

Augsburg Fairview Academy

Minutes for Aug 17, 2012

Members Present: Grugel, Curtis, Niemand, Wolfe, Hageness, Pottratz, Hacker, Beeth

Ex Officio: Johnson, Anderson, Perrault

Guests: Michael Spriggs

1. Dr. Grugel called the meeting to order at 1:03 PM in the AFA science room.
2. Minutes of June 19, 2012:
 - i. Minutes of Board Meetings do not need to be voted on for approval (Dr. Grugel).
 - b. Question (Grugel): The nomination of Clayton Schanilac (p. 5), was that tabled until today? Answer (Anderson):
3. Financial Report for June, 2012:
 - a. Mr. Johnson
 - i. Page 6 is the first page of the first edition of the FY 12-13 working budget. The percentages of the budget spent thus far are low due to the small number of payments made. The UFARS code on left of the spreadsheet, help to show from what area of the budget the money is being taken from, however, it is not the same as the working budget because many of the line items fall under the same UFARS code. For example, two recruiters are under the same statement line. On the first page, recruiters fall under the summer recruitment line item. The bottom line is the same on total salaries, but the differences are reflected in the benefits section. As of yet there are not many other expenditures. On the right side of the page, a large percentage means that the money budgeted is being spent out quickly. For example, the Professional Development fund is spent faster during summer months, as does the summer recruiting fund.
 - ii. Page 17 has graphs showing where the school's money comes from and where it is budgeted to be spent. Salaries make up half of the purchased services, one third of the budget is spent on benefits, and the rest is spent on supplies and equipment. With an ADM of 142, most of the money is coming from the general education fund. Total revenue is at 8% (\$131,575), which is under budget. The YTD expenses is 2% of the budget (\$38,997) and we should be at 8% or below. This percentage will go up when staff gets paid. AFA has more money than predicted but that will change. The cash balance in the checking account is \$194,747. If the school is awarded a LOC (line of credit), interest amounts will be much smaller, which will affect the total amount of money. The general education fund and food service always take a loss of money. Equipment and liabilities (pay out), are budgeted to take a loss this year. The school used up part of its 2% fund balance, but the state holdback is \$52,000 so far and is owed to the school by the state.
 - iii. Page 23 shows the projection of cash flow, both with and without Sale of Receivables. The school plans to operate with a deficit in March, which is when AFA will need a line of credit or sell receivables to Charter School Capital, until we get the money from the state holdback. There is an earlier audit this year so that the school can establish line of credit, which is one of Mr. Johnson's main goals. Question (Anderson): What is the interest rate of Charter School Capital? Answer (Johnson): The discounted interest rate is 7-8 %. AFA does not pay an APR on the chunk of money received. The interest rate is high, which is why a line of credit is needed. The school will only be charged interest on the total amount used, not a projected, future amount.
 - iv. Page 24 is the payment register.
 - b. Treasure's Report (Ms. Niemand): Everything looked accurate. Accounts payable looked good. There were no Visa purchases from July. The pay periods also appeared accurate.

4. Executive Director's Report (Mr. Johnson):

a. The summer has been busy, especially for Mr. Steve Newman who has been cleaning, organizing, etc. for the next school year and Ms. Anderson and Ms. Perrault who have been working on insurance, ordering supplies, conducting interviews, and finding new hires. AFA still needs an Administrative Assistant and Paraprofessional for SPED.

b. There is a significant issue with the budget. Page 26 is the working budget since last March or April. Dr. Spira had a line on the spreadsheet that got carried through into the calculations of the budget for the FY 21-13. The error means that the school has \$17,000 less than anticipated for the 2012-13 school year. The first line is the Lead Teacher salary at 1.0 FTE (110%). Hiring from within the school for the Lead Teacher and Executive Director saved the school 30% of one BTS salary. (On the spreadsheet, the parenthesis means a negative amount will be taken out of the school's account.) The budget should not have had the second line included. The savings has already been added onto the budget. The final amount is \$110,000, not \$94,985.00.

