

**TWIN CITIES ACADEMY HIGH SCHOOL**  
**Annual Board Meeting**  
**Thursday, September 20, 2012**  
**5:00 P.M.**

**CALL TO ORDER**

Board Chair, Karla Williams called the meeting to order at 5:06 pm.

**ROLL CALL**

The following board members were present: Karla Williams, Rhiannon Hollinger, Craig Koch, Melissa Buege, Gary Jader, Sherry Johnson, Alexandra Howes, Nancy Wagner, Careen Heegaard, Angela Clair and John Tuttle.

All board members were present.

**MISC. ATTENDEES**

Andrew Minck, Director of Operations and Betsy Lueth, Principal and members of the TCA board.

**REVIEW AND APPROVAL OF PREVIOUS MEETING MINUTES**

A motion to approve the amended August minutes was made by Gary Jader and seconded by Alexandra Howes. It passed unanimously.

**AGENDA APPROVAL**

Andrew Minck proposed to amend the agenda, adding to new business annual report discussion. A motion to approve the agenda as amended was made by Gary Jader and seconded by Sherry Johnson. The motion passed unanimously.

**TREASURER / FINANCE DIRECTOR' S REPORT**

Andrew Minck reported on the TCAHS end of year fiscal 2012 report. The high school had revenue of \$292,767 and a net income of \$177,784. This included \$93,193 of not budgeted FCSG funds and \$14,200 of not budgeted bonus expenses. At the end of June 2012, the high school had a fund balance of \$294,769. The budgeted ADM was 145, while the actual ADM at the end of the school year was 151.16. The school used \$294,740 of the line of credit over the course of the year, which was paid off at the end of July, 2012.

Andrew Minck, Director of Operations, reported for the month of August that the high school had a \$3,624 favorable revenue. There was a \$3,448 favorable net income as August 31, 2012. As of August 31, 2012 TCAHS had an amended fund balance of \$445,728.

The high school has a projected cash flow of \$275,721 at the end of September. There is no line of credit activity anticipated in the next few months.

The budgeted ADM for the month of August was 175 while the current ADM is 187.

Motion to accept the amended treasurer' s report was made by John Tuttle and seconded by Alexandra Howes. The motion was passed unanimously.

## **Finance Committee**

Sara Jennerjohn reported. The fund balance in the high school is showing improvement and is “green”. Enrollment and the overall financial health is looking good for both schools. The high school’s fund balance has increased to 4 – 5 months of operating expenses. The committee intends to set up a strategic plan for finances and overall. There is support from the finance committee for Betsy Lueth to seek out finding a grant writer for the school. The committee is also looking at adopting a new budget in the month of October with recent changes in student enrollment and staff changes, in addition to utilizing Title I dollars.

A motion was made to accept the finance committee report by Gary Jader and seconded by Nancy Wagner. The motion passed unanimously.

## **NEW BUSINESS**

- Charter School Partners – Betsy reported. There are currently two large Charter School associations in the state of Minnesota, MACS and Charter School Partners (CPS). The high school is currently a member of MACS. Betsy proposed that the school would also benefit greatly from a membership with Charter School Partners. Membership would cost the school \$1,500 and include the following benefits: data driven assessment support, board support and retreats, strategic planning assistance, leadership meetings among other charter school administrators, legislation advocacy in addition in other services from other nationwide agencies at reduced costs. Board members discussed the possibility of discontinuing the high school’s membership with MACS. Andrew Minck and Betsy Lueth recommend that the middle school joins CSP for the school year.
- Special Education Enrollment  
Betsy Lueth reported. This school year the school has a 17% student special education population, up from 11% from last school year. This has increased the need for special education staffing. The schools currently have three special education teachers and the school is looking into possibly hiring a fourth special education teacher in addition to providing general education staff with appropriate training. The schools are also accessing additional support staff.
- Strategic Planning  
Andrew Minck reported. The schools have passed the current transition phases from the past several years. If we want to remain a Reward School, we need to think out a detailed vision for the schools; that our budgets and missions are being met. Betsy and Andrew would like to set up an ad hoc strategic plan process committee to gather information from stakeholders and create a time line to actually establish a strategic plan in the future.

