



Date: Tuesday, January 26, 2016

Meeting type: x Regular Special Meeting was called to order at: 6:00PM

Members present: April Grabanski, Ann Watanabe, Michelle Mills, Manisha Datye, Missy Madigan

Kathy Oberstar, Erica Higgins, Ashley Hudak, Jason Ulbrich (ex officio), John Schwirtz

Members absent: Tiffany Goedjen, Pete Larson

Invited guests:

Reports and Discussions

Agenda Item		
I.	Call to Order	by Ann Watanabe at 6:00PM
II.	Recitation of Pledge of Allegiance	
III.	Recitation of Eagle Ridge Academy's Mission and Vision Statements	Read by John Schwirtz
IV.	Approval of Agenda	
	Amendments:	Insert as VII. After executive director's report--Closed meeting to discuss the sale/purchase of 7255 Flying Cloud Drive.
	Motion to Approve:	First: Michelle Mills Second: Ashley Hudak
	Vote:	unanimous
V.	Approval of Minutes	December 8, 2015 Regular Meeting and Workshop
	Amendments:	"Approval was granted by the board" and "The board approved" sentences amended to include "ABC" to clarify which board made approvals under VIII "ABC Construction/Remodel Update"
	Motion to Approve:	First: Kathy Oberstar Second: Missy Madigan
	Vote:	unanimous
VI.	Public Comment	None.
VII.	Executive Director Report	Presented by Jason Ulbrich. Jason added some information regarding Phase II. Goal to have a Review & Comment (from MDE) on Phase II by March 8th. Jason discussed the issue of bonding. We would like to avoid paying off bonds just to buy more back, but it was found that our current bond documents state that we must pay them off. There are a lot of tax payer money involved in this process, so Jason is seeking a solution to save us and the tax payers a considerable amount of money. SRF came in to speak with Jason. They are landscape experts and traffic engineers. They came with several plans for the organization of the parking lots. They met with stakeholders, recess and physical education teachers. Library task force--lots of research is still necessary. There is a grandparent of a student who used to be a professor of library science at the University of Minnesota who is interested in helping with our library plan. St. Olaf is updating their library and getting rid of their library furniture, so we may be able to take advantage of that!
i.	Draft 3 of the 2016-17 School Calendar	Presented by Jason Ulbrich. Jason provided some of the feedback he's received in regards to the calendar. No new feedback regarding the changes between Draft #2 and Draft #3. Most feedback was centered around placement of spring break. Other feedback involved when professional development is held.
ii.	Review of Board Effect and usage at February Workshop and Meeting	Presented by Jason Ulbrich. Board Effect would help with scheduling, document retention, distribution of board documents, voting, etc. This web-based system would help expedite our meetings and communication. It would allow for more effective board member training. Work groups could use the software to take minutes. The cost is \$6,000 per year, but Jason believes it may be able to be cheaper. It is Jason's recommendation that some of the board members (current secretary and former secretaries, possibly others) use the program on a trial basis.

VIII.	Closed Meeting 6:30 to 6:47PM	
IX.	Treasurer/Finance Report	Presented by Kathy Oberstar. We're in good shape across the board. We are tracking incredibly close to budget. Kathy, Jason and BKDA will be watching our benefits line item. We pay a considerable amount more to our staff for benefits than other charter schools that are BKDA clients. They will be seeking a balance between competitiveness, affordability and sustainability. No action is necessary at this point. Originally, we were unsure we would be able to put any money into our fund balance, but we are on track to put at least some money into the fund balance. This is a very positive thing. It was thought we may have had to take money out of the fund balance due to the growth, but it is not looking like that is necessary.
X.	Working Group/task Force Reports	
i.	Curriculum, Instruction, and Student Achievement (CISA)	Report from meeting will be provided at next workshop
ii.	Governance	Bylaws Revision Review--no action or changes will be considered today. There was a change from the workshop under the changes in the Secretary job duties. It had been stricken, however, under further reading, the redline was retracted and may be re-worded to be more clear.
iii.	Human Resources	No actions tonight--notes will be provided for the next workshop
iv.	Policy	
i.	101 - Legal Status of the School District	Part of the gap analysis. Simple policy that we should have but didn't until now.
ii.	101.1 - Name of the School District	Part of the gap analysis. Simple policy that we should have but didn't until now.
iii.	402 - Employee Disability Non Discrimination	No changes since the workshop
iv.	413 - Harassment and Violence	No changes since the workshop
v.	515 - Protection and Privacy of Pupil Records	Policy numbers were inserted. Some discussion was held in regards to the "Disclosure of Data to Military Recruiting Officers". Language in the policy states that ERA "will provide public notice by any means that are reasonably likely to inform the parents and eligible students of their rights to refuse to release the names, addresses, and home phone numbers of students in grades 11 and 12 without prior consent." An amendment is proposed that we would notify families by means of the student handbook. The statement would then say "annually, Eagle Ridge Academy will provide public notice through the student handbook to inform the parents and eligible students of their rights to refuse to release the names, addresses, and home phone numbers of students in grades 11 and 12 without prior consent." The policy work group will make minor changes to wording to include appropriate grammar, however, the content of the amendment will remain true.
XI.	New Business	

