant.
  5. SPED Model – 423 decided not to provide services to NCA for the upcoming school year. There is reimbursement of state and federal money. Could have membership with SWWS Coop but their costs are high to provide services. ISES cost would be more also. Lesley Miller be the director / coordinator for 4 licensed teachers and 5 para-professionals. This is based on need and case load. Jenkins said there are financial aspects going into monitoring year and the tricking part is that it is basically two positons with separate funding. Lesley will have to keep track of how she spends time. Haugland asked if Miller was okay with this and it was stated that she understands. Prellwitz asked if the auditors have a problem with this and it was stated that is would not be a problem. This is a 2 year monitoring program.

I. Meeker County STEAM Day Grant Application – This is for informational purposes only.

At this point Chair Coyle opened up discussion regarding Lacrosse that is an item for in depth discussion. Leah Seifert state that District 423 had as an agenda item adding Lacrosse. She said she was at the meeting to mainly listen to the board discussion and didn’t know if she would need to speak until she heard what the board had to say. Klaphake stated that he was not aware that 423 had it as an agenda item. He stated that he had sent a letter asking Hutchinson what the cost would be to co-op with them for Lacrosse. Both boards need to agree to the co-op. He was informed that it would cost $6,000 - $3,000 for boys and $3,000 for girls. The cost for the student would be the activity fee charged by 423. The one concern was the name of the team. Klaphake has asked their activity director to make sure NCA is a part of it. He has not received a response but had been told that the activity director was out. He stated that eligibility for NCA students was not an issue, however, if the student transfers to the Hutchinson school they would be ineligible for one year. (See XIV – A – 4 for the remainder of the discussion)

1. Recognition of Service
   1. Chuck Stenberg - Resignation
   2. Chris Kraft – Non-renewal
   3. Evan Meece – Non-renewal
   4. Tammy Artibee - Resignation
   5. Beth Hauth – Received a full time position
   6. Michele Seiffert – Received a full time position
   7. Erin Riipi – received a full time position
   8. Cindy Haugland
2. Director Items
   1. Director Report
      1. 2014-2015 School year preparations – handbook; graduation credits; start and end time change, supervisor for students in the morning; staffing update – one Special Education teacher
      2. Recognitions – Barb Haugen for her work with graduation and those that helped her. Also listed the students that had earned awards at the end of the year
      3. Upcoming Events – Parades. Incorporating a STEAM night with conferences and / or the annual meeting
      4. Enrollment Update - 142
      5. Teaching and Learning – World’s Best Workforce document; working on pre-registration; Andrea Moore will continue to be the DAC and take on Odyssey; approached Sheila Hendricks to consider being the mentor to new faculty; looking to contact Community businesses to create partnerships for STEAM; ideas for a K-12 school and /or connecting with Ridgewater.
3. Personnel Recommendations
   1. Kevin Elton - Math
   2. Jenna Hartkopf - Math
   3. Kelsey Dolge – Social Studies
   4. Breanne Nelson – SPED
   5. Cyndi Brede – SPED
   6. Katie Miller – Choir
   7. Rachel Ebbers – Head Cross Country Coach
   8. Leslie Miller – Director and Coordinator of SPED
   9. Andrea Moore – DAC/Odyssey Prep

A motion was made by Coyle, seconded by Haugland, to issue a statement of intent to accept the agreements as listed but will wait for signatures until the employment agreement with the additional language has been approved. Motion carried.

1. Committee Reports
   1. Sustainability Committee - None
   2. Joint Facilities Committee - Meeting is set for next Monday
   3. Director Review Committee -move down
   4. Alumni/Foundation Committee - None
   5. Marketing/PR Committee – Participating in the local parade as well as surrounding communities.
   6. Board Chair - Coyle handed out two policies for review and both will most likely be consent agenda items.
   7. Policy Committee –
2. Director Review Report

Coyle explained the process and that it could not be quantitative due to the fact it was the first year. The committee relied on feedback from several sources. A motion of the Board to discuss extension of Klaphake’s contract and voted to offer contract extension. There is an action plan for areas of concern of the board. The Board used surveys and spoke with individuals. A survey form online was used with there being 40 – families, faculty and staff. As part of review Coyle consolidated the results. A summary was offered to Klaphake. The Board realizes that the director “stepped into a meat grinder”. He brought in a lot of changes and enhancements. The Board did identify areas for improvement and by being more aware of them it will be enhanced. The Board realizes it should have been more proactive regarding policy. There were four categories identified: 1) financial oversight, 2) communication - perception vs reality, 3) faculty / staff retention, 4) professionalism. This was all presented yesterday as well as the action plan. Klaphake did have input into the process. The plan will be gone through three times during the next year. Klaphake commented on his indifference. He said he didn’t understand why it was a required action plan versus a review. He is struggling with being put on a discipline plan when things were out of his control. He thanked the Board for the work they had done and he would respond to the Board and people.

