

## **Agenda Monona Grove Liberal Arts Charter School Governance Board Meeting**

January 8, 2020 - 4:30 pm

MG21 Conference Room, 5301 Monona Drive, Monona, WI. 53716

***MG21 Governance Board meetings are the 2nd Wednesday of every month at 4:30***

Board members present: Sue Carr, Tom Howe, Phil McDade, Denise Peterson, Tom Stolper (left at 5:37)

Board members absent: Steve Halverson

MG-21 Staff present: Rebecca Fox-Blair, Melissa Hahn (left at 5:38), Jon Rouse (arrived 5:01)

**A. Call to Order** Board President Denise Peterson called the meeting to order at 4:30 pm

**B. Declaration of Public Notice** Duly posted

**C. Approval of [December 11, 2019 Governance Board Minutes](#)** Approval moved by Tom Stolper, seconded by Phil McDade, passed unanimously

**D. Correspondence and Announcements**

**E. Reports**

1. Staff Member: Melissa Zastrow

-Melissa shared Middle Campus updates including the beginning of National History Day project, as well a Genius Hour, which is a time to work on independent projects. Also offering seminars in Beginning Fiddle, Intro to 3D Printing, Russian Language, Photography Basics, and Card games.

--Denise asked about Melissa's take on student-teacher ratio: Currently at 1-11. RFB wondered if potentially 1-15 is too high, or if that is acceptable. Melissa feels that the current 1-11 is workable, and even 1-15, but more than that is problematic. Lower makes it more likely to meet needs while also building the culture.

2. President's Report-Board Responsibilities from 2019 Charter

-Shared by Denise in paper form. Electronic copy will be shared; Board members will read this over and share insights about what to focus on. Also, there is expectation that we should be attending to responsibilities as the federal Department of Ed will be visiting charters in the spring, and we want to ensure that our board is meeting its oversight responsibilities.

-Involved discussion regarding the role of the board in evaluation oversight and decisions about renewal.

3. [MG21 Monthly Report](#) (This was shared first in the meeting so that we might ask questions)

4. Financial Report-RFB One charge to the grant this period—Nesco roasters.

**H. Business**

1. Middle Campus Update

-Strong ending to period for winter break; return also relatively smooth. The new schedule introduced this week, with Tuesdays and Wednesdays different than the past, has created uncomfortable unfamiliarity for a number of students and some resulting behavior issues.

2. Audit March 2020

--Seeking update from the MGDO Business Services office to provide the materials necessary for the audit. Sue will write an e-mail requesting a timeline, send it to Denise, who will forward it to

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3. Recruitment/Open Houses

-Shared postcard draft announcing open house and explained what the materials look like that families and prospective students receive.

4. Action item: Approval of the Executive Director Evaluation Update/Job Description

[Executive Director Evaluation](#)

[Current of Executive Director Job Description](#)

[New ExDir Job Description, Dec. 2019](#)

-Discussion about the best ways that the evaluation might be used to support Rebecca, and how the board might support that. Raised issues of coaching, how to provide RFB with support, and possibly use the evaluation documents .

-Moved to accept evaluation by Denise Peterson, seconded by Phil McDade with the understanding that this is a draft, working document. Passed unanimously.

**I. Adjournment** Moved by Phil McDade to adjourn at 6:07 pm, seconded by Denise Peterson, unanimously passed.

**MG21 Governance Board Goals**

1.To develop and implement a tool for evaluating the MG21 Executive Director.

2.To foster a positive and empowering work environment where all stakeholders can experience working conditions that sustain energy and dedication for years.

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