

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

June 8, 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 4:06 p.m.

Role Call

Present: Felicia, Jeff, Xee, Mindy

Absent: Tzianeng

Ex-Officio: Cha Ger Yang, Choua Yang

Guests: Becky Buckley, Laura Booth, Jeanene Miller, Chuck Herdegren

I. Reports:

- Financial Report and Motion: (5 min) moved to later in the agenda for Chuck's arrival
Chuck arrived about 4:20.
Financial: Cash balance/ cash flow has no discerning issues. Food service transfer was projected and appears to be very close to the amount. Balance sheet shows state aids still waiting for some state funding. Individual items have been adjusted and should end on track.
Management report Check register
Laura asked Chuck if they have established a credit card policy. Chuck suggested procurement cards. The finance committee will work on this policy with Chuck.
Motion was made to approve April financials and management by Xee. Second by Jeff. All voted in favor.
- Minutes of previous meetings and motion: (5 min) *
Annual Meeting Minutes were moved to approval by Jeff. Second by Xee. All voted in favor.
Clerical changes were made. Meeting on May 19 at 4:00 were moved to approval by Mindy. Second by Xee. All members voted in favor.
Minutes of May 11 were moved to approval by Felicia. Second by Xee. All voted in favor.
- CEO/ Principal's Report: (5 min)
We are saddened to hear of Minneapolis Academy closing.
Enrollment 737 Elem 323 HS 230 MS 184
Senior Graduation went well. Yesterday was the last day of school. All Board members are invited for the Color Dash. Senior breakfast, award ceremony for each school. End of year events closing events were fun and special.

II. Old and/or Unfinished Business:

- Revised Budget Projection Model
Financial Training took place with the budget Projection Model. Chuck walked through using the current budget and looking at the projected budget as a model for the training. The breakdown of
Increase in general education revenue for 16-17. Compensation is based on FRL on Oct.1 of previous year.

16-17 budget will be given time for consideration and vote on at the next meeting.

Motion to approve the 15-16 revised budget by Xee. Jeff second. All voted approval.

➤ Committee reports:

Finance - Add member(s)*

Ger, Choua, Chuck and Tzianeng are current members.

Felicia and Becky would like to join as additional members.

A motion was made to add Felicia and Becky as additional members of the finance committee by Felicia. Second by Mindy. All voted in favor.

➤ 2016-17 Calendar * adjusted

Student days 173 Students start Aug. 29

Teacher days need to be 192 All staff start on Aug. 15.

With 173 student days, we may have to make up snow/ cold or cancelled days.

Motion by Mindy to approve the 16-17 calendar with revision for all staff to start on the 15th of August. Xee second. All members present voted in favor.

Motion to amend by Mindy that there will be 173 student days, we may have to make up snow/ cold or cancelled days. Second by Jeff. All voted in favor.

One member needs to leave at 6:00. Move up the items that need voting on prior to their leaving.

➤ Revisit action plan/ timeline

Letter sent from David was sent to all Board members.

III. New Business:

➤ Policy Calendar for 16-17

No electronic version was held by Mindy.

➤ Vendor contracts: *

Transportation – no questions, allows PSA to get out if necessary. Jeff made the motion to approve. Xee second.

Technology- typo 10.3 should say Either party (not neither) Motion by Mindy, second by Jeff to approve.

Caterer – This is a large process with MDE. CKC is our current caterer. Motion by Felicia, second by Jeff. All voted in favor.

DHH – This is a new contractor. The contract will be for the student service in the upcoming year. Motion to approve by Jeff, second by Felicia. All voted in favor.

➤ Teacher contracts*

Motion to approve teacher contracts by Felicia for 2016-17. Jeff second. All voted in favor.

➤ Board Training date

Financial Training was held today.

Suggest 1 hr for Open Meeting, Board Governance, Board Etiquette
Governance and Open Meeting are recommended for August.

➤ Bylaws*

By laws redone in March. A motion is needed. Motion to accept the by laws as amended by Mindy. Felicia second. All members present voted in favor.

➤ Admission Policy Revision*

Early entrance Kindergarten needed to state specifically the requirements of students between Sept. 1 and Sept. 30. Motion to accept the amended Admission Policy by Mindy. Second by Felicia. All voted in favor of the motion.

➤ Seat newly elected members*

The newly elected Board members Becky Buckley, Sue Moua, Jeff Culp were seated by a motion to become voting members in July by Mindy. Second by Felicia. All voted in favor.

Next regular meeting: July 13, 2016 TBD

Next Special Meeting: June 15, 2016 2:30

Future agenda items:

*CEO/Principal Evaluation - by September

*Staff contracts - June 15

*Curriculum Orders - June 15

* Marketing/ Recruiting Committee June 15

* Committee set for policy- June 15

* MSBA - Choua will research and Felicia will research-add to July agenda

*Items that need motions/ approval