



## Sisu Environmental School Special Board meeting February 15, 2022, 7:00 pm

Call Meeting to Order: 7:04 PM

Attendees: Kate Maki, Kendra Hunding, Beth Odegard, Courtney Cox

Visitors: no visitors

*\*\*All visitors will be given a chance to speak if they wish. Speaking time will be limited to two minutes.*

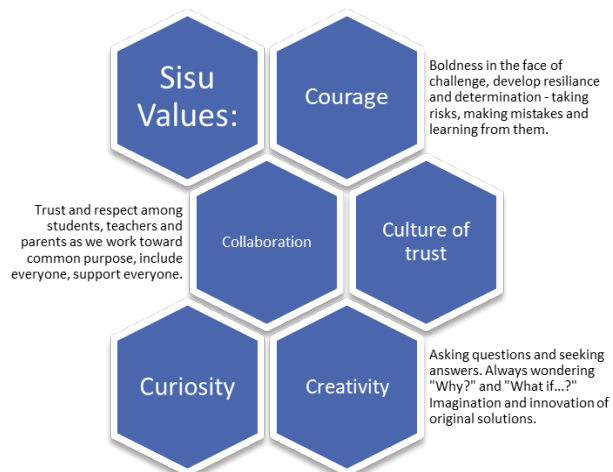
Welcome back Beth!! :)

Reading of the Mission: Beth Odegard

***Delivering a bold education, in the renowned Finnish style to empower each child on their own unique educational journey to become competent, creative and joyful learners.***

### Board Check-in: (10 mins)

The values of Sisu Environmental School are what drives decision-making. They are unchanging and guide all we do. In looking over the Sisu values, which value do you think will be the most important to keep in mind during our first year of operation and why?



|               |          |     |                  |                  |
|---------------|----------|-----|------------------|------------------|
| Beth          | Courtney | Jim | Kate             | Kendra           |
| Collaboration | Courage  | N/A | Culture of Trust | Culture of Trust |

### **The purpose of meeting**

Regular monthly meeting of the Board of Directors of Sisu Environmental School

### **Meeting objectives:**

- Approve Consent agenda items
- Consider and vote on recommendations from the Governance Committee
- Receive updates from the Facilities Task Force on progress on the Action Steps outlined in the Facility Plan
- Make a decision about which email platform we will use
  - <https://docs.google.com/document/d/11-F6hO9KAunNNOIXgmGPhVocVGp2xwYwA-eUpeG1Jhk/edit>
- Revise Board Calendar if necessary
- Check progress on Action Item table/add new items
- Plan next meeting

Odegard makes motion to approve consent agenda

Cox seconds

No discussion

Motion carries unanimously

### **1. Consent Agenda**

- Minutes from January 18 Regular board meeting
- Minutes from January 24 and 31 Special Board meetings
- Governance Committee meeting minutes

### **2. Committee Reports (10)**

- **Governance**

- a) 990
  - i) to discuss 990 (our income as a 504 c(3))
- b) Governance Committee Charter
  - i) Purpose of governance committee
  - ii) Showing powers and limitations (checks and balances)
- c) Committee Structure
  - i) How the board will function with committees

- ii) Sub committees or task forces under 3 main committees under the board to avoid clogging up the flow of productivity
- iii) Dividing duties appropriately
- d) Board Member Excused Absence Policy
  - i) Excused absence: defined it and how we process and allow those
  - ii) Wrote policy on unexcused vs. excused absences
  - iii) Policy on laying out the process
- e) Board Conflict of Interest Policy
  - i) Mandatory: defining what a conflict of interest is
  - ii) Making sure no one on the board is profiting from board membership
  - iii) Policy lays out process if a conflict of interest were to occur

- No other committee reports at this time

### **3. Discussion (20 minutes)**

Cox makes motion to approve policies

Maki seconds

- a) Policies
  - i) Board Member Attendance Policy
  - ii) Board Leave of Absence Policy
  - iii) Board Conflict of Interest Policy

Motion carries unanimously

Odegard makes motion to approve committee structure

Maki seconds

- b) Committee Structure
  - i) 3 committees of the board

Motion carries unanimously

- Will need to amend Bylaws with this approved committee structure (Maki)

Cox makes motion to consider amendment to enrollment policy

Odegard seconds

- c) Enrollment Policy
  - i) Hunding spoke with Laurie about our lottery dates and difficulty in waiting for CSP Grant: she said to move to open enrollment

- ii) Motion to approve a one-time exception to the enrollment policy by moving to Open Enrollment period due to the necessity of waiting to establish a location for the school before opening enrollment. This delay puts us past the open enrollment period of January 1-February 15 specified in the school's policy. The amended enrollment period will begin March 14, 2020 and continue until all available space is filled. This is a one-time amendment to the Sisu Environmental School policy for the 2022/23 school year. and the enrollment period for the 2023/24 school year reverts to the dates specified in the Admissions and Enrollment Policy."
  - 1) Motion carries unanimously
  - 2) No discussion
- iii) Board approved the one time change to waive the lottery for enrollment of the 2022/2023 school year. Sisu will proceed with open enrollment on March 14th, 2022.

Cox makes motion to discuss facilities

Odegard seconds

d) Facilities update

- i) Letter of Intent from realtor to start conversation with landlord
- ii) We're waiting for the CSP Grant, like always
- iii) If CSP Grant comes through then we could get rental agreement, attorney would come through, then move forward from there
- iv) Proposed that we rent ground floor with gym, kindergarten classrooms

Maki makes motion to approve letter of intent?

Odegard seconds

Motion carries unanimously

### **Task Force Action Steps checklist progress**

The Task Force will:

~~Sever contract with current realtor~~

~~Met, interview and decide on a charter school realtor~~

~~Bring the realtor contract to the Board for final approval~~

~~Report to the board, calling for Special meetings as necessary due to the tight timeframe~~

~~Visit potential properties with the school's "Must haves" at the forefront~~

~~Bring facility recommendations to the Board for final approval~~

Motion to discuss technology

e) Technology (Email/document sharing, web-hosting platform)

Maki motions to use Microsoft 365 platform

Odegard seconds

Motion carries unanimously

**4. Board calendar check in (5 minutes)**

**5. Action item check in (5 minutes)**

| Action items (What?)                                     | Who?          | When?   |
|--|---------------|---|
| 990 check-in   | Kate and Jim  | by April 15   |
| Develop enrollment plan                                  | Kendra & Kate | Started but on hold to finish until news of CSP grant   |
| Complete action steps of Facilities Task Force checklist | Kendra        | 2/1/22  |
| Bring website up to compliance                           | Courtney      | I have done what I can, waiting on governance committee - 1/20                                |
| Look into procedure for board meeting visitors           | Kate & Kendra | next board meeting (February)   |
| Look into "waiting room message"                         | Kate Maki     | next board meeting (February)   |
| Create comparison document between Microsoft & Google    | Courtney      | Feb. board meeting<br>(Comparison document created, need others to input information as well) |

|  |                      |   |
|--|----------------------|---|
| Create step by step plan that can be put in place in the event/when that the CSP Grant comes through | ?                    | ? |
| Create policy for “waiting room message” and visitor guidelines                                      | Governance Committee |   |

**6. Items for next meeting (5 minutes)**

Cox makes motion to adjourn  
Odegard seconds

**Adjourn meeting:** 8:31 PM

Attachments:

- January Board Minutes
- Special meeting minutes
- Governance Committee meeting minutes
- Form 990
- Committee structure
- Board Attendance Policy
- Conflict of Interest Policy
- JB Vang/Sisu letter of intent
- Board Calendar