

Prairie Seeds Academy- District 4126

Board of Director's Board Meeting

At 6200 W Broadway Ave North, Brooklyn Park, MN 55428

September 21, 2016

4:00pm – 6:00pm

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: 4:19pm

ROLL CALL

PRESENT	Mindy Hansen, Jeff Culp, Xee Vue, Becky Buckley
ABSENT	Tzianeng Vang and Sue Moua
EX-OFFICIO	Cha Ger Yang, Choua Yang and DeGune Lee
GUESTS	Crystal Vang, Jim Martin, Charlotte Wagner and David Greenburg

I. REPORTS:

1. Financial Reports and Motion*:
August- No Questions

Jeff made motion to approve and Becky seconded. Vote is unanimous.

2. Minutes of Previous Meeting and Motion*:
Tabled until the next board meeting.

3. CEO/Principal's Report:

Ger: Several building improvements needed:

- Roof- hail damage. Insurance claim to be submitted to have adjuster come to take a look
- Parking- very limited. We need to discuss possible solutions.

Choua :

- Student enrollment is at 773: ELEM- 326, MS- 253, HS- 194
- Teacher observations starts this week through November (1st round of teacher evaluations)
- SY started out quite well and things are moving along well.
- Classes without teachers: Secondary Visual Technology and Special Education Teacher (K-12)

II. OLD and/or UNFINISHED BUSINESS:

1. July Management Reports*:

- Retroactive approval- \$30,526 on curriculum was placed on June 30th. We found that this purchase was something that would have been approved. BKDA will be made aware that purchases made over \$25,000 should be flagged and must have board approval.
- Jim suggests we pass a resolution to retroactively approve purchase of curriculum in amount of \$30, 526 and another vote to approve July Management report.

Mindy made motion to retroactively approve purchase of \$30,526 and Jeff seconded. Vote is unanimous.

Becky made motion to approve July Management Report and Xee seconded. Vote is unanimous.

2. Security Cameras*:

- 10 Indoor cameras- \$15,390
- 5 Outdoor cameras- \$14,720
- Map was provided to show non-functioning cameras throughout the school
- Cameras are a source of maintaining safety and security.
- The current proposal/quote does not cover all non-functioning cameras.

Becky made motion to approve and the proposals/quotes of the security cameras and Mindy seconded. Vote is unanimous.

3. Revisiting Board Meeting Time:

Current board meeting day and time does not work for all board members. Board discussed possible solutions.

Moved from 3rd Wednesdays to 3rd Mondays -

- October 17, 2016
- November 21, 2016
- December 19, 2016
- January 23, 2017
- February 27, 2017
- March 20, 2017
- April 17, 2017
- May 15, 2017
- June 19, 2017

Time is from 4pm – 6pm.

4. Prospective Board Member Questionnaire:

- Pat is a community member
- She has board experience
- Adding her would be an asset
- She's flexible with her time

- If appointed, she will replace Felicia's position through the rest of Felicia's term.
- Xee suggested the board meets and have a conversation with her before a decision is made to fill the vacancy.

III. NEW BUSINESS:

1. Contract Renewal Process- David from ACNW:

- Current contract is a one year contract
- Reauthorization process outlines timelines
- 11/15/2016- Reauthorization application is due
- The extent of application is board resolution
- There will be a shortened evaluation report and Audubon board of directors will review and make a determination.
- David will be back during March board meeting to discuss next steps
- Monthly check-in meetings will be held with Katie and Dan with updates from the Transformation Team
- Erin is working on scheduling site visit for Environmental Education.
- David states the visit will be evaluative.

2. Annual Renewal for the External User Access Certification System Role of Identified Official with Authority (IOwA):

Ger Cha Yang is currently the identified official with authority.

Mindy made motion to approve and Xee seconded. Vote is unanimous.

3. Portable Classroom:

Portable classroom needed with the program additions of reading and math.

- To be placed in back of school.
- Two space options were provided.
- Need to lay down a concrete slab prior to placement of portable classroom.
- DeGune spoke with City of Brooklyn Park and we must wait to hear back from the City Council.
- DeGune is scheduled to meet City of Brooklyn Park and also contractors for the concrete slab.
- Portable classrooms can only be temporary (5-10 years).
- City Council will need to re-approve after that time frame.
- PSA can rent or buy.
- DeGune proposes board approval in moving forward with laying down the slab of concrete once we hear from the City of Brooklyn Park and receive quotes for the concrete slab, due to the weather/season.

Next Step: Seek approval with the City of Brooklyn Park.

Becky made a motion to approve project (permits, city approval, concrete slab) and Mindy seconded. Vote is unanimous.

4. Policy Review Calendar

- Policy 403- Public and Private Personnel Data:

Responsible authority is CEO, Principal OR Designee

Becky made motion to approve and Mindy seconded . Vote is unanimous.

- Policy 502- Student Educational Data:

Purpose of Directory is to give the school the ability to disclose this information to other institutions to access. Parents can opt out and not disclose.

We have some immunity to liability because federal law allows us to do this.

Non-Disclosure forms will be sent out by October 1, 2016.

Responsible authority and record security and record keeping should be listed as Principal OR Designee.

Jeff made motion to approve and Xee seconded. Vote is unanimous.

- Policy 503- Transfer of Educational Records:

Becky made motioned to approve and Jeff seconded. Vote is unanimous.

- Policy 801- Crisis Management:

Jeff made motion to approve and Becky seconded. Vote is unanimous.

- Policy 706- Record Retention/Destruction:

If PSA Board chooses to adopt this policy, the board will need to adopt a General Record Retention Schedule. BoothLaw has a sample schedule that can be sent to PSA. Once the General Record Retention Schedule has been adopted, the Minnesota Historical Society will need to approve that schedule, and the Board follows it.

Becky made motion to approve and Jeff seconded. Vote is unanimous.

- Policy 605 - Curriculum Review, Development and Implementation:

If PSA Board chooses to adopt this policy, the Board of Directors must adopt a long term, comprehensive plan to review the curriculum. The details of the plan are included in the policy, but do include an annual meeting to review the progress of the plan.

Board discussed wording to include actual programs we offer here to personalize it to Prairie Seeds Academy such as Gifted and Talented, National Honor Society (NHS), Post-Secondary Educational Option (PSEO), College in the Schools (CiS), etc...

Mindy made motion to approve and Jeff seconded. Vote is unanimous.

5. Set Date of Admin Evaluation Special Meeting*:
Two items on our timeline: World's Best Workforce (Annual Report) and the Admin evaluations.

Portable classroom discussion will be added.

David clarified that World's Best Workforce (Annual Report) due date was pushed out to November 1, 2016.

Special Board Meeting date is Monday, October, 3, 2016 at 4pm – 6pm.

6. Staffing- New Hires:
- Stella Amiths Darbaki- MS SpEd EA
 - Alexandra Hunter- Grades 3-5 EL Teacher
 - Caryn Chalstrom- Secondary Phy Ed Teacher
 - Karl Hoeschen- High School EL Teacher
 - David Mayorga- Secondary Spanish Teacher
 - Jing Peng- High School EA

Jeff made motion to approve new hires and Xee seconded. Vote is unanimous.

ADJOURN: 6:30pm

NEXT REGULAR MEETING: Monday, October 17, 2016 from 4pm – 6pm

FUTURE AGENDA ITEMS:

1. Pat - Board vacancy
2. Discuss portable classroom results and costs

ITEMS THAT NEED MOTIONS/APPROVAL:

1. Minutes of August Board Meeting