

Prairie Seeds Academy -- District # 4126

Board of Director's Board Meeting

6:00-8:00pm at 6200 W Broadway Avenue North, Brooklyn Park, MN 55428

December 20, 2017

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: 6:03pm

Role Call: Kevin Xiong, Mee Vang, Becky Buckley, Jeff Culp, Mai Neng Moua, Degune Lee, Dr. Mai Moua, Choua Yang, Chuck Herdegen, Jim Eichten, Mai Thao, Cha-Ger Yang

Present: Kevin Xiong, Mee Vang, Becky Buckley, Mai Neng Moua, Jeff Culp, Degune Lee, Dr. Mai Moua, Choua Yang, Chuck Herdegen, Jim Eichten, Mai Thao

Absent: Kazoua Yang

Ex-Officio: Degune Lee, Choua Yang, Cha-Ger Yang, Dr. Mai Moua

Guests: Ty Sassaman (EE program teacher), Sean Yang (student), Mai Thao, Jim Eichten, Chuck Herdegen

1. MINUTES

1.1. November 15, 2017 minutes

- Becky motioned to approve Nov.15 board minutes. Mee seconded. The motion passed unanimously.

2. REPORTS

2.1. Jim Eichten from MMKR to present the school's audit reports for FY2017

- Management report Audit Summary: Audit to be submitted Dec. 31 after approval. Issued opinions: audited to federal standards, school lunch program, a carry-over finding from last year for specific areas of cash management, allowable cost, subrecipients and financial management and procurement standard.
- Choua: Admin will look at procurement policy to make changes, current procurement made before Thrive Management Company contract approval. Admin will send the approved final version to Jim.
- Result: audit holds true to expectations. Compliance results are good, stable financially.

2.2. Motion needed: *To accept the audit reports and to approve a transfer to the Food Service Fund of \$52,404 due to a deficit in that fund.*

- Jeff motioned to accept the audit reports and approve a transfer to the Food Service Fund of \$52,404 due to a deficit in that fund. Becky seconded. The motion passed unanimously.

2.3. Thrive Education Report

Challenges and issues related to infrastructure regarding communication and behavior.

- Dept of Human Rights sent PSA a letter as part of the human rights audit. Bao and Choua addressed this with the commissioner. Thrive will provide board with letter and follow-up letter.
- Thrive clarified Thrive's role as sole report to board and authorizer. Thrive designated ground level support by being available daily to staff. Thrive to continue to work to minimize distractions within the school.
- New member of Thrive team to join in January 2018. Thrive will conduct a more thorough needs assessment around operations, academics and staffing.

2.4. November Financial and Management Report (Training)

- On target projections. No expense items that are out of line.
- Mee motioned to approve the November Financial and Management Reports. Jeff seconded. The motion passed unanimously.

3. OLD AND /OR UNFINISHED BUSINESS

3.1 Mission and Vision of PSA - will be discussed at the February Board Retreat.

4. NEW BUSINESS

4.1 Staffing Updates

- Haley Keyser, 4th grade teacher resigned. New teacher Britt Johnson was hired.
- Mee motioned to approve resignation of Haley Keyser and the hiring of Brittany Johnson. Becky seconded. The motion passed unanimously.

4.2 Principal Development

- Choua talked about the Human Rights training as part of her development.

4.3 Environmental Literacy Plan Data Updates

- Ty Sassaman & student Sean Yang share videos on Climate Change and Water Pollution for Environmental education- 6th grade class Environmental Adventures Course. Students researched, completed 1 page report of effects of environmental challenge and turned this into a video. They presented these to lower grade levels. Learned about environmental heroes and their works by creating trading cards.
- Sean (student) offered perspective on how the research and video went.
- Data: Pre-test, 20% of students couldn't name factors of sustainability.
- They are also doing experimental projects: working on school garden. Ty shared before and after photos. Got conservation corps to come out to remove small trees. They plan to make raised beds.
- Class work with folding 1,000 paper cranes and sending to Japan as part of peace project.

4.4 Procurement Policy

- Jeff motioned to approve the current procurement procedure as is with intention it will be revised, Becky seconded. The motion passed unanimously.

4.5 Board Training January 10th from 8:30-3:30, MSBA at Minneapolis, Hilton

- All members signed up for training. Becky to do annual training, Kita will connect with Becky to set this up.
- 4.6 Board retreat discussion (January or February)
- Will tentatively hold retreat on Saturday, Feb. 10, 2018. 8:00- 4:00pm.
 - Dr. Mai and Kevin to send out agenda.
- 4.7 Update: Degune updates about school kitchen
- Flooring and tile replacement, \$2,500. Found asbestos based adhesive on floor. Environmental agency to remove before new tiling Dec. 26, expected to clear up by afternoon.

Meeting adjourned 7:35pm by Kevin Xiong, board chair.

Minutes submitted by Mai Thao

Board Meeting Discussion Checklist

- ✓ Operations
- ✓ Financials
- ✓ Academics
- ✓ ELP
- ✓ Principal Development
- ✓ Board Training

