Board Meeting Minutes December 13th, 2013

Members Present: Christopher Smith, Sue Hageness, Brittany Walli, Jessica Niemand, Tom Matuseski, Joan Curtis, Laura Beeth (phone conferenced in), Tara Howard
Ex-Officio: Ricky White, Kelsey Nelson, Heidi Anderson

Guests: Dawn Jenkins (SBS), Dr. Michael Kremer (Augsburg College Representative)

Dr. Christopher Smith is going to run the meeting today as Chairman, because Luis isn't able to make it today. Motioned by Jess and seconded by Tom. Motioned passed.

I. Approve Minutes of November 22nd, 2013 Meeting2
Motion to approve: Motioned by Chris, seconded by Tom.

II. Financial Report (Ms. Jenkins, SBS)

A. November Financial Packet B.Detailed Expense Statement for November 2013

Starting on page 23. As of November 30th holdback of 82,905 dollars. Invoices were a timing issue. Liabilities are at normal range. First month we have a total fund balance 222,060. Present the audit report next board meeting. 3% included in our fund balance of 14%. The 14% is as of June. Jess: What do most schools do? As much as they can. It depends on the school. Last year we did 2%. Chris: speaking of line of credit, bring down the amount of credit we have? Ricky we are approved for the audit and bringing a number to finance committee. 3 years ago the hold back was 40% and if that happens again we want to be ready. Loffer was bought out and we did budget for it, that is the issue with leasing. We have some cards we can pay. We are locked into the lease for 4 years. Back to percentage, none of them show 3%. Take it off the top and work with it. Income statement. Numbers will start taking for Title 1. Administrative costs, 10,000 in interest we are anticipating needing to use. General education is at 36%. State special education there was 4 para's hired. Title 2 is where some staff development come out of. Instructional report at 76%. Student support is at 34%. Purchased Services with 20,535 that was the purchase of the van. Back to page 24 we accept donations. Our chairman donated 1,000 dollars to AFA from Luis. It was given on give to the max on givemn.org.

Recommendation to accept the donations: Joan motioned. Seconded by Laura. Motioned passed.

C. Board Action (Approve Financials)

Jump to page 29 on our cash flow. Estimating 73,000 at the end of the year. Big difference from past years.

Motion to approve the finance report: Tom motioned and Jess seconded. Motion passed.

III. Treasurer's Audit of Disbursements (Ms. Niemann)
Didn't have the credit card disbursements, October looked good and November looked good.

IV. Authorizer Updates and Contract Renewal (Dr. Michael Kremer)
Been in education for 43 years. He was a little bit of a workaholic and people asked him to change. He is now doing something he is enjoying outside of work. Augsburg has a contract with him to ensure that the department is looking more into contracts. His job is that our contract is in-line with what we are doing. He is impressed with the leadership in this school. Ricky is going to insure that our contract is being modified and align it with what we are doing to the contract. We can not authorize our contract at this time. Disclose our timeline pieces: told each of the headmasters that the ball is in there court. Picking off title, commission, data and pieces that make the school run. Data and data over time, not incremental. Into major growth in areas. We all have those challenges and problems. By the June meeting we would like our formal contract to align with what our school is doing. At that time he will give us feedback on how we are doing, Ms. Brown and Ricky and Michael signs off on this. This is a way for us to refurbish our brand persay (Augsburg College's brand). What do students look like who are at this school? Moving this forward we will be looking into this. Ricky has read the end of year report from last year. Looking at our 3 academic goals and 3 non-academic goals being accomplished. Chris: Have you been authorized through Charter schools? Trying to understand structure? Chris no longer has a person to do this, so he asked Michael to do this. Then the dean of Augsburg. This doesn't have a negative effect on Augsburg. Talk to him on a daily basis, his information is from charter schools. Augsburg charges a fee for being our Authorizers it is about 5,000 dollars. The honest truth he isn't worried about the bureaucracy. Is that something that we as a board need to worry about? Brings up some peculiar points that Chris is going look into this. He doesn't want anything to go wrong with the school.

V. Executive Director's Report (Mr. White)

A. Finance Committee Report (Board action approve finance committee requests)

Tom is going to give the report. 3 items to add to the budget. 1. 4,620 for an internship for a social worker. 2. Increase on Sarah Jergens 14.90 to 17.90 dollars per hour. 3. Request to Liz to give her 23.25 hours over the summer, recommend that any additional work that is done be pre-approved by the director. Total $8,852.50 for all three.

Addition work in the future if any employee does any work outside work that they get approval ahead of time and them have record of time worked be approved.

Motion to approve the finance committees 3 requests.

Motioned by Tom and seconded by Tara. Motion passed.

Easy go to of games for students such as Apples to Apples and something easily to get off the shelf.

Staff gathering $1,200. Hardware and software.

Huge increase of students in the past 3 weeks. Develop a second 14.90 would total about 25,000 dollars.

Motion to approve 1, 2, & 3 in the above statement by Laura, seconded by Tom. Motion

passed.

B. Indian Education Report (Dusty and Liz)

Not present at this meeting. Mr. Dusty said we are at 15%, which is ⅕ of our budget. We have a success for the future grant. Hence the staff gathering. The Indian Education Report will have a permanent spot in the topics to discuss at board meetings.

