

Enlighten Academy Charter School Board Meeting

October 26 2021

The Board meeting of Enlighten Academy Charter School was called to order by Chair Anne Weyandt at 6:04pm. The meeting was held via ZOOM due to COVID19 CDC guidelines for social distancing and Safe at Home orders.

Board members present via Zoom were Anne Weyandt (Chair), Amy Ray (Secretary), John Cacich (Treasurer), Kathy Thao (Member at Large), Juli Baecker (Member at Large) and Mary Tacheny (member at large), Kate Morrow (Member at Large),

Board Members absent Jim Bernstein (Vice Chair), Carols Gantchoff (Member at Large), Mike Byron (Member at Large)

Visitors: Mary Weyandt (Volunteer Start Up Coordinator), Luli Axbijaj (NEO) and Linda Baer (Grace Lutheran), Pastor Karen Williams (Grace Lutheran)

Enlighten Academy Charter School Mission Statement: Enlighten Academy Charter School's mission celebrates each student. We personalize learning for the whole child using evidence-based curriculum designed for learners to advance at their own pace. We are committed to a deeper learning that purposefully embodies our core values, led by innovative and empowered professional teachers.

Enlighten Academy Charter School Vision Statement: The Enlighten Academy Charter School vision is to be a vibrant, values-based PreK-Grade 5 learning community on the East Side of Saint Paul, welcoming students and families from richly diverse cultures and backgrounds.

- 1) Call to Order /Mission/Vision/Roll call
 - a) Juli read Mission and Vision Statements
 - b) Board Chair Weyandt called the meeting to order at 6:04 pm
 - i) Roll Call: Juli, Mary T, John, Amy, Kate, Kathy, Anne
 - ii) Absent: Jim, Mike and Carlos
- 2) Conflict of Interest Disclosure – Anne
 - a) None
- 3) Review/Approve of Board Minutes from September 28, 2021
 - a) Motion to discuss by Juli Second by Mary
 - i) Discussion – Amy asked John to confirm that amounts for the invoices were accurate, he affirmed by the end of the meeting that yes, they were. Juli noted that she will be posting minutes upon approval to the website.
 - b) Approved agenda unanimously
- 4) Review/Approve of October Agenda
 - a) There is a third policy to add to the chairs report from the Finance and Facilities Committee, notes as 5.1.e
 - i) Moved by Mary T Second by Amy
 - ii) Vote: Unanimously with amendment
 - iii) Unanimously Passed

5) Chair's Report

- a) 5.1.a School Dress Code: drafted by Kate Delany Morrow. Written rather generically and mainly directed towards staff members and will likely change once the head of school is hired.

i) Moved by Amy Second by Juli

ii) Discussion: Juli questioned if we need to address piercings and tattoos. Kate and other suggested that could be dealt with by the Head of School since we will not be the ones hiring. Mary was surprised at how specific it actually was noting that it mainly addressed women's clothing. Thought perhaps could be more general that it is. Also noted a typo for skirts being shorter than fingertip length. Kate made note to amend. Mary W and Amy agreed that perhaps the language could be more general with the addition of "staff to model dress through professional business dress to reflect the expectations of the students" or something to that affect. Kate and Luli suggested that if it is too general the head of school does not have language to fall on if a staff member does not dress professionally. Opted to do more work on this and readdress at the Nov Board meeting.

- b) 5.1.b Health and Wellness Policy drafted by Kate Delany Morrow. Modeled on policies at other charter schools and is specific to National Lunch program and we are not sure if we will be part of that or not. Can always be amended.

i) Moved by Juli Second by Kathy

ii) Discussion: Mary T wondered if there was a better location for the topic of animals at school vs current location that has to do with food. Kate will work to move that. Juli asked if there is a place in there for masks, Luli noted that COVID protocol would fall under the safety policies. Anne noted we would be inclined to deal with that in the Spring as we see where things are with COVID. Luli also reminded that these policies need to be on the website under the Board link. Juli will make sure that is updated and ensure that all documents have the approval or revised dates on them.

iii) Vote: Yes votes: Juli, Mary T, John, Amy, Kate, Kathy, Anne'; No Votes: None

iv) Passed unanimously

- c) 5.1.c Use of Credit Card and 5.1.e Procurement Policy drafted by John Cacich

i) John is alerting the board that he will be editing both policies with update name. Luli noted that he should make sure that it is denoted with a revision date to stay in compliance for audits.

