FY 2023-24 GRS Executive Committee: Rolling Agenda & Running Committee Notes

Scheduled Meetings at 4:30 pm -- First Tuesday of every month

Location: virtual

Join Zoom Meeting: https://us02web.zoom.us/j/85396338398

Committee Members: (Updated March 5, 2024)

Jeremy Sartain, Board Chair and Parent Board Member

Thomas Christie, Board Vice Chair and Parent Board Member

Patty Schmitz, Board Treasurer, Finance Committee Chair and Community Board Member

Sophie Hortman, Board Secretary

Cody Fischer, Parent Board Member

David Núñez, Head of School and Ex-Officio Board Member

Resources:

2023-2024 Action Plan and Calendar (Mandate)

HoS Rubric and Eval 2023-2024.xlsx

GRS Board By-laws

MN State Charter School Statutes

Archived:
Archive of (2022-2023) Running GRS Exec Committee Agenda & Rolling Minutes

2020-21 Executive Committee Rolling Agenda and Notes

Agenda for Executive Committee Meeting on September 6th from [4:30 - 5:30] in room 253]		
Time	**Topic**	**Notes**
	New Topics:	
	● HoS Eval: Reminder on Leadership team goal setting: ○ Reminder from last year: Putting Team Reflection in Excel Document Format- brainstorm how for leadership team to share progress and goals with teams. ● Document the Organization Checklist: (Secretary) ○ Establish Executive Committee Agenda & Rolling Minutes for Year, make a copy of previous years, and link at the bottom of this document (Secretary) ○ Confirm Dates and Times for Executive Committee Meetings on calendar and & edit if needed (Secretary) ○ Confirm all committees Agendas & Rolling Minutes are updated on board agenda, and link to drafts of their Action Plans and Calendars (Secretary) ○ Confirm that the school calendar has all committee meetings posted. Make sure they have set meeting times, and the include the links to agenda in calendar and note for how to get zoom and location. (Explain path to find zoom) (Secretary) ■ After putting all committee meetings and board meetings on school google calendar email board chair and	

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committee leads if any fall on holidays/conflicts (Secretary)

Ensure Faculty and Student Handbook are updated and posted (Stacey- Director of Admin)
Link most recent copies to top of the board agenda with the other resources.

Update Policy Calendar and Review Cycles are updated, link here (Stacey- Director of Admin)
Make sure this is linked as well.

For the goal of communicating well with the school faculty: Set content and dates for the three school board and staff community meetings, and the 3 finance updates, then paste these action items into the proper month of the APC. (Executive Committee)

Finance Communication: (All HoS)

Fall PD- present budget and strategic budget priorities to staff (have space to gather feedback)
Winter PD- School Budget 101 for new staff (or placeholder for tough conversation)
End of Year PD- present budget summary and looking forward.
Note- add these to the ACP below

Board-staff:

Date 1: Topic: Presenter/Lead:
Date 2: Topic: Presenter/Lead:
Dec and present survey?

Date 3: Topic: Presenter/Lead:
Note- add these to the ACP below

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	• Ideas: Surveys of Leadership (include sharing results and admin goals), finance updates, listening sessions, discuss parts of strategic plan, invites to annual meeting, summary of annual meeting, recruit. • Set up a time to discuss when/how board will communicate with staff and community, make sure to review the Stakeholder Calendar- the thing Jeremy is creating in 2023. (Board Vice Chair with Communications Director) • Use email and Back to School Nights to recruit for Board Committees and to Share Communication Plan and Strategic Plans (Vice Chair) • Outline August Board Meeting Agenda (Board Chair after Exec Committee Meeting) • Include a review of the calendar update - updated meetings, Annual Meeting, election dates once approved- make sure they are on school calendar, and official PDF calendar. • Finalize and Email Out Board Agenda a Week before the board meeting (Board Chair)	
	Standing Items:	
Closed Meeting		
	HoS Check in:	Link to private notes doc for Exec which contains HoS Eval Domain Areas and room for notes

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Present Board Summaries in Community Meetings (Secretary and Student Member)

Decide on format for board School Wide Communication and check with School Communication Employee to make a plan. (One past resource was- Board update for Newsletters)

Discuss and revise the HOS Performance Review and Development Plan - Start Annual Procedure (Secretary)

Revise Board, Parent, Student and Faculty Survey drafts (Executive Committee, Director or Admin, and then bring to board)

Review Executive Committee Mandate and Action Plan with Board (Board Vice Chair)
Establish Schedule of Board Education for the Year (Executive Committee)

3 Categories on a rotation: Financial Management, Roles and Responsibilities, Employment Policies and Practices (In this order)

2024-2025 is Financial Management
Note from Sophie - the more education you can build in, the better. Scott is a good resource for Financial training, and NEO can help with training too

Follow up with board members to plan, support and document trainings on the Board Roster (Secretary)
Update this Board Training Plan for Epicenter to make sure links are accurate, and the document is accurate.
Finalize and Email Out Board Agenda a Week before the board meeting (Board Chair)

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Agenda for Executive Committee Meeting on August 6th from [4:30 - 5:30] in room 253]		
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- For the goal of communicating well with the school faculty: Set content and dates for the three school board and staff community meetings, and the 3 finance updates, then paste these action items into the proper month of the APC. (Executive Committee)
  - **Finance Communication: (All HoS)**
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Follow up with board members to plan, support and document trainings on the Board Roster (Secretary)
Update this Board Training Plan for Epicenter to make sure links are accurate, and the document is accurate.
Finalize and Email Out Board Agenda a Week before the board meeting (Board Chair)

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Agenda for June 4, 2024: 4:30-5:30pm on Zoom and in Room 253			
Attd: Sophie, David, Patty, Thomas Roles: ● Facilitator - ● Notetaker- ● Timekeeper -			
Time	**Topic** **(link any documents, list presenter)**	**Notes**	
4:30 10 min	**Follow Up:**	● Discuss Leadership Team response to LE guides/staff and share new historical information ○ **DN to connect with Maiya and will bring exit interview data**	DN: Connected with Maiya - giving us the data. Very few leaving guides give exit interviews. Current process: Everyone who leaves is sent a survey - one of the questions asks if people want an in-person interview & follow up with those people. The idea is that people might be more honest with an anonymous survey but not a lot of people fill out the survey, and of those very few request a follow up TC: Interviews feel like being heard, survey feels like homework PS: Sitting down with people felt more comfortable than putting it in writing TC: Using this as an opportunity to get feedback feels really important. It's too late to retain them - they're saying that for the benefit of staying colleagues. Interview should be opt-out instead of opt in SH: Where does this feedback go? DN: Sort of shared with people but not formalized structure - makes sense for it to be formal SH: Question seems so vague - doesn't even read like a request for an in-person interview

		• **DN - shared documents with board** ◦ **Sophie will link** • **Committee Stuff**	DN: Plan to sit down with Maiya and re-work this process TC: Would like to see this built into goal-setting for the LT & HoS DN: I agree - I could see that being part of goal-setting. TC: Can we get this shared with Exec? DN: Sure - haven't been a ton of recent submissions. To note: we offer this to everyone - even terminations. Some strong feelings here. TC: When teachers who have been here for 5-6 years leave, a survey doesn't seem like enough. Is there a situation where a teacher leaving would warrant an in-person interview with you? DN: I'm happy to do those interviews - nice to have a neutral HR person do those. Could ask people if they want HoS to attend? Morning of retreat - share out from committees - let people self-select OR they will be assigned. AD will be chair of Finance, Scott SEC, new parent requested to be vice chair
4:50 20 minutes	**Items from Mandate Calendar:**	• HOS Eval: Review Leadership Team Goals and Reflections and present summary to board (Secretary) • HoS Eval: Before retreat: Strategic Plan Review- consolidate the HoS update data into a annual summary- (David Presents to exec committee first and then to board/public) • Look at agenda items and decide if you need to have both a June and a July meeting, (often needed	DN: Putting things together with the leadership team - will share with SH when complete TC: Would like to read through Strat Plan at retreat - can we pair that with the "real life" progress? Might be tight time-wise - lmk if you want to push it back DN: I like that - I could have it ready for the June meeting

		to continue to work from the retreat- see long list above) and to cover some basic logistics like finance etc and voting on employee contracts. If yes- Finalize and Email them out a week before the ● Finalize and Email Out Board Retreat Agenda before the retreat (Board Chair)	Follow up @ retreat TC working to finish - hoping to get out early next week
5:50 10 Min	**Standing Items:**	● Updates on the Board Development Plan ○ Check in on Action Items for Board Handbook ○ How can we ensure (new) board members are well-equipped to serve? Anyone need support? ○ Anyone need support in training? ○ Updates needed to the Board Handbook? ○ From last meeting: Find or create "How to do a School Board Election" ● Strategic Planning Check In → Strategic Plan Check In ○ How are we making this a living document? ○ How might the strategic plan work as part of Exec - what elements can work towards?	DN: Consultant recommended a trainer for Board - probably a cost but might be useful for future trainings! TC: that, NEO, and Scott might be perfect! PS: NEO has some really valuable training on random topics - send a link & way to log in alwaysssssss! DN: NEO or MACS? PS: Not sure but spoon feeding training resources is important **DN will plan for 1.5 h of Strat Plan content at the retreat**
Items for Next Month's Meeting: (Pull from the Mandate Calendar)			
			TC: Share updated HoS rubric - Please note this link is private to Executive Committee members

Agenda for May 7, 2024: 4:30-5:30pm on Zoom and in Room 253

Attd: Sophie Hortman, Holly Bell, David Nuñez, Jeremy Sartain, Patty Schmitz, Cody Fischer, Thomas