c. Page 27 is the revised budget. On page 30, in the same section there was an asterisk, which meant that this line was included in error. There is an \$111,717.50 in expenditure. Page 38 shows all funds, both net income and loss. There is a negative surplus of almost \$18,000. The resignation of Faaria Husain changed the salary formulas. When all of the additions and subtractions were included, the school falls short by only \$2,000, which is still very close. \$17,000 out of a total of \$1.4 million in revenue calculates out to about a 1% error. The school needs to ensure that it has an ADM 142 students. Each student brings in about \$10,000. Partnership created a lower projection for an ADM in order to budget on the safe side. A MARS report needs to be done every month. It states when each student enrolled, the date the student left, what school the student transferred to, if the student was in Special Education, if the student qualified for free and reduced lunch, etc. Administration will be following enrollment closely. Question (Niemand): Is there a list of returning students? Answer (Spriggs): Kelly Timian and Tara Howard went through a list contacting former students. The problem is that phone numbers frequently change. Tara has been doing house calls and students are enrolling more frequently now that it is closer to the school year. There is an open house next Wednesday and the recruiters have been networking in the community. The number of students will be needed in advance to place an order for the food service (Niemand). The recruiters are trying to contact former 9-10th graders. Mr. Spriggs has been trying to network with Odyssey Middle School since his wife is an employee there. That way, there would be a feeder charter school for AFA. There has been a great recruiter effort, despite challenges for the summer recruitment team. It has been hard to get going without having a supervisor. July, the slowest month, was a hard month to begin, but the team will continue enrolling and recruiting. There are some kids coming in today and next week, and a big influx in the next week or two is anticipated. Question (Grugel): How many students are enrolled now? Answer (Spriggs): Currently no one is entered into Powerschool, so it is unknown. This week and next will give us a better idea. Anderson has received phone calls about enrollments. For this demographic of students, time is not of the essence. Many use prepaid phones and have no house phones. It has been challenging but the recruiters are doing as much as possible in order to remain positive (Spriggs).

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

a. Anderson has been busy this summer. It is the last month of the summer and AFA is nearly ready to begin the school year. Enrollments have been coming in recently. Karen Low, the new visual arts teacher was hired at 0.25 FTE. She interviewed mid-July. She has great ideas of having students create art using many different medium. We hired a new English teacher for the Connections Program, Tara Howard, who last year was a paraprofessional for SPED. She is very approachable. Tara is an Augsburg graduate, working on a reading specialist certification. Anderson just conducted interviews for Administrative Assistant. There is an offer out right now with a candidate, so we are waiting for a response. The SPED paraprofessional interviews will take place next week on Monday and Tuesday.

b. Professional Development week has only a few small adjustments to schedule. We will focus on the Circle of Courage approach and have some re-trainings on RAP, LSCI, Restorative Justice, and CPI. All staff will attend these trainings, not just the teachers. We will be going over goals for the school year, both school wide and individual. Beth

Pottratz and Jess Niemand will be going over CPR circles. Anderson believes that circles changed the school atmosphere helping students and staff get to know each other. It was positive for students and staff.

c. The back to school BBQ is planned for the August 30th, from 5:30-7:30. Hopefully it will be a larger event attended by the neighborhood community.

d. Anderson is working on an application to Second Harvest for food donations. She would like to add a monthly meal during family nights to help bring in families and community members. It is also a way to give back to people in the community. The Holistic Health students at St. Kate's are connected with community farms, which might be an option for AFA (Hageness). Campus Kitchens at Augsburg are scheduled once a month as well (Grugel).

e. AFA received a nice box of student supplies from Jada Rodbe, from Northstar Resource Group.

6. Inside Director's Report:

a. Ms. Niemand:

i. Working with future grants to grow herbs inside. The Ship Grant would cover the cost for supplies. Currently, students have been putting them on their food, although they are not fresh. Question (Wolfe): Have you considered using a grow light/station for the herbs? Answer (Niemand): No, but that is something we can look into together.

ii. Teen Outreach Program (TOP) will only do one class. Students in the class must be new to the program. The class will be doing small projects, since TOP does not have as much money this year.

iii. The Health Department is trying to get a NSF certified kitchen upstairs. Steve Newman has been working with Ms. Niemand on getting the kitchen up to code.

iv. Ms. Anderson and the two Promise Fellows, Kelly Timian and Jessica Kitzerow, planned and have been conducting summer fun activities for the AFA students and staff. Movie nights in Powderhorn Park have been more successful than afternoons at Lake Calhoun. There is still one more movie night left.

b. Ms. Wolfe:

i. Ms. Wolfe has been reviewing, restructuring, and adding new activities to the science curriculum and is excited for the school year.

c. Ms. Hacker:

i. Working on revising CNX's daily schedule. We plan to do more Circle of Courage and community outreach in the CNX Program. An hour and a half in the morning will be dedicated to each subject, both Math and English, which will provide more structure. There will be a one hour of advisory for CNX students to help build community. Students will also have one and a half hours of math in the afternoon. CNX is keeping the ALEX subscription and ordering calculators. Tara will have to decide on the plans for English.

d. Ms. Pottratz: Getting lesson plans and curriculum ready for the school year. The Spanish II + class is made up of returning students, so she is waiting to see who is coming back before deciding on curriculum. Considering splitting one class into two different levels.

