

**Board of Governors
Sobriety High School
Tuesday, July 13, 2010
1:00 – 3:30 P.M.
Meeting Minutes – Special Emergency Meeting**

Members Present: Bob Doffing, Chair
Alan Braun, Co-Chair
Bruce Santerre, Treasurer
Judi Hanson, Secretary, Community & Family Outreach Coordinator
Chet Johnson, North Summit Academy – Present via telephone conference
Amy Berentson, Arona Academy

Members Absent: Matt Nupen, Alliance Academy

Staff Present: Barb Wornson, Executive Director
Crista Zaffke, Office Manager
Debbie Bolton, Social Worker
Crystal McAninch, Alliance Academy
Dan Ondich, North Summit Academy
Paul McGlynn, Arona Academy

Guests Present: Dawn Jenkins, School Business Solutions
John Christiansen, ISD 917
Nicolle Roush, ISD 917

1:00 Call to Order

Bob Doffing

Roll Call

Bob Doffing

Approvals

Bob Doffing

Agenda

Bruce motions to approve the Agenda, seconded by Alan.

Barb needs to add an item of discussion regarding Recommendation on the Arts Credit to the Executive Director Report.

All in favor. Motion passes.

Contract-Approve Designs for Learning Contract / Bruce Seal

Bruce moves that the Board approve the contract with Designs for Learning. Judi seconds the motion.

All in favor. Motion passes.

School Business Solutions

Dawn Jenkins

Transportation Analysis

Barb shared most of this information at the last Board meeting. SBS calculated the general aid per ADM based on most current “what if” from the MDE and it comes to \$7,872 per student. With a charge of \$5 per day per student using our transportation, a total yearly transportation fee to students would be \$850. Page 2 is a breakdown and details what the family contribution would be. For Route B, the Coon Rapids route, there are 4 families interested. Taking cost of transportation, minus family contributions it would cost the school roughly \$13,600. We would need to have approximately 2 more students to have a zero effect on the budget. For Route C, Burnsville route, there are 5 families interested. This route would cost the school roughly

\$11,050. We would need 1.5 students more for this route to have zero effect on the budget. Parents currently are unaware that this transportation option would cost them directly. Obviously if we had enough students we could cover the cost. Dawn reminds us to take into consideration is what our numbers are now and what they're looking like for this fall. The current budget is 100 ADM. Barb says Deb Zepeda has issued something that shows the trend at the 4 campuses and she feels that it should be lowered, but again that's 4 campuses. Debbie Bolton would like a list of the families that responded and would like to interview these students. Dan would like to know the commitment level of SHS? We have no obligation or contract regarding transportation. We could lose those students though if transportation was to lapse. What is the accurate number of students we would need for there to be no cost to families? We would need to have at least 7 students for certain on the Coon Rapids route, and 7 students on the Burnsville route.

Bruce says although we don't need to make a decision today, but by the next meeting would be too late. Discussion reviewing Deb's breakdown. We will lose these kids if we do not have the transportation for them. The Burnsville route would need a different pick up site to make it work for the families. Maybe we could add a few stops to the routes. Bob reminds us that while it is great that we have no contract for transportation, what if some students drop out and we stop covering the expenses, what happens to the additional students that still want that transportation? Barb will provide all of the details to the new director to pick up. Judi and Debbie will continue to get a feel for this and the interest out there. They will say that there will be a \$5 per day fee. This will be finalized at the August 18th meeting.

Judi moves that they proceed with transportation and to market it for fall to incoming students, inform them of the fee and ask them to sign up so we can be sure to have it for them. Alan seconds the motion.

All in favor. Motion passes.

Executive Director's Report

Barb Wornson

Lease Aid

We have been approved for lease aid in the amount of \$158,863.22 which is 90% of our lease. This means that if we lose the 12 students at Phoenix, it won't affect our lease aid.

Line of Credit

Barb talked at length with Phil Hatlie of NonProfits Assistance Fund and she sent him our approved budget as he requested from March, with the cash flow projections. He also wanted to know about 917 and that is good enough for him and all he really needed for the authorizer was that it was in the process and that they are committed. We don't have a date where they will know for certain and NonProfits doesn't even know how much money they have yet.