i.	Consider/Approve Executive Director Report	Tuesday, January 12, 2016
	Amendments:	
	Motion to Approve:	First: Manisha Datye Second: April Grabanski
	Vote:	unanimous
ii.	Consider/Approve 2016-2017 Academic Calendar	
	Amendments:	
	Motion to Approve:	First: Manisha Datye Second: Kathy Oberstar
	Vote:	Yea--Missy Madigan, Ann Watanabe, Erica Higgins, April Grabanski, Kathy Oberstar, John Schwirtz, Manisha Datye. Nay--Michelle Mills, Ashley Hudak
iii.	Consider/Approve BDKA Contract FY17-FY19	
	Amendments:	
	Motion to Approve:	First: John Schwirtz Second: Kathy Oberstar
	Vote:	unanimous
iv.	Consider/Approve Director of Classical Curriculum and Professional Development Position	Jason provided some clarification of this position and the updates that were made to the job description to include more tasks to maintain our Classical mission.
	Amendments:	
	Motion to Approve:	First: April Grabanski Second: Ann Watanabe
	Vote:	unanimous
v.	Consider/Approve Dean of Students K-5 Position	Clarification was provided to define Dean rather than Assistant Principal. Assistant Principals can directly supervise teachers. Deans cannot since they do not have a Principal's license. It is the intention to hire someone to the Dean position who intends to continue their education to include a Principal's license.
	Amendments:	
	Motion to Approve:	First: Michelle Mills Second: Ann Watanabe
	Vote:	unanimous
vi.	Consider/Approve Employee Agreements	
	Amendments:	Kimberly Tetzlaff's name is listed in the incorrect column. Names will be flipped.
	Motion to Approve:	First: Missy Madigan Second: Michelle Mills
	Vote:	unanimous
vii.	Consider/Approve Policies 101, 101.1, 402, 413, and 515	
	Amendments:	515 will be modified as listed above
	Motion to Approve:	First: Manisha Datye Second: Michelle Mills
	Vote:	unanimous
XII.	Adjourn	at 7:39PM
	Motion to Approve:	First: Kathy Oberstar Second: Ashley Hudak
	Vote:	unanimous

IX. Motions			
	Record of Motions	First/Second	Vote
IV.	Approval of Agenda	Michelle Mills	unanimous
		Ashley Hudak	
V.	Approval of Minutes	Kathy Oberstar	unanimous
		Missy Madigan	
i.	Consider/Approve Executive Director Report	Manisha Datye	unanimous
		April Grabanski	
ii.	Consider/Approve 2016-2017 Academic Calendar	Manisha Datye	Yea--Missy Madigan, Ann Watanabe, Erica Higgins, April Grabanski, Kathy Oberstar, John Schwirtz, Manisha Datye. Nay--Michelle Mills, Ashley Hudak
		Kathy Oberstar	
iii.	Consider/Approve BDKA Contract FY17-FY19	John Schwirtz	unanimous
		Kathy Oberstar	
iv.	Consider/Approve Director of Classical Curriculum and Professional Development Position	April Grabanski	unanimous
		Ann Watanabe	
v.	Consider/Approve Dean of Students K-5 Position	Michelle Mills	unanimous
		Ann Watanabe	
vi.	Consider/Approve Employee Agreements	Missy Madigan	unanimous
		Michelle Mills	
vii.	Consider/Approve Policies 101, 101.1, 402, 413, and 515	Manisha Datye	unanimous
		Michelle Mills	
XIII.	Adjourn	Kathy Oberstar	unanimous
		Ashley Hudak	

Assignments/Action Items			
	Description of Action Items	Owner	Due
I.			
II.			