Roles:

- Facilitator -
- Notetaker-
- Timekeeper -

Time	Topic (link any documents, list presenter)	Notes	
4:30 10 min	**New Topics Proposed:**	• Holly's idea • Discuss Leadership Team response to LE guides/staff and share new historical information ○ **DN to connect with Maiya and will bring exit interview data**	DN: Process pieces - should PEG choose? It would be hard to have PEG choose right now because HT runs PEG and might not be willing to accept! Should the board mandate it? JS: Maybe we could put it in the Board agenda as a resolution - present the award at an event like the picnic or end of year ceremony. Discussion supports picnic as the smartest avenue - May 28. --- DN: Karen and Jean having discussions with guides, elementary assistants, taking a closer look at the schedule. LT meeting & discussing Leadership forum where staff could come and share feedback and ideas. Start to a composed response. SH - love the forum! JS: Impression remains the same - don't think it hit the notes that staff were looking for. Felt like it was written for board members, not staff. Undertones were concerns with leadership - when the letter was composed by both HoS and Leadership, people felt unheard. Email has been blowing up - lots of former staff sharing that the asked for exit interviews and did not get

			them. Understanding is that there are no exit interviews. Difference between paper & practice - HoS doesn't know what's happening bc LT doesn't share. DN: Will meet with Maiya re: exit interviews. TC: Can we see data from exit interviews? Get that compiled? JS: mid-year hiring - couple hours or 30 mins of training, one day shadowing, then go? Can there be online training - videos, guides? Mid-week meeting doesn't work bc EAs work Big Canoe, can there be more meetings to keep everyone in the loop? DN: Meetings - will find out about timing of meetings, offering a rotation? Mid-year hires - maybe record fall training to share with new staff? Topic of conversation is sharing new employee info JS: Supervision of EAs in elementary - leadership is far away from elementary. Elizabeth Alvarez helping to supervise. Could one of the SpEd LT people be moved? DN: No office space down in Elem.
		● Share original HOS evaluation and additional clarifications	JS: Revisit eval. Board actions: Create communication protocol Rewrite rubric June agenda - post-mortem on eval process DN: We started looking at the budget - could probably bring a 5 year in August. Bringing operations doc - updating job descriptions PS: Looking at Purchasing and Contracts policy - out of date. Will not be brought to board until next year JS: Executive assistant. Not factored into budget?

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Sophie to add strategic plan to Resources under HoS Eval
Sophie add meetings 4:30 on 17 & 21
Clarify HOS annual review status and future submission to NEO
Request to schedule a working session on revising HoS Eval Process & Rubric
HoS Report format?</td><td>DN: Trying to rearrange duties among admin staff to free up maybe a half time position?

DN: Like it a lot!

PS: Thinking about the rubric - does it inform the job description?

TC: Overall goal is to align rubric with Strat Plan

CF: Review all documents and how they relate to each other - ideal is streamlining

Sophie Hortman add strategic plan to HoS Eval doc</td></tr>
<tr><td>4:50
20 minutes</td><td>Items from Mandate Calendar:</td><td>From April
HoS Eval: Ensure the World's Best Workforce Survey is Distributed to Board, Parent, Student and Faculty (Chair and Director of Administration) - move to May
HoS Eval: Delegate HoS Self Evaluation based on goals and survey results (HoS and Secretary) - moved to May
Look at Capital Improvement Plan- ABC and GRS Facility Checklist (Head of School/JB Vang) - move to May
Brainstorm and make plans to gather Board Retreat ideas- How to build on strategic plan? See recommended checklist in June part of APC (Board Chair) - perform independently of meeting time and present in May</td><td>WBW = Satisfaction

HoS Eval -

DN: Prepared by JB Vang - could use more clarity and financial plan for the implementation.

PS: the amount needed is a lot - we need to focus on operating costs & keep building the reserve. Detail will be moved to next year

CF: Anything urgent?

DN: Some talk about roof repairs</td></tr>
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		• May ◦ HOS Eval: Review Survey Data, Rubric/Performance Metrics, Goals wit HoS and then present summary to board (Secretary) ◦ Board Retreat Planning and Agenda Draft Discussion with Board (Board Vice Chair) ▪ Outline Board Retreat (Possibly at Special Executive Committee Meeting) -2022 GRS Board Retreat Outline (Includes Strategic Planning Document and invite letter) • Logistics: ◦ Look at calendar as a board, then vote using a poll of some type on times/dates and set next year Board Calendar. (Board Chair and Secretary) ▪ Make sure annual meeting, election dates, trainings, committee meetings, and board meetings are set, then send to	JS: Breakout about strategic plan - let's not reinvent the wheel. Maybe turn that into method brainstorming TC: Want to do a Board 101 - what is a board, what's a charter school, which laws apply to us? JS: work some activity around the strategic plan

		Stacey to add to calendar. ○ All members sign required annual forms- conflict of interest, etc... (Ask Stacey and look at NEO rubric, Secretary files somewhere?) ● Whole Board Health: ○ Build Relationship- transfer knowledge (day one- outgoing and incoming, day 2 just incoming) ○ Share training resources and board handbook to help onboarding. ■ Explain training timeframe and requirements and methods ■ Partner all new board members with a mentor (link	

		in former board members as needed) ○ Review Mission, Vision & Values for Board Review/Comment (Board Chair) ■ As a board, make sure to include looking at the board rubric NEO uses, so people are familiar with how the board is assessed. ■ Can show Jeni W's video from 2022 (approx 13 minutes long) that walks you through the authorizer (Novation Education	

		Opportunities, or NEO) requirements for our Board and how we are evaluated. It is hosted in our July 2022 folder and I've posted the link below: [GRS Board and Authorizer Requirements.mp4] ○ Look at Strategic plan. ■ Share summary or raw data with board from survey in a closed meeting at retreat, or calendar that data sharing at the retreat.(Dire	

		ctor of Administration and Board Chair) ■ Review successes/failures ■ As needed discuss/update metrics for strategic plan ■ Have HoS/Board Chair present on goals for this year that are being assessed on the HoS rubric. ● Committee Health: ○ Revisit and make new copies of Action Plans and Calendars (with goals) for each board committee based on strategic plan. ○ Make plans in each committee for when to finalize Action	

		Plans and Calendars and decide on projects to support the strategic plan(formerly mandates) ● One year items: ○ Review Open Meeting law reqs, and discuss meeting times, locations, logistics: "First, I am not seeing that we MUST be fully in person. Rather, hybrid is allowed so long as those calling or zooming in can hear people physically present, and vica versa. Here is the link: https://www.revisor.mn.gov/statutes/cite/13D/full#stat.13D.015 Specifically, 13D.020 to me seems to allows for hybrid delivery next year." ○ Note from July 2022 Board Meeting- reflect on Athletic	

		Relationship with TCA. ○ Brainstorm and Reach to Discuss Officer Nominations and Recommend Officers to board for returning members (Executive Committee) ○ Make sure we have outgoing (not returning) and incoming (scheduled hires) and still needed to hire on the personnel report BEFORE the June board meeting. (HoS) for July start dates and for clarity on personnel. (David) ○ For the goal of communicating better with the school: Set content for end of year school board and staff community meeting- next one at 11-12 on June 10 ■ **Sophie and Thomas connect re: Board things to share** ○ Finalize and Email Out Board Agenda a Week before the board meeting (Board Chair)	
5:50 10 Min	**Standing Items:**	• Updates on the Board Development Plan ○ Check in on Action Items for Board Handbook ○ How can we ensure (new) board members are well-equipped to serve? Anyone need support? ○ Anyone need support in training? ○ Updates needed to the Board Handbook? ○ From last meeting: Find or create "How to do a School Board Election" • Strategic Planning Check In → Strategic Plan Check In	

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Look at calendar as a board, then vote using a poll of some type on times/dates and set next year Board Calendar. (Board Chair and Secretary)
Make sure annual meeting, election dates, trainings, committee meetings, and board meetings are set, then send to Stacey to add to calendar.
All members sign required annual forms- conflict of</td><td>June 1 deadlines - do we want those things available that date specifically?
TC: ready for retreat would be good - help newcomers</td></tr>
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		interest, etc... (Ask Stacey and look at NEO rubric, Secretary files somewhere?) ■ Whole Board Health: ● Build Relationship- transfer knowledge (day one- outgoing and incoming, day 2 just incoming) ● Share training resources and board handbook to help onboarding. ○ Explain training timeframe and requirements and methods ○ Partner all new board members with a mentor (link in former board members as needed) ● Review Mission, Vision & Values for Board Review/Comment (Board Chair) ○ As a board, make sure to include looking at the board rubric NEO uses, so people are familiar with how the board is assessed.	