1. Items for In-Depth Discussion
   1. 2014-2015 Issues
      1. Proposed Calendar 2014-2015 - Barb Haugen had begun the calendar process and then Jason Becker finished the calendar. NCA is moving from trimesters to semesters for the 2014-15 school year. The length of day was increased to allow for more academic time. E-terms were trimmed back from four weeks to three and from five days to four. Both 423 and Ridgewater calendars were considered when developing the calendar. The late starts will be utilized for STEAM, there are built in snow days. The number of days and hours meet State requirements. It was asked about families that have students in NCA and 423 and how that would work. It was stated that there is more crossover between NDMA and NCA than there is with Hutchinson schools. There are two less teacher days and more student days with this calendar. A motion was made by Prellwitz, seconded by Haugland, to approve the calendar. Motion carried.
      2. K-12 Exploration Sub-Committee – Klaphake stated that he had visited with Dave Conrad regarding this idea. If this is something we would like to pursue NCA would reach out to members of NDMA’s board and create a committee. It was asked of Swanson-Choi if NEO would support this path. She stated that they would be excited to see the school expand and that a continuous learning program is something NEO likes to see. It was stated that it would be best to hold off until July when committees are being set up. Prellwitz stated that she would like to see NCA looking at partnering with Rigdewater before NDMA.
      3. Work Agreement – Questions were asked on how un-used sick days accrued and is the pay for substitutes for sick days budgeted. Spirit of the idea is since NCA does not offer benefits that alternative benefits be offered such as cash in lieu, being able to buy extra days. This would be only for severe medical issues. This issues will be put to the policy committee.
      4. Lacrosse and Proposed Co-op - Jason Becker stated that NCA ran lacrosse for 4,500 and we would be billed by 423 for 6,000. Coyle asked if there be public identification of NCA’s involvement and did NCA indicate Hutchinson’s involvement with our team. It is most likely that the NCA name will not be a part of the team name, just a notation that the sport has a co-op agreement. Hutchinson was not included in our name, it was a club league. We did charge an activity fee and our players would be expected to pay their activity fee of approximately $120. Leah Seifert asked if the 3,000 amount was given to NCA from the Hutchinson schools. She said the player’s parents were told that it was negotiable since it was coming from our program and the amount could be decreased initially. Klaphake said that he only received their document. He said that Hutchinson can close the door on us and our students if they want. Kyle Seifert was other concerned because he believes the number of players he saw are skewed. Klaphake stated that the numbers came from him and that he knew they were not completely accurate. Grades 9-12 would be for Varsity / JV and grades 7 & 8 would still be at the club level. It was stated that once you go up you can’t go back down to the club level. It was determined that NCA needs to find out what 423 is going to do, will it be 9 – 12 or 7 – 12. Michelle Nies stated that she was mainly at the meeting to listen but stated that Jason Becker had stepped up for this program and was concerned what would happen with Hutchinson taking over. She said she wished she had been informed of the dissolution with 423 at the beginning of the year instead of at this point in time. Michaleen Kalenberg stated that she had some conversation with Hutchinson’s athletic director regarding her daughter’s participation eligibility because it may be different if she transfers since she lives in Litchfield. It was stated that at this time 423 is indicating the program will be grades 9 – 12. Haugland asked Swanson-Choi what her opinion was of the 3,000 to which she replied that she did not have enough context and it is a financial decision. Klaphake recommended approving both boys and girls Lacrosse and that we dissolve the fine arts. There was question as to if the fine arts had already been taken care of at an earlier board meeting. A motion was made by Prellwitz, seconded by Haugland, to approve the boys and girls Lacrosse. Motion carried. Fine Arts was tabled.

* + 1. Choir for 2014-15 – Many of the board members have gotten feedback on the mandatory choir. Coyle stated he wished they had been informed of the plan prior to informing the students. Haugland stated that from what she has heard from families is that the families / students are not being given an option and this is one of the reasons students come to NCA is because they can make choices. Prellwitz said she would like to hear the rationale for requiring choir of all students. Klaphake stated that he did not expect the students to jump for joy and he added that the scheduling committee had to make a decision. Klaphake stated that this was part of the STEAM education. Research supports music aids students with their learning and that it is a social and emotional experience. He said that there is no common bond for students, and parents for that matter, and this experience will help with that, it will push the students and they will gain self-esteem as well as confidence. He said that it does not need to be every day and could be changed. Haugland asked with the choir being first hour how would that affect tardiness. Gohman said that choir could be mixed up with other things for first hour. Becker stated that one that that is required for graduation is art credits and this would fulfill that requirement. Klaphake stated that it will take classroom management and flexibility but the rationale is good. Coyle stated that the first perception of mandated choir is not a small change and he equated it to mandated school uniforms. He encouraged more involvement from the board and would like to be convinced. There are some families that are saying they will leave NCA.
  1. Goals & Policies
     1. Policy folder - Tabled
     2. NEO Goals – A draft was sent.
     3. Board Governance – Tabled
        1. Picture?
        2. Membership
     4. Policy Briefs – MACS
     5. Wellness Policy - Tabled
     6. School Nursing Report – This is for informational purposes
     7. Charter School Conference invitation
        1. MDE - Needs assessment, conflict of interest and a reminder coming up fiscal year NEO’s being evaluated.
        2. 2nd Annual MN Charter School Conference - English language, civil rights and application document in various languages.

1. Debriefing
   * 1. Annual Meeting
     2. Board teacher position with 1 year left to fill
2. Next Board Meeting- July 16, 2014, 3:30 PM, NCA
   1. Adjourn Meeting – A motion was made by Gohman, seconded by Haugland, to adjourn the meeting. Motion carried. 8:19 p.m.