

# AFSA K-12 Work Session Minutes, K-8 Cafeteria

August 20, 2024

4:00 - 4:55pm

**Board Members Present:** Becky Meyer, Kate Plaisance, Kerry Schulte, Julie Cox, Leslie Scherer, Laura Wyatt, Melissa Farler, David Smith, Scott Stene

**Board Members Absent:** Jenny Cook

**Guests:** Teresa Kothbauer, Meghan Eschenbach-O'Shea

## A. DISCUSSION ITEMS

1. **Interim Leadership Structure:** Following Jamie Goulet's resignation the Interim leadership structure while we search for someone to successfully fill the Executive Director position is as follows:  
Becky Meyer – Interim Executive Director and CFO – 80% time  
Sam Wakefield – High School Director  
Laura Nelson – High School Academic Lead  
Liz Burkwald – Elementary Director  
Kate Bald – Elementary Behavior Lead
2. **Executive Director Search Process:** Kate Plaisance recommends not going back to MSBA to find a new Executive Director, and instead use retained documents and knowledge from the previous search to conduct the search ourselves. The search party will be responsible for creating postings, deciding where to post, setting up and conducting interviews. The party will be composed of the admin team, a teacher representative (Laura Wyatt), parent representative (Jenny Cook), community representative (David Smith), and a student representative (TBD).
3. **OW Contract Renewal:** Re-wording and updating some sections to account for Jamie's absence, a board member will review the renewal documents before they are voted on by the board at a Special Board Meeting (September 10th, 2024 5:30pm Elementary Cafeteria).
4. **OW Required Policies:** A policy review from OW will be conducted and is similar to an audit visit. The Policy Committee will review, write, update, and make sure policies are properly placed in order to meet OW requirements. An update to the procurement policy will take place on the regularly scheduled September Board Meeting.

## B. ADJOURN

Adjourning time: 4:55pm

# **AFSA K-12 Board of Education Meeting Minutes, K-8 Cafeteria August 20, 2024 5:01 - 6:22pm**

**Board Members Present:** Becky Meyer, Kate Plaisance, Julie Cox, Kerry Schulte, Laura Wyatt, Melissa Farler, Leslie Scherer, Scott Stene, David Smith, Jenny Cook.

**Board Members Absent:**

**Guests:** Liz Burkwald, Kate Bald, Sam Wakefield, Laura Nelson, Teresa Kothbauer, Kelly Lewis, Meghan Eschenbach-O'Shea

## **A. PROCEDURAL ITEMS**

1. **Call to Order:** Kate Plaisance called the meeting to order at 5:01pm
  - a. **Mission:** The Academy for Science and Agriculture (AFSA), a public charter school for grades K-12, engages learners in academically rigorous, student-centered, hands-on experiences and leadership opportunities within a science, environmental education, and agricultural context.
  - b. **Vision:** AFSA will develop lifelong learners who are curious, care for others, have high skill levels in applied sciences, and will be prepared for a future in a diverse, global, and changing society.
  - c. **Honoring Native Peoples:** We would like to acknowledge that this meeting is being held on the traditional lands of the Dakota people, and pay our respect to elders both past and present.
2. **Determination of Quorum:** A quorum of board members is present.
3. **Determination of Conflict of interest on any agenda items:** No conflicts of interest were noted.

**Approve agenda:** David Smith moved to approve of the agenda, Laura Wyatt seconded, the motion passed unanimously.

**Approval of Minutes:** Kerry Schulte moved to approve the minutes as circulated, Julie Cox seconded, motion passed unanimously.

**Approval of Financial Report:** Becky Meyer presented the Financial Report; including the payment of invoices and the acceptance of gifts. David Smith moved to accept the Financial Report, Julie Cox seconded, motion passed unanimously.

## **B. SCHOOL GUEST SPEAKERS**

### **Admin Team Introductions:**

**Sam Wakefield (Principal of HighSchool/Former Dean of Students):** Sam has previous experience working with and helping lead charter schools. He is looking forward to helping keep AFSA's traditions alive while also making some changes to help boost our enrollment.

**Laura Nelson (Academic Director for Highschool/Social Studies Teacher):** Laura has been at AFSA for 21 years, she looks forward to taking on the role of Academic Director while still maintaining her Political Science class.

**Liz Burkwald (Academic Director for Elementary School):** Liz has been at AFSA for 15 years and looks forward to another great school year at AFSA.

**Kate Bald (Dean of Students for Elementary School):** Kate has been at AFSA for 16 years, during her time with AFSA she has been an EA, a math teacher, and a math support specialist. She looks forward to taking on another new role this school year.