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Agenda for April 2, 2024: 4:30-5:30pm on Zoom and in Room 253

Attd: Roles:

- Facilitator - Jeremy
- Notetaker- Sophie
- Timekeeper -

Time	**Topic** (link any	**Notes**	**Action Items/ Next Steps**

	documents, list presenter)		
4:30	**New Topics Proposed:**	HOS Evaluation (closed session per MN Statute 13D.03?) If open, link to be included HERE. **AD - How can we support managing the constant demand on HoS time? How can we signal the difference to staff & community?** **Return to in May** Public comment discussion? Response to commenters - who should do that, when should it happen, and what should the response entail? DN: We have drafted a response - turnover has been really high. Last year was not signficantly different than the last 10 years. Don't know how to compare it to other schools.	Sub-agenda document - go through doc together, HoS go through written feedback, come to a common agreement DN & JS available until the 6 meeting What is the job? Other aspects are there, but not primary functions - such as compliance. Are we meeting these standards? I think we do, caveats to each to a certain degree. We do a good job in a lot of areas, we have areas of growth (such as math MCAs). We support students strongly in a lot of ways - what we categorize as "academic performance" is a little different than the traditional definition. Financially, we are comfy this year but long term not really. Complicated. Not dire, but pressing? Needs to be a regular conversation with the board - one solution or multi-solution? It's not a funding cliff - it's a slow evaporation of the fund balance. Skilled and stable workforce - I think we do in comparison to the state of education - which is deeply troubling! It's hard right now to find and keep staff - we do really well all things considered.
5:30 20 minutes	**Items from Mandate Calendar:**	• HoS Eval: Ensure the World's Best Workforce Survey is Distributed to Board, Parent, Student and Faculty (Chair and Director of Administration) - move to May • HoS Eval: Delegate HoS Self Evaluation based on goals and survey results (HoS and Secretary) - moved to May	

		• Link with the foundation during the recruitment phase of elections to share resources and leads. Jeremy to do • Conduct All-School Election of New Members (Vice Chair w/Election team (See handbooks for notes from last year) - in progress • Email congratulations to election winners, and offer to connect to help onboard AND to start deciding committee roles (sample letters here) (Secretary) • Look at Capital Improvement Plan- ABC and GRS Facility Checklist (Head of School/JB Vang) - move to May • Brainstorm and make plans to gather Board Retreat ideas- How to build on strategic plan? See recommended checklist in June part of APC (Board Chair) - perform independently of meeting time and present in May • Announce and approve election results at board meeting. (Chair) • Finalize and Email Out Board Agenda a Week before the board meeting (Board Chair)	

5:50
10 Min
	Standing Items:	• Updates on the Board Development Plan
		  ○ Check in on Action Items for Board Handbook
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                - As a board, make sure to include looking at the board rubric NEO uses, so people are familiar with how the board is assessed.
                - Can show Jeni W's video from 2022 (approx 13 minutes long) that walks you through the authorizer (Novation Education Opportunities, or NEO) requirements for our Board and how we are

		evaluated. It is hosted in our July 2022 folder and I've posted the link below: GRS Board and Authorizer Requirements.mp4 ● Look at Strategic plan. ○ Share summary or raw data with board from survey in a closed meeting at retreat, or calendar that data sharing at the retreat.(Director of Administration and Board Chair) ○ Review successes/failures ○ As needed discuss/update metrics for strategic plan ○ Have HoS/Board Chair present on goals for this year that are being assessed on the HoS rubric. ■ Committee Health: ● Revisit and make new copies of Action Plans and Calendars (with goals) for each board committee based on strategic plan. ● Make plans in each committee for when to finalize Action Plans and Calendars and decide on projects to support the strategic plan(formerly mandates) ■ One year items: ● Review Open Meeting law reqs, and discuss meeting times, locations, logistics: "First, I am not seeing that we MUST be fully in person. Rather, hybrid is allowed so long as those calling or zooming in can hear people physically present, and vica versa. Here is the link: https://www.revisor.mn.gov/statutes/cite/13D/full#stat.13D.015 Specifically, 13D.020 to me seems to allows for hybrid delivery next year." ● Note from July 2022 Board Meeting- reflect on Athletic Relationship with TCA. ● Brainstorm and Reach to Discuss Officer Nominations and Recommend Officers to board for returning members (Executive Committee)	

		• Make sure we have outgoing (not returning) and incoming (scheduled hires) and still needed to hire on the personnel report BEFORE the June board meeting. (HoS) for July start dates and for clarity on personnel. (David) • For the goal of communicating better with the school: Set content for end of year school board and staff community meeting- next one at 11:30 on June 12. • Finalize and Email Out Board Agenda a Week before the board meeting (Board Chair)	

Agenda for March 5, 2024: 4:30-5:30pm on Zoom and in Room 253

Attd: Anu, David, Thomas, Jeremy, Sophie, Cody, Patty

Roles:

- Facilitator and Notetaker- Sophie
- Timekeeper - Thomas

Time	**Topic (link any documents, list presenter)**	**Notes**	**Action Items/ Next Steps**
4:00 start 30 minutes	**Items from Mandate Calendar:**	• HoS Eval: Track reflections and survey data for HoS evaluation (Secretary) • HoS Eval: executive committee distills a list of actionable items and those are given to Head of school, and when the Head of School proposes the priorities to the board as on the rubric as an inform and to get feedback. (WORK ON PHRASING OF THIS- MAKE SURE IT MEETS OUR LEGAL REQs). Were these completed Feb 20? • Manage and Recruit for Board Recruitment Table at Conferences (Vice Chair and Student) ○ Links in the board handbook	Save until closed portion of the meeting TC: Didn't feel particularly fruitful - conferences were mostly directing parents and not much talking about the board JS: Feel like we have good prospective members

		• Manage School Board election team (Vice Chair w/Election team (See Notes in handbook) • Start Process for Succession Planning for Board and Board Officers- put on agenda, and discuss transition planning and training for next year with officers. (Executive Committee) ○ Board Chair Transition - DO NOT SHARE OUTSIDE BOARD CHAIR AND EXEC COMMITTEE • Finalize and Email Out Board Agenda a Week before the board meeting (Board Chair)	Need new vice chair, secretary. PS: too many new board members require a lot of support. When new members come on, we need to stay as resources for them.
4:39	**New Topics Proposed:**	• Public Comments from 2/28 board meeting - Board member thoughts & HoS thoughts?	Hired a coach for newer guides, sending guides to be Montessori trained. DN: High burnout rate within the teaching profession, and GRS is not exception. Suggestion: Leadership respond directly to public comment. Lots of actionable suggestions to consider. TC: Fair for us to make this an agenda item for HoS AD: EA turnover - feedback? Personal reasons, or was there a systematic reason? DN: wide range of reasons. Higher turnover for that position generally - not an excuse, but historical context. No one consistent reason. TC: What reasons could the school address/prevent? DN: Salary. ⅓ ½ SH: where do we post? DN: Website, indeed, Edpost TC: Credentials? DN: Salary based on income level - requires a HS diploma. Links with higher ed institutions around the TC area. Update from HoS next month - will bring to leadership team. CF: As a board member, would like to get line of sight into job satisfaction, morale, etc. Happy to offer help on

		• Meeting norms - how can we bring those to Board meetings? **Group Norms:** A. *Be present; listen with the possibility of being changed and speak with the promise of being heard.* B. *Everyone has something to learn and expertise to offer in group-worthy tasks.* C. *Practice grace and courtesy.* D. *You have the right to ask for help and the duty to assist.* E. *Understand that our work is sometimes uncomfortable, and accept non-closure.* F. *What's said here stays here, what's learned here leaves here.*	survey design if data is desired! TC: Values alignment - how is recruitment tied to this? Where can we recruit people who are directly tied to our values? SH: Add it after the mission and vision? Jeremy moves, Thomas seconds. JK we will bring it to the board. JK again - we have adopted the whole list

10 Min	**Standing Items:**	• Updates on the Board Development Plan
		  ○ Check in on Action Items for Board Handbook
		  ○ How can we ensure (new) board members are well-equipped to serve? Anyone need support?
		  ○ Anyone need support in training?
		  ○ Updates needed to the Board Handbook?
		  ○ From last meeting: Find or create "How to do a School Board Election"
			PS: Running a committee has a technical component that requires knowledge! Balancing Zoom, minutes, agenda, etc. Maybe we can record trainings for people to figure out how to participate? It's really clear now that we need to be really attentive to finances, just more explicit instruction on how to be a board member. More soft skills! Bring into the retreat!
			TC: yes, same experience.
			PS: pair outgoing member with incoming board member to proactively check in before the meeting?
			SH: Maybe we can beef up the student board member

		• Strategic Planning Check In → Strategic Plan Check In
		    ○ How are we making this a living document?
		    ○ How might the strategic plan work as part of Exec - what elements can work towards?
		
		• Calendar follow up - how is the shared calendar working?
		    ○ Update from Thomas
			mentorship
			
			Training:
			TC: Can we replicate this next year? All were facilitated during board meetings and that was so easy.
			
			JS: Strategic plan should be visited as part of the board meeting begining - ex: Finance can live in finance committee.
			SH: Components that live with exec?
			JS: Make sure board chair puts this on the agenda
			AD: Adding to agenda setup? Like using Strategic plan to frame the meeting?
			TC: Makes sense to see how the agenda fits with the SP - if items don't fit the SP and we are spending lots of time on it, good to know and rethink board priorities.
			
