



Date: Tuesday, December 8, 2015

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

Members present: April Grabanski, Tiffany Goedjen, Ann Watanabe, Michelle Mills, Manisha Datye

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

Members absent: Missy Madigan

Invited guests: Ken Karr

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 Ashley Hudak
IV.	Approval of Agenda	
	Amendments:	Brief discussion in regards to being specific about what is being approved in the Strategic Dimensions
	Motion to Approve:	First: Kathy Oberstar Second: Pete Larson
	Vote:	unanimous
V.	Approval of Minutes	November 17, 2015 Regular Meeting
	Amendments:	
	Motion to Approve:	First: Tiffany Goedjen Second: Kathy Oberstar
	Vote:	Yea--Kathy Oberstar, Ann Watanabe, Ashley Hudak, April Grabanski, Tiffany Goedjen, Erica Higgins; Abstained--Pete Larson, John Schwirtz
VI.	Public Comment	None.
VII.	Executive Director Report	Presented by Jason Ulbrich.
i.	Draft 2 of the 2016-17 School Calendar	Presented by Jason Ulbrich.
VIII.	ABC Construction/Remodel Update, Mr. Ken Karr, Operations Director	Rick Nelson came to the ABC Board meeting to discuss the sale of this building. Main Street School of Performing Arts is still interested. The Security line item went up from \$150,000 to about \$185,000. Approval was granted by the ABC board. Ken asked for approval to go up to about \$100,000 on the Boiler line item after counseling. The ABC board approved. There is a rebate (about \$70,000) that will be coming due to using all LED lighting in the building. We will be one of the only schools that have all LED lights. The ABC is currently paying for all the utilities on the new building. A kitchen designer was on-boarded as well as a company to conduct a traffic study. Demolition is about 48% in November. The kitchen was not originally planned and thus there is a significant cost involved. Floor plans will be affected, but not in a significant way. The overall plan will take 3 years to come to fruition, but the first year will set the foundation. Currently, bus delivery times are at 93%, numbers for enrollment are looking positive as well. Maintenance requests are being taken care of quickly and efficiently. Schedule is not a factor at this time for the process of the new building. It's very important that teachers speak now--go to Ken with any concerns. Small groups of teachers have been asked to come in to go through their areas in more detail.
IX.	Treasurer/Finance Report	November Financial statements are not yet ready. They will be sent to the board once received.

X.	Working Group/task Force Reports	
i.	Curriculum, Instruction, and Student Achievement (CISA)	A review of the minutes was given by Tiffany. Everything is on track in regards to SMART goals and Q-Comp. The next meeting is on January 12th
ii.	Governance	Pete gave a review of the minutes that were provided in the board packet. The board binder has been completed. Several sections were created to aid in its use. It can help in the on-boarding of future board members to provide some education. Our bylaws may need to be reviewed in regards to elections/appointments to the seats and to the term length. In order to avoid too many seats being up for re-election at a time, a few different options will be researched. At the next meeting in January the research Pete and Megan have done into state statutes will be discussed.
iii.	Human Resources	Ashley gave an update on the minutes provided in the packet. Main points: researching and developing Principal job classification and organization chart, evaluate the pilot PTO system, technology additions of AESOP, Veritime, and Applitrack, evaluation of the compensation structure (how it's working for faculty), and engagement survey.
iv.	Policy	Michelle gave an update on the minutes in the packet. Discussion found that the policies being reviewed will affect the employee handbook, and will then have to be reviewed.
i.	402 - Employee Disability Non Discrimination	Voting on this in January.
ii.	413 - Harassment and Violence	Voting on this in January.
XI.	New Business	
i.	Consider/Approve Executive Director Report	12/8/2015
	Amendments:	
	Motion to Approve:	First: Manisha Datye Second: April Grabanski
	Vote:	unanimous
ii.	Consider/Approve 2015 Strategic Dimensions	
	Amendments:	Approving what we have so far, there will be more to come (looking farther in the future). This is a working document.
	Motion to Approve:	First: Manisha Datye Second: Pete Larson
	Vote:	unanimous
iii.	Consider/Approve Employee Agreements	
	Amendments:	
	Motion to Approve:	First: Kathy Oberstar Second: John Schwirtz
	Vote:	unanimous
XIII.	Adjourn	at 8:10PM
	Motion to Approve:	First: Pete Larson Second: Kathy Oberstar
	Vote:	unanimous

