



*Excell Academy*  
Board Meeting  
Date: 9.13. 2018

**Board Members:**

		<u>Term. Beg/End</u>
John Allen	Chair, Community Rep.	July 2018/21
Oliver Spraggins	Vice Chair, Community Rep.	July 2016/19
Casey Morrissette	Treasurer, Community Rep.	July 2018/19
Katy Yelle	Secretary, Teacher Rep.	July 2017/20
Steven Cole	Community Rep.	July 2016/19
Edna Granger	Community Rep.	July 2018/21
Monica McGill	Parent Rep.	July 2017/20
Jartue Kroma	Teacher Rep.	July 2018/21

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**Attendance:**

- *Present Board Members-* John Allen, Oliver Spraggins, Katy Yelle, Edna Granger, Monica McGill
- *Guest Attendance-* Sabrina Williams, CEO – Ex Officio; Candace Dunbar, Cassandra Holbrook
- *Absent Board Members-* Casey Morissette, Steven Cole

**Approvals & Discussions:**

**I. Welcome**

- A. Call to order:** at 5:26 pm by Chair, John Allen  
**Quorum:** Yes, 5 of 8 members present

**B. Consent Agenda:**

1. July Meeting Minutes- Monica McGill motioned to accept, Edna Granger seconded the motion, all in favor.
2. August Meeting Minutes- Katy Yelle recommended change to minutes to reflect that Julie James is no longer a member of the board and was not in attendance at the meeting. Edna Granger motioned to accept minutes as amended, Monica McGill seconded, all in favor.

**II. Financial Responsibility:**

- A. June Financial Statements-** Had been held back due to the audit. Board members expressed no concerns with the June Financial Statements. Monica McGill motioned to approve the June Financials, Oliver Spraggins seconded, all in favor.

**III. Governance/Operations:**

#### A. By-Laws Update

Committee met on Saturday, to continue reviewing the update to the by-laws and is almost finished. Asked for board guidance on a few issues.

1. How many years do you need in order to be eligible to be a Board officer? Board consensus was 3 years for Chair and Vice-Chair, 2 years for Treasurer and 1 year for Secretary.
2. Discussion about VIII, 2b. "An officer shall be a Director unless this requirement is waived by a vote of a majority of Directors then in office." Questions as to what 'office' means. Edna Granger suggested we clarify the language to be clear about what we want it to mean. Further discussion regarding contractions between this and other by-laws and policies. Board requested more information on that section in order to make it more clear.

John Allen suggested with the needed clarifications approval of the updated By-Laws should be tabled. Katy Yelle motioned to table approval of the updated by-laws, Monica McGill seconded, all in favor.

#### B. ACNW Contract Renewal Application

All members received an electronic version in advance to provide feedback and recommendations. A hardcopy of the application was made available to all in attendance at the meeting. Edna Granger motioned to approve the Contract Renewal Application as written, Monica McGill seconded, all in favor. Board Members signed the Renewal Application for submission.

#### C. Contractual Goal Reporting- Director Report Start of School

Mrs. Williams presented on the start of the school year, noting that it has been one of the best starts to school. Parents and staff have provided lots of positive feedback. Day 2 set a record for buses leaving the school on-time.

1. Enrollment- Information was provided on the current enrollment changes from 9/4/18 to 9/13/18 from 449 to 422. Approximately 20 students in first grade did not show up and gave no notice. Low numbers in 1st grade required combining into 2 classrooms. Note that the 422 does not mean ADM (VPK only count for half of ADM, so ADM is closer to 402). The school is currently in the process of removing students from the wait list to add more students. There is a plan to use the 41 open VPK seats through daycare partnerships. Currently 11 spots at one site, and 1 spot at another. We will be talking to 3Rs as another possible VPK partner. VPK does not have an income requirement, students can have 3.5 hours free and the rest needs to be paid for. As we partner with these organization we would receive funding and then reimburse the partners. We would also get lease aid and compensatory aid for these students. The goal is that these partnerships will help with recruiting students for Kindergarten.  
-Edna Granger asked for additional information about the reimbursement.  
Response: Excell receives the money and then issues part of the funds as part of the contract with the daycares. There are reporting requirements, need to use an approved curriculum, and can only invoice for calendar days of Excell. The partners only receive a portion of the amount due to the reporting requirements on Excell. Daycares will need to the same assessments as the school. It is only a 2 year program, and based on results state will consider if they will approve it for more years.
2. Staffing- As of today we have filled all openings except for 1 position (a paraprofessional) and currently there are very strong candidates.
3. Reviews & Audits- Staff will be very busy this year due to several reviews/audits. This includes: ELL desk review, Special Education audit/review, Department of Human Services recertification and review, contract