			Calendar:
			TC: Lots of third party programs that might be helpful but access seems maybe messy.
			DN: Daotech usually vets programs to give us some feedback
			TC: I can write up some options and send it your way!
			CF: Lots of this stuff sounds like generally kind public

			information anyways? Is that the barrier? TC: I don't think there's a real risk, just wanted to make sure that there's a consensus **Follow up in April!**
Items for Next Month's Meeting: (Pull from the Mandate Calendar)			
		• HoS Eval: Ensure the World's Best Workforce Survey is Distributed to Board, Parent, Student and Faculty (Chair and Director of Administration) • HoS Eval: Delegate HoS Self Evaluation based on goals and survey results (HoS and Secretary) • Link with the foundation during the recruitment phase of elections to share resources and leads. • Conduct All-School Election of New Members (Vice Chair w/Election team (See handbooks for notes from last year) • Email congratulations to election winners, and offer to connect to help onboard AND to start deciding committee roles (sample letters here) (Secretary) • Look at Capital Improvement Plan- ABC and GRS Facility Checklist (Head of School/JB Vang) • Brainstorm and make plans to gather Board Retreat ideas- How to build on strategic plan? See recommended checklist in June part of APC (Board Chair) • Announce and approve election results at board meeting. (Chair) • Finalize and Email Out Board Agenda a Week before the board meeting (Board Chair)	

Agenda for February 6, 2024: 4:30-5:30pm on Zoom and in Room 253
Attd: Anu, David, Thomas, Jeremy, Sophie

Roles:

- Facilitator and Notetaker- Sophie
- Timekeeper - Jeremy

Time	Topic (link any documents, list presenter)	Notes	Action Items/ Next Steps
4:00 start 30 minutes	**Items from Mandate Calendar:**	• HoS Eval: Track reflections and survey data for HoS evaluation (Secretary) • HoS Eval: executive committee distills a list of actionable items and those are given to Head of school, and when the Head of School proposes the priorities to the board as on the rubric as an inform and to get feedback. (WORK ON PHRASING OF THIS- MAKE SURE IT MEETS OUR LEGAL REQs). • For the goal of communicating better with the school: Set content for next school board and staff community meeting- next one at ______ O'clock on Mar 2. • Recruit Board Election team (Vice Chair) • Identify Board openings for next year (Secretary) • Identify Desired Skills for Upcoming Terms (Secretary) • Identify Recruitment Needs for Board all Board Committees (Secretary)	Will complete on 20th - Special Session Next PD/Community Meeting - March 1st 11am. JS - Maybe TC? Summary - internal blast to remind folks where the minutes are so they can access them & see what the board is up to. Perhaps an invitation to invite teacher members? JS will draft & share via email to Exec - maybe revise at Feb Board meeting? Elections: JS will reach out to Jeni Losing: JS, BT, SH, PS, RM, Student 1 Parent 5 Guide roles (adding 1) 1 community member 1 student Secretary, Vice chair, BIPOC working group Begin application period March 11 Projected close of recruits April 5 If needed - extend application period through Spring Break - April 8-12

		• Put out survey w/retreat dates to gather final summer retreat dates. Put on Calendar AND on board application. • Finalize and Email Out Board Agenda a Week before the board meeting (Board Chair)	Voting May 6 - May 10 Announce May 13 after contacting candidates Retreat - Currently slotted for June 15. Will add to calendar
4:39	**New Topics Proposed:**	• Draft caregiver incident report template. • Strategies to assure completion of items/shared 'to-do' list such as a dedicated google calendar - revisit with attention to WBW survey ○ Request to David to identify and implement a shared calendar for the Board, committees and our accountant to list 'to-do' and 'follow-up' items • David's Update	Caregiver Incident Template SH - Add to GRS letterhead. Suggest to shift to document instead of email DN- Sent as email but filed as letter? We like it! Send on to behavior team Exec shared calendar? TC: I wondered if we could coordinate between an excel doc & calendar? DN: Yes, I asked SK & I don't know if I got a reply TC: Can you add me so I can see if I can get it to work? DN: Yes! (access to all granted) **Will circle back next month**
10 Min	**Standing Items:**	• Updates on the Board Development Plan ○ Check in on Action Items for Board Handbook ○ How can we ensure (new) board members are well-equipped to serve? Anyone need support? ○ Anyone need support in training? ○ Updates needed to the Board Handbook? • Strategic Planning Check In ○ How did the first meeting(s) go? What was accomplished, and what's next?	Almost everyone is up on training - Building those into board meetings is soooo crucial for success and compliance! Find or create "How to do a School Board Election" Approving this month!! Maybe in the future, this is a spot for HoS to update Exec on goal progress?

Items for Next Month's Meeting: (Pull from the Mandate Calendar)			

		• Manage and Recruit for Board Recruitment Table at Conferences (Vice Chair and Student)
		  ○ Links in the board handbook
		• Manage School Board election team (Vice Chair w/Election team (See Notes in handbook)
		• Start Process for Succession Planning for Board and Board Officers- put on agenda, and discuss transition planning and training for next year with officers. (Executive Committee)
		  ○ Board Chair Transition - DO NOT SHARE OUTSIDE BOARD CHAIR AND EXEC COMMITTEE
		• Finalize and Email Out Board Agenda a Week before the board meeting (Board Chair)	

Agenda for 1/9/24: 4:30-5:30pm on Zoom and in Room 253

Attd: Jeremy, Thomas, Sophie, David, Patty

Roles:

- Facilitator and Notetaker- Sophie
- Timekeeper - Patty

Time	**Topic** (link any documents, list presenter)	**Notes**	**Action Items/ Next Steps**
4:00 start 30 minutes	**Items from Mandate Calendar:**	• HoS Eval: Report on reflections and summaries of leadership 360 survey to executive committee - Closed meeting. (HoS) - Move to Jan 16 • HoS Eval: Track reflections and survey data for HoS evaluation (Secretary) - During Jan 16 • **Review Your School's Performance Framework-** The board chair and school leader of each school have the ability to enter comments into the Performance	Scheduled for one week from today - closed meeting We are on track for a 5 year renewal!! Tweaking baseline for testing - other schools are using COVID year as

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Framework, so that is one way to make sure we have the most current results entered into the Performance Framework (all other board members have "view only" status).
○ Link here: Great River FSV Compliance Checklist
• Select the training module and discussion frames/activity for for annual board training in Feb meeting (Board Chair) Note: NEO can assist with trainings and will be at the February Board meeting
• Recommend Board Retreat dates (Executive Committee and David)- Include Relevant Parts of Leadership Team.
○ June 15th suggested. Verify with the board again
○ “Relevant Leadership” depends on the agenda - will revisit as we firm up agenda
• 2024 Exclusive: update on union spending and more clear picture of healthcare costs
• Finalize and Email Out Board Agenda a Week before the board meeting (Board Chair)
○ Make sure to include training links and time in agenda.
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bottom. Might make sense for us to shift that.
PS: Financial training might be important for the board
JS: Reach out to Scott and Wendy re: financial training
Formal site visit: Feb 21st. NEO checks things like board training
DN: tracking well and looking like the projected budget. Backpay done.
PS: Finance Committee summary being put together - can someone share for me? JS: Yes
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<td>4:39</td>
<td>New Topics Proposed:</td>
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• Check on goals set before fall break -
○ ~~1. Raw data access~~
○ ~~2. Procedures for policies around bottom line behavior. David reported that this has been completed with just a few minor changes and will be presented at December Board meeting.~~
○ 3. Caregiver incident report template.
• Strategies to assure completion of items/shared 'to-do' list such as a dedicated google calendar - revisit with attention to WBW survey
○ Request to David to identify and implement a shared calendar for the Board, committees and our accountant to list ‘to-do’ and ‘follow-up’ items
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DN: Working on a draft - want to get feedback!
JS: Incident report when requested for bottomline behaviors
Components:
Relevant Policies
Data Privacy information
Summary of investigation behavior team
Action Taken
Next Steps
Draft next week!!
Compliance deadlines?
TC: Shared visibility on progress for things like WBW survey
PS: Somebody put together 3 different items that this would be satisfied by?
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		• Request for cell phone/electronic device policy (or policy review if one exists)
		
		• January Board Meeting
		  ○ Vote to expand board to 13
		  ○ Install 2 new members - in the future, we need 1 community member
		
		• PS Addition
		
		SH Addition
			TC: Upcoming to dos?
			JS: David?
			DN: I like calendar..
			TC: I know a thing! Will connect.
			
			Circle back in Feb.
			
			Exists in the handbook!
			DN: regularly discussed.
			SH: Trained in August retreat
			
			Concern from Scott Brown: Cashflow is extremely tight. Requiring daily monitoring which isn't great. Issue that happened last year with SpEd reporting resolving?
			Other issues: Foundation requested to donate now opposed to the end of the year. That will be helpful.
			Recommendation for a different payroll program that the state likes more
			
			Community expressing desire to hear more about Expansion
			DN: town hall might be useful
			JS: Will put together an email w/ Thomas Christie

10 Min	**Standing Items:**	• Updates on the Board Development Plan
		  ○ Check in on Action Items for Board Handbook
		  ○ How can we ensure (new) board members are well-equipped to serve? Anyone need support?
		  ○ Anyone need support in training?
		  ○ Updates needed to the Board Handbook?	

