

Augsburg Fairview Academy  
February 22nd, 2013

Members Present: Wolfe, Pottratz  
Ex Officio: Johnson, Anderson, Perreault  
Guests: Jenkins (SBS)  
Meeting Called to Order: 12:17 pm

1. Approve Minutes of January 25th Meeting
  - i. Add Cheryl McClellan to attendees, change the spelling of Dawn's name
  - ii. Motion to approve the minutes (Bart). Seconded (Jess). Approved
  
2. Financial Report for January 2013 (Jenkins)
  - i. January Financial Packet
    - a. Revenues at 70% and Expenditures 48% of Current Budget. Very on track.
    - b. Couple changes on revised Budget.
      1. Sped Para hired (Josh) and we need to pay a finders fee to Teachers on Call. That fee is going to be paid by the money that was previously allocated to David Isaacson who is no longer working with AFA.
  - ii. Detailed Expense Statement for January 2013
    - a. Under Liabilities, there is a line titled Accounts payable for \$23,750. This is the amount remaining to pay off Messiah from back rent. This will be paid off in a lump sum on July 15th, 2013.
    - b. July 1st, the first and largest holdback payment will come in.
    - c. Our current holdback (bottom of page 9) is \$167,245
    - d. Possibly moving to a consent agenda with financial documents. The finance committee would look through the finances and they would not be presented at board meetings, just approved (similar to how the minutes are approved)
  
3. Treasurer's Audit of Disbursements (Niemand)
  - i. Everything looked good and there were no discrepancies.
  
4. Personnel Committee (Perreault)
  - i. Employee Handbook
    - a. Handbook was created by Paychex and approved by the partnership. The PTO  
Policy needs to go to the partnership and get approved, and then the entire handbook will come to the board.
  - ii. Lead Teacher Evaluation
    - a. Formal Evaluation by Executive Director will be held on Monday.
    - b. Survey Evaluation by Staff will be done in the future weeks.

5. Executive Director's Report (Johnson)

i. Enrollment as of February 22nd, 2013. Current Enroll 150, ADM: 139, Proj ADM: 144). Our projected needs to 142 to meet this year's budget.

a. Data Table (page 28 and 29) Comparison between last year and this year for each day of the school year. We are generally doing better than last year.

b. Graph (page 30). Again we are above last year most of the time.

ii. First Semester Attendance analysis of FY2011, FY2012, FY2013.

a. Semester 1 Period Attendance Comparisons (page 31)

1. Our attendance has dropped somewhat significantly compared to last year. It has gone from 36.12% to 24.47%. One thing that is affecting this

data is the fact that homeless students are being retained even though they have a very high number of absences. It does however seem like we have a higher number of students who attend regularly than we did last year.

b. Quartile Semester Comparisons (page 32)

1. Looking at the Median which is 14.30%, this shows that half of the students in our school are attending less than 14% of the time which is cause for alarm. In the top ¼ of our students, they are attending somewhere between 31.5% and 93.49%. We need to start thinking about how to improve this, and what should be our realistic goals for next year.

iii. Recruiting and Retention Report (Johnson)

a. Destiny Ely (our recruiter) has been doing a great job of trying to bring new students. One thing we did was translate our brochures into Hmong, Spanish and Somali, hoping to increase enrollment in these demographic groups. One of our past students has some connections with one of the very influential Somali leaders in the area and we're trying to set up a formal relationship with him. This could lead to events as well as him recommending students to our school.

b. There is a documentary filmmaker who attends the First Universalist Church who wanted to create a video for our school. They were here this week to film and they will be putting together a video and we should receive a rough cut in the next couple weeks. We have gotten approval to have this video play in the TVs in the Somali malls.

iv. FY2013 Budget and Master Schedule

a. We need to have a basic budget approved by the board by next month. The one thing holding back this budget getting finished is the salary schedule. The Partnership must make some recommendations on this at the next meeting.

b. Our lease goes up by 4% every year with Messiah so that means another ~\$40,000 increase next year.

- c. Changes to the Master Schedule will be brought to the partnership in March and those will also need to be approved by the board next month.

#### 6. Lead Teacher's Report (Anderson)

- i. AFA Letter Grade Comparison (page 33) shows that we did improve slightly in the F/NC area. One thing we will need to monitor better in the future is when a teacher makes an adjustment so that a student gets a grade instead of an I after the quarter has ended.
- ii. Added about 7 new students to the roster this week. Several are students who disappeared earlier this year and then came back.
- iii. The Hope Closet is opening next week.
- iv. Parent Teacher Conferences are next week on Thursday from 4-7pm