- d) 5.1.d Electronic Funds Transfer drafted by John Cacich

i) Used draft policy from Luli and NEO, to the point

(1) Moved by Kathy Second by Juli

(2) Discussion: None

(3) Yes votes: Juli, Mary T, John, Amy, Kate, Kathy, Anne'; No Votes: None

(4) Passed unanimously

- a) 5.2 Staffing: School Leadership

- i. Timeframe and process needs to begin thinking about this. In a meeting with Wendy Swanson-Choi noted that this a big task before us and NEO has identified that we should have that person identified by the end of March and in place by June/July which aligns with when we believe we will have MDE grant dollars available again so as to live up to financial obligations to that leader.
 - ii. Anne reached out and at least one of the candidates that we had identified last year is still very interested in staying connected with us.
 - iii. Need to plan on a fuller conversation around this at Nov meeting regarding the process we want to use and how wide we want to cast our net and have plan in place so we are ready to vote on a Leader by at the latest our March Board meeting.
 - iv. Juli is willing and able to make sure that we have updated job descriptions and can get those put back on Indeed and Ed post when we are ready. The initial plan is to have that updated by Nov meeting so we can have things ready to post end of Dec/early Jan (Mary T thought that would be a good time for that). Amy was concerned that we did not want to post too soon so that it would go stale, but also need to get out soon enough that we capture top talent.
 - v. Additional conversation to be had around process: whole board or do we have a search committee.
 - b) 5.3 Board Committees
 - i. Just thanked everyone for completing their Board Commitments forms.
- 6) Outreach/Marketing Committee Juli Baecker
 - a) Website has been updated with past meeting dates, times, agenda and minutes once approved. Flag planted for January 15, 2022 for our Open House.
 - b) 6.1 Outreach activities and recruitment
 - i) All roads lead to enrollment and open house in January: Meet them in their communities and then get them to our community
 - ii) Call to action:
 - (1) Eastside apartments Halloween Trunk or Treat on 10/29
 - (2) Spooktacular Trunk or Treat Event 11/30. (Volunteers needed): This event has introduced us to the SE Community Council a group we have been trying to connect with.
 - (3) November – Harvest type event
 - (4) December – something to connect with all of the communities
 - iii) There are t-shirts ready for kids when they enroll and tshirts for the board members.
 - iv) Banner is almost ready. But Grace Lutheran has to be zoned for a school before we can put up a banner. Juli is holding until we have everything lined up on that end as well as the correct specs for the banner.
- 7) Finance/Facilities Committee John Cacich
 - a) 7.2 Space Renovation
 - i) Large 2 rooms are next, but on hold for the time being.
 - ii) Should have areas ready to “show” by Halloween.

- iii) Since we have not been able to pay any of the invoices due to MDE slow to reimburse, we have paused with the contractor until he has been paid those dollars.
- iv) There is a walk through next week with our tech guy, contractor and some of the Grace Lutheran people to see where things are at and look at network and cable needs for technology.
- b) 8.4 Treasurers Report
 - i) There should be between 25-30 K available come late Spring
 - ii) Around \$8000 in the Boards Checki-ng account to use until next June
 - iii) We have received \$964.21 from MDE for reimbursements, but those funds are for April/May Invoices and won't be paid until November.
- c) 7.4 Invoice Approvals
 - i) John would like to get board support/approval to send an official letter to NEO regarding the slowness of MDE to reimburse. This is more to create a paper trail of concern that we are doing our due diligence along the way as well as to give NEO written support to help us move funding dollars along.
 - ii) Unanimous support for this.
 - iii) Juli also added that she was able to work with Edlio to have our billing moved out to June of 2022. They have been fabulous to work with.
- 8) Public Comments
 - a) Linda: Grace Lutheran has committed to helping with the Open House not only with volunteers, but treats and refreshments for the event.
 - b) Luli: No additional comments as he commented throughout the meeting.
- 9) Adjourn
 - a) Moved by Mary Second by Juli
 - b) Unanimous vote
 - c) Adjourned at 7:41 pm

APPROVED 11/23/21