		• Strategic Planning Check In ○ How did the first meeting(s) go? What was accomplished, and what's next?	Second Read THIS MONTH!! Comments from students are being incorporated
Items for Next Month's Meeting: (Pull from the Mandate Calendar)			
		• HoS Eval: executive committee distills a list of actionable items and those are given to Head of school, and when the Head of School proposes the priorities to the board as on the rubric as an inform and to get feedback. (WORK ON PHRASING OF THIS- MAKE SURE IT MEETS OUR LEGAL REQs). • For the goal of communicating better with the school: Set content for next school board and staff community meeting- next one at ______ O'clock on Mar 2. • Recruit Board Election team (Vice Chair) • Identify Board openings for next year (Secretary) • Identify Desired Skills for Upcoming Terms (Secretary) • Identify Recruitment Needs for Board all Board Committees (Secretary) • Put out survey w/retreat dates to gather final summer retreat dates. Put on Calendar AND on board application. • Finalize and Email Out Board Agenda a Week before the board meeting (Board Chair)	

Agenda for 12/5 : 4:30-5:30pm December 5th, 2023 on Zoom and in Room 253

Attd: Jeremy, Thomas, Sophie, David, Patty

Roles:

- Facilitator and Notetaker- Sophie
- Timekeeper- Thomas

Time	Topic (link any	Notes	Action Items/ Next Steps

	documents, list presenter)		
4:00 start 30 minutes	**Items from Mandate Calendar:**	From June: ● HOS Eval: Review Leadership Team Goals and Reflections and present summary to board (Secretary) 　○ David to bring per last EC meeting - update? 　○ Team Goals: Excel Document Format- brainstorm how for leadership team to share progress and goals with teams ● HoS Eval: Before retreat: Strategic Plan Review- consolidate the HoS update data into an annual summary- (David Presents to exec committee first and then to board/public) 　○ *Review December and November 2022 Board Minutes and set up alignment for this academic year* **December** ● HoS Eval: Make sure the staff has time to complete the leadership evaluation survey from faculty (HoS and HR Director) 　○ Link to Survey 　○ Reminder from last year: Putting Team Reflection in Excel Document Format 　○ Note from last year: Add a final- "anything else?" question to each person on the survey 　○ Add a final question that lets you add things for other people- when people have many bosses. ● Finalize this month's board and faculty community meeting content, presenter, and topic. (Executive Committee) ● Advertise and Promote Annual Meeting ● Finalize Annual Meeting Agenda, Presenters, and Roles/Logistics and email out the agenda 　○ Make sure we make a plan for technology at the annual meeting- one person to just promote the speakers in order… ● Finalize and Email Out Board Agenda a Week before the board meeting (Board Chair) ● Host the December Annual Meeting (Board Chair)	Skipped updating the board - we'll pick up with goal summaries after 360 survey. David will shoot for Leadership team summaries done by January Exec Meeting to present to board in January Survey updated 12/5 - double checking and launching this week. Nick B, Jean, updates from Brent, David (WBW), Reps from PEG and Foundation confirmed. Waiting on Karen. Jeremy working with Aja to promote Annual Meeting. Draft language re: annual meeting for Staff bulletin Agenda for Annual Meeting anticipated next week. Sophie will co-host and man the technology - promote people at the right times. See about use of smart board in 257/259?

4:39	**New Topics Proposed:**	● Check on goals set before fall break - ○ 1. Raw data access ○ 2. Procedures for policies around bottom line behavior. David reported that this has been completed with just a few minor changes and will be presented at December Board meeting. ○ 3. Caregiver incident report template. ● Strategies to assure completion of items/shared 'to-do' list such as a dedicated google calendar	Note: Request completed with the presentation on Hate Speech and N Word protocol Continuing to work on this - bus protocol, investigation protocol. Hate Speech and N Word protocol reviewed at November meeting, more policies to come. Commitment from David to report to staff before Winter Break. JS: Is there a policy around cameras and cell phones? DN: Yes - consensual camera use? Probably categorized under harassment and bullying. JS: Specifically filming on a bus DN: Appropriate use is outlined in StuHandbook Caregiver Incident Report - covering this in January DN: Adding items from the Mandate Calendar to a Google Calendar? TC: Exactly - want to make sure things don't fall through the cracks JS: Want this to be a system that doesn't rely on people TC: Separately - We've been trying to clarify all the tasks which are disparate and collate them SH: What about the APC isn't working? TC: There were a few items that didn't get done - replicating this list also seems hard? JS: Seems like a destination document - Maybe needs to be double checked and aligned with HoS Eval. Schedule a time with Thomas to look at HoS Eval, and align with APC. Come up with some options to set reminders.

		- Set a date to revisit WBW review and Strategic Plan - any other documents we want as "guideposts" to our work? - Clear plan to use items as living documents (can ensure tie between purpose & goals - Dec 22 2022 Notes - HoS eval was being completed	HoS Eval based on job description & strategic plan. Recalibrate HoS eval to align with new strategic plan - Maybe this happens before Board retreat? David can present on progress and we can forge ahead with last year's info? JS: Sets up new members with success - make sure everything makes sense for the next academic year. Revisit this in January - to touch on WBW DN: Interim - partially completed in order to make sure that the hiring decision would be able to be completed. SH: January is the month that reflections and survey data are reviewed according to the HoS eval JS: 9th for regular Exec, 16th as a closed session for the reflections?

10 Min	**Standing Items:**	- Updates on the Board Development Plan
		    - Check in on Action Items for Board Handbook
		    - How can we ensure (new) board members are well-equipped to serve? Anyone need support?
		    - Anyone need support in training?
		    - Updates needed to the Board Handbook?
		
		- Strategic Planning Check In
		    - How did the first meeting(s) go? What was accomplished, and what's next?
			Newsletter going out!!! Hooray! Everyone will get access!

4:57	**Continuing Discussions/ Projects**	• Communication Streamlining for the community
		  ○ Calendar Link
		  ○ PEG now has monthly newsletter
		
		• MN Lunch Fund Check In
		  ○ Consultant
		  ○ Bids
		  ○ Communication
			JS: Don't know that this is needed as a continued agenda item. Seems to have naturally reached a flow state
			
			DN: Still owe a communication to community. We've applied, we're submitting documents, moving as quickly as we can towards this

3 Minutes	Notes for Our Next Meeting	• Discuss Effectiveness. • What needs to be added to the next meeting?	Maybe adding more time to the schedule? 75 minute meeting?
5 Minutes	Community Communication:	What needs to appear in the Faculty Memo? What should be brought up at the next community meeting?	Invitation to the community meeting! Hey staff - the Board's Annual Meeting is happening on December 20th at 5:30pm. Join us in the UA commons or on Zoom for updates across the program - Elementary, Adolescent, Big Canoe, the outdoor programs, and more! We hope to see you there, and we invite you to come see what the Board is all about.
Items for Next Month's Meeting: (Pull from the Mandate Calendar)			
		• HoS Eval: Report on reflections and summaries of leadership 360 survey to executive committee - Closed meeting. (HoS) • HoS Eval: Track reflections and survey data for HoS evaluation (Secretary) • **Review Your School's Performance Framework**- The board chair and school leader of each school have the ability to enter comments into the Performance	

		Framework, so that is one way to make sure we have the most current results entered into the Performance Framework (all other board members have "view only" status). ○ Link here: Great River FSV Compliance Checklist • Select the training module and discussion frames/activity for for annual board training in Feb meeting (Board Chair) • Recommend Board Retreat dates (Executive Committee and David)- Include Relevant Parts of Leadership Team. • 2024 Exclusive: update on union spending and more clear picture of healthcare costs • Finalize and Email Out Board Agenda a Week before the board meeting (Board Chair) ○ Make sure to include training links and time in agenda. **New Items:** • Caregiver Incident Report Template	

Agenda for Date: November 7th, 2023 on Zoom and in Room 253			
Attd: Jeremy, David, Thomas, Anu Roles: • Facilitator and Notetaker- Sophie • Timekeeper- Jeremy			
Time	**Topic (link any documents, list presenter)**	**Notes**	**Action Items/ Next Steps**
4:00 start 30 minutes	**Items from Mandate Calendar:**	From June: • HOS Eval: Review Leadership Team Goals and Reflections and present summary to board (Secretary) • HoS Eval: Before retreat: Strategic Plan Review- consolidate the HoS update data into an annual summary- (David Presents to exec committee first and then to board/public)	Leadership team will reflect in December/January. TC: To what extent were goals from last year not met? We want to make sure we can support David in people management - Any support needs to identify? Executive Assistant?

		○ This needs to be done - 5 months in progress - Jeremy - did you follow up with Stacey to finalize a timeline? *Important tool for continuous improvement (Cody) and assuring annual goals are met; needs to be visited regularly. REVIEW HoS rubric and timeline; formally adjust appropriately ○ Final request for raw data to be shared with exec committee - assign due date within 1 week ● From August: HoS Eval: Reminder on Leadership team goal setting: ○ Reminder from last year: Putting Team Reflection in Excel Document Format- brainstorm how for leadership team to share progress and goals with teams. **November** ● Ensure Completion of 360 Survey - Collect Leadership Evaluation Data (HoS) ● Confirm that Head of School has signed up for a Formal Annual Site Visit ● Adjust due date for Consent Agenda items to Friday (Monday by noon is not working) ● Move 'epicenter task lists'. 'Epicenter compliance statistics', 'enrollment report' to consent agenda ● Set December (Annual) and January (Include parts that there won't be time for in December) Board Meeting Agendas (Board Chair) ● Set up for Annual Meeting content (Executive Committee) and send invites. ○ Review Annual Meeting Outline with Board (Board Chair) ○ Invite people to participate in the annual meeting (Secretary) ■ ACNW_AnnualReportGuidance_2013-14_08.07.2014.docx ■ Great River WBWF Summary 2021-22.docx ■ Last Year's slide deck ● Finalize and Email Out Board Agenda a Week before the board meeting (Board Chair)	DN: Could work on bringing the goals up more in meetings, and want to revise the reflection protocol TC: Maybe less than weekly - quarterly? JS: Monthly or quarterly seems good David Núñez to assemble summary of goals & which were not met - with the intention of the board being able to support DN in helping his team meet those/adjust JS: In terms of the timeline - where should we move it? July might be ideal but June is important for board to have a good idea of leadership development DN: 360 survey for review - DN: Training for data privacy in December board meeting 360 survey - anticipated rollout by before fall break - November 17th Site visit: Informal - next week; Formal site visit - March Consent agenda: Items need to be in by Friday 11:59pm before meeting; move listed tasks to consent agenda. David will communicate internally - Jeremy will communicate with board Sophie Hortman connect with Jeremy regarding **Deadline for Goals:** **November meeting - WBW data set presentations**
4:39	**New Topics Proposed:**	● NEO Requirements ○ Annual Charter School Assurances (October 31st) - DONE ○ Assurance of Compliance and Mandated Reporting (November 15th)	All under epicenter - no need for us to go through!

