

Augsburg Fairview Academy Board of Directors Minutes, 11.20.15

Open session 12:46 – 3:22 PM

OPEN SESSION

Attendance

Heidi Anderson	Virginia McCarthy	Liz Saunby	Sue Hageness
Max Clark-Vail	Dawn Jenkins	Tom Matuseski	
Regina Pekarek	Dusty Lee	Cindy Marsh	
Vasileios Serefeas	Sarah Jergenson	Louis Smith	

Meeting Record

Call to order at 12:46 by Louis

Regina moves to accept last meeting's minutes, Vasileios seconds, ayes have it.

- Dawn Jenkins: Finance Report
 - Revenue for the year is on track
 - SpEd Director was paid at the beginning of the year
 - Food service is paid one month behind, as usual. Catering expenses are a bit high at the moment, but it should all be worked out by May
 - Our healthy fund balance is keeping us in the green, even with the state's mistake of overpayment to all schools earlier this year

Max moves to accept Report; Regina seconds, ayes have it.

- Max Clark-Vail: Treasurer Report
 - VISA account is good, as well as all other accounts. There was a minor discrepancy, but the receipt was found and all accounts are now in order

Sue Hageness enters at 1:03

- Dawn Jenkins: Financial Training - This training covers the changes to SpEd funding, and how it has been changed to avoid funding misuse
- Dawn Jenkins: Salaries of Essential Personnel
 - Paras are only paid to work with the SpEd population, and should not be assigned to regular ed. students
 - Speciality positions like speech therapy would only be paid for if it was covered by a student's IEP. The same is true of specialty equipment, which would only be reimbursed if it was listed in a student IEP
 - Virginia: Maybe we should try to integrate our SpEd students with our regular ed students as a possible solution to the difficulties of our large SpEd population

- Heidi Anderson: Special Transportation
 - Vans are now for SpEd students only – not homeless students – and for a student to use the van, it must be in their IEP that they receive transportation accommodations

- Heidi Anderson: Professional Development Plan Review
 - Heidi has completed all year one and year two courses for being a licensed principal. In the spring, she will only be enrolling in two credits because she does not want to rush her thesis. She has also been mentored recently by two former Executive Directors, and has attended Title I and Title II training, which will make her a better and more qualified ED. She will also be taking more Board training in the coming months

Virginia moves to accept the Professional Development Plan, Max seconds, ayes have it.

- Dusty Lee: Professional Development Plan Review
 - Dusty has gone to a Charter School Evaluation Seminar, which led him to believe that AFA has a sound model for teacher evaluations compared to other charter schools. In order to become a better lead teacher, Dusty has also been to numerous Board training seminars, charter school conferences, and school law conferences. Due to this training, Dusty's professional development goals #1, 2, and 4 have been completed. Goal #3 is an ongoing goal – to get a better understanding of how AFA and other charter school SpEd departments are run.
 - Dawn: Our school's SpEd contractor gives seminar on the subject, and Dusty could go to one
 - Board suggests that Dusty add obtaining his Master's to his professional development plan

Regina moves to accept the Professional Development Plan with the adjustment, Sue seconds, ayes have it.

- Heidi Anderson: Finance Committee Report
 - The Tech Committee would like to purchase some laptop chargers and bulbs for certain projectors, and rework the wiring for the servers
 - The Ojibwe studies position was reposted, and because of this there will be a new interview for this position the Monday after the meeting. We will also be posting a Native American studies position in the near future
 - Our current van driver is giving up her duties because she is now a full-time math teacher at AFA and does not have the time
 - We want to create a single policy for odds-and-ends spending
 - Kelsey Nelson will be adding her PTO to the end of her maternity leave, and Dusty Lee will have \$6,860 added to his next paycheck to adjust for his raise for becoming lead teacher
 - The attendance report will be postponed until December because of issues with Powerschool

- ADM is at 135 and projected to dip slightly. Attendance and overall enrollment have gone down slightly; we are taking steps to re-enroll many students because of their absences. Currently one-third of our students are possibly homeless, which adds to this issue

Regina leaves at 1:45PM

- Heidi Anderson: School Ethics
 - The AFA Code of Ethics has been a staff-driven project. Using three different codes of ethics as a template have come up with a Code of Ethics for AFA. Heidi requests a motion to review the document the staff has come up with, and that a possible decision be made on the document by the December meeting

Tom Matuseski arrives at 1:58

- Heidi Anderson: Authorizer Transfer Report
 - Pillsbury came for a site visit; they learned a lot during this visit and met with many of the staff and observed classes.
 - Heidi will meet with them Monday (11/23/15) to see if we will be working with them in the future
 - The Guild has been consistently in touch to see if we need help with their paperwork
 - Project of Pride and Living does not seem as if they will continue to be authorizers; we will not continue work with them
 - The Guild is interested and we should hear from Pillsbury promptly
 - Louis says that Pillsbury seems to be a good fit. He was impressed with the questions they had for him
 - Heidi says the Guild seems more relationship-based, whereas Pillsbury is more businesslike
 - Dusty likes the feelings he gets from the Guild but is not very impressed with Novation. He wonders if we should continue pursuing Novation, or should focus solely on the Guild and Pillsbury
 - Heidi says elections for new board members will be on December 4th, 2015
 - We will look at some of the schools that Pillsbury and the Guild already authorize to get more information on these two companies

Tom moves that we accept the Executive Director's Report; Sue seconds; ayes have it

- Max Clark-Veil: Search for the Executive Director Committee
 - Committee has started defining the jobs in the position
 - They would like to recruit a parent to serve on the committee. According to our by-laws, we must have a parent on the committee. The parent can come in at any time as long as they are there when interviews start in late February or early March

Heidi steps out at 2:28 PM

- We must review Heidi and allow her to apply for the new Executive Director position or let her stay on as the interim for the rest of the year and resume her lead teacher role in the coming year
- If we start the hiring process by February or March, then April, May, and June will be training periods for the new Director
- Max is worried about getting a parent on the committee in time

Heidi returns to the room at 2:44 PM

- Max Clark-Vail: By-laws Report
 - Our by-laws need to be revisited, mostly because of older gendered language; we would like to adjust it to reflect more gender-neutral terms
 - Louis: Let's discuss the ED Review and gender neutral language at the December meeting
- Dusty Lee: Lead Teacher's Report
 - Starting in Quarter 2 our SpEd department wants to go a different direction. We have had a number of behavioral issues, and would like to get our paras moving into the behavioral process.
 - Dusty describes the behavioral Tier process to the Board
 - In Quarter 2, we would like to have students back in the classroom more quickly after a Tier 2 disruption
 - We have also had much more involvement from parents this year, which gives us a good feeling about the direction the school is taking

Dawn Jenkins leaves at 3:01

Cindy Marsh leaves at 3:07

- Heidi Anderson: Board Election Ballots
 - Official ballots have been set, but we would like to suspend the by-laws for the section and give candidates the ability to submit by December 1

Sue moves to accept the ballot proposal, Tom seconds, ayes have it.

- Kelsey Nelson, who has resigned, would like to run as our Community Board Member
- Heidi: General report
 - The Dakota studies teacher has resigned, and Heidi and Louis will deal with that for now
 - The van driver would like her last day of driving to be the last day of the school year in December, and says she is willing to train her new replacement. She is looking forward to being our full time math teacher

December Board Meeting date is set for December the 18th at 11AM

Meeting is adjourned at 3:22PM