Barb has still not heard from Anchor Bank. The Board should consider whether we want to stay with Anchor or look at other banks.

Phoenix Update

Barb send this information out via e-mail. There was a meeting on July 8th and there were a lot of key players there from MDE, including Karen Joyer from ISD622. Everyone received a packet with the Agenda and laws, copies of letters, etc. Their final decision was that they would talk about it internally and then issue a letter. They suggested we consider contracting with ISD622. They may decide to put their own people out at Phoenix and cut us out completely. This law provided makes it clear that this is within their rights to do this. We can discuss busing the Phoenix students to Coon Rapids, but she understands from Dan Ondich that they are not interested in this option. Dan feels that Phoenix really does want to continue to work with us. Dan proposes a few options to proceed with if the results of the letter state that we cannot proceed with our Phoenix ties. Dan asks the Board to approve the option to proceed in a legal and media capacity regarding the Phoenix issue. Bruce doesn't think the Board can authorize this as an option at this point and time. Dan says it will be too late if we wait until the next

meeting to make a decision. John Christiansen says if we can find other schools with this issue we will have a critical mass to take to the state to argue updating the outdated laws. Dan says not just charters are affected, but a number of schools. The Board supports the idea to look into other schools facing the same problems that we are at Phoenix and mobilize them to make a step forward together.

Paul wants Barb to call ISD622 and just clarify exactly what they want. Do they want to negotiate or is this what they want and call MDE too to find out their stand. He thinks we need to refocus our energies to have two great campuses come this fall.

The Board determines that a motion regarding this item is not necessary.

Contracts-Any Changes Re: Masters Degree and Description

This would be merit pay and part of Q-comp says Barb. The pay scale is what we haven now plus a 2% raise. To get any more, they have to gain 10 points on the merit scale. As the Board froze salaries, they haven't received the raises due to them although they have finished degrees and credits. Dan has had his masters degree for over a year. Alan asks what would be the cost to implement these raises to those who have earned them. Barb says 3% more than now, so roughly \$1,200 with a \$40K salary. With 3 people having masters it will cost us \$3,600. Barb suggests waiting for Q-Comp to make this decision. Bruce says in terms of a request, is this retroactive. Barb says no, the raises would just be going forward for this school year. Crystal points out that Miranda just finished her last class. Dan wants to put language in the employee contracts that salary is \$_____ and it will raise to \$_____ upon completion of their degree. Paul says we need to do an analysis as soon as possible. Could we get an exact dollar amount of these raises for that for the next meeting? Anyone who is expecting a salary increase due to completion of a degree or credits should e-mail Crista and let her know that they are up for an increase and what their degree is. Dawn says these changes cannot go into effect because the state hasn't approved Q-comp yet. Dan asks again that it be put in the agreements that if Q-comp is approved by the state, the individual will receive a \$_____ salary increase. Bob points out that the Financial Committee will need to approve these amounts anyway. Send e-mail to staff asking to report their degree and accomplishment and compile a dollar amount that this would come to.

Approve Q-comp

It has been approved we just need signatures from officers.

Art Issue

We do need to have one credit of art. It is required. Barb suggest putting together an Art Committee. Everyone is required to have 1 credit of art. It doesn't require a licensed art teacher. The Textile Center artist can be here and we think it counts for .5 credit. Becca Ron is the Textile Center contact. Amy Berentson and Crystal McAninch will be on the Arts Committee. Crystal will send an e-mail containing the meeting info and see if anyone else might be interested in attending.

Recommendation of the Arts Credit

See above discussion.

Chair's Report

Bob Doffing

Accept Barb's Resignation

Barb would like the Board to accept her e-mail notice as her formal letter of resignation. Board discusses when her last day should be June 30th or July 1st.

Alan moves to accept Barbs verbal resignation as of June 30th and asks for a formal letter. Judi seconds the motion.

