

Board of Governors
Sobriety High School
Wednesday, October 21, 2009
4:00 – 6:00 P.M.
Minutes

Members Present: Paul McGlynn, Chet Johnson, Bruce Santerre, Bob Doffing,
Alan Braun, Joe Covert, Dan Ondich, Crystal McAninch, Bruce Santerre
Staff: Barb Wornson, Judi Hanson, Julie Wettstein, Debbie Bolton
Guests: John Christiansen, District 917

4:00 Call to Order

Bob Doffing

Introductions

Bob Doffing

Approvals

- Agenda
- Minutes
- Donations

A motion to approve the above was made by Bruce and seconded by Crystal.

ACTION: ADOPTED

Student Enrollment

Robbie Deering

- Enrollment is at 143 total – we were at 153 last year.
 - North Summit – 40
 - West – 30
 - Arona – 33
 - Alliance – 40

Finance Committee Report

Bruce Santerre

- The check register is listed up in the approvals section but the board approves it after checks have already been paid. We get an AP aging report twice a month that shows checks to be cut. Keep in mind when reviewing the check register that these have already been paid. Recommendation to approve the check register.

Motion to approve check register by Bruce, second by Crystal.

ACTION: ADOPTED

- Budgeted ADM is 185, asked SBS to lower to 180 for right now.
- Change in fund balance of minus \$75,000 – as state aid rolls in the fund balance will correct itself.
- Barb and Bruce met with Nonprofit Assistance Fund and Anchor Bank and made sure line of credit is in place. We are getting a line of credit of \$150,000 from NPAF (8% interest rate) and \$50,000 from Anchor (6% interest rate). The total estimated cost of interest for our line of credit is about \$10,000 - \$12,000 – off the top of our head. We need to report ADM and financials to them monthly. Robbie will give the ADM to SBS to put on the financial reports.
- Is the graph on the financials based on budgeted or actual?
- Do we have money in our budget for marketing expenses? There is around \$200. Can we use donations for marketing? Yes.
- Reviewed nursing contract and right now we are contracting for 2 hours/month/site - \$6000/year and they are recommending that we increase to 4 hours per site, which is doubling our expense. They feel like the 2

hours is just doing crisis mode. We should ask Deb Z. if she can do some of the health records vs paying visiting nurses. Barb will bring a recommendation to the board for approval.

- Deb Z. is working on transcripts; she is instructed to not exceed 5 hours per week. Barb will bring recommendation to the board meeting next month for approval.
- We started making decisions too late last year, when do we start to make decisions this year? We need to understand what to do in this situation. If we stay at 140 for a month or two, that is a serious financial burden. The board needs to start looking at ideas, suggestions – if we project where we are now to the end of the year, how far in the whole will we be? Do we have ideas in mind? Have SBS use the ADM from November 13 to project how much we'll be down if we stay at that.
- Robbie will graph enrollment and ADM for last two years to see where we ended up – done by finance committee meeting.

Executive Director's Report

Barb Wornson

- Annual Report – want the board to look at the goals and visions in the annual report for accountability measures.
- Continual Learning Plans – having trouble getting parents to sign but students and teachers are signing them and that's okay.
- Recovery data form should've been created – we should keep careful data with relapses, data given, relapse contract and it isn't happening at all sites, can't continue to be loose in our record keeping for recovery. We should now be getting data presented at the board meeting on our recovery. Add recovery data to campus reports. Keep a binder at the campus to keep track of it, forms need to be revised and set up, retroactive forms put in and clearly done by a certain date and do that for CLPs.

Motion by Paul that by November 18 uniform recovery forms to be implemented for relapses and to document UAs, etc. to be accessible at each site and implemented, second by Crystal.

ACTION: ADOPTED

Bruce curious to know how we are proceeding in terms of overall accomplishment on these goals in the Annual Report at a six month point. Do staff members agree with this goal? Are they realistic? Can they be accomplished? How were these goals derived? Monday discuss them with the staff to see how they feel – report back to board how it went. If there are adjustments that need to be made, its important to make revision.

- Staffing Changes – Amy has sent her letter of resignation as of November 6, willing to work until November 13 if she doesn't find another job. Should we look at reshuffling resources to save the money for filling this position? Contingency plan needs to be set up if we aren't able to fill this position. Look at doing an hourly position – check resumes that were sent previously. Look at possibly doing an internship – discuss further.
- Request for Tuition Relief Procedure – student at Maplewood, paying \$700 per month for out-of-state tuition, what do we think about it. This was an approved procedure so we need to stick to it. Send scholarship appeal or bring to PTOs to see if anyone wants to help pay.

