

TWIN CITIES ACADEMY
Annual Board Meeting
Thursday January 19, 2012
5:00 P.M.

CALL TO ORDER:

The meeting was called to order by Chair, Joel Michael, at 5:02 P.M.

ATTENDANCE:

Members present: Alex Bajwa, Christian Gould, Chuck Lentz, Janelle Voxland-Flomo, Jim D'Aquila, Joel Michael, Kerri Vickers, Sarah Ancel, Sara Jennerjohn, Shannon Gourley,

Members not in attendance: Jim Cech

Others in Attendance: Principal-Liz Wynne, Director of Operations-Andrew Minck, Accountant-Bob Hobyan, Bill Lauer, MMKR Auditor representative, and members of the TCAHS Board.

APPROVAL OF MINUTES:

A motion to approve the December 15, 2011 minutes was made by Kerri Vickers and seconded by Chuck Lentz. Motion passed unanimously.

APPROVAL OF AGENDA:

Joel Michael requested a modification to the agenda to accommodate MMKR accountant, Bill Lauer upon his arrival. A motion to approve the agenda as modified was made by Kerri Vickers and seconded by Jim D'Aquila. Motion passed unanimously.

TREASURER'S REPORT:

December Report

Andrew Minck delivered the treasurer's report. As of December 31, 2011, TCA has a fund balance of \$805,228. Motion to accept the treasurer's report was made by Chuck Lentz and seconded by Alex Bajwa. Motion passed unanimously.

Finance Committee

The finance committee met on Thursday, December 8, 2011. Sara Jennerjohn reported. The Fund Balance is showing improvement. The line of credit will be needed in June. Enrollment is holding steady but not where we would like to be.

Annual Fund

Liz Wynne reported that the annual fund was around \$10,000 for both schools.

NEW BUSINESS:

2010-2011 Annual Audit-MMKR—Bill Lauer:

Bill Lauer reported. The Financial and Management Reports were distributed to board members. The audit was completed in a timely manner. There were no issues of non-compliance reported and issued an unqualified opinion on the financial statements, the highest possible opinion to be issued. TCA was within 1/10 of 1% of the budget. According to the Formula Allowance, the state aid per student will be \$5,174.00 in 2011-2012.

A recommendation was made to have the Director of Operations review and approve journal entries prior to them being posted to the general ledger by the accountant. Because TCA does not prepare its own annual financial statements it was noted as a deficiency. Recommendation was made that the Academy consider whether it is cost beneficial to either provide training to its internal staff that would enable the Academy to prepare its own financial statements, or contract with another outside party to prepare them.

A motion to approve the audit as presented and received was made by Chuck Lentz and seconded by Alex Bajwa. Motion passed unanimously.

Leadership Search:

Joel Michael reported. The Executive Committee met on Jan. 10, 2012. The committee reached a general consensus to recommend the following (distributed to board members):

- The board should proceed with hiring the principal using the current model we used in hiring the Director of Operations.
- Recommend keeping the same title of Principal.
- Recommend that the selection process of posting, screening resumes, interviewing and checking references should be done by an ad hoc hiring committee with final selection made by the two boards. The hiring committee will be appointed by the chairs of the two boards. The interview should be done by a small group of the committee members. Karla Williams will chair the committee.
- It was agreed that a student group will meet with the final candidates to get their opinion and would give them a voice.
- An agreed upon timeline was made with the goal of hiring before the end of the school year.
- The committees also agree on a draft posting for the position.

A draft position description and characteristics of the possible candidates were discussed. The board chairs, Liz Wynne and Andrew Minck will hold a meeting for parents on February 7, 2012. The chairs will draft another communication informing parents of the timeline and hiring process progression. Feedback on the timeline and the position can be sent to Karla Williams. All questions and concerns from families and community members should be directed to Andrew Minck.

The Executive Committee proposed board resolution implementing committee recommendations is as follows:

“Be it resolved, the chair of the board, jointly with the chair of TCA, is authorized to appoint a hiring committee, compromised of teachers, parents and community members of the two schools, to recommend a candidate to the board for the position of principal. In carrying out this charge, the committee shall consider input from the entire TCA and TCAHS community – staff, students, parents and the general community. To the extent practical, the committee shall attempt to make its recommendations to the board before May. The committee may incur reasonable expenses of the search, including posting, publication and similar costs, as well as reasonable travel expenses of candidates, as it determines necessary.”

A motion to approve the Executive Committee’s recommendations of the timeline and to proceed with appointing an ad hoc hiring committee was made by Jim D’Aquila and seconded by Kerri Vickers. Motion passed unanimously.

OLD BUSINESS:

There was no report for old business.

REPORTS:

Committee Reports: (Joint board committees)

▪ Governance

Kerri Vickers reported. The committee continued their discussion on family leave and short-term disability. Surveys intended to be given out at the next parent-teacher conferences for students and parents will be examined for final editing at the next meeting. The survey will act as a way to inform the Board, Principal and Director of Operations of the school's performance. The results of parent surveys will be made available to the board for discussion at the next board meeting. The next Governance meeting will be held on Tuesday, January 24, 2012 at 7:45AM

▪ Communications / Marketing/Recruitment

Andrew Minck reported. Lawn signs have been ordered and may be distributed to families during conferences on February 4, 2012. The price for a lawn sign is \$8.00. Cling-on car stickers is another possible tool for recruitment. Our biggest assets are our parents and community members.

Sarah Ancel reported. A Parent Teacher Association (PTA) has been established and they are interested in partnering with the recruitment committee. On May 5, 2012 a pancake breakfast with a raffling of gift baskets as a fundraiser is scheduled.

▪ Policy Review

John Tuttle reported. The committee has not met yet. John Tuttle has begun to evaluate the 126 policies with additional sub-sections and will set up a future meeting date.

Principal:

Liz Wynne reported. A 2nd skills clinic was utilized today that focused on math and reading remediation. Next month, the "Exceeds Group" will meet with teachers. Student art work will be represented at the St. Paul Carnival. The Ski club has registered 50 middle and high school students.

Director of Operations

A lunch audit took place with the State of Minnesota. TCA passed and minor errors were corrected. TCA will now offer only 1% milk according to the new state standards. Andrew is pursuing credit and debit card options for lunch and other fees payments.

ADJOURNMENT

A motion to adjourn the middle school meeting was made by Chuck Lentz and seconded by Alex Bajwa at 6:49 PM. Motion passed unanimously.