A motion was made to form a joint ad hoc strategic plan process committee to define the process and plan to eventually establish a strategic plan, which will include staff, board members and parents (school stakeholders). The motion was made by Gary Jader and seconded by John Tuttle. The motion passed unanimously.

- Fundraising Plan  
Betsy Lueth reported. A plan needs to be established around setting up fundraising events for the school year. Betsy is working with Sarah Ancel to organize events for the upcoming year.
- Annual Report  
Andrew Minck reported. A copy of the school's annual report was passed out to each board member to review. General highlights from the report were discussed. One area of concern in the high school was the math and reading MCA scores. While they have fallen since last year; all our students' scores are still above the state average. For the class of 2012 there was a 100% graduation rate and acceptance to a post-secondary education institution. Goals have been set for our students to improve their math scores by 10% and reading scores by 4 – 6% in the high school for the next school year. In addition, the school plans to address the following: a data driven instruction model to implement this year with the math department and courses (with the intention to roll out in other subjects later), set up a response to intervention model to follow through with students' needs, review ELL services, realign Special Education services, add reading and writing across the curriculum training for core content instructors, revise stipends to reflect student achievement and implement staff reviews.

## **OLD BUSINESS**

- AP English Follow Up  
Betsy Lueth reported. A question was posed at the last meeting about the break down of the AP English class. Betsy is working with the AP English teacher to re-evaluate how to set up the students for success to prepare them for the multiple choice portion of the exam, which was where last year's students struggled on the AP exam.
- Enrollment  
Andrew Minck reported. The current enrollment in the high school is 187 students.
- Stipends  
Betsy Lueth reported. This year a stipend program was presented to the staff. The leadership team is reevaluating the breakdown of the stipend compensation program to make sure it is equitable and transparent. The prior system included 2-4% salary increases with other arbitrary bonuses including payments for personal goals at the discretion of the administrator. Betsy shared her views for a new system, where salary increases will be based on student achievement and principal evaluations with very transparent expectations for the staff. It is important that in order to remain competitive, the school needs to review our salaries at five and ten year levels to make sure we are comparable to local districts.

## **REPORTS**

### **➤ Governance**

Shannon Gourley reported. The governance committee presented a list of potential candidates for board membership. The slate of candidates in the high school include

The following members will be leaving the board: Karla Williams (Parent), Angela Clair (parent) and Melissa Buege (teacher). The following individuals are slated as recommendations for the board elections: Elizabeth Hickey (Teacher);, Renetta Walk (Parent), Phil Jemilita (Community) and Lucy Mikroberts (Parent).

Gary Jader will take on as board chair, Craig Koch will remain as Vice Chair, Alexandra Howes will be secretary and Phil Jemilita will be treasurer.

A motion was made for the board to recommend the slate of candidates as presented for approval by school stakeholders on October 17, 2012 by John Tuttle and seconded by Rhiannon Hollinger. The motion passed unanimously.

➤ **Recruitment/Marketing**

Sherry Johnson reported. She plans to set up a committee meeting shortly with the idea of having general recruitment goals. The school is currently maxed out with the current schools' enrollments in our building. The plan is to eventually tie in our recruitment plans with our strategic goals in the future.

➤ **Policy**

Betsy Lueth will present information at the next meeting in October

Administration

- Betsy Lueth, Principal
  - New policies
- Andrew Minck, Director of Operations
  - Security – there was a security break one weekend while the church was using the school building; something the schools need to continue to watch
  - MKR audit week will take place the week of October 21, 2012.
  - UST Fall review will take place on October 16, 2012
  - The October meeting will be changed to Tuesday, October 16, 2012 due to MEA.

Staff

- High School Homecoming with Great River School is coming up with a joint school field day afternoon next weekend.

**REVIEW AND APPROVAL OF NEXT MEETING AGENDA**

The next meeting is scheduled for Tuesday, October 16, 2012 at 5:00 P.M.

**ADJOURNMENT**

A motion to adjourn was made by Gary Jader and seconded by Rhiannon Hollinger at 6:45 pm. The vote was unanimous.