Executive Director Report
January 13, 2016

1. **Enrollment:** 856 as of 1/8/15; 853 as of 12/3/15; 856 as of 10/29/15; 854 as of 10/3/15, 9 PSEO; 8 Lower School: 414
Middle School: 225
Upper School: 217

2. **Director's Desk**

- a. Hennepin County Grant: Mr. Karr, Mrs. Schiffman, and Mr. Hoffman submitted a grant for the gymnasium floor. We have received the grant for just over \$100,000. This will allow us to add some of our want items. Thank you so much for going the extra mile! The grant was in collaboration with the City of Minnetonka, see attached letter of support from Mayor Schneider.
- b. 2016-2017 Calendar, no changes to date. Each school is reviewing the conference schedule in order to look for opportunities for growth. Any ideas will be submitted by January 15th in order to be reviewed by the board and our parents.
- c. Veritime has been fully implemented.
- d. Mid-Year Leader and Operation Evaluations will be completed by January 16th.
- e. Technology Plan, the Technology Planning will begin in February. We will use the Technology statements from the Classical Co-op as our guiding statement. CaDan will be leading the process.
- f. FERA Update: FERA held a strategic planning session on December 28th. The meeting included three Eagle Ridge Academy Board of Directors. See attached notes of the strategic meeting and the monthly meeting for January.
- g. Annual future budget planning with Mark Belz of BKDA. A draft five year budget will be reviewed by the Finance Team. Agreed upon three year contract is attached.

3. **School of Grammar Update**

- a. ERB testing for grades 1-5 will start next week (January 12th). This is a shift in timing from spring testing to avoid the assessment crunch in April and May due to the MCAs.
- b. STEP testing begins on January 11th for students in K-3 and those students in 4th and 5th grade who have not yet passed STEP 12.
- c. Mrs. Murray has returned to 3rd grade after her maternity leave. Mrs. Molnar did an excellent job serving as teacher in her absence. Mrs. Sahli will be returning to the classroom on January 19th after her maternity leave.
- d. The second cycle of formal teacher observations has started for Lower School teachers. They will all receive one full period observation from Mrs. Baier and their peer coach, along with a bite-sized observation from either Mrs. Baier or Mr. Ulbrich.
- e. The School Spelling Bee will be held on Thursday, January 7th. 4th and 5th grade classroom bee winners who are participating are:
 - i. 4th grade
 1. Navya Nambiar
 2. Shruti Shanmugasundaram
 3. Greta Long
 4. Chakrika Adusumilli
 - ii. 5th grade
 1. Sabinav Senthilkumar

2. Lahari Hosur
3. Ananya Sagi
4. Aniketh Hanagavadi

4. School of Logic and Rhetoric

- a. The School of Logic and Rhetoric will start final testing next week and a new semester will begin on January 19th. Students and teachers have been busy finalizing quarter two and prepping for these final exams.
- b. The School of Logic and Rhetoric will hold their last information night for perspective families on January 14th and will hold a Welcome to the School of Rhetoric night on January 28th for current and perspective 9th grade families.
- c. The registration process for the 2016-2017 school year is currently being planned and information will be going out to families and students at the end of January regarding 2016-2017 registration.
- d. Mrs. Baier and I held our first parent coffee that was a book study, and had 5 parents in attendance. The book is "The Gift of Failure" by Jessica Lahey. We will be holding two more parent coffee book study sessions on this book on March 1st and May 3rd.
- e. School of Logic and Rhetoric teachers have continue to work in their PLC's over the last month and focus on content areas goals. The whole group PLC took time to reflect on what we have learned over the past 4 months regarding training virtue in our students, and continued the conversation on what we can work on for the second semester.
- f. A few teachers in the School of Logic and the School of Rhetoric, along with administration attended Adaptive School training on December 21st, this was the second part of a 4 part series on how to develop, and facilitate groups.
- g. The Student Senate held their annual Coffee House on December 18th and had a great turnout of over 50 people for the live performances. The Student Senate is currently organizing the winter formal which will be held at Bear Path golf course in Eden Prairie on February 13th.
- h. Latin students will be attending the annual Ludi Romani Latin Competition on January 16th.

