

Board of Governors
Sobriety High School
Wednesday, January 21, 2008
4:00 – 6:30 P.M.
Minutes

Members Present: Stan Hacker, Larry Schmidt, Alan Braun, Chad Benesh,
Paul McGlynn, Sarah May, Chet Johnson, Bruce Santerre, Lee Wignall
Staff: Mary Popelka, Barb Wornson, Debbie Bolton, Julie Wettstein, Judi Hanson,
Dan Ondich, Crystal McAninch
Guests: Sandy Schmidt, School Business Solutions; Jim Eichten, MMKR

4:00 Call to Order
Introductions

Stan Hacker
Stan Hacker

Approvals

- Agenda – move Disability Insurance to a separate item, move Treasurers Report above Campus Reports, update February's date to the 11th
- Minutes
- Check Register
- Donations

A motion to approve the above was made and seconded.

ACTION: ADOPTED

Audit

MMKR

- Don't be alarmed by the findings because they are due to new requirements. It's the board's responsibility to have policies in place to do the audit. There were three findings on internal controls – need proper employee payroll documentation i.e. employee contracts, internal controls on student activity accounts and receipts should be deposited timely. Report on compliance with MN laws and regulations had two findings – payment according to terms and didn't have accounts collateralized appropriately. These were rectified towards the end of the year but the audit had to report the findings due to lacking in the beginning of the year. There is only a 10% holdback from the state and that is going to be increased. There are also some discussions about lowering the amount schools get for lease aid. Need for an adequate fund balance is important and establish how this is going to be achieved long-term. The school should be able to fund itself without the Foundation's grant and not rely on it. Perhaps have a school come talk to the Board about successfully applying for Q-comp.

A motion has been moved to accept the audit by Paul, seconded by Lee.

ACTION: ADOPTED

Executive Director's Report

Barb Wornson

- Discovery Channel wants to do a TV series at West. They are in preliminary steps and are searching out to see if anyone wants to make it a pilot. They talked about students being able to refuse and its not intended to be a reality TV series. They were impressed with what we are doing here. People want to know what happens after intervention. They taped a little piece, which is coming out in March or April. They cut a lot of inappropriate things, we would get to see footage and be able to say yes or no, they would pick a few kids and follow them through the process. Downside is that it could be disruptive to teachers, students, staff and do parents want to send to a school where they'd get filmed. Barb will run the agreement by our attorney to make sure there isn't a data privacy act.

A motion has been made to put videotaping on hold by Paul and seconded by Lee.

ACTION: ADOPTED

- Thanks to everyone that helped with the St. Paul Parent Fair.
- Met with Designs for Learning and they will cut back on the technology part of our contract. We will be getting a new contract to approve.
- Dakota County will work with us on the Youth Build grant. We would partner with Dakota Co Technical College to provide 2 hours a day doing construction trades building houses.
- February 3rd District 917 would like to have a board meeting at Alliance.

Chair's Report

Stan Hacker

- New Day – we need to look out for the good of the organization as a whole. Campus situations should go to the director first and she will make decisions. She will bring things to the board when necessary.
- Carver Model of Boards in Nonprofit Organizations
 - This says who does what and when and who is responsible for what. We need to have clearly defined roles and who makes the decisions. Board sets goals and limits and the director is responsible for passing it on to staff. Board has total authority with what happens and the board has one employee who is the director. The board should speak with one voice. There is a lot of work to put these policies in place if we adopt this model. Other charter schools use this successfully. There is cost involved if you want to do it right. This model says won't be a rubber stamp of superintendent and won't micromanage and not give teachers say.
 - Bruce will do some research to determine what training is involved, if there are conflicts with charter schools, what does the transition look like. Any questions should go directly to Bruce.
- Responsibilities/Duties/Line of Authority (covered in above discussion)
- Foundation
 - Stan met with Curt and the Foundation is trying to clearly define their role and function and look at where the Foundation should go. They are going to follow through with their commitment of their funding. They are in a position to make partial payment shortly and they are looking at ways to get help from legislature.
- Barb will put together a policy for snow days at schools and run it by the A-team to bring it to the Board.
- Bylaws don't state what to do about Sarah's vote when she's on leave – Sarah will be allowed to designate someone to represent Alliance in her absence. Sarah will designate Crystal McAninch.

Motion moved by Larry to allow an absent board member to designate board member to vote, seconded by Paul.