		○ Complete/clear any errors for the Pupil Transportation Annual Report by November 30th ○ STAR Submission is now open! Due in late November	
10 Min	**Standing Items:**	● Updates on the Board Development Plan ○ Check in on Action Items for Board Handbook ○ How can we ensure (new) board members are well-equipped to serve? Anyone need support? ○ Anyone need support in training? ○ Updates needed to the Board Handbook? ● Strategic Planning Check In ○ How did the first meeting(s) go? What was accomplished, and what's next?	Everyone is up on training! On track for where we need to be TC: Organization! Strat Plan - super close!!! Hooray! Sending it to everyone for feedback - Board will give feedback between November and December meeting - First read in November!! TC: Recordings? JS: Updated through September in a file - sending to TC
4:57	**Continuing Discussion s/ Projects**	● Communication Streamlining for the community ○ Calendar Link ● MN Lunch Fund Check In ○ Consultant ○ Bids ○ Communication	JS: No updates - collaborating between groups. Aja has been the go-to; conferences were kind of crazy in coordination with PEG so maybe we need a backup? How can we help people plan ahead?

			Lunch Fund: Lots of info gathering. Consultant is active, collaborating with David. We need to update kitchen license & random stuff but we have lots of the elements in place
	Closed Meeting	This portion of the meeting is closed to public/non-board members per MN Statute 13D, subdivision 3.	
3 Minutes	Notes for Our Next Meeting	• Discuss Effectiveness. • What needs to be added to the next meeting?	
5 Minutes	Community Communication:	What needs to appear in the Faculty Memo? What should be brought up at the next community meeting?	Announcement of the Expansion Committee - solicitation of participation ALSO! We have an open board seat! Maybe recruitment for that?
Items for Next Month's Meeting: (Pull from the Mandate Calendar)			

		• HoS Eval: Make sure the staff has time to complete the leadership evaluation survey from faculty (HoS and HR Director)
		  ○ Link to Survey
		  ○ Reminder from last year: Putting Team Reflection in Excel Document Format
		  ○ Note from last year: Add a final- "anything else?" question to each person on the survey	

		○ Add a final question that lets you add things for other people- when people have many bosses. ● Finalize this month's board and faculty community meeting content, presenter, and topic. (Executive Committee) ● Advertise and Promote Annual Meeting ● Finalize Annual Meeting Agenda, Prensentors, and Roles/Logistics and email out the ● Make sure we make a plan for technology at the annual meeting- one person to just promote the speakers in order… ● Finalize and Email Out Board Agenda a Week before the board meeting (Board Chair) ● Host the December Annual Meeting (Board Chair)	

Agenda for Date: October 3rd, 2023 on Zoom and in Room 253

Attd: Jeremy, Sophie, David, Thomas, Patty

Kate McCreight

Roles:

- Facilitator and Notetaker-
- Timekeeper-

Time	**Topic** (link any documents, list presenter)	**Notes**	**Action Items/ Next Steps**
4:00 start 30 minutes	**Items from Mandate Calendar:**	From June: ● HOS Eval: Review Leadership Team Goals and Reflections and present summary to board (Secretary) ● HoS Eval: Before retreat: Strategic Plan Review- consolidate the HoS update data into an annual summary- (David Presents to exec committee first and then to board/public) ○ This needs to be done - 5 months in progress - Jeremy - did you follow up with Stacey to finalize a timeline? ● From August: HoS Eval: Reminder on Leadership team goal setting:	JS: We asked for this but as we are not direct supervisors, hard to request. Might be important to have data DN: 360 completed and reported on to the board - this is annual. Satisfaction survey results not due until annual report - ⅓ reported to the board, still waiting for more. It's on Stacey's list - will follow up. Perhaps a follow up

		○ Reminder from last year: Putting Team Reflection in Excel Document Format- brainstorm how for leadership team to share progress and goals with teams. ● **NEW: Mandate for raw data (Jeremy)** October ● Plan and do outreach for Fall School Feedback Survey (Leadership 360, and strategic plan check in during conferences (Secretary) ● Coordinate Recruitment for Committee Members at conferences (Vice Chair and Student Member) ● Finalize Surveys and Facilitate the 360 Survey for Feedback around conference time (Secretary and HoS) ● Finalize and Email Out Board Agenda a Week before the board meeting (Board Chair)	with DN, SK, JS. Working to set & update - last week of September SH: connect with David JS: Maybe giving publicity for the School feedback survey? Connects to the next item - tabling with PEG and the Foundation November 2 & 3 - Thomas will connect with Hayden & Jeremy DN: survey should probably be the same? Maybe updating a few things but it's good
4:39	**New Topics Proposed:**	● Fundraising ○ Patty: I wanted to note something that the board has been discussing regarding requests for funds from caregivers. In short, we are thinking about two different categories of asks. One category is what we think of as "cost covering" - this includes the cost of key experiences, field trips, supplies - things that are a part of the curriculum. We think that those funds should be raised under the school, since that income would directly offset those expenses. The other categories is "fundraising" - sustainers, grants, fundraising requests to caregivers, grandparents?, and alumni for sure. This would also include fundraisers - all these items would fall under the Foundation. ○ 1. The Foundation's ability to fundraise with families is largely dependent on giving families relatable things to fund: ie., Key Experiences, classroom supplies, field trips. In fact, this is the very language we use in solicitations. We specifically tell families the money they give supports these things. Please see our messaging on the Give page: https://www.greatriverschool.org/give This is the messaging we are planning to use in our Fall campaign. ○ 2. Our sustaining donors are giving with the assumption that their money is supporting some of these "cost covering" expenses. That's more than 100 people who give every month. ○ 3. Two categories of asks is going to be so confusing for families to understand. There has already been enough confusion over "Foundation" that we have switched our	PS: should we be framing some of this as asks from the school as opposed to opportunities to request donations? KM: We do not direct spending - as part of fundraising, we include tangible connection to things like key experiences. Trying to do fewer asks from the foundation. Fall fundraising campaign in November + give to the max day, & Blue Heron Bash. DIfferent "baskets" might create confusion for giving to the school vs. the foundation. AD: Maybe will help make cost demands clear to parents? TC: Increasing monthly givers - how can we do that? KM: yes - same goal. We advertise by talking about planning and stability TC: can we maybe convert key experience costs to a monthly fee and propose that to families? What has changed to make this fee more impactful? PS: Lack of communication from the school in the past regarding costs; inflation. Couple asks with hard

		fundraising message to refer to funding "Great River School" (no Foundation in the message). ○ 4. What do you envision the category of "fundraising" to look like? How do we use that to leverage donors? I can see how this can work in relation to grants (which are often for specific needs and not general operating), but unsure how to work this into messaging for our individual donors. ● Minnesota Common Course Catalog 1. Basic overview of MCCC data collection can be found in the [MCCC Program Guide](#). 2. Document that covers all fields for MCCC, broken out by courses, staff course sections and student sections by grade level can be found in the [MCCC Data Manual](#). 3. MCCC Calendar Videos ● [MCCC calendar 1:](#) Use when creating a new MCCC calendar. This will describe what to enter and the creation of the academic year. ● [MCCC calendar 2:](#) Will continue creating the calendars, terms and periods for an academic year. ● [MCCC calendar rollover:](#) This will describe the complete steps needed to do the calendar rollover. This is used if there is an MCCC academic year, calendars, terms and periods entered for a previous year. 4. MCCC videos for specific tasks are being created. All videos will be found on the [Ed-Fi Documents page](#) by filtering the documents by Data Collection (**MCCC)** and Topic (**Training Video)**. Here is what is currently available:	numbers TC: Hard ask from families as an expectation? JS: astronomical increases. Reality is that costs are rising. Foundation looking to hire some folks - volunteering isn't doing it and its an unfair ask KM: targeted asks for reliable givers, matching donations. Specific asks are helpful so we can include these in messaging PS: It might be important to identify costs per family and hard ask if a family is able to pay beyond their own family KM: We want to ask families to give in any way they can, including volunteer and time TC: can we name each level of giving in terms of what they're covering? Can we price out the key experiences and link those to monthly asks really clearly? DN: this falls under someone's job description and is reviewed each year - needs to be done December 8th. Still a system being developed for federal accountability. More important next year - but ramping up TC: Scedcode? Related? DN: unsure! One of the accountability checks in epicenter task lists - should be an update - maybe November? Check at Board Meeting

		• K-8 Grade Course Classification Selection Overview • 9-12 Grade Course Classification Selection Overview • 9-12 Additional Course Fields Selection • K-8 Additional Course Fields Selection • PreK-12 Scheduling 5. The link to Session 3 covers the steps to load the data to MCCC. You can skip to the part that discusses each of the files to be reported, how to deal with the errors and common errors to watch for. This includes the discussion of documentation available to help read the error messages. • Here is the link to the streaming recording of Session 3 – MCCC Student File and File Submission. You will need a player for the video format. The player is a free Network Recording Player provided by WebEx. 6. Remember to look for ways to copy MCCC data from previous years in your student information system software. The software may also have a reporting option to list all of the courses and the MCCC fields to review and look for missing data. 7. You could check to see if software vendors would do a meeting with some or all of the group to walk through some of the MCCC reporting tools available in the software. For assistance with questions, contact Karen Millette (651-582-8632).	

10 Min	**Standing Items:**	• Updates on the Board Development Plan
		  ○ Check in on Action Items for Board Handbook
		  ○ Finance Committee: How did the new mandate proposal and finance bid checklist conversation go?
		  ○ How can we ensure (new) board members are well-equipped to serve? Anyone need support?
		  ○ Anyone need support in training?
		  ○ Updates needed to the Board Handbook?
		