#### 7. Food Service Audit Report (Niemand)

- i. Audit is done every 3-5 years where they look at serving process (students getting correct number of items), financial process, claiming process, student eligibility (do we have correct number of free/red). Overall things went very well for our review and the auditor said she's excited to see what happens with nutrition in our school in the next few years because we are ahead of a lot of schools.
- ii. Page 35- Fiscal Action. It shows that owe money but really we do not. This happened because there were a couple students who were counted as free and should not have been. However, if you are under \$600 you don't have to pay in.
- iii. Explanation of errors they found (Page 37)
  - 201.2- 202.4 One student was marked as Free and she should have been Reduced. Error made in calculating their income at beginning of year.
  - 405.1- 405.3 Has to do with how many lunches were claimed in the month. There was just a counting error made when hand counting meals.
  - 612.3 Hard to note change in eligibility dates because students leave and re-enroll so frequently.
  - 710.4 Have to provide a toll-free number on a report that goes to families
  - 802- 809 Every letter that goes out to families has to have a non-discrimination disclaimer on it and Jess did attend the civil rights training however MDE did not document it.
  - 903- 904 Wellness Policy is now on the website. Previously didn't know it needed to be on there. This satisfies the need to update the public about the content.
  - 1001.3 - 1001.6 The counts that were submitted were just off slightly from counting error
  - 2108 - 2505 Some of the caterer's menus are not up to compliance. The auditor is now working with the caterer to make sure the menus have the right nutrition standards.

## 8. Wellness Policy Review (Niemand)

- i. In April of 2011 the board approved the Wellness Policy which is on page 40. This policy was based off of SHIP workshops and includes all the things we need to have.
- ii. A few changes have been made to the new Wellness Policy and the Partnership approved it. Would like to have this new policy approved at the next Board Meeting.  
The changes made so far include:
  - a. Partnership suggested that the 9th dimension under “Spiritual” be modified.
  - b. Added in things about the Farm to School Training and Programs and Jess working with the Statewide Health Improvement Program into the Nutrition Education Goals section
  - c. The Phy Ed component was changed in the Lifetime Fitness Education Goals.
  - d. Added some Field Trips to the section on Other School-Based Activities
  - e. Meal Times under Nutrition Guidelines changed
- iii. Would like to approve this at the next Board Meeting

## 9. Inside Directors' Report

- i. GYT Campaign (Jenny Andersen)- “Get Yourself Tested”
  1. Students had been expressing a need for contraceptives, and condoms specifically, so we partnered with Nuvo which is a company out of New York. Nuvo did an educational campaign around Valentine’s Day and provided the schools with condoms and educational materials. Nuvo wrote a press release about this and then Star Tribune wrote an article about the program. The article then led to Channel 5 News coming out on Valentine’s Day and videotaped the students participating in the Sex Ed quizzes and questionnaires. They also interviewed Jenny and Michelle (one of our students) about the program and our Birds and the Bees course. The course happens on Friday and discusses sex education and gender identity, and is all directed by the students.
- ii. Unity Center Projects (Jenny Andersen)
  1. The students have opened a food and clothing shelter at AFA which will be available to all students. There will be a partnership with First Universalist Church to help keep the pantry stocked.
- iii. Partnership with Roberto Reyes. (Jenny Andersen)
  1. He will be working with us to help acquire grant money through the state so we can partner with Youth Specific Homeless shelters so we can guarantee them beds. Possibly further down the line we could possibly provide a home orP location for the students to stay.
- iv. Indoor Gardening (Niemand)
  1. Working on getting it all set-up and getting read to grow plants, herbs, tomatoes, cucumbers, flowers, etc. Would like to do some service with it as well in the community. This is all being done through the Ship Grant from Hennepin County. Jess is also working on getting more nutrition and Farm to School at AFA
- v. Field Trips (Niemand)

1. Older kids are going to Body World Exhibit
- vi. Poetry Out Loud (Pottratz representing Schanilec)
  1. Issac Stepp is going to State for Poetry Out Loud in March

vii. Spanish and CCR (Pottratz)

1. Spanish classes are going well. There is someone coming in to teach dance next week.

viii. World Book Night (Jenny Andersen)

1. AFA has been accepted as a World Book Night so we are getting a shipment of free books. Chose: Night, Ladies Detective Agency, and one other one.

ix. Science (Wolfe)

1. Representative from the U of M Pharmacy came in and did a presentation to our students about pharmacy careers. She gave a lot of resources that our students can look at and consider in the future.
2. In Biochem the students have been looking at nutrients and what the body does and does not need. Example: 5 hour energy vitamin B. The students had to find a recipe to promote the healthier option and create them.
3. On March 21st we will have a Family Night/Second Annual Talent Show. We will possibly have a DJ and Dance Party that same night. There will be prizes. Staff are encouraged to partake in the Talent Show as well. We will also have a Chilli Cook-off this night and Staff Members are able to participate. There will be a prize for this as well and there will be voting.

10. Proposed Board Actions- None

11. Other Business

- Finance Committee Meeting: Friday, March 8th @ 8 am
- Personnel Committee Meeting: Friday, March 8th @ 9 am
- Next Board Meeting: March 22nd at 12:15

12. Announcements: None

13. Meeting adjourned at 1:56 pm