IX. Motions			
	Record of Motions	First/Second	Vote
IV.	Approval of Agenda	Kathy Oberstar	unanimous
		Pete Larson	
V.	Approval of Minutes	Tiffany Goedjen	Yea--Kathy Oberstar, Ann Watanabe, Ashley Hudak, April Grabanski, Tiffany Goedjen, Erica Higgins; Abstained--Pete Larson, John Schwirtz
		Kathy Oberstar	
i.	Consider/Approve Executive Director Report	Manisha Datye	unanimous
		April Grabanski	
ii.	Consider/Approve 2015 Strategic Dimensions	Manisha Datye	unanimous
		Pete Larson	
iv.	Consider/Approve Employee Agreements	Kathy Oberstar	unanimous
		John Schwirtz	
XIII.	Adjourn	Pete Larson	unanimous
		Kathy Oberstar	

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

**Executive Director Report
December 8th, 2015**

1. Enrollment: 853 as of 12/3/15; 856 as of 10/29/15; 854 as of 10/3/15, 9 PSEO; 844 total ADM

Lower School: 413

Middle School: 225

Upper School: 215

2. Director's Desk

- a. Benefits: Open enrollment closed December 7th ----% enrolled
- b. 2016-2017 Calendar, see attached
- c. Veritime pilot group will start January 4th
- d. Mid-Year Leader and Operation Evaluations will be completed by January 16th
- e. Finalize Indicators of Success and Goals aligned with Six Strategic Dimension, see attached
- f. Classical Coop. preparing why statements of what we do: What role does technology play at Eagle Ridge Academy?
- g. Two discussions with ISM regarding activities have taken place. We are both committed to partnering and ISM has been open and willing to let us increase our participation for hosting and/or administration. We are meeting December 18th to discuss specifics of each activity.
- h. WBWF Summary Report was submitted to FOE and MDE
- i. Annual Report Supplement regarding marketing was submitted to FOE in order to meet the new legislative statute
- j. Executive Director Time Study: 69% of an average 55 hour work week is spent in meetings. This time is spent mostly in one-to-one meetings or in small groups of less than ten. 20% of my time is spent collaborating with leaders of Eagle Ridge to include my direct reports or board members. This compares to 55% in a similar study conducted in December of 2013 and 62% in December of 2014. I find this change to be healthy in that true collaboration is happening and I am spending less time doing operational work.

3. School of Grammar Update

- a. **Community Service:** Community service component was further defined this year to try to exclude monetary projects. The goal is to have students give of themselves (either time or something they make). Each grade level was to come up with one internal community service project and one external community service project
- b. Teachers may apply for Free Dress Day funds to help with any finances related to community service projects
 - i. Kindergarten
 1. Earth Day trash pick-up around the school
 2. Making cards and delivering to local nursing home
 - ii. 1st Grade
 1. Team Boots-Organizing the boots in the hallway during the winter
 2. Book drive for local hospital
 - iii. 2nd Grade
 1. Cards/posters for grades 3-5 for the MCA test
 2. Making placemats for local nursing homes for Thanksgiving
 - iv. 3rd Grade
 1. Organize school lost and found regularly
 2. Collecting can tabs for Ronald McDonald House

- v. 4th Grade: Putting student artwork in local nursing homes on loan (rotating)
- vi. 5th Grade
 - 1. Teaching Pillar lessons to kindergarten students
 - 2. Going to Feed My Starving Children

c. Winter Party Schedule-December 18th

- i. kindergarten: 10:30-11:30
- ii. 1st Grade: 11:00-12:00
- iii. 2nd Grade: 1:30-2:30
- iv. 3rd Grade: 1:00-2:00
- v. 4th Grade: 11:30-12:30
- vi. 5th Grade: 12:00-1:00