renewal and goals. We will meet with ACNW to as needed to review and update.

4. Student Survey Results- Students requested more sports. This fall Excell will offer Volleyball and Soccer (for the 2nd year since the program restarted). Middle school students will also be able to choose a salad or sandwich instead of the hot meal as part of a request for additional meal options.

Oliver Spraggins requested more information regarding the food service company.

Response:

Monica McGill asked about the Uniform Pants Pilot Policy.

Response: Last year was a trial. The next step is find out how the trial went and as a board revisit. There is a plan to have this be a part of the next meeting's discussion.

John Allen asked about the turn out for the new volleyball program.

Response: The team is co-ed due to the competition. There were over 20 students that came to try outs with more at the try-outs this evening. As a result they will be having formal try-outs for students in 5th-8th grade.

#### **D. Policy B- Member Conduct**

1. Oliver Spraggins read the policy.
2. Questions were raised about the conflict of interest policy in the by-laws and in this section of the Board Policies. The board requested clarification on how the two are related if at all. Both refer to 'Conflict of Interest Policy' but an actual Conflict of Interest Policy is not in either document. A meeting with Craig will be scheduled to determine how best to move forward.
3. Related to this policy, Oliver Spraggins expressed concerns about not seeing Excell Academy mentioned in the Brooklyn Park Magazine. He requested authority to discuss with the magazine to be sure we are represented in the future. Board Chair granted permission.

#### **IV. Ambassadorship & Development Committee Report:**

##### **A. Read to Success Night**

Thursday, September 27 from 5:30pm-7:00pm. Board members are strongly encouraged to attend.

##### **B. Picture Day**

Wednesday, September 19 from 8:30am-3:30pm. Board members are expected to have photo taken for display at the front of the school.

##### **C. Parent Ambassadors Dinner**

Thursday, November 8 from 6:00pm-7:30pm. Looking to recruit "Room Parents" to be a conduit for the rest of the parents and help with turn out to events and share important school information.

#### **V. Director Monitoring and Evaluation Committee Report:**

No report since Committee Chair is out of town and have not yet met this month.

#### **VI. Other Business:**

##### **A. Strategic Planning Update**

CLA gave a presentation to the staff and discussed a survey that would be sent out to staff. Currently they are doing an internal review of the survey and will have the link sent to staff in the next few days. The board survey should be available next week.

##### **B. Staff Orientation**

Edna attended the staff orientation training in August and really enjoyed being able to participate. Considered it a great opportunity to interact with staff. She was able to go to the fair as part of team-building and attended the afternoon Equity training.

**C. Moment of Appreciation**

Ms. Dunbar thanked the board for her time as the Board Recorder. The Board also acknowledged Ms. Dunbar for the great support she has been to the board over the years.

**D. Employee Recognition**

Ms. Willis has stepped down from her current role in the Finance Department and will be contracting with the school for payroll only. The board can express appreciation through a provided 'Staff Shout-Out' link to be read at the Staff Meeting tomorrow morning.

**E. Other**

Update Board of Director group email address so that it includes new board member, Jartue Kroma.

**Adjournment:**

- **Meeting adjourned at 6:42 pm.**

Edna Granger made the motion to adjourn the meeting at 6:42 pm, Oliver Spraggins seconded the motion. All were in favor.

- **Confirmation of date and time of next meeting:** Thursday, October 25, 2018 at 5:30 PM

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John Allen, Board Chair

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Date