		• Strategic Planning Check In
		  ○ How did the first meeting(s) go? What was accomplished, and what's next?
			2 more trainings planning
			
			Revisions happening - YAY!

			Finance committee, leadership team, UA students on Friday. Maybe an update before sharing with parents

4:57	**Continuing Discussion s/ Projects**	• Communication Streamlining for the community
		  ○ Calendar Link
		
		• MN Lunch Fund Check In
		  ○ Community Update Update
			No current action
			
			DN: hired a consultant, hoping to work with them but finalizing the hire and drafting an update out. Should there be a new update?
			SH: No update needed if no new info
			JS: Let's pause until we get more information and can send a clear message and expected timeline

3 Min utes	Notes for Our Next Meeting	• Discuss Effectiveness. • What needs to be added to the next meeting?	
5 Min utes	Community Communicati on:	What needs to appear in the Faculty Memo? What should be brought up at the next community meeting?	
Items for Next Month's Meeting: (Pull from the Mandate Calendar)			
		November • Ensure Completion of 360 Survey - Collect Leadership Evaluation Data (HoS) • Confirm that Head of School has signed up for a Formal Annual Site Visit	Robotics team - Requesting $6000 and presenting at the board meeting

		• Set December (Annual) and January (Include parts that there won't be time for in December) Board Meeting Agendas (Board Chair)
		• Set up for Annual Meeting content (Executive Committee) and send invites.
		  ○ Review Annual Meeting Outline with Board (Board Chair)
		  ○ Invite people to participate in the annual meeting (Secretary)
		    ■ ACNW_AnnualReportGuidance_2013-14_08.07.2014.docx
		    ■ Great River WBWF Summary 2021-22.docx
		    ■ Last Year's slide deck
		• Finalize and Email Out Board Agenda a Week before the board meeting (Board Chair)	

Agenda for Date: September 5th, 2023 on Zoom and in Room 253 - 90min			
Attd: Jeremy, Sophie Roles: • Facilitator and Notetaker- • Timekeeper-			
Time	**Topic** (link any documents, list presenter)	**Notes**	**Action Items/ Next Steps**

4:00 start 30 minutes	**Items from Mandate Calendar:**	From June:
		• HOS Eval: Review Leadership Team Goals and Reflections and present summary to board (Secretary)
		• HoS Eval: Before retreat: Strategic Plan Review- consolidate the HoS update data into an annual summary- (David Presents to exec committee first and then to board/public)
		  ○ This needs to be done - 4 months in progress
		
		Actually from August - Sophie goofed up
		• HoS Eval: Reminder on Leadership team goal setting:
		  ○ Reminder from last year: Putting Team Reflection in Excel Document Format- brainstorm how for leadership team to share progress and goals with teams.
			Follow up with Staci to finalize a timeline (Jeremy)

		• Document the Organization Checklist: (Secretary) ○ Establish Executive Committee Agenda & Rolling Minutes for Year, make a copy of previous years, and link at the bottom of this document (Secretary) ○ Confirm Dates and Times for Executive Committee Meetings on calendar and & edit if needed (Secretary) ○ Confirm all committees Agendas & Rolling Minutes are updated on board agenda, and link to drafts of their Action Plans and Calendars (Secretary) ○ Confirm that the school calendar has all committee meetings posted. Make sure they have set meeting times, and the include the links to agenda in calendar and note for how to get zoom and location. (Explain path to find zoom) (Secretary) ■ After putting all committee meetings and board meetings on school google calendar email board chair and committee leads if any fall on holidays/conflicts (Secretary) ○ Ensure Faculty and Student Handbook are updated and posted (Stacey- Director of Admin) ■ Link most recent copies to top of the board agenda with the other resources. ○ Update Policy Calendar and Review Cycles are updated, link here (Stacey- Director of Admin) ■ Make sure this is linked as well. • For the goal of communicating well with the school faculty: Set content and dates for the three school board and staff community meetings, and the 3 finance updates, then paste these action items into the proper month of the APC. (Executive Committee) ○ **Finance Communication: (All HoS)** Winter PD- present budget and strategic budget priorities to staff (have space to gather feedback) ■ Fall PD- School Budget 101 for new staff (or placeholder for tough conversation) ■ End of Year PD- present budget summary and looking forward. ■ Note- add these to the ACP below ○ **Board-staff:** ■ Date 1: Topic: Presenter/Lead:	Rubric for leadership team evaluation completed by end of 24 academic year. Done First Tuesday of every month - 4:30pm Done Email Patty, Randi, Bailey, Rebecca & David to confirm times and map out dates Email Stacey for school calendar access & update Student Handbook updated, email regarding Annual Report & WBW plan Caregiver financial presentation?

		■ Date 2: Topic: Presenter/Lead: ● Dec and present survey? ■ Date 3: Topic: Presenter/Lead: ■ Note- add these to the ACP below ● Ideas: Surveys of Leadership (include sharing results and admin goals), finance updates, listening sessions, discuss parts of strategic plan, invites to annual meeting, summary of annual meeting, recruit. ● Set up a time to discuss when/how board will communicate with staff and community, make sure to review the Stakeholder Calendar- the thing Jeremy is creating in 2023. (Board Vice Chair with Communications Director) ● Use email and Back to School Nights to recruit for Board Committees and to Share Communication Plan and Strategic Plans (Vice Chair) ● Outline August Board Meeting Agenda (Board Chair after Exec Committee Meeting) ● Include a review of the calendar update - updated meetings, Annual Meeting, election dates once approved- make sure they are on school calendar, and official PDF calendar. ● Finalize and Email Out Board Agenda a Week before the board meeting (Board Chair)	Goal is to bring Aja into the communication loop more - Maybe too lofty. New goal: observe and record where and when communication comes out, how families feel about timeliness. PS: Could we link together asks? For example, pairing info about key experiences with a financial ask? Jeremy & Thomas did this - hooray! Maybe better to wait later in the year - open house, Odyssey night
4:39	**New Topics Proposed:**	● Due dates for revision - student & caregiver handbooks. Why not summer? July would be great! ● Website postings - updates needed - sub committee? ● Procedures for policy review - put in place by the end of October. Sophie's note - check with IB faculty, they do very regular updates ● Add January check in to the APC - update on union spending and more clear picture of healthcare costs ● Bus situation - more detail, maybe discussion of communication tree? How are we communicating with the board? ● Money for robotics? Is that a thing?	Policy Working Group to adopt and complete for June Board approval? Rebecca? (Jeremy will ask Rebecca) Notify Aja for website concerns David will confirm the $6000 request and object code with Scott

10 Min	**Standing Items:**	● Union Negotiations Check In. ○ Next Step on Schedule/Planning Time Work? ○ Updates? ○ What's next? ● Updates on the Board Development Plan ○ Check in on Action Items for Board Handbook ○ Finance Committee: How did the new mandate proposal and finance bid checklist conversation go? ○ How can we ensure (new) board members are well-equipped to serve? Anyone need support? ○ Anyone need support in training? ○ Updates needed to the Board Handbook? ● Strategic Planning Check In ○ How did the first meeting(s) go? What was accomplished, and what's next?	DONE!!!:) Remind at September Board meeting.
4:57	**Continuing Discussions/ Projects**	● Assistant Position - what does the budget allow for? What do we need to do to get a job description ready and posted? ● Support the ABC - Appoint directors for ABC board when needed and approve when ABC audit will take place (Head of School and School Accountant) - single annual meeting - Staci and Scott ● Communication Streamlining for the community ○ Calendar Link ● MN Lunch Fund Check In ○ Bids? Communication mentioned last time - what's the update? ● Creating a process for checkout and return of school items	Could be addressed with leadership restructuring. David will present at Board meeting. Lunch consultant contract in place. Menu/reno/application. First bid is $70k. Could use capital improvement. Community update end of September /early October (hopefully).

3 Minutes	Notes for Our Next Meeting	• Discuss Effectiveness. • What needs to be added to the next meeting?	
5 Minutes	Community Communication:	What needs to appear in the Faculty Memo? What should be brought up at the next community meeting?	
Items for Next Month's Meeting: (Pull from the Mandate Calendar)			
		• Plan and do outreach for Fall School Feedback Survey (Leadership 360, and strategic plan check in during conferences (Secretary) • Coordinate Recruitment for Committee Members at conferences (Vice Chair and Student Member) • Finalize Surveys and Facilitate the 360 Survey for Feedback around conference time (Secretary and HoS) • Finalize and Email Out Board Agenda a Week before the board meeting (Board Chair)	

Agenda for Date: Tuesday, August 1st 4:00 on Zoom and in Room 253			
Attd: Patty, Jeremy, Sophie, Thomas Roles: • Facilitator and Notetaker- Sophie • Timekeeper-			
Time	**Topic** (link any documents, list presenter)	**Notes**	**Action Items/ Next Steps**

