

# Augsburg Fairview Academy

## Minutes for Board Meeting

March 16, 2012

**Members Present:** Grugel, Beeth, Bentley, Anderson, Niemand, Curtis, Wolfe

**Ex Officio:** Spira, Johnson

**Guests:** Sandy Schmidt and Troy Shimeck, School Business Solutions; Beth Pottratz, AFA; Chris Brown and Cheryl McClellan, Augsburg College

1. Dr. Grugel called the meeting to order at 12:33 pm in the AFA conference room
2. The February 10 minutes were reviewed and Ms. Beeth pointed out the need for a correction in the enrollment data included in the minutes. Dr. Spira will make this correction before publishing the February minutes.
3. Financial Report
  - a) Sandy Schmidt from School Business Solutions reviewed the January financial report. Revenue received to date is 52% compared to a projection of 58%. Expenses are at 50% compared to a target of 58%. Cash flow is being supplemented by the sale of receivables to Charter School Capital in March, April, and May. The School's reconciled cash balance is \$109,083, which will be used up by the end of June. We are very close to our cash flow budget, including our salary planning for the fall. The State holdback is now 35.7% for FY2012. Most of this holdback will be paid on July 15 and will be used to redeem the receivables sold to Charter School Capital.
  - b) Treasurer's Report (Ms. Anderson): December and January Visa charges were found to be correct, as was the check register and payroll documentation.
4. Executive Director's Report:
  - a) Enrollment is now at 170 and no further enrollments will be accepted for the current year. Fr Spira recognized the excellent effort by Faaria Husain who has been responsible for the recruiting that has produced this enrollment. Our enrollment has been increasing at approximately two students every three days due, mainly, to word of mouth recruiting.
  - b) If we remain at 170 students, the end-of-year ADM will be 150.6. We are budgeted for 140 ADM.
  - c) AFA plans to pay back a part of the Messiah loan in June, with the amount yet to be determined.
  - d) A draft of the Executive Team evaluation form has been created by the Partnership. The specific items in this form will be used during the upcoming interviews for the open Executive Director and Operation Manager positions. Board members were asked to review the evaluation form and send suggestions to Dr. Spira.
  - e) AFA has received a proposal from an accounting firm to replace its service contract with SBS in the coming fiscal year. The Executive Team is discussing options with this firm and with SBS. A proposal concerning a business services contract will be brought to the board in April.
  - f) AFA is working with Chris Brown and Cheryl McClellan on the renewal of our charter contract with Augsburg College. Ms. McClellan is gathering academic information from AFA in order to put together ideas and implementations for an audit that she and Mr. Brown will carry out in the coming weeks. This will include focus groups with students, parents,

and staff, as well as a review of documentation on operations, students, staff, etc. AFA needs to identify the academic and nonacademic goals for the 2012-2013 school year by the April board meeting. This information will be given to the Augsburg Advisory Board for approval and for submission to the state before June 30, 2012.

- g) The lease aid application for FY2013 will be submitted by the deadline of April 15, 2012. Part of this application is a facility-specific conflict of interest form that needs to be signed by every member of the board as of April 15. Dr. Spira distributed the form and obtained signed copies from directors at this time.

5. Inside Director's Report:

- a) Ms. Niemand: "March Madness" field trips includes MCTC college fair; Augsburg College, graduate of Augsburg College speaker who is an OB/GYN working abroad in other countries, Poetry Out Loud (Sagal Ali) State Competition, University of Minnesota Amplatz Children's Hospital service learning project (blankets), Legal Expo, Hunger Games Movie.
- b) Ms. Niemand: The Awards Ceremony will be held on May 3; Graduation is scheduled for May 31 at Lutheran Social Services
- c) Ms. Anderson: We now have two student teachers, science and social studies, both finish on March 29, 2012.
- d) Ms. Anderson- Ms. Anderson has submitted an application for three Promise Fellows for 2012-13. Promise Fellows will be participating in summer activities with AFA students.

6. Lead Teacher's Report:

- a) Mr. Johnson took three students to Charter School Day at the Capitol. The students' greatly surpassed his expectations as they met with the Commissioner of Education and 7-8 legislators, including Karen Clark and Phyllis Khan, to speak about student concerns. Mr. Johnson showed a picture of one of the students, Sagal, holding the gavel of the Speaker of the House at the podium.
- b) Two subcommittees are working on hiring a new Executive Director and Operations Manager. There are four all day interviews scheduled for Executive Director candidates during which they will meet with staff, students, etc. The Operations Manager position has two candidates who will be interviewed after the Executive Director interviews have finished. The hiring committees will bring their recommendations to the Board at the April meeting.
- c) Dr. Johnson reviewed academic performance for the year and pointed out that, while modest progress is being made in achieving passing grades, the school is falling short of its goal of reducing failing grades to less than 40%.

7. Board Actions:

- a) VOTED to fill the Inside Director vacancy by naming Faaria Husain to complete the unexpired term until next year's election. The vote was unanimous in favor of Ms. Husain. The board expressed its thanks to the other candidate, Ms. Beth Pottratz, for her willingness to serve on the board and encouraged her to consider being a candidate, again, in next year's election.
- b) APPROVED unanimously the formation of a committee to create a bullying policy and update the school's other mandatory policies with the goal of having these in place by fall 2012 (motion by Johnson; second by Spira). Mr. Bentley, Ms. Wolfe, Mr. Johnson, Ms. Curtis and Ms. Anderson were named to the committee. Other teachers, staff, and AFA stakeholders will be invited to join as well.
- c) APPROVED unanimously a motion to have charter school board training for new board

members (Grugel, Smith, Wolfe, Curtis) completed at the workshop offered by St. Thomas University on April 21<sup>st</sup> (motion by Spira; second by Grugel). The school will pay for the training, which is mandatory for the charter school renewal process.

8. Announcements:

- a) Ms. Beeth: Fairview Scrubs Camp will take place July 9-13 at Augsburg College and June 24-29 in Winona, MN. Money is being raised for student scholarships. There is a Fairview Scholarship that students can apply for that would go towards a summer camp enrollment. The Fairview Scholarship, as well as the Scrubs Camp applications are all first come, first served. For the urban Scrubs Camp, the enrollment fee is reduced from \$530 to \$330 if students do not stay on campus overnight.

9. Meeting adjourned at 2:05 PM by Dr. Grugel.

*Approved, April 27, 2012*  
*Kim Wolfe, Secretary*