4. School of Logic and Rhetoric

- a. Eagle Ridge Academy Schools of Logic and Rhetoric recently hit mid-quarter of the second quarter. The finals schedule is planned and is available online.
- b. Eagle Ridge Academy School of Logic and Rhetoric staff recently had their first two hour late start of the year. Content area PLC's met and discussion focused on a variety of agenda items: Vertical Curriculum Alignment, Student Interventions, SMART Goals, and DDI. The groups enjoyed the time to have rich discussion on these topics which will continue at the next PLC meeting scheduled December 9th.
- c. December is full of events and activities in the Eagle Ridge Academy Schools of Logic and Rhetoric. The Eagle Ridge Academy Student Senate held their first event of the year last week, the Middle School Winter Dance which was Renaissance themed. There were approximately 60 students in attendance. The next event they have planned is the annual Coffee House on December 18th. The first Orchestra concert will be held on December 10th, "The Miracle Worker" play will be held on December 11th/12th, Winter Choir Concert on December 14th, and the Winter Band Concert on December 15th.

Eagle Ridge Academy 11/30/2015

Percentage of Year Complete

41.67%

Dashboard						
	Approved Budget		Working Budget		Actuals	% of Current Budget
	05/19/15					
General Fund-01						
Revenue	\$	9,042,094	\$	8,904,360	\$	3,621,495 ↓ 40%
Expense	\$	8,981,553	\$	8,888,389	\$	3,185,878 ↑ 35%
Net Income	\$	60,541	\$	15,971	\$	435,616
Food Service-02						
Revenue	\$	182,494	\$	182,494	\$	85,357 ↑ 47%
Expense	\$	182,494	\$	182,494	\$	67,754 ↑ 37%
Net Income	\$	-	\$	-	\$	17,603
Community Education-04						
Revenue	\$	148,000	\$	148,000	\$	86,587 ↑ 59%
Expense	\$	138,000	\$	138,000	\$	72,702 ↓ 53%
Net Income	\$	10,000	\$	10,000	\$	13,885
All Funds						
Revenue	\$	9,372,588	\$	9,234,854	\$	3,793,439 ↓ 40%
Expense	\$	9,302,047	\$	9,208,883	\$	3,326,335 ↑ 36%
Net Income	\$	70,541	\$	25,971	\$	467,104

Fund Balance Recap						
PY Fund Balance	\$	1,347,119	\$	1,347,119	\$	1,347,119
CY Net income	\$	70,541	\$	25,971	\$	467,104
YE Fund Balance	\$	1,417,660	\$	1,373,090	\$	1,814,223
Fund Balance %		15%		15%		55%
Days Cash on Hand		77		78		77
Cash Flow for Year	\$	900,000	\$	900,000	\$	1,268,339
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
11/30/2015

	Prior Year Ending Balance	Current Year Ending Balance
Assets		
<u>Current Assets</u>		
101 Cash & Investments	\$ 1,214,010	\$ 1,268,339
115 Accounts Receivables	\$ 25,099	\$ -
118 Due from Other Funds	\$ -	\$ 23,342
120 Due from Other Districts	\$ 58,392	\$ 58,392
121 PY State Aid Receivable	\$ 819,356	\$ 58,968
CY State Aid Receivable	\$ -	\$ 692,427
122 Federal Aid Receivable	\$ 45,797	\$ 12,445
131 Prepaid Expenses and Deposits	\$ 78,519	\$ 1,732
TOTAL ASSETS	\$ 2,241,173	\$ 2,115,645
Liabilities and Fund Balance		
<u>Liabilities</u>		
201 Estimated Salaries and Wages Payable	\$ 477,410	\$ 267,220
202 Line of Credit Payable	\$ -	\$ -
206 Accounts payable	\$ 131,398	\$ 5,320
212 Due to Other Funds	\$ 163,007	\$ 74,536
215 Payroll Deductions and Contributions Payable	\$ 122,239	\$ (45,653)
230 Deferred Revenue	\$ -	\$ -
Total Liabilities	\$ 894,054	\$ 301,422
<u>Fund Balance</u>		
Fund Balance PY	\$ 1,347,119	\$ 1,347,119
Net Income to Date	\$ -	\$ 467,104
Total Fund Balance	\$ 1,347,119	\$ 1,814,223
TOTAL LIABILITIES AND FUND BALANCE	\$ 2,241,173	\$ 2,115,646

BS Balances? \$ (0)
Days of Cash on Hand 77.72