

**OFFICIAL BOARD MEETING MINUTES**

**Wednesday, August 21, 2013**

**3:30 p.m.**

**New Century Academy**

*“Education is the most powerful weapon in which you can use to change the world” ~* Nelson Mandela

**Our Mission** is to engage students in critical thinking and teamwork that empowers them toward life-long learning and global citizenship.

**Our Vision** is to provide a school that creates an inclusive community working together to support student achievement and builds a strong sense of self-worth.

**Our Charter** is to provide the following as per NEO (Exhibit A) :  
 ● Improve pupil learning and student achievement  
 ● Increase learning opportunities for students  
 ● Encourage the use of different and innovative teaching methods  
 ● Measure learning outcomes and create different and innovative forms of measuring outcomes  
 ● Establish new forms of accountability for schools  
 ● Create new professional opportunities for teachers

1. **Call meeting to order by Chair Coyle at 3:37pm.**
2. **Recognize visitors and review visitor/speaker protocol**● NU-Telecom Update –Bonnie Jensen and Tim Elliot

**●** Campus Life/Youth-for-Life – Corey Ruskamp

* Novation Education Opportunities (NEO)- Wendy Swanson Choi

1. **Register roll call: Haugen, Gohman, Prellwitz, Coyle, Klaphake, Meece**

**Absent: Haugland**

1. **Pledge of Allegiance**
2. **Consent Agenda Items**

a. Approve minutes of July 17th, 2013 Board Meeting

1. Approve July Financial Statement
   1. Motion to accept consent agenda items by Haugen, second by Meece, all aye.
2. **Make additions/changes to the agenda**
   1. **School board meeting schedule**
   2. **Board Policy template for website**
   3. **Open board position-need to fill**
   4. **General conflict of interest discussion with statute**
   5. **NCA School apparel website**
3. **Approve the agenda**
4. **Speakers**
5. **Approve NU-Telecom Contract- Bonnie Jensen and Tim Elliot-project manager** 
   1. NCA will have their own services-email, internet, servers, new computers and laptops, anti-virus software
   2. NU-Telecom will serve as help desk for NCA (remotely), there will be a point person at NCA to organize technology problems/issues/concerns and that person will report to NU-Telecom
   3. Technology policy will need to be constructed (re: blocked websites, approved websites for staff and for students)
   4. FAQ document could be created to help staff and students with common concerns/questions/issues
   5. Using existing thin clients that NCA owns

Director Klaphake recommends that we move forward with the NU- Telecom agreement.

Move to accept the services agreement with Nu-Telecom for the 5 year term as presented to the board by Coyle, second by Haugen, all aye, no opposed.

Discussion: change name from ‘New Century Charter School’ to ‘New Century Academy’ on the services agreement.

1. **Campus Life/Youth-for-Life – Corey Ruskamp**
   1. 6-12th grade program
   2. Topic based discussions with games and activities (peer pressure, drama, family, etc)
   3. Proposed Campus Life Program specifically for NCA after school, one day a week located at NCA
   4. NCA would not sponsor or endorse
   5. NCA would have a rental agreement with Campus Life and Campus Life would advertise to the public
   6. Campus Life will not need office space/storage space at NCA

Discussion: boundaries, need to locate our facilities information (rental agreement)

1. **NEO Authorizer- Wendy Swanson Choi (qualifies as board training on legislative changes which affect charter schools)** 
   1. Statutes regarding Education, some major changes:
      1. Board must hold an annual public meeting addressing progress towards board goals
      2. Authorizers must create an annual report publishing data and achievement regarding the schools which they authorize
      3. Board members are required to have on-going training (no specific amount)
      4. Conflict of Interest- board member cannot serve if they have an immediate family member who is employed by the school or contracts with the school in any way
         1. Nepotism policy- how is immediate family member defined in our policy?
         2. Declaration of conflict of interest at the start of meetings
      5. Teacher evaluation- board must be involved in adopting a personnel evaluation policy regarding a teacher/staff evaluation process, and the board must adopt professional development policy- will be implemented in the 2014-2015 school year
      6. Policies published on website
   2. Contract between NEO and MDE
      1. Exchange of key documents with the charter school to give feedback to the school (Epicenter-share, access, and store documents)
         1. Deadlines are set for due dates for documents which need to be uploaded to Epicenter
2. **Recognitions/Service:** 
   1. **Chris Kraft-5 years on the board**
   2. **Bill Berning- special education teacher, 2 years at NCA**
3. **School Board Assignments/Designations – NEO**
4. **Approve Contracts  
    ●** Rick Sorenson – Elective Business Courses (CE)-will be approved at the September board meeting  
    ● Jason Schooler – Elective Music Courses (CE)  
    ● Fidel de la Barra – SPED Para  
    ● Gabra Lokken – Business/Work-Based Learning Teacher

● Amber Larson – Receptionist/NCA Website/Marketing

Moved to approve the contracts of Schooler, de la Barra, Lokken, and Larson by Haugen, second by Coyle, all aye, no opposed.

Discussion: Director Klaphake is communicating with MDE to secure variances for our community experts who teach seminar/elective classes

1. **Pay-Period Analytics – LuAnn Hoffmann** 
   1. Board will discuss at the September board meeting
2. **Reports/Next Meeting Date(s)?**
   1. NCA Director Report – see bottom of minutes
   2. Finance Committee Report- nothing to report
   3. Sustainability Committee Report- nothing to report
   4. Joint Facilities Committee Report- nothing to report
   5. Director Review Committee Report- nothing to report
   6. Alumni/Foundation Committee Report- nothing to report
   7. Marketing/PR Committee Report – (clarification, timeline, membership and/or action plan)- nothing to report
   8. Board Chair Report- nothing to report
   9. Policy Committee Report – NEO- nothing to report
3. **Additional items**
   1. **School board meeting schedule-** Coyle will draft
   2. **Board Policy template for website-**
   3. **Open board position-**need to fill with a teacher according to our by-laws, will serve a one-year commitment, will need to talk with any teachers who were ‘write-ins’ at the Annual Meeting Election, need to nominate for Vice-Chair (will occur at the September meeting)
   4. **General conflict of interest discussion with statute-**see above under Wendy Swanson-Choi (NEO) training
   5. **NCA School apparel website-** Blue 84 Spirit- online school Spirit wear Store, proposed to research local companies which offer a similar service
4. **Debriefing**

**a. Transportation (Visions for the 2013-2014 year), think ahead for a plan for the 2014-2015 year- Klaphake**

**b. Activities- Klaphake**

**c. Director Klaphake will talk with Nu-Telecom to change our name to New Century Academy on the services contract**

**d. Director Klaphake will investigate variances for community experts.**

**e. Director Klaphake will talk with LuAnn Hoffmann regarding the pay period schedule and invite her to the September meeting**

**f. Coyle will draft the school board meeting schedule**

**g. Gohman will contact Chris Kraft about new board member training**

**h. Haugen will find the facilities information and draft a rental agreement to discuss at the September meeting.**

**i. Coyle will investigate ballet write-in’s from the last school year at the annual meeting to potentially fill the vacant school board position**

**j. Coyle will talk with Haugland regarding a nomination for board vice chair**

1. **Next Board Meeting: September 18, 2013**
   1. **Time: 3:30pm**
   2. **Place: NCA classroom**
   3. **Location: NCA**
2. **Adjourn meeting by Meece, second by Haugen at 7:04pm.**

**Respectfully Submitted,**

**Nicole Gohman**