7. Proposed Actions:

a. AMMENDED staff Employment Agreement approval. (Motion, Johnson; second Niemand)

- i. There are two types of agreements, one for staff and another for the Executive Director. No specific job duties have been included and the agreements are stated in a universal language. It is almost same as last year's contract with a change of Executive Director's name and dates.
- b. APPROVED unanimously to amend the employment agreement approval process so that the Executive Director's employment agreement would be reviewed independently from the other staff employment agreements. (Motion, Wolfe; second, Niemand)
 1. Since the wording differs between the Executive Director's employee agreement and the rest of the staff's employee agreements, it should be reviewed and approved or amended on its own, rather than lumping it with the other staff's agreements (Wolfe).
- c. APPROVED unanimously to eliminate "The time and schedule for accomplishing this will be at the Executive Director's discretion and under the Executive Director's sole control." at the end of the Professional Commitment section of the Executive Director's employment agreement. (Motion, Johnson; second Hageness).
- d. APPROVED unanimously the amended Executive Director's Employment Agreement. (Motion, Curtis; second, Niemand)
 1. Question (Wolfe): On page 47, what is the meaning of section 3, f ? Answer: Just that he or she has not lied in his or her application. If false information had been used, it can be a cause for termination.
 2. Question (Niemand): On page 50 under the Benefits section it states, "If Executive Director chooses to participate go with an alternative Health Insurance- reimbursements? Answer: Bill was on Medicare. If he bought a cheaper policy, the school would reimburse him for that policy, since he is saving the school money. Question (Niemand): Does this only apply for the Executive Director? Answer: Yes. On page 51, number 12, Effective Dates should state that the position will be for one year, from September to the following September.
- e. APPROVED unanimously to renumber in the Executive Director's employment agreement for the following sections, Return of Property and Notices. The section Effective Dates will also be changed so that the term of employment for the position is one year long from September, 2012 to September. 2013. (Motion Johnson; second Hageness)
- f. APPROVED unanimously to approve school calendar. (Motion, Johnson; second, Niemand)
 1. The main change was moving to a quarter system, instead of semesters.
 2. Question (Hageness): What is the rationale behind the change? Answer (Johnson): Once the term had started and has been in session for a month, the teacher-led class enrollment is closed. Shorter grading periods shortens the amount of time students will need to be placed in SDL only. It also helps students maintain control over completing their make-up work. Using the semester system, there are six feedback periods, whereas there are eight feedback periods using quarters.
- g. APPROVED unanimously the master daily schedule (Motion, Anderson; second, Niemand)
- i. The changes were the addition of two extra minutes added to the school day so that it ends at 3:35 instead of 3:33, the addition of the Fitness class after lunch, choral music changed to visual arts instead.
- h. APPROVED unanimously to accept Ms. Anderson's nomination and appoint Tom Matuseski to the school board for one year.
- i. Mr. Matuseski has agreed to this (Anderson).

8. Other Business

a. Grugel: AFA needs to form a Financial Committee (legally) and a Personnel Committee. There is currently no employee handbook. One needs to be made by a committee that includes outside directors as well.

b. Policies need to be made. For instance, what is acceptable for students to view on the Internet? What does it mean to be a staff member or to let go a staff member? Anderson: New hires need guidelines to follow.

1. Question (Beeth): How frequently does each committee need to meet? Answer (Grugel): Once a month maybe.

2. The Finance Committee must include Mr. Johnson, Ms. Anderson, Ms. Niemand, and Dr. Grugel.

3. The Personnel Committee must include the Executive Team.

4. Question (Beeth): Under Employment Law, a committee may not be able to discuss personnel. It may have to be left up to Executive Director, Operations Manager, and Lead Teacher to discuss personnel issues.

5. Dr. Grugel is going to send out an email on the committees asking who is interested in joining.

6. Question (Beeth): Starting from scratch takes a lot of time. Does it make sense to contract with someone else to create policies? Answer (Grugel): We could use some that are in place at other schools and modify and change as needed. There are many skeleton models that exist.

7. Question (Curtis): Once the handbook is made, why meet once a month? Answer (Grugel): If something comes up then the committee will meet. There is no need to meet once the policy is in place. One person may need to be in charge of implementing the policy. Personnel issues may still need to remain with the Executive Team. Personnel issues cannot be discussed at a committee level (Hageness).

9. MCTC's main employer is Fairview. They are proposing that they create a pipeline, so that high school students on target could take classes at the college and be a certified LPN by the end of high school. Then they would work on their LPN to BSN at Augsburg. Augsburg might be starting a program for health care and education (Beeth).

Augsburg may not qualify to implement the BSN certification. Can a high school fulfill the amount of work that is needed for the LPN program completion? (Beeth)

Ms. Anderson adjourned the meeting at 2:49 PM.