Bylaws Committee Report

Crystal McAninch

- We met several weeks ago and cleaned up the bylaws to get rid of outdated stuff, majority of changes were adjustments to make it up to date. The big change was the makeup of the board - we came up with 2 different options: Option (1) 7 members - 4 teachers or recovery counselor, 1 parent, 1 community member, 1 at large; OR Option (2) 9 members - 4 teachers, 1 recovery, 1 community member, 1 parent, 2 at large members. At-large means anybody whether they are community or not, it is anyone. Community is not related to anyone and is not a paid employee. Need 2/3 board approval and a staff vote for 51% approval.

Motion to have 9 members by Paul, second by Dan.

Discussion:

We've already got a small number at this point and it seems to be working well, not to say 9 wouldn't work but it seems to be working where its at.

More voice is a better product sometimes.

Law states needs at least 5 members present to hold board meeting. With turnover of parents there will be times when we are down a member so we wouldn't be able to hold a board meeting.

Law requires, one parent, one teacher, one community member, at least 5 members, parent of current student.

Parent has to be elected while school is in session.

One staff member from each site.

Gives faculty representation and keeps enough seats at the table for people outside of SHS teachers.

It assures a recovery person.

One concern about 9 members is looking at teacher vs recovery, 4 vs 1.

Two recovery representation.

What skills do you want on the board – attorney, treatment, education, finance, marketing.

Tying our hands to switch to 1 at large and 2 community may put us in a pinch.

Recovery – do we require LADC license?

Bylaws should state 1 from each campus, you need to earmark which positions you are running from.

Motion amended by Paul: 4 teachers, 1 recovery professional employed by SHS, 1 community, 1 parent, 2 at-large (excluding any staff at SHS, unless position cannot be otherwise filled).

Motion amended by Dan: position that cannot be filled will only last one year, second by Paul.

ACTION: ADOPTED

Motion to approve bylaws with changes including changes mentioned above, amend section 2.3 to be previous dates of January 1 – December 31, second by Paul.

Amendment by Dan to change page 8 section 4.5A to campus advisory council versus campus advisory board.

ACTION: ADOPTED

Chair's Report

Bob Doffing

- Board Training – one notice from department of education, don't have anything set yet. Should wait to go to training after board members elected. MSBA – will cost us and did board training for us before. If have to register at a given time, register for December 11-12.
- Board Elections – Dan needs to do google form and add to our website. He needs names and positions they are running for from all the campus and faculty seats, any recovery people interested in running, etc. Need names by November 3rd. Talk to staff on Monday meeting to see who would be interested. Require name on form for submitting vote.

Community/Family Outreach Report

Judi Hanson

- Treatment centers are low. Have contacted treatment centers, going to be on radio station, contacted the phoenix newspaper, working with a group in Australia to send students/parents to our school for a few weeks to experience what these schools are like.

Campus Director Report

Campus Directors

- West – enrollment is around 32, planning Halloween parties, etc., Joe committed to Sundays to play with the kids, only one student is failing math, have retained everyone that has come in.
- Arona – around 36, lost a few, everything is going well, field trip to the capital, Deb Bolton has been helping out and getting to know the kids, Judi and Mary are doing student council.

- Alliance – around 38, lost a few students, PSEO, student council and recovery panel up and running, speakers are coming and speaking to students, goal is to stay afloat with only 2 general ed teachers.
- N. Summit – around 36, lost a few students, Fall Ball was a success, PSEO is really growing, church group of grandparent is doing a bunch of volunteer work.

Other Business

- Review evaluation form for Executive Director's review. We don't need to have a closed meeting until we collect the data. Realigned the form to go along with the job description of the executive directors duties. Approve recommended changes.

Motion made to have Crystal update and send the eval form to the board. Each individual will score and come back as a board during a closed meeting to discuss the final score made by Crystal, second by Chet.

ACTION: ADOPTED

Meeting Dates: All meetings are 4:00-6:30 at the Central Office unless other wise noted.

November 18, December 16, January 20, February 17, March 17, April 21, May 19, June 16

Adjournment