

Clarkfield Area Charter School Board Meeting Minutes

January 11, 2010 5:30 pm
CACs School Building

Call to Order

Chairperson Brenda Risa called the meeting to order at 5:30 pm.

Roll Call

The following board members were present:

- Heidi Sachariason
- ✓ Dana Wilson
- ✓ Kathy Koetter
- ✓ Brenda Risa
- Julie Dikken

Other Attendees:

- ✓ Wade McKittrick, Contracted Director
- ✓ Barry Evenstad, Hoffman & Brobst
- ✓ Scott Tedrick, Advocate Tribune

Mission Statement

At Clarkfield Area Charter School, we believe that all K-6 students have a purpose and learn in a unique way. Our mission is to develop a love of learning by finding and teaching to the students' individual learning styles and expanding their knowledge through community based learning. This will allow students to master academic building blocks necessary for a successful transition to junior and senior high school. Learning will take place in a nurturing and stimulating environment with a 15 to 1 student teacher ratio where staff, families, and community members support students to become life-long learners leading healthy, active, and productive lives.

Approval of Agenda

Dana made a motion to accept the agenda as written; Kathy seconded the motion. Motion carried unanimously.

Review and Approval of Minutes

Kathy made a motion to approve the minutes from the December 14, 2009 meeting; Dana seconded the motion. Motion carried unanimously.

Approval of Bills

Check number 2196 is for cleaning supplies, more specifically a cleaner that removes odors from carpeting and floors should a student become ill. Check number 2203 is for items purchased for new staff members. This money will need to be reimbursed by the Parent Teacher Community funds. Check number 2204 is part of the regular payroll. Dana made a motion to approve the bills, including listed automatic withdrawals and check numbers 2192-2212, totaling \$18,819.08; Kathy seconded the motion. Motion carried unanimously.

Financial Reports: The following reports were included in the Board Packet for review:

- Clarkfield Area Charter School, Exp Summary-Fd, Pro, Obj Series, Period Ending December 31, 2009
- Clarkfield Area Charter School, Rev Summary Fd, Source Ser, Period Ending December 31, 2009

Clarkfield Area Charter School
Monthly Board Meeting Minutes
January 11, 2010-Page 2

- Clarkfield Charter School Finance Accounts dated 12/31/2009
- Clarkfield Area Charter School Budget 2009-2010 School year (as of December 31, 2009)

Public Forum

Hoffman and Brobst Audit Report: The completed audit for the year ended June 30, 2009 was presented by Barry Evenstad of Hoffman & Brobst, Certified Public Accountants. Barry discussed the results of the audit. He pointed out the following:

- Pages 1-7 contain Management's Discussion and Analysis; this contains the "highlights" of the audit.
- Page 10 contains a Balance Sheet. He pointed out the following regarding the 2009 funds:
 - Due From Other MN School Districts- due from MN Valley Cooperative Center for Federal Special Education expenses
 - Due From State of Minnesota- General Education monies
 - Prepaid Expenditures- prepaid dues
 - Salaries Payable- due on contracts for July and August
 - Deferred Revenue- the amount of the Start-up Grant is more than was spent
 - Reserved Fund Balances For Operating Capital- equipment
- Page 12 reflects the transfer of money from the General Fund to the Food Service Fund and shows an increase in the Fund Balance Beginning of Year compared to 2008.
- Page 24 is the Schedule of Revenues, Expenditures, and Changes in Fund Balance-Budget and Actual-General Fund for the Year Ended June 30, 2009. He pointed out the following:
 - Miscellaneous Revenues and Reimbursements- lower than budget due to a decrease in contributions
 - General Education Aid- higher than budget due to increase in enrollment. This is a pupil driven formula.
 - Charter School Lease Aid- higher than budget due to increase in enrollment.
 - Special Education Aid- higher than budget. This is cost driven.
 - Title I- higher than budget due to unspent dollars.
 - Title II- lower than budget due to carry over.
 - Charter School Federal Grant- lower than budget. This is considered deferred revenue and is expense based.
 - Total Revenues- higher than budget.
 - District and School Administration Expenditures are for salaries for contracted services; lower than budget.
 - District Support Services Expenditures are for the Service Cooperative; lower than budget.
 - Regular Instruction includes staff salaries; lower than budget due to serving more students at less cost.
 - Exceptional Instruction; higher than budget.
 - Instructional Support Services includes the library; lower than budget.
 - Pupil Support Services includes counseling and Social Worker expenses; lower than budget.

Clarkfield Area Charter School
Monthly Board Meeting Minutes
January 11, 2010-Page 3

- Site, Buildings and Equipment includes the lease expense, which increases every year; higher than budget.

Overall, expenditures are lower than budgeted. The result is a higher Fund Balance than was originally budgeted.

