

## Augsburg Fairview Academy

Minutes for September 25, 2012

**Members Present:** Grugel, Niemand, Wolfe, Pottratz, Beeth, Matuseski

**Ex Officio:** Johnson, Anderson, Perrault

**Guests:** Dawn Jenkins (SBS), Bill Spira

1. Dr. Grugel called the meeting to order at 4:00 PM in the AFA science room.
2. APPROVED Minutes of August , 2012
3. Financial Report for August, 2012
  - a. Ms. Jenkins:
    - i. Page 8 is the first page of the FY 13 working budget.
    - ii. Page 20 is the breakdown of how the budget is to be spent, as well as from where it comes. The second set of pie graphs represents the year-to-date actual income and expenditures. The year-to-date actual revenue is \$263,360, which is 15% of what we will receive in total. This is 2% under the budget target. Expenditures are at \$135,884, which is 8%. This is 9% under the budget target and does not include teachers' salaries.
    - iii. Page 23 says that the total amount of funds for supplies has been spent, which is because AFA pays Apex upfront for the online classes. Question (Grugel): What is "Purchased Services" and why has 193% of the allotted money been spent (pg. 23)? Answer (Jenkins): Purchased Services refers to the payment made for the Americorps Promise Fellow. AFA wrote a check of \$7,000 to Americorps for the Promise Fellow, but the check got canceled. This occurred because the actual cost was \$6,500, which AFA has since paid. Both checks written are showing up in the budget, making the expense 193%. This percentage will decrease once the money is properly credited, showing up in the next month's report.
    - iv. Question (Niemand): Has the T.O.P. grant been located? Answer (Johnson): Yes, the money was found.
    - v. Page 27 is a copy of the Registrar "WX" stands for "withdraw". All checks written are regular payments made by AFA.
  - b. Treasure's Report (Ms. Niemand):
    - i. Payroll looks accurate, although the review has not been completed. Once it is done, the board will be notified.
4. Executive Director's Report (Mr. Johnson):
  - a. 150 students are currently enrolled at AFA, although several will have to be dropped after missing their consecutive 15<sup>th</sup> day of school. AFA staff have been trying to contact students. We

anticipate to drop about 20 students, bringing us down to our targeted ADM of 142. By the October board meeting, if the ADM is not close to 142, cuts will need to be made. 150 is not a realistic number of enrolled students by October 1<sup>st</sup>. A recruiter needs to be hired since Mr. Spriggs resigned on the first day of school. There are 5-6 candidates for the position, so interviews will be soon. Question (Grugel): - Oct 1<sup>st</sup>? End of the month? Answer (Johnson): Nothing drastic will be done now. We will see what the ADM is by the next board meeting. Then we should develop a plan to have in place for cuts if the ADM is low. Hopefully the trend of enrollment is increasing. Johnson is still working the numbers to figure out how many students are needed to avoid cuts. Question (Matuseski): What is the formula to find the ADM? Answer (Johnson): 1 day = 1/145 of ADM. If students have not been at school for 15 consecutive days, then they will have to be dropped. Question (Spira): What is the profile of 20 no-shows? Answer (Anderson): Connections students mostly. They are usually older and have dropped out or wavering on whether or not to finish high school.

b. Paychex is giving us 3 different packets for Employee handbooks for HR. The first option is the handbook only. It contains basic HR policies. It costs less than \$2,000 dollars. The second package includes handbook phone support and documents for taking disciplinary action and online webinars for training on different issues. This costs \$4,000. The third is a la cart. You can get everything previously mentioned, as well as health care. They would perform the same services as Lee F. Murphy, shopping our profile to insurance agencies and finding the most appealing cost-effective plan. admin. Cafeteria plan (partially reimbursed for daycare, tc.) The options with Paychex may act as some perks for the top wage earners at AFA. This way, while the salary scale may draw in younger teachers. The Cafeteria Plan is a savings account for medical items. Although if the money does not get used in one year, then it is lost (Matuseski). These issues will be discussed with the Personnel Committee and for the Partnership to discuss. Staff members are hitting the top of the pay scale, but may receive benefits for compensation in place of a raise. The Personnel Committee and Financial Committee should meet on this topic soon. Question (Grugel): Could it be brought to the Partnership meeting before it is brought to the Board? Question (Matuseski): Will we get information of the 401 K plan as well as others? Answer (Johnson): AFA can start this program without matching funds, but might be able to add this as an incentive at a later date. If we are insurance shopping and considering dropping Lee F. Murphy, we need to know costs, etc. (Matuseski).

c. Annual Report on Curriculum, Instruction and Achievement:

i. Page 9 includes the staff development initiatives for the school year. Staff has already begun conducting and partaking in stated development already. The professional development initiatives will better staff's techniques to help meet stated 2012-2013 student achievement goals. Professional development conducted by professors from Augsburg College include book studies, and trainings on implementing assessments and best practices of working with students of color, as well as those experiencing poverty. New faculty will also be reading *Reclaiming Youth*. AFA also needs to create a district advisory committee for Professional Development, consisting of teachers and parents, which has been requested by the state. Question (Grugel): Does the school have to report out to a committee or does it just go to the state? Answer (Johnson): This report has to go to the Board. It does not need to be sent into the state, but AFA is required needs to

have a committee. Question (Grugel): So the Advisory Committee doesn't need to hear this?  
Answer (Johnson): No.

ii. Comprehensive Report:

1. The first section includes AFA's background, history, mission and vision.

2. The second section includes the School Governance, teachers, licenses, students, projections for the future, as well as demographics.

