

Central Sands Governance Board Meeting Minutes 11/10/21

Start Time: 6:30 p.m.

End Time: 9:11 p.m.

Attendees: Jeanne Ryan, Nora Tompkins, Amy Boelk, Rubina Martini, Stephen Schmidt, Aaron Kadoch

Minutes from 10/13/21 meeting approved

Financial Report Review-Amy

- CESA Report Review

Employee Reports

Amy -Administrative Director

- Walk through at Fancher/school site with Boldt Construction 10/21
 - Did second walk through with Boldt-waiting for proposal
- CESA 6 Financial training-high school account credit cards were activated
- Ops Committee Meeting
- PR Committee Meeting
- Is working with Matt to finalize school promo video
- First school purchases
 - Cleaning/office supplies
- Drafted OEO Revision
- In progress
 - DPI had August deadline for written financial procedures
 - Review with the Board
 - Need to finalize financial procedures handbook and get to DPI asap
 - Prepping for enrollment in February

Jeanne-Curriculum Developer

- Student Committee meeting with Valley New School
- Met with Danielle Canaris from La Vida Charter School
- Met with Nausheen Tirmizi from Project Wayfinder
- Met with Angela Schmidt from UWSP Early College Credit Program (ECCP)
- Pedagogical and Curriculum Committee Meeting
- Met with Steve Lorenz from Oak Meadow
- Met with Nick Pretasky
- Attended GLWI Curriculum and Assessment Fall Retreat
- WRCCS PBL Extravaganza
- Working to set up site visit with Escuela Verde
 - Focus on sustainability, PBL, restorative justice
 - Visit on Monday after school would be free
 - Informational sessions/visit start at \$250
- Attends Curriculum and Assessment Course through GLWI each Monday
- In Progress
 - Mapping of Competencies by grade level
 - Mapping of Competencies by course
 - Developing the scope and sequence of the curriculum
 - Creation of Graduation Requirements

- Developing a Professional Development plan for next summer
- Fieldwork I school visits
- Selection of curriculum materials

Amy and Jeanne:

- October-Fancher building clean up
- Monthly DPI Call
- OEO Monthly Check-in
- Met with Chamomile to review budget
- OEO Phase II Meeting
 - Revision of application
- Student Info Session 10/21/21
- Amy and Jeanne weekly meetings
- Met with Niki Luedtke about credit calculation

Student Committee Meeting -Jeanne

- Student committee meeting-Niki Luedke/some students from New Valley joined
 - Four areas of focus
 - School culture
 - Academic process
 - Student role
 - Academic Advisor role
- Student committee will now meet every 3 weeks vs 1x per month

Policies for approval-Amy

- Approved by the Board:
 - Policy 682 Annual Audit
 - Policy 690 School Owned Inventory

OEO Revisions Amy

- After Jeanne and Amy received feedback during phase 2 meeting, revisions were made
- Review of revisions and all were approved by the Board

Financial Procedures Document Review-Amy

- Management of funds:
 - Grant Coordinator/Administrative Director
 - Board Treasurer
 - CESA
- Credit card access-would like to have multiple cardholders
 - Governance Board Treasurer
 - Curriculum Developer/Lead Teacher
 - Administrative Director
 - Need to discuss this dynamic further in upcoming board and committee meetings
- What purchases are allowed to be made by school credit cards (CC)

- Daily limit is \$2,500 for the CC
- Can call CESA if we need more funding/larger purchases
- Need to develop thresholds with CC spending
 - When do we need authorization to spend?
 - Who gives the authorization?
 - Pre-approved budget?
 - What is the number we want to pre-approve?
 - Any funds that are not pre-approved in the budget, up to \$1,000 can be spent, the Board must be notified immediately after that the funds were spent
 - If over \$1,000, pre-approval is needed

Committee Reports

- PR Committee-Rue
 - Priority-marketing to bring students in
 - Student events
 - Community art competition
 - Partner with Waupaca, Wausau
 - After the New Year-January/February
 - New Year's community event
 - Partner with Bound to Happen Books as venue/host
 - 2500 sq foot basement space
 - Put on by the Student Committee along with the Board
 - Literary Ball
 - Dress up as favorite character
 - Music/DJ
 - Workshop stations
 - Paper mache using old books
 - Other ideas?
 - Food/snacks
 - Flyers out to teens
 - CS Board-chaperone
 - Swag Bags, flyers, prizes
 - Shadowing
 - Student Profiles
 - Highlight personal learning plans
 - Show on social media or on the website
 - Open mic nights at Bound to Happen Books
 - PR committee meet with student committee on 11/23 meeting
 - Social media expert to get the info out there and create approved content

Ops Committee-Steve

- Board members may review Ops Committee Meeting Minutes
- Do any board members want to contribute to insurance?
 - Cham and Aaron are covering costs thus far

Action Items

Amy

- Administrative Director Work
- Create/update Financial Procedures document for review by the board
- Insurance options

Jeanne

- Curriculum Developer Work
- Reach out to Escuela Verde to learn more about resources they provide for pay

Aaron

- Reach out to Bo DeDecker- potential CPA

All Board Members

- Committee work
- Consider clear proposal for social media expert
- Send out fundraising letter to at least 3 companies and update spreadsheet with donor solicitation info if you have not yet done so
- Let Steve, Aaron, Cham know if you would like to contribute funds to help cover insurance policy
- Invite prospective Board/Committee members to attend upcoming meetings

Next meeting: Wednesday, December 8th 2021 @ 6:00p