

Augsburg Fairview Academy

Minutes for Board Meeting

October 28, 2011

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

Ex Officio: Bill Spira, Executive Director

Guests: Ann Yang, School Business Solutions; Annie Grugel, Augsburg College; Thomas Allen, AFA student

1. Dr. Kaufman called the meeting to order at 12:42 pm
2. VOTED unanimously to approve the minutes of the September 28, 2011 meeting with minor corrections.
3. Financial Report given by Dr. Spira due to delayed arrival of Ann Yang from SBS: noted that this budget is based on an ADM of 160, which has been reduced to 140 as of the October 1 report to MDE; further noted that the estimated bi-monthly amount for salary and benefits appears higher than actual and should be reviewed by himself and SBS.
4. Treasurer's Report given by Ms. Anderson: noted that all invoices and VISA account payments selected for review were correct and complete.
5. Executive Director's Report given by Dr. Spira and noted the following:
 1. The current enrollment is 140, which gives a calculated ADM to date of 131. Enrollment since the first day of school has grown at more than 0.4 per day and appears likely to continue to increase at last year's rate of 0.2 per day or better. As well, contact and retention efforts have been pursued actively for all students who have not attended recently. Based on current assumptions about retention and recruitment, the end-of-year ADM is expected to be at least 140 and could be as high as 148-150.
 2. The revised budget for FY12, based on an ADM of 140, was reviewed for the board and the following points were highlighted:
 1. Even with substantial restrictions on non-labor expenditures, a budget based on 140 ADM is projected to result in an operating deficit of approximately \$50,000.
 2. A deficit of this magnitude will require labor force cost cuts to bring the budget back into balance and the board will need to agree by December on a strategy to be implemented if the deficit cannot be erased by growing enrollment.
 3. The projected budget makes it imperative that efforts be renewed and increased to encourage new students to enroll for the remainder of the year. Board members, at this point, engaged in a brief discussion about how this might best be achieved; suggestions included: meeting with students to drive the message home, using food as an incentive to bring students to meetings, providing students with promotional materials.
 4. Dr. Spira and Ms. Yang reported that the recently completed field visit phase of AFA's FY11 audit went extremely well and that it appears that there will be a small surplus in the operating fund balance.

5. Dr. Spira presented a draft of the succession/transition plan for Executive Director and Operations Manager that the Board had directed him to prepare at its September meeting. This plan includes a governance and management framework with detailed qualifications and responsibilities for each of the three Executive Team members, as well as a timeline for hiring a new Executive Director and Operations Manager.
6. The Board VOTED unanimously to approve the revised 2012 budget with the provision that it would take up, at its November or December meeting, the matter of a strategy to eliminate the projected deficit (motion by Spira; second by Anderson)
7. The Board VOTED unanimously to approve an amendment to the AFA by-laws (attached) to reduce the number of Inside Directors on the Board from six to five (motion by Spira; second by Johnson).
8. The Board discussed but took no formal action at this time on the new requirement in statute that Mr. Johnson, as Lead Teacher (an administrative position) will have an ex officio rather than a voting seat on the Board.
9. The Board confirmed that its next two meetings will be held on Friday, November 18th at 12:30 pm and Friday, December 16th at 12:30 pm.
10. Lead Teacher's Report. Mr. Johnson noted the following:
 1. AFA made AYP in 2011 and is on track to repeat in 2012
 2. Rtl is improving. More data to follow.
 3. Attendance is improving, but not at 90%.
 4. School climate is improving because of Advisory, after-school program, and family nights.
 5. Experiential learning opportunities continue to expand
11. Inside Directors' Report. Ms. Anderson and Ms. Niemand noted the following:
 1. School Archaeologist partnership - speaker series
 2. History Day
 3. Socratic seminars
 4. Field Trip to Mill City Museum
 5. SHIP Grant
 6. Food Day grant
 7. Winona State trip will be on November 1st
12. Announcements
 1. Ms. Beeth noted that Scrubs Camp for 2012 will be either at Augsburg, Winona State, or in North Minneapolis
 2. Ms. Beeth noted a possible opportunity to have Trent Tucker work with students from AFA possibility
13. The meeting was adjourned at 3:00 pm

Bart Johnson, Secretary

Date