

MINUTES

LoveWorks Academy for Visual and Performing Arts Regular Meeting of the Board of Directors

Meeting Date: August 21, 2018
Meeting Time: 6:00 PM
Meeting Location: LoveWorks Academy
2225 Zenith Ave N, Golden Valley, MN 55422

LoveWorks Mission

*To inspire life-long learning, empower ALL
students academically, and nurture the arts.*

Board Members in Attendance

Tierney Carroll (Chair)
Ellie Holte (Vice Chair)
Sara Kemper (Secretary)
Ron Richard (Treasurer)
Jidana Cook
Katie Carlin
Tamala Lacy
Angie von Ruden-Doll
Schuyler Troy

Board Members Not in Attendance

(None)

Others in Attendance

Mary Stafford (True North)
Gwen Vargas (LWA)
Nichole Schmidt (CLA)

1. Opening Items

- Call to order at 6:22pm / Greetings (5 mins)
- Public forum (available for the public to address the board) (15 mins)



- No one present

Motion: Add Bylaw revisions to agenda (Schuyler Troy)			Seconded: Sara Kemper
In Favor: 8	Opposed: 0	Abstained: 0	Outcome: Motion carried [8-0]

2. Consent Agenda

- Approval of previous meeting minutes
- Approval of meeting agenda
- Committee Reports

Motion: Accept items on consent agenda as they stand (Angie von Ruden-Doll)			Seconded: (Ron Richard)
In Favor: 8	Opposed: 0	Abstained: 0	Outcome: Motion carried [8-0]

3. School Leader Report

- Staffing update
 - New full-time social worker will be starting this year, as well as a part-time social work professor with interns who will be providing supervised services
 - New MS special ed teacher
 - New MS social studies teacher will begin on the 23rd
 - Contractor with expertise in autism will be providing additional special ed support
 - Mental health services will be provided onsite (no cost to school; billed through medical assistance) through Kindred Family Focus
 - May need one or two special ed paras (depending on student needs once school begins)
 - Mary Stafford will send the board an updated staff list as of today
 - Mary will also send the staff survey results from 17-18
- Enrollment update
 - As of yesterday morning, had 185 fully registered students
 - Ended last year at 170 ADM
 - 20 more students registered at open house last night
 - Budget goal based on 200. First week of school goal is 235 to account for potential attrition.
 - Mary to share current enrollment spreadsheet with the board
 - A few students have returned who had been at LWA previously
 - Staff have attended multiple recruitment events
 - For Pre-K, LoveWorks has formed a partnership with an existing, highly-rated Pre-K which will be in the building but operate independently. The program will have about 20 students and is expected to be operational by Oct. 1.
- Compliance and accountability

- Some concerns were raised last year regarding frequent use of PTO. This year, new policy in place requires that all PTO be contingent on administrative approval well and a minimum 10 days advanced notice.
- Operations
 - Emergency Plan
 - Plan is ready, but need to update contact information prior to finalization
 - Cheat sheet for emergencies has been created and shared with staff
 - List of vendors will be provided to the board next month
- Open house yesterday
 - 100 students and their families
 - Signed up 41 parents to be a part of parent engagement work
- “Pride Week” this week
 - Students attend half days this week to learn norms, routines, expectations prior to the official start of the academic school year next week
 - Mrs. Carlin (5th grade) expressed optimism about the upcoming school year and noted that the school atmosphere has been very positive thus far. Ms. Vargas (3rd grade) agreed, citing helpful professional development for staff members.
- New community partnerships
 - Up to 170 backpacks have been donated to the school with supplies
 - North Commons partnership
 - LWA students will be able to participate in after-school sports (namely football)
 - Capri Theater
 - Tierney Carroll has been working to secure a partnership for LoveWorks students to attend performances
 - Local artist has space where students can participate in arts programming
 - Call for board members to consider where they might be able to make connections
 - Schmidt Music provides brass instruments at a discount; this option is currently being pursued

4. Financial Review

- Audit scheduled for tomorrow by BerganKDV
- For FY18, drop in 15 students from revised budget (185) to end of year enrollment (170)
- Review of May, June, and July financial reports
 - Expense and revenue were right on budget for May
 - June 2018 financials are preliminary pending audit
 - July BOY balance is preliminary pending audit
 - July was a quiet month in terms of expenses
 - Approved FY19 budget for 200 students

Motion: Accept May financial reports pending audit (Ron Richard)			Seconded: Tamala Lacy
In Favor: 8	Opposed: 0	Abstained: 0	Outcome: Motion carried [8-0]

