

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

April 13, 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 4:09

Role Call

Present: Mindy Hansen, Jeff Culp, Felicia Perry, Tzianeng Vang

Absent: Xee Vue

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

Guests: Jeanene Miller, Chuck Herdegen, Laura Booth

I. Reports:

➤ **Financial Report and Motion: (5 min)**

February Financials: page 1 is the general overview. Working budget shows excess for the school year. Enrollment has dropped off, thus budget will be adjusted. There are no concerns as we have a strong balance. MDE has not finalized Special Education funding for the 14-15 school year. It will be paid back by October, 2016.

Board Treasurer's role as per the by-laws. ACNW would like them to be budgeting with the finance committee. The budget projection for the 16-17 school year will be coming up. The Board Treasurer is sent the invoice listings.

Motion to approve Feb financial reports by Jeff. Felicia second. All voted approval.

➤ **Minutes of previous meetings and motion: (5 min) ***

Approval of the March 21 minutes with corrections, was led by a motion by Felicia and second by Jeff. All voted in favor.

Approval of the March 15 minutes with correction to name spelling, with a motion by Mindy. Tzianeng second. All voted approval.

Approval of the March 9 minutes with name corrections received a motion from Jeff. Second by Mindy. All voted in favor.

➤ **CEO/ Principal's Report: (5 min)**

CEO: Supt. mailings update: GED test is free to MN residents through June 30. Student travel abroad must be registered with the Secretary of State. Multiple tier system of support in grants available. There has been an update on walkie-talkies for use in the building. They work inside the building and outside. We received a letter of commendation from the Department of MDE from our commissioner for our graduation rates. We received the School Finance Award again this year.

Principal: Enrollment plan would be supported by Felicia. Our visit from MDE as a CI school was very positive. MCA tests began last week. Math tests are being administered currently.

II. Old and/or Unfinished Business:

➤ **Policies revisited***

Admission, Nepotism, Health insurance bidding, Anti bullying, early enrollment, school lottery

Admission policy to be posted on website, remove the 2007 delete parental status (verbage not necessary- p. 1); Change statute on p. 3 V/ C P. 3 V/ A and ...*deleted changed to completed Early Childhood Screening.... Add All student must be 6 by Sept. 1 for 1st grade.*

Nepotism Policy: remove “chain of command” terminology remove sentence.
Nov, 2013
Laura will add references for next meeting

Health insurance review and bids process does not comply with statute. Sample policy takes care of that. Laura will update and have ready for May meeting.

We have it delineated anti-bullying in the student/ family handbooks. Laura will add definition of bullying from MN Safe Schools and create a policy format.

➤ Nomination committee update

Letter for nomination was made available to all members.
We have 3 positions to fill. The notice is ready to send home and to all stakeholders.

➤ Evaluation tool- Administrative

The Principal tool was aligned with the job description and presented to the board.
Highlighted items are pieces of the job description and will be kept for the first evaluation. The Board will be doing the evaluation together.
Jeff motioned to approve the principal evaluation tool. Mindy second. All voted in favor.

CEO- Leadership inventory has been used. Financials were added.
This tool needs more items from the job description. Add this item to agenda for May.

➤ Audubon contract update

One year renewal
Documents required for submission were shared with the Board. PSA is required to submit by May 13.
Discussion will follow with more information being sought. A special Board meeting will be set to work on this more.

➤ 2016-17 Calendar * Tabled

➤ Revisit action plan/ timeline Tabled

III. New Business:

➤ Committee to review by laws*

Tzianeng Vang will meet with Laura who is in process with work on the bylaws.
Felicia made a motion to approve the committee to review by laws. Second by Mindy. All approved. Motion carried.

➤ Committee to hire consultant/ turnaround:*

Mai Thao
Mindy Hansen
Jeff Culp
Choua Yang

Jeanene Miller

Felicia made a motion for a committee to recommend a consultant for turnaround. Tzianeng second. All voted in favor.

- Vendor contracts: *
 - MN Valley Nurse *
 - Indigo- Special Education services (Director and coordinator)*
 - By Word of Mouth- speech*
 - School psychologist*
 - Beltz, Kes and Darling* 3 year contract
 - District 287-Targeted Services (in the 2nd year of a 2 year contract)
 - Math Corps-2 are being granted
 - Promise Fellows-2 are being granted
 - Reading Corps- The number has not yet been determined as it is based on grant funding.
- Teacher Salary Scale
 - The raises approved last year were for 15-16 school year only.
 - Special Board meeting prior to the end of April will be the time to revisit the salary scale.
- Board Training
 - June, possibly at a date other than a regular Board meeting

Adjourned 7:39 pm

Special meeting: Friday, April 22 Special meeting

Next regular meeting: May 11, 2016

ANNUAL MEETING May 19, 2016

Future agenda items:

Revision of by laws

Evaluation for Administration- CEO

Board Training

Contracts

Vendors

*Items that need motions/ approval