

Prairie Seeds Academy -- District # 4126

Board of Director's Board Meeting

4 PM – 6:00 PM at 6200 W Broadway Avenue North, Brooklyn Park, MN 55428

March 21, 2016

Minutes

Mission

Prairie Seeds Academy, in cooperation with families and community, provides leadership in rigorous education, to develop inquiring, knowledgeable and caring citizens who help create a better and more peaceful world through intercultural understanding and respect.

Board of Directors' Purpose

To provide leadership, set policy, and develop accountability practices that will ensure high student achievement.

Call to order 4:04

Role Call

Present: Xee Vue, Felicia Perry, Mindy Hansen

Absent: Jeff Culp, Tzianeng Yang

Ex-Officio: Ger Yang, Choua Yang, DeGune Lee

Guests: Jeanene Miller, Laura Booth

I. Reports:
NA

II. Old and/or Unfinished Business:

- Review of Implementation of the School's Nepotism Policy*
 - Organizational chart
 - Conflict of interest law
 - Salaries and benefits

The Board looked at the remainder of the staff affected by the nepotism policy. For each employee, the Board reviewed who the person directly reports to and where there was an indirect reporting line (or "within a family member's chain of command") the Board discussed whether the family member had or could influence the person's role and responsibilities and salary. None of the employees report directly to a family member, all report indirectly to Choua Yang or Cha Ger Yang. However, the salaries for each of these individuals was well within the comparable salaries for other Minnesota schools and the direct supervision was done by a non-family member. Increases in salary (none of have been given for several years) should they occur, would be at the recommendation of the supervisor subject to full Board approval. The Board decided that there is no conflict of interest with these employees.

Felicia made a motion that the Board has determined that there is no conflict of interest by looking at the salary, reporting lines and benefits for Teena, Crystal and Mong. Second by Xee. All voted in favor of the motion.

The same process was used to review the salaries and reporting lines for Choua and Ger. Both report to the Board. The Board is in the process of evaluations now. The salaries of both Choua and Ger were within the comparable salaries for Minnesota School Principals and Financial Officers; however, the Board discussed that Choua for example is not principal of one grade level but of elementary, middle and high school and has other duties. While her salary was on the high end of the comparable salaries, the Board discussed that her job responsibilities are greater than those in the comparable salaries. Xee made a motion that the Board has reviewed Choua and Ger's positions and determined that there is no violation of the nepotism policy.

Felicia second. All members voted approval. The Board directed Jeanene Miller to make

available the comparable salary information to be used in the evaluation and review of both Cha Ger and Choua. The Board will review the implementation of the Nepotism Policy annually at its first meeting of the school year.

➤ Formal Resolution *

A motion to approve the resolution to create a turnaround plan that would continue PSA's academic work with the use of some outside leaders was made by Xee. Mindy second. All members voted in favor.

We, the Board of Directors of PSA, desire to continue to have a thriving school and create the conditions for our students to have high academic achievement in accord with our school's mission and vision. We resolve to:

- *Develop a turnaround plan. This will include these components:*
 - *a. A plan that results in new leadership who is the sole report to the school's board of directors. This leadership will have demonstrated experience and success in raising student achievement in a public school and have authority to make educational program, staffing, and resource decisions to improve all pupil learning and all student achievement.*
 - i. This could be a "school operator" such as a charter management organization, or an individual or group of individuals not currently employed by the school.*
 - ii. This new leadership will be identified by January 30, 2017. Transition to the new leadership will begin soon thereafter, and the full transition will be completed by July 1, 2017.*
 - *b. A plan to inform parents of current and future (FY17) students of the school's intent to create and implement a turnaround plan focused on providing the necessary foundation for PSA students to have high academic achievement. The communication will also advise parents of the school's one year contract extension with Audubon and its current probationary status with its authorizer. Parents will be informed by May 31, 2016. Parents of newly enrolled students must be informed upon enrollment. The school will publish and disseminate a letter in the languages spoken by families at the school including but not limited to English, Hmong, and Spanish, explaining the school's current probationary status and the school's plan to engage in a turnaround. The authorizer will review and approve the letter prior to final publication and dissemination by the school.*
 - *c. The PSA board will contract with an external consultant with experience in charter school turnarounds to support the board in developing and executing the Turnaround Plan.*

The Board resolves here to accept its authorizer's terms for renewal of the contract for one year, and will continue to move forward on our School Improvement Plan, submitted on March 9, 2016. The School Improvement Plan may be adjusted from time to time as the Board moves forward and upon the advice of the consultant(s) hired in the near future. In the upcoming weeks and months, the Board will develop a turnaround plan that addresses the pieces above that is differentiated to PSA and meshes with our School Improvement Plan. The estimated timeline will be discussed and approved in the next Board meeting.

Communication to Audubon will be done by Mindy calling the organization. We understand that April 6 is the date for voting. Please allow us the full time frame to notify the community and families of PSA. We would ask that you not release the information on your website until notification is made to our immediate community/ stakeholders.

➤ Update on CEO/Principal Evaluation progress

The hope was to bring back a completed evaluation today. We sought examples from other ACNW schools. We asked for input from David Greenberg. We did not find any strong examples that would mesh with PSA's work. The job descriptions for the two positions were reviewed and they will be used to build the evaluations moving forward. The Board directed Choua and Ger to ensure that the descriptions include all of the present duties. We looked at the draft of the tool. More work will be done to the tool and the job descriptions to be specific.

Adjourn 5:02

III. New Business:

➤ NA

Next regular meeting: April 13, 2016

Future agenda items:

Revision of by laws

Evaluation results for Administration

Early enrollment policy

School lottery policy

Board Training

Teacher compensation

Finalize 16-17 calendar

Contracts

Vendors

*Items that need motions/ approval