

Board of Governors
Sobriety High School

Central Office 4:00 - 6:30 P.M.

May 16, 2007

Members: Peggy Hunter, Bob Doffing, Chad Benesh, Curt Knutson, Alan Braun, Bryan Peffer, Michele Milan,
Lee Wignall, Charlotte Mardell, Mary Hoelscher, Larry Schmidt, Betty Brost
Staff: Kellie Lund, Mary Popelka, Mary Breitenbucher, Judi Hanson,
Laura Hoenack, Stan Hacker, Chet Johnson, Janna Carl
Guests: Karen O'Brien, John Christenson

4:00 Call to order

Peggy Hunter

Approvals

Peggy Hunter

- Agenda May 16, 2007
 - Additions
 - Technology committee meeting minutes
- Minutes April 18, 2007
 - Minutes were not available at the meeting

A motion to approve the agenda was made and seconded.

ACTION: ADOPTED

Chair's Report

Peggy Hunter

- The State of the SH Charter School
 - Peggy summarized her thoughts about the change the board has been going through. It is essential that board members put aside differences and preference about certain campuses, and act together for the benefit of the entire organization.
 - She challenged all board members and staff to be part of the positive solution that we would like to see for Sobriety High.

Treasurer's Report

Curt Knutson

Finance committee report:

- SOD plan originally submitted to MDE is not achievable. We were asked to submit an amended plan
- Remaining due from SHF is about \$85,000
- We will ask MDE to extend our workout plan to 2009. It is possible we will be out at the end of 2008, but it is best to request an extension through 09.
- For long term planning, Curt expects that SHF will continue to contribute to the operating budget of the charter school. Perhaps as much as 5% of the revenue may come from the Foundation. Excess revenue contributed to the school will be used to build a capital reserve, so that the school will be able to make large purchases and improvements in the years to come.

Proposed budget presentation and discussion

- Objective
 - Maintain educational integrity of all campuses
 - Demonstrate significant progress toward emergence from SOD
 - Reduce dependence on contributions from Foundation for operations
- Revenue
 - General Education revenue is based on total ADMs of 196
 - Special Education and Lease Aid revenues are based on prescribed formulas

- Contributed revenue is limited to \$100,000 to reduce dependence on Foundation
- Expenses
 - Reduce overall to ensure acceptable bottom line
 - Each campus contributes to overhead (costs of administration)
 - Administration
 - Retain Administrative Services Coordinator
 - Eliminate Administrative Assistant position
 - Reduce Administrator cost by 10% based on reasonable hire date
 - Eliminate lease costs for Wright Building
 - Reduce cell phone costs to \$50 per month maximum reimbursement (eliminate business contract)
 - West
 - Eliminate Program Assistant position
 - Add part time Administrative Assistant at lower cost and better fit for operational needs
 - Retain current full time teaching staff
 - ADM at 55
 - Arona
 - Math and Language Arts staffed at .5 each
 - Social Studies and Science staffed at 1.0 each
 - Add part time Administrative Assistant
 - ADM at 43
 - North Summit
 - Language Arts position at 1.0 (Lead Teacher)
 - Math position increased from .5 to .8
 - Social Studies cost of position reduced by .2
 - Science position retained at .8
 - On site Administrative Assistance will not be provided. Campus staff agreed to assume the necessary duties.
 - ADM at 42
 - Alliance
 - Eliminate Program Assistant position
 - Add 1.0 FTE special education paraprofessional
 - Replace Social Studies position with 1 FT
 - Cost of Math position reduced by .2
 - Add part time Administrative Assistant
 - Program Director Salary voluntarily reduced
 - ADM at 56

A motion was made and seconded to approve the proposed budget.

Discussion

- Technology committee is working to determine a plan for student record management in the next year. Sobriety High will most likely have to purchase a software system. The cost could be anywhere from \$2000 - \$5000. This expense is not built into the proposed budget.
- Reduction of contributed revenue to \$100,000 was based on a recommendation from the department of program finance.

ACTION: ADOPTED

- Laura, Stan, and Curt will come up with a request to Sobriety High Foundation for the \$100,000 in the

proposed budget. This request will be presented at the next board meeting.

A motion was made and seconded to authorize Curt, Stan, and Laura to draft the above request. It will include a recommended timeline for payment of the funds.

ACTION: ADOPTED

- A request was made that the board look at the oversight of ADM changes. A procedure for reducing staff and adding staff as ADMs fluctuate must be in place in order to stick to the adopted budget.
- Stan will develop some timelines and range calculations to guide program directors
- There was discussion of the board's decision to offer positions to staff without an adopted budget.

A motion was made and seconded to authorize Stan and/or Program Directors to make conditional offers to teaching staff, subject to approve by the board at the next meeting.

ACTION: ADOPTED

Related issues: new developments for leadership

Stan Hacker

- Designs for Learning was a candidate for the business services contract, they have given us a proposal in which they would do both the business services and act as interim superintendent for Sobriety High.
- Stan will email a copy of proposed contract.
- The leadership committee will continue with their task of determining all of the administrative roles. They will take into consideration this proposal from Designs for Learning

A motion was made and seconded to inform ISD 917 and business manager Nicolle Roush that Sobriety High will move to a new vendor for business services effective July 1, 2007.

ACTION: ADOPTED

Technology Committee

Mary Hoelscher

- Mary presented minutes from the last technology committee meeting
 - The largest hurdle Sobriety High will face this year will be implementing the practice MCA Science testing for 11th grade students. Our technology challenges will likely prevent us from completing this practice exam.
- Committee meeting minutes amended to reflect one person responsible for backup at each campus

A motion was made and seconded to pilot the MCA science testing with at least 3 students at each campus, as technology allows.

ACTION: ADOPTED

Special Education Audit

Laura Hoenack

- Laura gave an update on the Special Education Audit
- Distribution of new policies and procedures for review
 - Policy 802: Disposition of Obsolete Equipment and Material
 - Procedure C-140 Purchasing
 - Procedure C-263 Salary and wages
 - Procedure C-410 Third Party Billing

Graduation

Laura Hoenack

- Thursday, June 7th, 7:00 pm at Wesley United Methodist Church

Campus Reports (written) Mary B., Judi, Kellie, Mary P.

Future Meetings

- Thursday, May 31 4:00 – 6:00 Central Office
- Wednesday, June 20