4:00 start 30 minutes	**Items from Mandate Calendar:**	From June: ● HOS Eval: Review Leadership Team Goals and Reflections and present summary to board (Secretary) ● HoS Eval: Before retreat: Strategic Plan Review- consolidate the HoS update data into an annual summary- (David Presents to exec committee first and then to board/public) August: ● As a committee, review the Stakeholder Calendar- the thing Jeremy is creating in 2023. Reach out to stakeholder communities to make sure it is updated, and to begin communication flow (Vice Chair) ● Present Board Summaries in Community Meetings (Secretary and Student Member) ○ Decide on format for board School Wide Communication and check with School Communication Employee to make a plan. (One past resource was- Board update for Newsletters) ■ How does this align with Jeremy's plan with Aja? ● Discuss and revise the HOS Performance Review and Development Plan - Start Annual Procedure (Secretary) ○ Revise Board, Parent, Student and Faculty Survey drafts (Executive Committee, Director or Admin, and then bring to board) ● Review Executive Committee Mandate and Action Plan with Board (Board Vice Chair) ● Establish Schedule of Board Education for the Year (Executive Committee) ○ 3 Categories on a rotation: Financial Management, Roles and Responsibilities, Employment Policies and Practices (In this order) ■ 2023.24 is Employment Policies and Practices ● Follow up with board members to plan, support and document trainings on the Board Roster (Secretary) ● Update this Board Training Plan for Epicenter to make sure links are accurate, and the document is accurate.	David absent - roll to September JS - Following up with Jean and Nick to confirm upcoming events SH - Connect with Hayden to discuss update during school year, plan update for staff inservice. Connect with Aja & Stacey for inservice schedule - circle back with Jeremy Push later in the year (APC)- maybe October? Sophie - connect with Thomas regarding HoS eval responsibilities Added to August board agenda - Thomas will present. Brief inform, overview. Jeremy will figure out training - connect with Scott or NEO Sophie - add link to board handbook in exec committee rolling minutes Sophie -send out reminder email about training Sophie - review Board Training Plan and update

		• Finalize and Email Out Board Agenda a Week before the board meeting (Board Chair)	Jeremy - consent agenda items due Monday before the board meeting at Noon. Jeremy will update Board Vote - Sophie moved, Thomas seconded Patty, Y Jeremy, Y Sophie, Y Thomas Y
4:39	**New Topics Proposed:**	• APC - where do we plug in the development(/update for future years) of a payscale for the Admin team? Long term plan to balance those out based on objective rationale? • Creating a process for checkout and return of school items	Add to January - aligns with Leadership 360 results report to Exec Circle back with David next meeting - Jeremy will float at 1 on 1 meeting
10 Min	**Standing Items:**	• Union Negotiations Check In. ◦ Next Step on Schedule/Planning Time Work? ◦ Updates? ◦ What's next? • Updates on the Board Development Plan ◦ Check in on Action Items for Board Handbook ◦ Finance Committee: How did the new mandate proposal and finance bid checklist conversation go? ◦ How can we ensure (new) board members are well-equipped to serve? Anyone need support? ◦ Anyone need support in training? ◦ Updates needed to the Board Handbook? • Strategic Planning Check In ◦ How did the first meeting(s) go? What was accomplished, and what's next?	3 meetings coming up! Waiting to hear back from David

4:57	**Continuing Discussions/ Projects**	• Assistant Position - what does the budget allow for? What do we need to do to get a job description ready and posted? • Support the ABC - Appoint directors for ABC board when needed and approve when ABC audit will take place (Head of School and School Accountant) • Communication Streamlining for the community ◦ Calendar Link • MN Lunch Fund Check In ◦ Bids? Communication mentioned last time - what's the update?	Circle back in Sept Circle back Redundant - mentioned above Jeremy will check in w/ David
3 Minutes	Notes for Our Next Meeting	• Discuss Effectiveness. • What needs to be added to the next meeting?	Everyone will be co-hosts in the next meeting Please send documents beforehand!!
5 Minutes	Community Communication:	What needs to appear in the Faculty Memo? What should be brought up at the next community meeting?	
Items for Next Month's Meeting: (Pull from the Mandate Calendar)			
		• As a committee review the Stakeholder Calendar- the thing Jeremy is creating in 2023. Reach out to stakeholder communities to make sure it is updated, and to begin communication flow (Vice Chair) • Present Board Summaries in Community Meetings (Secretary and Student Member) • Decide on format for board School Wide Communication and check with School Communication Employee to make a plan. (One past resource was- Board update for Newsletters) • Discuss and revise the HOS Performance Review and Development Plan - Start Annual Procedure (Secretary) • Revise Board, Parent, Student and Faculty Survey drafts (Executive Committee, Director or Admin, and then bring to board)	

		• Review Executive Committee Mandate and Action Plan with Board (Board Vice Chair)
		• Establish Schedule of Board Education for the Year (Executive Committee)
		    ● 3 Categories on a rotation: Financial Management, Roles and Responsibilities, Employment Policies and Practices (In this order)
		        ○ 2023.24 is Employment Policies and Practices
		• Follow up with board members to plan, support and document trainings on the Board Roster (Secretary)
		• Update this Board Training Plan for Epicenter to make sure links are accurate, and the document is accurate.
		• Finalize and Email Out Board Agenda a Week before the board meeting (Board Chair)	

Agenda for Date: Thursday July 6th 4:30 on Zoom and in Room 253			
Attd: David, Jeremy, Thomas, and Sophie Roles: ● Facilitator and Notetaker- Sophie ● Timekeeper-			
Time	**Topic** (link any documents, list presenter)	**Notes**	**Action Items/ Next Steps**
4:30 - 4:50 20 Minutes	**Items from Mandate Calendar:**	From June: ● HOS Eval: Review Leadership Team Goals and Reflections and present summary to board (Secretary) ● HoS Eval: Before retreat: Strategic Plan Review- consolidate the HoS update data into an annual summary- (David Presents to exec committee first and then to board/public) From July: ○ Make updates to Board Training Handbook based on notes from year (Secretary)	Prepare to present leadership team goals in August David Núñez Review and touch base in exec August, get summary and

		◦ Develop Executive Committee Action Plan and Calendar to Review with Board by September (Board Chair) ▪ Have elder statespeople view removed items then delete ◦ Make sure HoS Evaluation Calendar is set and reviewed, adjust goals based on summer retreat and other variables as needed. (Executive Committee) ◦ Update Board Google Drive by adding folders for next year, creating new template for board agendas, and making sure links to committee meetings are most updated- update zoom webinar link. (Board Chair) Jeremy Sartain ◦ Set Webinar times on zoom after board meeting times are set (Secretary) ◦ Update the Board Roster- School Contact Info Database for Your School (Secretary) ▪ Set up Board Education and Training tracking on that document, and follow up with board members to plan, support and document trainings (Secretary) ◦ Double check on Conflict of Interest Policy Collection, and form collection. • Support the ABC - Appoint directors for ABC board when needed and approve when ABC audit will take place (Head of School and School Accountant)	present to the board in August. Discuss communicating to the public Jeremy and Sophie meet and review APC for exec, then send to Stacey and NEO for review Sophie connect with Matty regarding HOS timeline (sept action item) Sophie connect w/ Jeremy for username password David Núñez touch base with Scott on ABC board
Start - 4:55 20 Min	**New Topics Proposed:**	• From Patty: Make sure to discuss and make next steps on the Discuss goals (assistant) ◦ Total cost? Unknown. 40-50k +20k benefits? Training for David and new position - couple thousand. ◦ Job description - unmade - thought is to model after program assistant job descriptions. David and Stacey in charge of, David ◦ Waiting - if there was an internal candidate, very hard to fill their position & David	Circle back in August

		simply waiting for help ◦ TC - can we hire a half time or part time person until we get this nailed? DN - still feel a contract in place is needed. JS - return to agenda immediately after union negotiations, see what we can do in terms of supplementing budget with foundation fundraising ● From Jeremy: Put calendar outreach communication and delegating to PEG and the various parts of our community to row together. ◦ Regular updates from board, committees. Links to important documents, resources, and minutes. ◦ Communicate with Aja to see when we can communicate that won't be overwhelming/clash with school communication	Jeremy Sartain connect with Aja to find out about timing, connect with Sophie to draft something
10 Min	**Standing Items:**	● Union Negotiations Check In. ◦ Next Step on Schedule/Planning Time Work? ◦ Updates? ◦ What's next? ● Updates on the Board Development Plan ◦ Check in on Action Items for Board Handbook ◦ Finance Committee: How did the new mandate proposal and finance bid checklist conversation go? ◦ How can we ensure (new) board members are well-equipped to serve? Anyone need support? ◦ Anyone need support in training? ◦ Updates needed to the Board Handbook? ● Strategic Planning Check In ◦ What is next? Was a timeline set in the SEC? What should be brought to the retreat?	Stanley Hacker coming to the board to update - closed meeting Jeremy Sartain Add relationship to NEO - request for Stacey to write abou relationship Bump finance question to August so Patty can speak to this 5pm July 18th first planning meeting!

10 Minutes	**Continuing Discussions / Projects**	• Communication Streamlining for the community
		  ○ Calendar Link
		
		• MN Lunchfund Check In
		  ○ Take aways from town hall? Next steps?
		    ■ Communication sent before end of school year with decisions and next steps.
		      • A committee might be needed
			Check in again w/Jeremy and Aja
			
			Still waiting on bids and quotes. Communication drafted, waiting to connect with Aja. TC - Sliding scale?

3 Minutes	Notes for Our Next Meeting	• Discuss Effectiveness. • What needs to be added to the next meeting?	Someone needs to be on campus
5 Minutes	Community Communication:	What needs to appear in the Faculty Memo? What should be brought up at the next community meeting?	
Items for Next Month's Meeting: (Pull from the Mandate Calendar)			
	From August	•	

		HoS Rubric Action Items from meeting (When to put these on?) (Is this the retreat?) (Is this after the one year items from the APC?)
		• Set time to share with the board the updated Head of School Rubric:
		  HoS Rubric and Eval 2023-2024.xlsx
		  - Board votes to approve the job description/rubric (Calibrate!)	

		Next Year's Draft Action Plan and Calendar	