**Meeting Title**: LCA Charter School Board of Directors Meeting

**Date:** April 24, 2023

**Attendees:** Kevin Delray, Peggy Ayers, Derrick Rupp, Katie Beine, Bryan Bestul, Katie Jansen, Katie Checolinski, Scott Versey, Scott Gruenke, Lorraine Marotz, Sharon Zabrowski, Jason Kaufmann, Jeanine Claypool, Don Kollath

**Excused Absences:** None

**Unexcused Absences:** None

**Section 1: Welcome**

1. Call to Order - at 5:16 by Delray
2. Roll Call – See above.
3. Approve Minutes from 4/3/23 Board of Directors Meeting (Action)
   1. Approve by Versey. Seconded by Gruenke
4. Public Comment - Guests at the meeting if any (2 min per person). Stephanie (part of finance meeting) in attendance.

**Section 2: Oversight-** Katie Beine (Information).

1. Administrator Report
   1. Middle School Dance- Host on 4/21 and well attended.
   2. Cocoa Da Vinci Art Show at LCA–Thursday, May 11th. Family event open to parents. Over 1,000 pieces of art to show off.
   3. Teacher Appreciation week- second week of May. Monday is coffee bar- requesting board members be present.
   4. Reviewed In-Out of School Suspensions
2. Enrollment Update
   1. Two grades have waiting list for next year (3rd and 6th grade)
3. Staffing Update
   1. Retirements: Ruth Smith (DI Teacher/Chess Coach), Jeannie Sedlacheck (Day Custodian),
   2. Departures: Celeste Godsey (ML K-3rd), Gloria Hermann (Main Office Secretary)
   3. Additions: (currently posted)
      1. 2nd Grade Teacher
      2. DI Teacher
      3. Special Education Aide (New)
      4. Multi-Lingual Aide
      5. Main Office Secretary
      6. Daytime Custodian (To be posted)
4. Student-Parent Handbook Committee (teachers only) working on and will present at next board meeting for approval.
5. Budget for 2023-2024
   1. Biannual budget from state- waiting for approval and expecting a $350/pupil increase.
   2. Requesting all questions/comments be logged on Google Document (Beine to set up)
      1. **Plan to vote/approve next meeting.**
   3. Request from Board: Rename Foundation lease payment to “mortgage”

**Section 3: Committees**

1. Finance Committee - Scott G. (Information/Action)
   1. Met on 4/21
   2. Discussed new process to handle Shake-Out Funds. Requesting to put 10% in a secondary fund every year.
      1. Board requested committee go back and review definition of this secondary fund and document new procedure for future years.
   3. Committee requested to take some of the funds and invest at 4.25% interest through CIBM for 6 months.
      1. Versey made motion to invest $250,000 from the Capitol Improvements. Marotz seconded. Discussion ensued. Put motion to a vote. Motion carried by all.
2. Charter Oversight/Governance- Lorraine M. (Information/Action)
   1. Meeting held on 4/17
   2. Requesting to add minutes to agenda items to keep meetings on track.
   3. Board of director’s manual update – requesting more effort around parent involvement and defining it with respect to the Board. Sent back to committee to review what should be updated in the manual. Discussion on using an outside system to help connect parents (like other schools). Expand on the directory concept.
   4. Invite Board Members to August orientation meetings to speak
      1. Checolinski to complete small speech to be given during orientation in August by various board members (Beine to assign later).
   5. Host Meet the Board Night in September for parents and staff
      1. Motion made by Jansen. Checolinski seconded. Discussion ensued. Put motion to a vote. Motion carried by majority.
3. Development Committee - Katie J. (Information)
   1. Meeting held of 4/19
   2. Calendar- working on compiling content and timeline for next year.
   3. Worked on Google content and other third-party websites. Creating rules for Instagram and Facebook guidelines
   4. Booster club- looking at what it looks like at other schools. Invited Crystal Canales at next board meeting
4. Student Performance - Jason K. (Information)
   1. Discussed the purpose of new part time intervention instructor
   2. Requesting a report from interventional group at school
   3. Tiffany Felde presenting at next board meeting (following STAR result publication).
   4. Reached out to state for additional information on overall scores to review. Looking to segregate elementary/middle school data for better comparison.

**Section 4: Old Business**

* Surveys: Parents/Staff (Information/Action)- Reviewed results of survey. Sending parent contact information to Development committee for additional volunteers. Business concluded.

**Section 5: New Business**

* Parent Involvement- Katie Checolinski (Information/Action): Requesting a total amount of volunteer hours be communicated in newsletter (for end of year). Look at monthly updates for volunteer hours logged as a reminder moving forward.
* Student Bussing: - Bryan Bestul (Information/Action):
  + Meeting with Prigge’s: Have a few options
    - Requesting bus monitors. Beine added into budget for next year (additional $25,000)
    - Put in boundaries (north and south)
    - Look at operating Shoreline Metro but would need town board approval.
    - Lack of drivers still an issue.
  + All PM bus drivers have stated they will not drive the LCA routes next year due to behavior issues.
  + Ask of board: to hire 2 bus monitors or staff for overtime. Rupp made motion, Zabrowski seconded. Discussion ensued. Put motion to a vote. Motion carried by majority.

**Section 6: Adjourn** (Action) at 7:04 PM CT. Motion made by Rupp, seconded by Gruenke.

Next LCA Charter School Board of Directors Meeting: Monday, May 22, 2023. Adj