C. Enrollment Report (Board action approve enrollment policy)

Starts on page 30, we don't have the policy. Last meeting the board requested a colorful sheet of students being at AFA on a daily basis. Averages 20-30 students on any given day. This amount of students shows, that all the moves we are making are paying off. Page 31 shows our exact enrollment at day 48 we had 172 students, which was a added difference of 31 students from last year. Some steps we are taking to increase student ADM is: increase in social work, the homeless rate at 55% now and how are students getting here. Might be wise to bring our Social worker in just so the board sees how this is going and the realities of AFA students lives outside of school. Heidi shared an article with the board. Back to the data, the graphs on page 32 is really high. Joan said that the town hall meeting shocked her, worst thing was when she found out that they give kids a bus pass when they don't have room; so that kids can ride the bus all night to stay warm. Something is happening with Anoka's homeless program but they are talking about shutting it down. Teenagers and adults don't have anywhere to go. Chris: to hear that every student that we have homeless in AFA could fill up the beds in Minnesota homeless shelter, is horrific. Heidi: we send students to Jenny our social worker to help students with their homelessness issues. This is where we are putting our money where our mouth is. We added a van for transportation and getting a extra person for social work to try and alleviate the homelessness problems. When we go to the state Roberto, we are an unusual circumstance; he is going to have to think about this homelessness issue and try something new for the next year. We are still going to try and make progress in this area.

D. Homelessness Updates: Town Hall Meeting follow up.

What is our plan in the future. We want to put resources to put in place to help these students have somewhere to sleep at night. This is going to be a huge part of where we are going with our goals. We have a tremendous team and we are a rare institution out there. Ricky is going to try and keep people(employees) here(AFA), and be purposeful and mindful about what we are doing and keeping staff here.

E. Board Action Approve Directors Report

Motion to approve: Tom seconded by Chris. Motion passed.

VI. Lead Teacher's Report (Ms. Anderson)

A. New Hires

1. Enrollment Policy

We have closed the enrollment for 12 graders this school year. The 12th graders have kept this school alive. At one point we were at 70% of enrollment were 12 graders, that doesn't necessarily mean that they will all graduate. We might not be at that percentage any longer. For the reason, that the 12 graders come to our school with very little credits. One plan for this year and one plan for next year. Proposing to cap our students this school year for: Grade 9: 30 students, Grade 10: 30 students, Grade 11: 30 students, and Grade 12: 110 students. We are close to 30 students in 11 grade. Next school years Cap should be: Grade 9: 40 students, Grade 10: 40 students, Grade 11: 40 students, and Grade 12: 80 students. She would like to see us switch to more Grade 9-11 then mostly 12th graders for next year. We do not want to exceed 200 students in the school. Attendance is better for younger students. We now have a number for the limit of people in the building. Steve Neuman is our maintenance guy and he doesn't know our limit. This time last year we probably wouldn't have this conversation, but students drive these conversations. Ricky: How many students who started 9th grade stayed? Heidi: 92% of students. Chris: Too much flexibility might hinder the policies rigidness? Heidi: but if we have only 30, 9th graders then we need to be able to get more 12th graders. We also have the Charter School Law on the back burner.

Moved to approve the enrollment policies: Tom and seconded by Jess. Motion Approved.

1. Special Education Teacher (Still searching)

We haven't found the right person yet. Heidi refuses to hire someone that is not the right fit. We have the right to do that. We don't have to hire anyone. We have confidence in this process.

2. Updates

Updated Grade Comparison. We have not been below 60% for failing grades in a long time. Students are giving flexibility in grades, because of the backgrounds they have outside of school. Even though our students have challenges outside of school, we are improving and we still hold expectations high. Students are much more aware of how to check their grades. Students aren't waiting until the last minute to try and get their grade up. Having students taking on a plan on how to change that.

Good stories to share. We have a lot of students that aged out before they received their diploma, but we have two students who passed their GED since our last board meeting.

VII. Inside Directors' Report (Ms. Howard)

1. School Climate.

Students support here at AFA. How students are driving the decisions we make. We are recognizing what good things are happening at school. Mohamed is doing a great job with hall

monitoring. Also some of the things we are doing to everything going is working well. We talked about advising to help with the evaluations to evaluate our executive team.

2. Building an etiquette team.

3. Mentorship

This would improve our team building. Seeing people on a daily basis is great, but they need to make positive decisions also.

VIII. Other Business

A. Meeting Times for the Full Board and Board Committees

1) Finance Committee: January 31, 2013 at 11am in Math room.

2) December Board Meeting: January 31, 2013 12:15 pm in Math room.

Chuck Audit Report. Unqualified report. Looking back school didn't have a good fund balance. Summarize the report. District (Normal statements) fund 271,000 dollars. Kind of like income statement, broken up into sections on the side is revenues, net revenues and little other revenue. Total $1.8 Million. $189,000 in access, that is the plus. Momentous occasion. We are looking to have 20% general fund. NewFars (Weird) we don't have long term debt. First and second different 222,000 and 207,000 for the. Statement budget to actual 1.775 actual. Expend side $173,000 difference that we gained. Extensive footnotes: general fund balance, how close to target $222,000 we are close to our goal. Every year by November 30 we have to submit our final number and we had the same numbers. A few letters of opinion, compliance laws, and we complied with everything. We have no discrepancies, which is amazing. The school is in good shape. Management letter, saying there wasn't any findings. Ricky will email the report to us. Ricky: Do you see any concerns? Chuck: No major concerns. A lot of schools don't put out for our credit line. Having the fund balance will be great. One more good year and we will be standing great. School is doing a great job.
Motion to approve audit report: Joan and seconded by Tara.

B. Sign Conflict of Interest Declarations

Meeting adjourned 2:40pm

IX. Announcements

1. Winter AFA Gathering December 19, 6pm. Location to be Stella's Seafood

X. Adjourn

Contents of the Board Packet (6) Articles)

1. Agenda

2. Minutes of September AFA Board Meeting

3. AFA September Financial Packet

4. Detailed Income Expense Statement

5. Enrollment Comparison

6. Conflict of Interest Disclosure Form