Eagle Ridge Academy 12/31/2015

Percentage of Year Complete

50.00%

Dashboard						
	Approved Budget		Working Budget		Actuals	% of Current Budget
	05/19/15					
General Fund-01						
Revenue	\$	9,042,094	\$	8,901,748	\$	4,351,110 ↓ 48%
Expense	\$	8,981,553	\$	8,888,389	\$	3,957,541 ↑ 44%
Net Income	\$	60,541	\$	13,359	\$	393,568
Food Service-02						
Revenue	\$	182,494	\$	182,494	\$	106,985 ↑ 59%
Expense	\$	182,494	\$	182,494	\$	111,755 ↓ 61%
Net Income	\$	-	\$	-	\$	(4,770)
Community Education-04						
Revenue	\$	148,000	\$	148,000	\$	99,349 ↑ 67%
Expense	\$	138,000	\$	138,000	\$	91,677 ↓ 66%
Net Income	\$	10,000	\$	10,000	\$	7,672
All Funds						
Revenue	\$	9,372,588	\$	9,232,242	\$	4,557,443 ↓ 49%
Expense	\$	9,302,047	\$	9,208,883	\$	4,160,973 ↑ 45%
Net Income	\$	70,541	\$	23,359	\$	396,470

Fund Balance Recap						
PY Fund Balance	\$	1,347,119	\$	1,347,119	\$	1,347,119
CY Net income	\$	70,541	\$	23,359	\$	396,470
Fund Balance	\$	1,417,660	\$	1,370,478	\$	1,743,590
Fund Balance %		15%		15%		19%
Days Cash on Hand		77		78		77
Cash Flow for Year	\$	900,000	\$	900,000	\$	1,448,109
Enrollment Recap						
ADM		862		856		853
Adjustments		12		12		12
Net ADM		850		844		841

NOTES

The year to date activity for revenue and expenditures does not include calculations for revenue amounts that were earned by the school during the year, but not yet received, or for expenses incurred by the school that will be paid after the end of the month. These amounts will be calculated and recorded as part of the annual financial audit process.

The projections shown on this report are prepared using both the school leadership's estimates and consultant estimates. This report is prepared for internal use only. This report has not been compiled, reviewed, or audited and should not be relied on for other uses.

The actual year to date activity figures are reported on a cash basis (with the exception of known Account Payables). The numbers in the Budget columns are indicators of where the school will end the fiscal year once all accruals are made.

Eagle Ridge Academy

Balance Sheet
12/31/2015

	Prior Year Ending Balance	Current Year Ending Balance
Assets		
<u>Current Assets</u>		
101 Cash & Investments	\$ 1,214,010	\$ 1,448,109
115 Accounts Receivables	\$ 25,099	\$ -
118 Due from Other Funds	\$ -	\$ 23,443
120 Due from Other Districts	\$ 58,392	\$ 58,392
121 PY State Aid Receivable	\$ 819,356	\$ 55,923
CY State Aid Receivable	\$ -	\$ 507,847
122 Federal Aid Receivable	\$ 45,797	\$ 10,463
131 Prepaid Expenses and Deposits	\$ 78,519	\$ 1,732
TOTAL ASSETS	\$ 2,241,173	\$ 2,105,908
Liabilities and Fund Balance		
<u>Liabilities</u>		
201 Estimated Salaries and Wages Payable	\$ 477,410	\$ 320,669
202 Line of Credit Payable	\$ -	\$ -
206 Accounts payable	\$ 131,398	\$ 78,239
212 Due to Other Funds	\$ 163,007	\$ 10,000
215 Payroll Deductions and Contributions Payable	\$ 122,239	\$ (46,589)
230 Deferred Revenue	\$ -	\$ -
Total Liabilities	\$ 894,054	\$ 362,319
<u>Fund Balance</u>		
Fund Balance PY	\$ 1,347,119	\$ 1,347,119
Net Income to Date	\$ -	\$ 396,470
Total Fund Balance	\$ 1,347,119	\$ 1,743,590
TOTAL LIABILITIES AND FUND BALANCE	\$ 2,241,173	\$ 2,105,908