Motion: Accept June financial reports pending audit (Ron Richard)			Seconded: Ellie Holte
In Favor: 8	Opposed: 0	Abstained: 0	Outcome: Motion carried [8-0]

Motion: Accept July financial reports pending audit (Angie von Ruden-Doll)			Seconded: Ron Richard
In Favor: 8	Opposed: 0	Abstained: 0	Outcome: Motion carried [8-0]

5. Board Governance

- EOY Board Report
 - CharterSource helped us track and report on committee goals from 2017-18 school year. This is an opportunity to reflect on progress, priorities, and committee needs for the 2018-19 school year.
 - Development Committee
 - Last year about developing awareness, learning about what the committee can take on
 - Learned that fundraising goals were previously unrealistic
 - Parent Engagement Committee
 - Still learning!
 - Helpful to have school staff members present at meetings
 - Currently prioritizing getting parents involved—then finding out what it is that parents/families are interested in accomplishing together
 - Starting with a clean slate – parents excited about getting involved
 - Governance
 - Systems are set up; this year is about implementing policy review calendar, board and committee member recruitment, etc.
 - Finance
 - Fund balance policy: although our fund balance has not been an issue, we should still have this in place in case need arises
 - Learning that the committee needs more access to information from the bank. Ron has been working on gaining this access so that the committee can fulfill its duties, but has been running into some roadblocks at the bank.
 - Executive
 - Will be working on strategic plan this year.
 - PUC considers turnaround plan the school’s strategic plan for compliance purposes.
 - Staff and parent handbook currently under review; board members will receive copies when ready
 - GMS funding for board development

- LWA a “partner school”
- The foundation would consider continued funding for 18-19
- Board members should please send Tierney feedback regarding whether they would find ongoing support to be helpful in 18-19
- Bylaw revisions
 - We have received feedback and edits from the school’s attorney
 - Changes since prior review (at May 2018 meeting) are minimal, have been reviewed by our attorney, and include:
 - Addition of provision that all board and board committee meetings be “in compliance with the Minnesota Open Meeting Law, Minn. Stat. Chap. 13D”
 - Deletion of verbiage granting less than a quorum authority to conduct business other than to adjourn and reschedule a meeting (Article III, Section 6)
 - Under Treasurer duties, provided for delegation of duties to named third party providers and/or school business manager

Motion: Motion to accept bylaws as revised (Jidana Cook)			Seconded: Tamala Lacy
In Favor: 8	Opposed: 0	Abstained: 0	Outcome: Motion carried [8-0]

6. Other Business

- Board dashboard
 - Sara to follow up with Arthur Turner to create a two-page, regular dashboard to track key metrics on an ongoing basis.
 - If you have requests for what you would like to see on such a dash, please email Sara (skemper@lwa-arts.org)
- Training
 - A question was raised regarding MACS training and whether non-board member staff members can attend free of charge.
 - Idea to have MACS people come in to give training—we may wish to pursue this if there is enough interest among staff, depending on cost
- Governance Committee will be meeting at 8am instead of 8:15am (2 Fridays prior to board meetings)
- Preliminary discussion with PUC regarding renewal process
 - Quality School Review process is rigorous, time consuming, stressful to teachers
 - Since we are in the middle of a turnaround and have had an unanticipated change in the school’s turnaround operator, True North has requested a one-year extension for full review. This year would be a “light” review, in December. PUC responded positively to the request; Mary will continue to update the board on the renewal process timeline as she learns more.
- Reminder re: additions to the monthly board book
 - Send any board book materials to Jim Stafford by EOD Friday prior to board meetings (jstafford@lwa-arts.org).

- Parish Fall Festival hosted by Church of St. Margaret Mary
 - Will be September 16 (Sunday), 10am-4pm
 - 10am Outdoor Mass
 - 11am-2pm Pork chop dinner (\$10.00 per person/children 5-8 years old \$5.00, children 5 and under free)
 - For more information: <http://smm-gv.org/bulletins-calendars-events/>
- Finance Update
 - Ron looking into online access to bank statements for roughly \$20/month; please stay tuned for more information about this
 - Unable to secure commercial credit card for school leader, current plan is to have a safe with petty cash for unanticipated, urgent purchases. Finance committee would keep log, track purchases. This will reduce staff member personal financial burden.

7. Close of Meeting

- Next meeting date: September 18, 2018, 6:00pm, LoveWorks Academy
- Meeting adjourned at 8:20pm