

Agenda Monona Grove Liberal Arts Charter School Governance Board Meeting

April 8, 2020 - 4:30 pm **Virtual Meeting via Zoom Meetings**

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

Topic: MG21 Governance Board Meeting April 8, 2020

Time: Apr 8, 2020 04:30 PM Central Time (US and Canada)

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<https://zoom.us/j/858906386>

Meeting ID: 858 906 386

MG21 Board Members Present: Sue Carr, Steve Halverson, Tom Howe, Phil McDade, Denise Peterson, Tom Stolper

MG21 Board Members absent: none

MG21 Staff Present: Rebecca Fox-Blair, Jon Rouse

Guests: none.

A. Call to Order. Meeting called to order at 4:30 PM by Denise Peterson.

B. Declaration of Public Notice Duly noted.

C. Approval of [March Minutes](#): Denise Peterson moved to approve the minutes, Phil McDade seconded. Because a quorum was not present, a meeting took place, notes were taken, but no formal actions were taken. (Tom Howe, Tom Stolper, and Steve Halverson absent in March.)

D. Correspondence and Announcements

E. Reports

1. [Monthly Report/School Closure Update](#)

- a. School closed through April 24 per Gov. Evers order, though the school is preparing to be closed for the remainder of the year should that be ordered.
- b. This closure came just as the middle campus was hitting its stride; shifting to an online instruction model has been a challenge, but the faculty is adapting well. For example, Ian and Michelle are posting their work on Sunday or Monday, and have office hours to meet with students. Rebecca shared examples of the work/activities/teaching from Michelle's health class, using Google Classroom. On a daily basis, students have expectations and are meeting with advisors; this first week is going well given the dramatic changes.
- c. Another highlight is that Jess Frain and her colleague from the Y have been providing support to parents; for example, eleven parents from the Middle Campus attended a virtual meeting.

2. Financial Report-Sue

- a. Documents shared electronically
- b. Rebecca met with Jerrud briefly; few employees are in the District office. Few updates and all outstanding bills have been paid; little financial activity in March owing to the school's closure for the Corona virus.

F. Business

1. ACTION ITEM: Approval of amendments to [MG21 ByLaws](#)

- a. In an electronic document, changes were highlighted: 1) explicitly stating that Directors cannot be MG employees, 2) giving 24 hours notice for a board meeting notice, 3) language addressing tele- and videoconferencing for board meetings, given the current issues related to the

pandemic.

- b. Motion to accept changes as written made by Tom Stolper, seconded by Sue Carr. Passed unanimously.

2. ACTION ITEM: Approval of MG21 Student Handbooks and MGSD Employee Handbook

- a. RFB walked us through the handbook, much of it taken from existing handbooks in the district.
- b. Denise suggested that we accept the handbooks as they currently stand and have the staff revisit them and address certain issues, one's that are better addressed by the staff (removal of Appendix A, for example).
- c. Phil McDade moved acceptance of Upper Campus Handbook, Steve Halverson seconded. Passed unanimously.
- d. Phil McDade moved acceptance of Middle Campus Handbook, Steve Halverson seconded. Passed unanimously.
- e. The board thinks it appropriate to revisit the Student handbooks in August to determine if there need to be updates.
- f. RFB shared that because MG21 teachers are employees of the district, the district handbook applies to them. Discussion focused on whether there were obvious missing items unique to MG21 faculty, and Tom Stolper was concerned that perhaps there might be missing aspects that are required by the state. Phil suggested we accept it as is, and if there is missing or required items unique to MG21, we can add policy statements that will address those.
- g. Denise moved to accept the handbook as written, Phil seconded, and the motion passed unanimously.

3. Review of MG21 Audit (Linked on School website)/Invoice approval for audit

- a. RFB talked with Jerrud today regarding the audit, as of June 30, 2019. RFB shared the statement of revenues and expenditures, which shows a deficit of about \$37,000+, but Jerrud shared that this is not an issue. The letter from the CPA also showed that all was acceptable; Tom Stolper shared that there is often more money spent than taken in a given fiscal year, and the auditor provided a "clean opinion." RFB noted language from the CPA stating that all was above board.
- b. RFB noted that a verbal estimate for this audit was about \$1000, though nothing was put in writing, and the invoice the total was closer to \$5000. The auditors needed to do a fair amount of work to reconstruct past expenditures and revenues, and they also needed to spend time gaining clarity from DPI, so the sense was that MG21 was not being overcharged by the CPA firm. This expense will come from the grant.
- c. Sue Carr moved to approve the payment of the invoice for the audit, Steve Halverson seconded. The motion passed unanimously.

STUDENT HANDBOOKS

[MG21 Upper Campus Student Handbook](#)

[MG21 Middle Campus Student Handbook](#)

MGSD EMPLOYEE HANDBOOK

[MGSD EMPLOYEE HANDBOOK](#)

4. Begin [MG21 Policy Review](#) (This doc is a work in progress)

- a. RFB shared highlighted parts of the Policy Review document linked above, noting that many MG21 policies use the same language as the district. There are places where MG21 staff are looking at how the policy may be adjusted to jibe with the practice and mission of the school; for example, Ian is looking at Search and Seizure policies and determining how MG21 restorative justice practices might align.
- b. RFB suggested that she could identify the federal and district policies that MG21 is already

following as written, and in May the board will discuss those for approval. In the future we'll discuss and act on other policies that are unique to MG21.

5. New Ex. Director Job Description: Discussion

Revised New ExDir Job Description

- a. RFB shared that the vision of MG21 was to be a teacher-led school and so she believed the Executive Director should manage logistical and administrative tasks, and when it comes to issues related to curriculum, student engagement and the like, that those responsibilities need to be completed in a cooperative way among the faculty.
- b. RFB shared that this year staff felt that she was occasionally in "their business" and perhaps micro-managing, and that this got in the way at times. Sue asked if we would still be at nine staff next year, and Jon shared that Dan plans to keep staff at current levels, but we may need to be flexible at what that looks like in terms of staffing.
- c. The ExDir Job description was tied to the eval; the subcommittee will revisit that before May and discuss how best to give feedback to RFB based on the evaluation document earlier worked on.

6. Senior Portfolio and Graduation update

- a. Goal is to have next year's students informed by June 1 of their acceptance to MG21.
- b. Senior portfolio night will be virtual, and RFB will seek input on what dates would work best for the board to participate.
- c. Graduation will be virtual and synchronous if need be, with the same format.

7. New board member check-in: Interest forms

- a. Sue brought to RFB this form from her school, to seek more board members and gauge their interest.
- b. Phil and Denise are coming to the end of their term; Denise has shared that she's willing to give one more year (not one more three year term).

G. Adjournment--Denise moved to adjourn, Phil seconded, passed unanimously, and the meeting adjourned at 5:56 pm

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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