

Augsburg Fairview Academy

Minutes for Board Meeting

September 23, 2011

Members Present: Louis Smith, Sue Hageness, Kendra Perry, Ron Bentley, Bart Johnson, Anne Kaufman, Heidi Anderson, Jess Niemand

Ex Officio: Bill Spira, Executive Director

Guest: Ann Yang, School Business Solutions; Mike Pepin, AFA

1. Dr. Kaufman called the meeting to order at 10:23 am
2. VOTED unanimously to approve the minutes of the August 25, 2011 meeting, with minor corrections.
3. Financial Report
 1. Ms. Yang reviewed the financial report for July, 2011. She noted that the state hold-back is now 40%, that the field visit for the FY2011 audit is scheduled for 10/26-27; and that the financial situation appears sound with nothing out of the ordinary.
 2. Ms. Anderson presented the Treasurer's review of July expenditures. She could not find either the invoices or payroll statements in the files (probably the result of offices being moved in August) but did find the VISA accounts, which checked out.
4. The Executive Director's report by Dr. Spira noted the following:
 1. Current enrollment is approximately 130;
 2. AFA will again sell its receivables to Charter School Capital sometime during the spring semester; this looks like it will be a routine process;
 3. He has just submitted a federal grant application for a dropout recovery initiative that, if funded, will be done in collaboration with AFA. A summary of this project was presented to the board at this time
5. In response to the Executive Director's report, Ms. Anderson voiced concern about accountability for the Recruiting & Retention Specialist in the past and into the future. Mr Johnson moved the following: "That the AFA Board of Directors shall form a sub-committee to examine and put forward a plan for recruiting and retention, including a job description and reporting expectations for the staff involved in this department." Dr. Spira seconded the motion. The board VOTED unanimously to approve this motion.
6. Inside Directors' reports noted the following:
 1. The food program is going well.
 2. Teen Outreach Program (TOP) program is starting in the health & wellness classes.

3. Advisories have been established for all students in the College Fast Track program, making them centerpieces for Circles of Power and Respect (CPR)
4. Promise Fellows are seeking donations from local business for their activities.
5. Wellness Clinics have begun.
6. Family Night is scheduled for Thursday, Sept. 29th.
7. History Day - projects have begun, regional competition will happen this year
8. The Connections program has received a donation from Half-Price Books
7. In his Lead Teacher's Report, Mr. Johnson simply noted that AFA has made a good start to the year.
8. Other Board Actions:
 1. VOTED unanimously to authorize Dr. Kaufman, as Chair, to review and approve the school's annual report to be submitted to MDE by October 1.
 2. VOTED unanimously to schedule meetings on 10/28 from 12:30-2 pm; 11/18 from 12:30-2 pm; and and 12/16 from 12:30-2 pm.
 3. VOTED unanimously to accept Ron Bentley's request for a leave of absence from the board until January 2012.
 4. Took under consideration a motion by Dr. Spira to to amend the bylaws to reduce the number of Inside Directors from six to five. VOTED unanimously to postpone consideration of this motion until the October meeting.
 5. VOTED unanimously to direct the Executive Team to produce a succession plan for the Executive Director and Operations Manager, to be delivered to the board for its consideration as soon as possible.

Signed:

Bart Johnson, Acting Secretary