Debbie asks does this affect any signatures she's signed for the last few weeks. Yes, the Board needs to re-determine a date.

Alan withdraws his motion and Judi withdraws her second of the motion.

Alan moves that the Board accept Barb resignation as of July 15th with a paid salary through June 30th and ask that Barb submit a letter to the board with those terms. Judi seconds the motion.

All in favor. Motion passes.

Discuss Interim Director Position & Length of Term

Bruce asks, what does this organization need from the Director? Crystal did some research on what details Superintendent duties and charter school law and presents a list of options for the Director position. There is brief discussion regarding the need for an Executive Director. John says our Bylaws require an Executive Director and we'd have to change them if we wanted to do things differently. Bob reminds us that we are 1 school and need 1 director even though we have 2 campuses.

Bruce suggests that one option is to have an experienced director "consultant" contracted to spend 15 hours a week with the new Director if someone is appointed internally.

Judi feels that if we do select an internal candidate there should be frequent and often reviews along the way.

Crystal really likes the option of appointing an internal Interim Director and feels they should be eligible for the permanent position.

Do we have any internal employees that would be interested in the position?

Paul has already formally expressed interest. He wouldn't be able to start until August 1st due to class hours. He outlines the pros and cons of an exterior vs. interior candidate.

Bruce says the individual he has spoken with has some other obligations but the person might be interested. They might be interested in consulting work. With a strong and long history of working in recovery.

Bob says we need to do something quickly. As we need someone as an authorized signatory.

Alan says he likes the idea of Paul on an interim basis with a consultant on the side. Bruce would like the same thing but not to make Paul interim right now. We need to form a committee to streamline this issue and select an interim. Bob and Bruce can sign things meanwhile, but they cannot approve payables as they sign the checks. As the Board Secretary, Judi will be the signer for payables, etc. until the interim is appointed.

Alan is gone for the next 3 weeks and will be unable to partake in the committee. Dan says an Executive Committee is required to take on this role. Board Chair must preside over the Executive Committee and it must consist of 2 or more members. The committee make up is discussed. They must maintain meeting minutes. The Executive Committee will be deciding the terms of the interim position.

Alan motions that Bob, Bruce and Judi form an Executive Committee to interview internal candidates and select an Interim Executive Director from the candidates. Bruce seconds the motion.

All in favor. Motion passes.

Bruce asks how long the appointment will last. That is a Board decision. The Board like the plan of the interim position being through the end of the 2010-2011 school year and that the interim candidate also be eligible for the permanent position.

Interviews will be on Monday the 19th. Crista will send out an e-mail to all staff asking that anyone interested in the Interim Director position e-mail her their cover letter and resume by noon on Friday the 16th for interviews to be held on Monday, August 19th at 2:00PM. Allow 45 minutes to 1 hour appointments. Bruce will put some questions together for the interviews.

Other Business

Dan would like permission to use our SHS logo as a Firefox web browser background persona to personalize our account backgrounds.

Judi motions that Dan be allowed to use the SHS logo as a background for a Firefox personal. Alan seconds the motion.

All in favor. Motion passes.

Anchor Bank-Authorized Users

We need to remove Barb as a user, add Crista as a user and add the new interim director. A current authorized user needs to write a letter to this regard. This needs a board motion.

Bruce motions that Barb be removed as an authorized user, and Crista be added. Crista should begin the process of adding the interim director as a user once the individual has been determined. Alan seconds the motion.

All in favor. Motions passes.

Debbie states that Burnsville has a very large summer school enrollment and with Matt's personal situation, we do not expect him to be available for the 3rd session science which we desperately need. How many students in Burnsville need science for 3rd session? Debbie doesn't know. Only Alicia LaMunion and Miranda Frank will be teaching 3rd session, so we should find someone else to cover this and help with leadership aspects. Amy Berentson will speak to Nichol Mertens-Maxson who is the new science teacher regarding the possibility of her teaching 3rd session science in Burnsville.

Motion to adjourn meeting by Judi and seconded by Amy.

All in favor. Motion passes.

Adjournment.