



Meeting type: x Regular Special **Meeting was called to order at:** 6:00

Members present: Pete Larson, Paul Long, Jessica Bergeron, Kenneth Greener, Sacha Muller,
Carolyn Sommers Tillotson, Mary Wolff, Dan Walker, Andrew Carlson,
Mike Hess, Jim Pearson

Members absent: _____

Add'l attendees: Mari Bergerson, Sonja Menard

Invited guests: Scott Benjamin

Key Points Discussed		
	Agenda Item	Highlights
1	Approval of Agenda	remove calendar from New Business; approve contracts for positions that were approved last month; approve curriculum purchases for supplements in reading and writing for Lower School
2	Approval of Minutes	change under Work Groups Reports, section ii - 600,000 to 670,000
3	Public Comment	Public Comment was heard
4	Director's Report	Enrollment is at 788; attendance rate is 97.86%; Quarter 2 DDI Assessments scheduled for Jan. 16-20 in Math (K-6) and Math and Literacy (7-12); staff increase in SPED, Health Education, Kindergarten EA, and office support; Professional Development includes Teacher Observation/Evaluations from Jan. 9-Feb. 1; Professional Observations at Nova; Q-Comp meetings are taking place this week; Mental Health; book study of Classical Education at ERA from Jan. 18-Feb. 8; DDI Analysis meetings will take place Jan. 20-27; a Scantron machine is still being discussed for next school year; School Climate includes Lower School move went well, Open House/Ribbon Cutting to take place in Feb., Welcome Task Force included Karen Conner, Mary Wolff, Ambassadors, a Lower School Master Schedule was implemented and is working well, the House System has been implemented well (the Lower School needs to be included in the House System); Transportation was discussed and Peter Golter was recognized for his work on the traffic flow

5	Lower School Dean's Report	Enrollment- continuing to fill openings; students will complete DDI assessments at the end of January; Classical methods students are standing to respond, sitting in ready position, walking in hallways with hands behind backs; the Lower School move went well; teacher observations will be completed this week; transportation is becoming more efficient; clubs and activities information will be sent home in the coming weeks; a tour was today and an informational meeting is on Saturday.
6	Work Groups Reports	i. Governance- governance checklist is up to date
		ii. Budget/Finance- the lease aid was approved today; 10,000 was moved to recruiting (Search Group); we need to borrow 701,000; state holdback is 1.86 million dollars;
		iii. Human Resources- job descriptions are still being developed for working group liasons; Secretary job position needs to be revised
		iv. Search Group- has been receiving applicant packets; Jan. 31st is when the postings are closed for each of the positions unless there is a need to keep them open longer; Friends of Education has been contacted to make recommendations; applicants would possibly be given the Classical Education book; the Deans and Operations Manager would not be on the Board or be an ex-officio member, but they would give reports at Board meetings.
		iv. Policy- still organizing; passwords for MSBA and MACS; Wellness Policy from 2010 was found and is being used to update the current Wellness Policy
		v. Facilities- space needs for Lower School; orchestra and music need more space and will get it; a 2nd level for the Lower School has been thought of; this summer- gym, lower school, footings for 2nd level, changes in music rooms; Affiliated Building Company was discussed
		vi. Curriculum- supplemental materials for Lower School reading and writing were discussed; Lower School Social Studies curriculum will be continuously reviewed.
7	Strategic Plan Task Force updates	i. Academic Performance and Curriculum Objectives- developing survey to go to parents asking what they are looking for in a high school and choosing; focus groups of students asking what they want in a high school (representive sample). Dan Tripps is updating survey.
		ii. Faculty Development and Retention Objectives-

		iii. Financial and Operating Stability Objectives- meeting for the first time after this meeting
		iv. Community Engagement Objectives- meeting on Thursday to refine goals (vision and mission). Prioritizing goals and defining how they help us fulfill mission and vision.
8	New Business	See motions below; Discussion about the National Charter Schools Conference- more applicable to attend a classical or MN charter school conference; 14,000 still left for professional development in our budget; private school conferences are more applicable because they teach comparable curriculum; an Operations Manager could possibly benefit from the conference, especially someone with limited school experience.

Action Items			
	Motion	First/Second	Vote
1	Move to approve the agenda with the addition of the following items under New Business:	Hess Wolff	unanimous
2	Move to approve the December 6, 2011 Regular Meeting with the correction to Key Points #5, section ii - 600,000 to 670,000.	Pearson Walker	unanimous
3	Move to approve the employment contracts for Riley Hoffman was hired for Health Education for the following addition to his current salary: 264.06 (for Sem 1) and 2,602.60 (Sem 2); Jeanne Sirota was hired as an accounts payable at \$18/hour (4 hours/day = 20 hours per week); Katie Doyle was hired as Kindergarten Educational Assistant for 13,513.51; Kristy Klaphake (SPED) for 22,702.70	Larson Greener	unanimous
4	Move to approve the line of credit from Nonprofits Assistance Fund for up to 100,000.	Long Hess	unanimous
5	Move to approve the revision to the health insurance program from Health Partners to Medica.	Long Pearson	unanimous
7	Move to approve the additional curriculum to supplement the reading and writing programs in the Lower School.	Sommers Tillotson Bergeron	unanimous
8	Move to adjourn at 8:20 p.m.	Larson Wolff	unanimous

Assignments			
	Description	Owner	Due

1	Working Group liasons need to respond to quesitons put forth by Mary Wolff in order to develop "job descriptions"	Mary Wolff	
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Meeting was adjourned at: 8:20