3. Question (Grugel): On page 5, under *Vision*, healthy habits of the mind are well addressed, but what about the academics? Answer (Johnson): Academics were referred to more in the Academics section. It could state that academics will be discussed later in the Academics section. Since most schools report on academics, having a different vision for our school helps to show how we are unique, focusing on students' lives. A reference can be added. Grugel: Connecting the two parts, academics and the therapeutic model, will make the report stronger. This will help to show that this technique does work and it is effective for student success.

4. Page 9 shows all academic programs and school-wide goals. It shows goals achieved, goals partially achieved, as well as goals not achieved. Question (Grugel): On page 11, what does it mean when it says that these "students were not tested enough for accurate data?" Answer (Johnson): Some of the students had not taken the test enough times in order to form a trend. Question (Grugel): When it states "more experiential learning" on page 10, does that fall under self-directed learning? Answer (Johnson): Experiential learning is used as a learning strategy in every program.

5. Page 14 describes the school's challenges and how it has responded to these. The staff is working on addressing all of these challenges and is making progress. Overall results include many student issues being addressed, including lifestyles and teaching healthy habits. The vast majority of graduates from AFA have been going on to college, or have set up plans for secondary education. How the school may be judged is based on many factors that are outside of the school's control. Many students have enrolled lacking the credits they need to graduate, which can affect the graduation rate of the student population.

6. Page 16 reports on finances. The board made the decision to operate in a deficit of \$31,000. AFA is working on building up a fund balance. The goal is to have a double digit fund balance so that 40% of the school's money does not have to be borrowed.

7. The relationship with the charter school authorizer, Augsburg College, is getting better. There has been an increase in the amount of collaboration between Augsburg College and Augsburg Fairview Academy. AFA has been partaking in activities with Augsburg and Augsburg faculty. The authorizer's evaluation showed the school's area of strength and areas that need improvement. The report expanded on the areas needing improvement. One area AFA was marked down for was changing our mission statement; however the new mission cited is better.

8. Appendices: page 29 E, is an attendance comparison of 2011 -2012. Attendance is improving because of the Check and Connect Program and it shows a correlation between

attendance and letter grade. Students participating in RTI and using other student services in reading and math support have outperforming students who have refused the help.

9. Appendix I is the Authorizer and the Authorizer's report card.

10. Question (Jenkins) The financials shows a deficit \$400,000. Should it be replaced with audited funds? Answer (Johnson): Yes, although it has to be submit by October 1<sup>st</sup>.

d. Lead Teacher's Report (Ms. Anderson):

i. It is the 4<sup>th</sup> week of school and things are going well. There are fewer congregations at the front desk and in halls and lunches have gotten better. It has been a big adjustment for some new students who came from a lenient school. This is has the best retention rate of returning students and has great new additions to the student body. Many of our new students come from 4 Directions, a charter school that just closed. We are stricter, but it seems to be working out. Many of the new students are high needs. We have many students with parental issues, child care issues, literacy and numeracy difficulties, etc. We now have programming and resources to help with these issues. This year AFA has a Title I Math paraprofessional, a Promise Fellow working on literacy in the classroom, and we are still using RTI.

ii. AFA's 1st place based learning took place last Thursday. There were approximately 50-60 students in attendance. Those engaged in team building activities had a great time. Students are coming together as teams.

iii. AFA staff has had many professional development activities. All staff was trained in CPI by Mr. Matuseski, who is a certified trainer. Much of the staff has been trained in Circle of Courage. Mr. Johnson and Ms. Anderson were trained this summer in LSCI and have been trained in RAP, which should help students to process an incident and return to the classroom. Dr. Grugel and Augsburg colleague are conducting an ongoing two-year workshop for staff, focusing on teaching writing and reading. The 1<sup>st</sup> session was completed successfully. The discussion was a good time. This Friday, Ms. Niemand will continue CPR and first aid training with AFA staff.

iv. There is progress with student attendance. Three staff members are calling for the Check and Connect Program. Most of the students who do not arrive by 8:15 AM are older. This year is Ms. Anderson's 1<sup>st</sup> time making attendance calls and it feels good to make a connection with students and see results.