### **C. GUEST COMMENTS**

**Teresa Kothbauer:** Teresa expressed the concerns and uncertainties that she and other parents of AFSA students are feeling while facing the turn overs of Jamie Goulet (former Executive Director) and other staff.

**Kelly Lewis:** Kelly was the former SPED Coordinator for AFSA, she shared that she still wishes to support AFSA even if she is no longer a staff member and wishes that there had been more communication from and about the Executive Director.

### **D. INFORMATIONAL ITEMS**

#### **1. School Activities Reports:**

Laura Nelson and Sam Wakefield presented activity reports for the 7-12 building.

Laura is now the Academic director. In Social-Studies, Civics will be moved to 12th grade, Geography will be moved to 9th. In Science, Biology will be moved to 10th grade, Physical Science is being moved to 9th. The Back to School picnic for the High School is being held on August 27th from 3:00 - 7:00 pm. FFA members will be at the State Fair Competing on Monday, August 26, they will be presenting on goats. Farm and Community Service Day is September 27th. The AFSA Volleyball team has started practice, so far there are 16 players on the team.

Enrollment is at 260.

Kate Bald presented activity reports for the Pk-6 building. New 5th/6th Grade Teacher (Billie Borschneck), Science/Ag. Teacher (Sarah Vavra), Art Teacher (Amanda Porter), and School Counselor (Faith Holewa-Kvigne). Innovation Studio is making a comeback for 5th and 6th grade, Eagles

Club is an after school club/ after school care program starting this Fall for students Pk-6th.

Enrollment is at 134.

Both buildings attended the Little Canada and Vadnais Heights parades this past month, upcoming is Culvers night on September 17th, from 5:00 - 7:00pm.

Total Enrollment is 394.

**2. Administration Report:** None

**3. Committee Report:** None.

## **E. DISCUSSION ITEMS**

### **1. Cell Phone Policy:**

The policy covers all students grades Pre-K through 12th. Sam Wakefield has done surveys and collected feedback from Staff and Parents, there was no pushback on the policy.

### **2. Student/Parent Handbook (Elementary and Highschool):**

Just rewording, and updating dates and contact information.

### **3. Teacher Handbook:**

Updating, and well as adding in Evaluation for Cultural and Language Competency requirements.

### **4. District Employee Handbook:**

Updating, and adding in ESST time and Equal Education policies.

### **5. AFSA OW Contract Amendment:**

The newly updated by-laws will be sent out, updating the new Attendance Goal and Pre-k Designation.

## **F. ACTION ITEMS**

- 1. Interim Executive Director Contract Approval:** Becky Meyer will have flexible working hours and the ability to complete her work from home. The contract will be good for up to 1 year, once a new Executive Director is appointed and has an official start date Becky will be given a 2 month notice to account for a transition safety net. Julie Cox motioned to

approve, Leslie Scherer seconded the motion, the motion passed unanimously.

2. **Authorization of Interim Executive Director as IOWA:** Becky Meyer recommends that Liz Burkwald take the position of IOWA, Liz Burkwald accepts. Laura Wyatt motioned to approve, Leslie Scherer seconded the motion, the motion passed unanimously.
3. **OW Contract Amendment:** Leslie Scherer motioned to approve, Laura Wyatt seconded the motion, the motion passed unanimously.
4. **Policy Approvals:** Cell Phone policy amended with grammatical corrections. Laura Wyatt motioned to approve, Jenny Cook seconded the motion, the motion passed unanimously.
5. **Student/Parent Handbook:** Julie Cox motioned to approve, Scott Stene seconded the motion, the motion passed unanimously.
6. **District Employee and Teacher Handbooks:** Jenny Cook motioned to approve, Leslie Scherer seconded the motion, the motion passed unanimously.
7. **Assessment Calendar and District Testing procedures:** Julie Cox motioned to approve, Leslie Scherer seconded the motion, the motion passed unanimously.
8. **Special Board Meeting:** Calling a meeting on September 10th, 2024 at 5:30pm in the Elementary Cafeteria for the OW Contract Renewal. Jenny Cook motioned to approve, David Smith seconded the motion, the motion passed unanimously.

## **G. ANNOUNCEMENTS**

- a. Next Work Session and Regular Board Meeting is September 24, 2024 at 5:00pm

## **H. ADJOURNMENT**

Kerry Schulte motioned to adjourn the meeting, Julie Cox seconded the motion, the motion passed unanimously. Adjourned at 6:22pm.