

**Board of Governors  
Sobriety High School**

Central Office

August 8, 2007 3:00 – 5:30 pm

**MINUTES**

Members Attending: Peggy Hunter, Larry Schmidt, Bryan Peffer,  
Lee Wignall, Alan Braun, Bob Doffing, Charlotte Mardell  
Staff: Mary Popelka, Kellie Lund, Judi Hanson, Laura Hoenack  
Guests: John Christensen, Sandy Schmidt, Don Stende

**3:00 Call to Order**

*Peggy Hunter*

Introductions

**Approvals**

*Peggy Hunter*

- Agenda
  - Additions
    - Hiring of staff
- Minutes June 20, 2007
  - Additions
    - Judi Hanson's name, west campus report
- Authority to Approve invoices
  - With the vacancy of the charter school director, Laura Hoenack has been approving invoices for payment by the business office.

*A motion to approve the agenda, minutes, and give Laura authority to approve invoices was made and seconded.*

**ACTION: ADOPTED**

**Financial Report**

*Sandy Schmidt and Don Stende*

- Review of financial status
  - Sandy and Don introduced themselves and familiarized the board with the type of reports School Business Solutions will be producing on a monthly basis
    - There is a summary report, balance sheet, income statement, and a cash flow projection.
  - Cash flow
    - Because the school is currently reporting 165 ADM and the budget is based on 196 ADM, the cash forecast is not as balanced as the budget.
    - Sobriety High's cash balance is projected to dip to some lows during the year, assuming the school repays the short-term line of credit.
  - Hiring discussion
    - The board discussed entering into another budget cutting process at this time.

*A motion to proceed with the adopted budget and hire employees for all vacant positions was made and seconded.*

**ACTION: ADOPTED**

- COBRA benefits continuation
  - Until June 30, ISD 917 performed all human resource functions. Laura met with Sandy Schmidt and Julie Mohs from Stanton Group, to discuss procedure for dealing with employee questions on benefits and COBRA notification and compliance.
  - Stanton Group and School Business Solutions will provide adequate support to ensure these

functions are handled properly.

- Campus Funds resolution *Bryan Peffer*
  - Bryan and a small committee have been researching the appropriate way for campuses to use campus-designated funds, particularly those donated directly to the campus through PTO, individual parents, and student council.
  - It is best that the majority of these funds run through the business office, in order to ensure they are correctly accounted for.
  - The committee will continue to work with Sandy to get more clarification on these campus-designated funds.
- Hiring
  - The board discussed entering into another budget cutting process at this time.
  - The goal is to get enrollment up to the budgeted amount of 196 ADM early in the fall. Sobriety High must have teachers in place in order to attract students.

*A motion to proceed with the adopted budget and hire employees for all vacant positions was made and seconded.*

**ACTION: ADOPTED**

### **Student Data Collection Report**

*Larry Schmidt*

- Action on recommended data collection
  - Postponed until next meeting
- Training with TIES
  - Proceeding with the contract and TIES has been more difficult than anticipated. Laura and the program directors will continue to work to get the new student records software in place as early as possible.

### **Leadership Report**

*Mary Popelka*

- Progress on candidates
  - The initial pool of 10 candidates has been narrowed to 8.
- Process and timeline for interviews and final selection
  - Interviews with these 8 will begin on August 23<sup>rd</sup>, and will involve Mary Popelka, Mary Breitenbucher, Kellie Lund, and Chad Benesh. The leadership committee also invited Sandy Schmidt to be a part of the interviews.

### **Technology Report**

*Laura Hoenack*

- Computer situation
  - There is a dire need for a technology person in the organization. There are many student and staff computers in need of repair.
  - The technology committee will reform, and attempt to address any immediate needs. Larry Schmidt will head the committee, with help from Michele Milan.
- Website
  - SHF has budgeted money to put toward improving the website and making it functional.
  - Susan and Beth are putting together a committee made up of SHF and school personnel to work with their hired consultant.

### **Recruitment of Students - Discussion**

*Peggy Hunter*

- Update on where we are to date
  - West
    - Planning to begin the year with 55 students enrolled

- Arona
  - Planning to begin with less than 40
- Maplewood
  - Enrollment will be roughly 36
- Alliance
  - Planning to begin the year in the low 40s for enrollment
- Initial plans
  - West
    - Enrollment will be high at the beginning of the year
  - Arona
    - Mary will be sending letters to all chemical health and guidance staff in District 11 and Maple Grove.
  - Maplewood
    - Kellie has spoken at New Connections and Fairview Maplewood, and will be contacting Fairview Lakes and Anthony Lewis Center. The chemical health professionals at Washington county schools will not be continued this year due to the end of a grant period. Kellie plans to meet with new staff at those schools to forge relationships and get referrals.
- Additional ideas
  - Peggy requested that the managers to check in on recruitment when they meet on August 22.
  - Peggy will talk to Susan about putting together a tri-fold brochure dedicated for recruitment.

### **Board Membership**

*Peggy Hunter*

- Form committee to ensure new members are nominated
  - The governance committee will be reformed in order to ensure new members are nominated and elected as board terms expire.
  - Chad will be asked to email the board and update them on the terms and expiration dates.

### **Policy Review Plan**

*Laura Hoenack*

- A policy committee will be formed to review all current policies and ensure Sobriety High is in compliance with state and MDE regulations.
- Michele Milan will chair this committee.

### **Other Business**

- Future meetings
  - September 19
  - October 17
  - November 28