

Clarkfield Area Charter School Board Meeting Minutes

November 17, 2008 5:30 pm

CACS School Building

Call to Order

Chairman Al Hanson called the meeting to order at 5:30 pm.

Roll Call

The following board members were present:

- ✓ Chuck Brock
- ✓ Dana Wilson
- ✓ Al Hanson
- ✓ Kathy Koetter
- ✓ Brenda Risa
- ✓ Julie Dikken
- ✓ David Biermaier

Other Attendees:

- ✓ Barry Evenstad

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

The agenda was approved as presented.

Review and Approval of Minutes

Chuck made a motion to approve the minutes from the September 15, 2008 and October 20, 2008 meetings; Kathy seconded the motion. Motion carried unanimously.

Approval of Bills

It was noted that McKittrick Consulting was paid but the payment was withdrawn and then repaid. It was discussed that the payment may need to be divided and listed under separate codes so that it is paid out of the correct fund. Part of the payment may be taken out of grant funds.

Granite Falls Hospital is being paid for Occupational Therapy.

David made a motion to approve bills as presented, Brenda seconded the motion. Motion carried unanimously.

Public Comments

No public comments were made as no community members were present.

Informational Items

Audit Report Presentation: Preliminary work was done on the audit this week. Barry discussed the Balance Sheet and Budget and Actual Amounts from the General Fund and Food Service Funds. He pointed out the following:

Budget and Actual Amounts from the General Fund

Revenues From State Sources are driven by student count.

Revenues From Federal Sources are limited by what funds are available.

District and School Administration expenditures include McKittrick Consulting.

Direct Support Services expenditures include the Southwest Service Cooperative.

Exceptional Instruction expenditures include speech and occupational therapy and special education.

Instructional Support expenditures include books, computers, and the library.

Pupil Support Services expenditures include busing.

Site, Buildings, and Equipment expenditures include maintenance, rent, playground, and lawn care.

Fiscal and Other Fixed Cost Programs expenditures include insurance policies.

Budget and Actual Amounts from the Food Service Fund

Revenues are affected by head count and meal prices.

Pupil Support Services include rent and utilities for the CACS kitchen.

Barry states that the final numbers appear good and will be a benefit when grant money is no longer available. He states that the numbers show "wise money management".

Barry will return in December with the final audit.

Board of Director's Reports:

No report was presented.

Director's Report:

Wade McKittrick was not present. No report was presented.

Lead Teacher's Report:

The Open House/Book Fair with Usborne Books brought in approximately \$3500 cash minus expenses and \$1500 in books. Thrivent will be matching a portion of the proceeds. It is estimated that two-hundred fifty (250) to two-hundred seventy (270) people were in attendance. It was discussed that Sue Toft should be thanked for the work she did to help make this fundraiser possible.

It was discussed that during a recent inspection, it was brought up that staff may have too many jobs to be helping in the lunch room. We may need to look into getting an assistant to cover this area. Also, we may need to look at a 'back-up' plan should Sue be unable to work due to illness, etc.

There have been two (2) people who expressed interest in the Janitor position. Dave Schwartz, the current 6th grade teacher, is currently doing some of the activities. There is also someone from Granite Falls that has expressed interest. The position will remain open through this week. No interviews have been scheduled at this time.

Wade met with each of the teachers in order to set individual goals.

Grades three (3) and four (4) have a total of fourteen (14) students at this time. It may be necessary to separate the classes, especially for reading and math. There is a possibility that a half-time teacher may need to be hired.

It was discussed that book inventories should be increased to seventeen (17) of each so that each student will have one should class sizes be at the maximum. This may need to be done while grant money is still available.

The Superintendent of Yellow Medicine East, Mr. Stockman, would like to introduce himself to our board. His intention is to open lines of communication and discuss sharing services. He would like to come to next board meeting.

Enrollment Update:

The current enrollment numbers are as follows: Kindergarten, fourteen (14); Grade One, thirteen (13); Grade Two, eleven (11); Grade Three, six (6); Grade Four, eight (8); Grade Five, fourteen (14); and Grade Six, seven (7). Total number of students is seventy-three (73).

Volunteer Menu:

A CACS Volunteer Menu has been created. It lists numerous specific areas that volunteers are needed. It was discussed whether these forms should be sent out in a bulk-mailing or with the monthly news letter. Peg Schlenner has offered to coordinate volunteers.

Update on Building Rental:

Renting space for miscellaneous reasons, including a music teacher who is interested in conducting lessons during non-school hours, was discussed. We need to research rental and insurance rates. This item will be tabled until the December meeting.

New Web Page Update:

The new CACS website has been completed. It has more features than the last one, including school calendars, etc. The web site remains www.clarkfieldareacharter.com.

Discussion

Snow Removal:

A bid was received by the Katz's. It was broken down by methods of removal. Rates were provided for each method. The school would stipulate when snow removal is necessary.

Action Items

Acceptance of Snow Removal Bid:

David made a motion to accept the Katz snow removal bid. Chuck seconded the motion. Motion carried unanimously.

The next board meeting will be held on December 15 at 5:30 pm.

Adjourn

Meeting was adjourned by Al Hanson at 6:50 pm.

Submitted by: Dana Wilson
Secretary