ACTION: ADOPTED

Executive Director's Evaluation

Larry Schmidt

- Create an anonymous survey to evaluate staff by students and staff above and below that person. There is currently a draft of a survey that contains 5 basic areas; simple online form sent and collected anonymously. It's a place to get feedback and will become a formal evaluation process. Recommended to do it every 3 months or annually. Categories in draft are communication skills, integrity/honesty, decision making, planning/organization, leadership/supervision – came from position description for hiring Barb and materials from Bob Doffing on evaluating other superintendents. This was intended to be a data gathering tool versus an evaluation. Evaluation is on hold until carver model is looked at.

Motion moved by Sarah to have surveys distributed on academic quarterly basis and Lee and Stan will compile and gather feedback and present trends to Board and to Barb. Second by Lee

ACTION: ADOPTED

Telethon

Julie Wettstein

- Julie had an idea of doing a telethon – it is the 20th anniversary of Sobriety High. Don Shelby spoke at recovery in the park and he could be a resource for us. A West student started with an email to Don Shelby. The telethon would take place on campus and we would establish a phone bank. This would raise funds and

give publicity and awareness in community and may also increase volunteers. We need to do a better job on getting message out. Look at honoring distinguished alumni during this event. Julie will work with the marketing committee to see what is needed. Barb will give Julie the names.

Discussion: Board's Role/Board Meetings (Carver Model)

Treasurer's Report

Sandy Schmidt

- Financial Reports
 - There is a report from the finance committee meeting budget proposals that was sent to the board. SBS probably won't be ready to discuss the Feb. financials with the finance committee before the board meeting. The state is paying on higher ADM and once they start paying us on actual ADMs we will run out of cash in the spring. Barb and Sandy will meet with Anchor Bank and Nonprofit Assistance Fund to discuss finance options. The state owes \$22,000 from last year and will see that in February. We owe the state \$14,000 from special ed and they will take it by reducing the current year payment. Revenue is at 47% of original budget and expenditures are 42% of original budget.
- Finance Committee – met last week to discuss options for revising the budget.
- Revised Budget
 - Sandy's recommendation is to get \$80,000 to reach our fund balance of \$200,000. Cash flow is a potential problem. We need to set guidelines for next year and work on next year's budget immediately.

A motion was made by Lee to reduce the Recovery Directors during summer and be paid hourly for summer, seconded by Chet. Response is we need time to review options. Amendment was made by Lee to add the \$30,000 Infa-Structure and additional proposals to this approval. Seconded by Chad.

A motion was made by Chad to remove the original motion by Lee until next meeting, seconded by Chet.

ACTION: ADOPTED

A motion was made by Paul to come up with plans A, B, C, which have financial clarity, that equal about \$65,000. Bring this to finance committee and they will present to the board, second by Sarah.

ACTION: ADOPTED

A motion was made by Stan to have the finance committee consist of 6 members, 1 from each campus, executive director, chaired by Bruce, second by Paul. Amendment by Paul to include one recovery director to equal 7 members, second by Bruce.

ACTION: ADOPTED

*A motion was made by Larry to accept the following budget revisions, second by Paul. **ACTION: ADOPTED***

- *Change ADM to 175 from 200*
- *Change made to reflect actual salaries & benefits*
- *Adjustment to summer school tuition to reflect estimated amount*
- *Change Digital Media Funds & Expenses to reflect FY08 carryover amount*
- *Eliminate \$3,850 in consulting fees for human resource services*
- *Eliminate \$4,800 in consulting fees for marketing expenditures*
- *Reduce technical support consultant by \$3,250*
- *Eliminate online delivery evaluation of \$10,000*
- *Eliminate teacher award of \$2,400*
- *Reduce Alliance lease expense by \$5,852 to reflect actual expense*

- Disability Insurance – we would require everyone to enroll in short term and long term disability and Sobriety High would pay the expense. It would gross-up so there would be tax benefits to employees.

Motion was made by Chad to have SBS pay everyone's LTD and STD, seconded by several.

ACTION: ADOPTED

Campus Reports

Recovery Directors

- Directors no longer need to submit a report to the board. Robbie will gather enrollment numbers and send to the board.

Other Business

Meeting Dates

All meetings are 4:00-6:30 at the Central Office unless other wise noted.
February 11, March 18, and April 15, 2009

Adjournment