- Page 26 is the Schedule of Revenues, Expenditures, and Changes in Fund Balance-Budget and Actual-Food Services Fund for the Year Ended June 30, 2009. He states that this fund may never “break even” because the overhead cost remain the same.
- Page 28 is the Schedule of Revenues, Expenditures, and Changes in Fund Balance-Budget and Actual-General Fund- Historical Analysis for years ending 2007-2009.

Barry reports that all changes that were indicated as necessary from last year’s audit have been implemented. He reports that the school will have a positive fund balance when the Start Up money is no longer received. Barry states that it appears the school has been conservative and prepared regarding the Fund Balance. He also states that as enrollment increases, the cost per classroom will decrease. Barry will be submitting all necessary audit information to the appropriate parties.

Informational Items

Board of Director’s Reports: No new reports.

Lead Teacher’s Report: During the month of December there were numerous vacation days and Snow Days, making the month quiet. The focus in January will be on curriculum.

Kathy discussed the following upcoming events:

- ❖ January 18, 2010- No school; staff development on multi-intelligence
- ❖ Week of January 18, 2010- NWEA testing; done on computers
- ❖ January 21, 2010- H1N1 Clinic at the school for those students who missed the original clinic or need a second dose. Letters will be sent via mail to parents rather than being sent home with students.
- ❖ January 22, 2010- End of the quarter
- ❖ January 25, 2010-No school; staff development on classroom management presented by a former MN Teacher of the Year

Kathy states that Winter sports are under way with seven (7) students in basketball and eleven (11) in dance. There is interest in wrestling and staff having working with Yellow Medicine East to explore options.

Kathy states that the students were able to go to the movie *The Princess and the Frog*. It went well and the students provided positive feedback regarding the event.

Kathy states that Mabel Miller has been working to arrange for a sleigh ride for CACS students. Mabel has obtained donations to cover the cost and has made the arrangements. There will be no cost to the students. The event will take place within the next month.

Discussion Items

Federal Grant Expiration: The Federal Start Up grant will be ending this year. The school will be receiving the last of the money approved to be spent. \$75,000 was dispersed between July and December.

\$75,000 will be dispersed in January. The final \$45,000 will be dispersed after all grant related items are closed. Because of this, CACS will have a dip in cash flow until the final allotment is dispersed.

Wade states the final Grant money will be spent on numerous items to improve the educational

Clarkfield Area Charter School
Monthly Board Meeting Minutes
January 11, 2010-Page 4

experience that the school may not have otherwise been able to afford. Some of the items include the following:

- Adding to curriculum
- Smart Boards in every classroom
- An Amp system installed in classrooms for deaf and hard of hearing students
- Lunch room tables and additional chairs
- One (1) to two (2) laptops for student use in classrooms
- New computer for the library
- Additional library books
- Physical Education equipment
- A portable scoreboard for sporting events
- A storage shed
- Microscopes
- A document camera
- iPods for listening to digital books in the classroom
- Preorder of needed supplies

Race to the Top: Wade discussed this Federal program which is part of the American Recovery and Reinvestment program. At this time it is optional for schools to participate in the program. The program will hold schools accountable in the following areas:

1. An increase in benchmark standards
2. Supportive Data Systems
3. Professional Development leading to increased abilities of teachers and leaders
4. A turn around for struggling schools

Wade states the above areas are still in development. He states the federal dollars will be allotted to those schools that participate in the program. The program appears to be similar to Q-Comp and will have similar goals/standards built into it.

Wades states that the program is scheduled to begin in the 2010-11 school year. There is no cost to adopt our system to meet the criteria as it is set forth.

Wade will be looking into the economic impact on CACS of participating in the program. He will be talking with Cliff Carmody of the Service Cooperative.

Snow Day make-up: One (1) of the three (3) Snow Days taken will be forgiven. Two (2) will need to be made up. Yellow Medicine East School District is looking at the following dates as make-up days:

- January 25, 2010
- February 15, 2010
- April 5, 2010

Because of transportation concerns, CACS will follow the dates decided on by Yellow Medicine East. A note will be sent home for parents when dates are determined.

Action Items

Adoption of Policies: Dana made a motion to adopt the following policies; Kathy seconded the motion. The motion carried unanimously.

- Electronic Fund Transfer Policy

Clarkfield Area Charter School
Monthly Board Meeting Minutes
January 11, 2010-Page 5

- Use of Peace Officers and Crisis Teams to Remove Students Policy

Approval of By-law revision to alter make-up of the board of education: Kathy made a motion to accept revision of the By-law; Dana seconded the motion. The motion carried unanimously.

The next board meeting will be held on February 8, 2010 at 5:30 pm.

Adjourn

Meeting was adjourned by Chairperson Risa at time 6:40 pm.

Submitted by: Dana Wilson
Secretary