

Board of Directors Meeting Minutes
Thursday, November 11, 2015 @ 4:45 pm
UMA, 426 Osceola Ave S, St. Paul, MN 55102

Attending:

- **Berray, Dina**
- **Burge, A.** (Secretary)
- Elverum, A (Dean of Students)
- Hehre, J (Treasurer)
- **Houtz, M** (Chair)
- **Jirsa, J**
- **Klancher, C**
- Mayer, Matt (BeganKDV)
- **Mortenson, C**
- **Sabo, M**
- Wordes, Christina (BKDA)
- Wornson, B

Absent:

Welcome. The meeting was called at 4:40 p.m. with Chair M. Houtz welcoming everyone.

Approval of the minutes from the last meeting and the current Meeting Agenda as amended. M. Sabo moved to accept the amended agenda, J.Jirsa seconded. Motion passed.

Audit Presentation Matt Mayer from BeganKDV presented

The audit report has a more positive outlook than we had a year ago. There were no significant findings and no internal control issues to report. We are still in a deficit, but we are in a much better position than we have been.

Committee Reports:

Finance Report. J.Hehre presented.

Nothing significant to bring to the attention on the balance sheet.

There are several areas that we can take money from to cover the \$19,000 deficit. First: contracted services including hiring an agency to get substitute teachers. Teachers in house are also compensated if they are asked to cover classes during their prep. Second, we saved some money because some employees chose not to take coverage through UMA. Lastly, it also appears that we have over budgeted for Utilities and can cut some there. There was an increase in student transportation costs

because we had to add a bus. Overall, we moved \$25,000 which more than covers the deficit amount.

We are also aware that things that we were able to put on the CSP Grant will roll over into our regular budget for next year.

C. Mortenson motioned to accept the financial report. J. Jirsa seconded. Motion passed.

Facilities Report. Barb Wornson presented.

Timeline--We need to put more time and energy into this piece.

Offers under consideration--Continuing to look at St. James and Fort Snelling, but nothing has been done on this.

Director's Report. Barb Wornson presented.

- Enrollment Update--60 sixth graders, 71 seventh graders, 110 eighth graders = 241 Middle School; 9 ninth graders, 18 eleventh graders = 27 High School (Data from Infinite Campus) This month we have enrolled 4 and withdrawn 3. Next information session is November 16th.

Events this month included PTO Breakfast for Dinner on October 23, Employment Law Conference on October 29 (Barb), and Candlelight Dinner on November 7th (Barb and Marcia at the Gala).

- Testing--ACT testing for 11th grade and NWEA for 6-9. These tests have helped us pinpoint areas that we need to focus on for our students as a whole in areas of concern, to reinforce our pedagogy. The authorizer and Q-comp both require us to give these tests as indicators of progress.
- Operations--Bid for security intercom security so the door can be locked; ready for installation with board approval. Cost is about \$2300. M.Sabo motioned to approve the finances need to install and maintain the security door. D. Berray seconded. Motion approved.

Fire drill schedule and procedure established. First on 10/30

Bus training for students completed

Picture retake day Meetings with Steve Carter around building concerns--Alarm settings, boiler start up, dysfunctional urinals, recycling, composting, trash, pianos, joint calendar

- Field Trips--
 - 8th grade River Walk field trip to Crosby Farms
 - 11th grade to Feed My Starving Children

- High School trip to Como Zoo for Birthday celebrations
- 9th grade to Of Mice and Men October 30th
- 9th and 11th grades to WE Day
- 6th grade to MN Opera
- 8th grade to Science Museum
- Staffing challenges--
 - Sub for Leana, para with Art license stepping in
 - Substitute teachers in general
 - Absence for Amanda and Office management concerns; Amy and Barb addressing office management challenges.
 - Licensing issues with Spanish teacher has been resolved.
 - Concerns for managing technology, testing, and infinite campus; looking at part time test coordination, possible parent
 - There was a concern raised that we are still teaching with the mission that we set out to do. The newer staff who have not worked in alternative settings are struggling with it, but the goal is still there. We need to make sure that the new staff are having training opportunities to keep that going. Shared experiences are very powerful for staff training.
 - There is also a concern that we are not doing single gender classrooms. We need to have further discussion about if we will be able to offer that in the future. Right now it is a scheduling challenge.
- Profession development
 - Student Release Day meeting and curriculum planning on 10/23
 - Student release day/ENVOY training November 6th
- Director's report
 - Add month by month report
 - Enrollment vs ADM report? ADM can't be generated by month
- Procedure for board elections
 - Table until December
- Progress on professional goals--
 - Barb shares progress (document submitted)
 - Goal 1: get into classroom more; has been a challenge for Barb due to time taken by office management; math department coordination; substitute teaching; contact with parents
 - Goal 2: communication with parents: all communication within 24 hours; going with shorter e-mails to family; primary contact for enrollment
 - Goal 3: working with staff on SPMT, though have yet to tackle comprehensive school plan; working with math department
 - Progress on goals Barb set for herself (document submitted)
 - Getting into classrooms everyday
 - Find ways to go spend more time with students
 - Work with staff to organize and implement SPMT
 - Bump up parent communication and support the PTO
 - Professional development

- Board training
- Financials
- Operations and facilities
- Roles and responsibilities
- Human resource department
- Professional goals discussion
 - Meeting between Marcia, Barb & John tomorrow
 - Next steps: small committee, survey?
 - Other concerns: enrollment and marketing; losing our vision
 - Motion to form subcommittee to gather data; motioned and seconded

PTO Update

Attendance at the meetings have been low. Meetings are being held on the second Mondays of the month at 6:30pm. They are trying to get in speakers to share information with parents, both about the school and just general useful information speakers, hoping this will draw in more parents.

Breakfast for Dinner/Bowling night went well and donations covered any of the costs. About 225 people attended.

Chinook books brought in about \$1400. The next evening activity being considered is a Chili Night. They are looking at the after school activities as well as Release Day Clubs

.High School Planning Committee Update--

Update submitted by Chris Mortenson: Program of study being written in order to present to students in December

Adjourn: M. Sabo motioned to adjourn. C.Mortenson seconded. Motion passed. Meeting adjourned at 7:00 pm