v. RTI will be starting officially in the beginning of October. It is hard to complete with tje spotty attendance from the students. Having a math para for every hour seems to be working. More students are attending math, even 1<sup>st</sup> hour! Mr. Matuseski has changed his curriculum by putting students into math Apex courses based upon their tests scores (Johnson). Students now do additional RTI for first 5 minutes of class, group emails will be sent out based upon course, and assignments due for the week are now being posted (Matuseski). This method seems to work better for differentiated instruction and for the wide range of abilities of the students. It has also resulted in more students taking the RTI test sooner in the school year.

vi. Mid-quarter grade reports are due Thursday at 4 PM. Both grades and comments are due. This grading period came up fast. Last year teachers reported every 6 weeks. This year, teachers are reporting every 4 weeks instead. This gives an opportunity for feedback to be given more frequently, and students are not able to dig such a big hole with their missing assignments.

vii. Ms. Anderson plans to have more attendance and grading data as the year goes on. Completed period attendance analyzing will be ready to share at the next board meeting.

e. The Special Education paraprofessional was recently hired. His name is Josh Maiman. He has a degree in Disabilities Studies and while he does not have his Special Education teaching license, he is very familiar with the ins and outs of Special Education and the necessary processes.

5. Inside Director's Report:

a. Ms. Niemand:

i. This last week was the first Family Night of the school year. Heidi, Kelly, and Nick put on an ice cream social.

ii. There was also a place based field trip to the Central Library for English class.

iii. There is a new caterer for the food program. There are new guidelines this year from the state, having less carbs and including more fruits and veggies in the meals. Schools all over having a hard time changing student diets. There has been some push back from the students because of this change. Using this new caterer is saving the school 50-70 cents per meal. AFA may also be getting an additional 6 cents off each meal potentially. 86% of the students are receiving free and reduced lunch, although if everyone completed the lunch program paperwork, the percentage would probably be more like 92-93%.

iv. The staff has started the annual wreath sales to raise money for the Awards Ceremony.

b. Mr. Matuseski:

i. Dusty Lee, the new Social Studies teacher has 100 free tickets to take students to Twins game tonight. He is also making pizza for all of the students before leaving for the game.

c. Ms. Pottratz:

i. This year the students are the most engaged in Spanish than they ever have been. Classroom management has better than previous years.

ii. AFA is beginning a Mentoring Program. The program already has some mentors and students lined up. The meetings will take place Friday mornings for 1 hour. The program is meant to provide more caring adults in students' lives. The students consist of a selected small group, but the school is still looking for adults to act as mentors.

d. Ms. Wolfe:

i. So far the students, both returning and new, seem to be pretty positive this year.

6. Proposed Actions:

a. APPROVED unanimously to accept the updated Annual Report. (Motion, Anderson; second Niemand)

b. APPROVED unanimously to update the Annual Report. (See Executive Director's Report on the Comprehensive Report for the updates.) (Motion, Grugel; second, Niemand)

c. APPROVED unanimously to accept the Annual Report on student achievement. (Motion, Matuseski; second Beeth)

d. APPROVED Ron Bentley's resignation agreement. (Motion, Johnson; second Niemand)

i. Votes: Yay; Matuseski, Pottratz, Niemand, Beeth, and Grugel; Nay; Wolfe

ii. (Mr. Johnson) Page 29 shows the legal agreement. The Academy will pay 1/10 of Bentley's salary, as well as provide him with health care until he can switch onto his wife's health insurance plan. While his salary would normally come out of Special Education fund, this payment would be out of the General Education fund. It would go against what we have in the budget, totaling approximately \$9,000. Mr. Johnson believes that approving the agreement is in the best interest of the school.

e. (Johnson) The Board's approval of using a community expert in music to teach the music class is no longer needed. The state said that our candidate is over qualified to be a community expert and can be partially licensed in music.

7. Other Business:

a. Dates and Times for Personnel Committee and Finance committees need to be set.

i. The Finance Committee must include Mr. Johnson, Ms. Niemand, Ms. Anderson, and Dr. Grugel. Other volunteers include Dawn Jenkins and Tom Matuseski.

ii. The 1<sup>st</sup> Financial Committee meeting will be Friday, October 5<sup>th</sup> from 8-9 AM.

iii. The Personnel Committee must include the Mr. Johnson, Ms. Anderson, and Ms. Perrault. Joan Curtis will be contacted and asked if she is interested in volunteering. Other volunteers include Ms. Wolfe.

b. Board Training Dates for new School Board members, Ms. Pottratz, Ms. Hacker and Ms. Perrault must be completed within 6 months of becoming Board members. Mr. Johnson will send out dates and times. (Mr. Matuseski has already completed the training previous to joining the School Board.)

c. The next School Board Meeting will take place Monday, Oct. 22<sup>nd</sup> at 5:15 PM in the AFA science room. The following meeting will take place on Monday, November 19<sup>th</sup> at 5:15 PM.

Meeting adjourned by Dr. Grugel at 5:39 PM.