

# **AFSA K-12 Work Session Minutes, K-6 Cafeteria**

**February 25th, 2025**

**4:02pm - 4:55pm**

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

**Board Members Absent:**

**Guests:** Becky Meyer, Liz Burkwald, Meghan O'Shea

## **A. DISCUSSION ITEMS**

### **1. Enrollment Strategic Plan Update:**

Sam has created a working document for the strategic plan, within it there are areas designating who is doing what roles and spaces to sign up for tasks. For example School Board Members can help with follow-up calls for families who have disenrolled.

### **2. Executive Director Performance Goals:**

Top 4 Goals that Sam will be assessed on

- Showing evidence of actions towards and results of his 3 pillar plan.
- Steps towards finding a long term business manager.
- Management Training.
- Board Training.

Review Process

Kate Plaisance and Sam Wakefield will meet before March 31st and talk about his progress towards the above listed goals, feedback from stakeholders (Teachers, Paraprofessionals, Board Members, Parents) from both buildings. A survey with a rating scale will be created.

### **3. Board Evaluation:**

The Board Assessment tool and Board Governance Self-Assessment checklist will be completed and talked about at the April board meeting.

## **B. ADJOURN**

**Adjourning time: 4:55pm**

# **AFSA K-12 Board of Education Meeting Minutes, K-6 Cafeteria February 25th, 2024 5:00 - 6:38pm**

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

**Board Members Absent:**

**Guests:** Liz Burkwald, Becky Meyer, Meghan O'Shea

## **A. PROCEDURAL ITEMS**

- 1. Call to Order:** Kate Plaisance called the meeting to order at 5:00pm
  - 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:** Laura Wyatt moved to approve the agenda, Jenny Cook seconded, the motion passed unanimously.

**Approval of Minutes:** David Smith moved to approve the minutes from the January Board Meeting, Julie Cox seconded, the motion passed unanimously.

**Approval of Financial Report:** Becky Meyer presented the Financial Report; including the payment of invoices and the acceptance of gifts. Kerry Schulte moved to accept the Financial Report, Leslie Scherer seconded, motion passed unanimously.

## **B. SCHOOL GUEST SPEAKERS**

None.

## C. GUEST COMMENTS

None.

## D. INFORMATIONAL ITEMS

### 1. School Activities Reports:

Liz Burkwald presented the Activity Report for the Prek - 6 building. The Lottery was completed on February 6th, we accepted 60 students 40 of which have registered. Projected whole school enrollment for the upcoming school year is 415. STARR Winter Testing is underway for grade 3 - 6, data will be ready to share at the next board meeting. Field trips have been taken to Springbrook Nature Center, Willow River Nature Center, Tamarack Nature Center, The Minnesota Science Museum, Eagle's Nest Indoor Playground, Cardigan Ridge, and Spooner Park. The Soar Slip reward for February is "Choose Your Own Lunch", students were able to vote with their soarslips on what meal they wanted served. Breakfast for Lunch won. 100 Acts of Kindness, the goal was met within 3 days of the challenge starting. Staff Soarslips have started to help with recognition and boost morale among staff. The Winter Carnival went very well, \$1,500 was raised through ticket sales, the silent auction went well, and \$3,200 was made at the bookfair.

Enrollment: 142

Sam Wakefield presented the Activity Report for the 7-12 building. CIS Day at the University of Minnesota. STARR Winter Testing was completed, data will be ready to share at the next board meeting. In honor of Black History Month various activities have been taking place in classes. We are hosting our first annual MN Agriculture Night on Thursday March 6th at the Highschool Campus. Community Education classes to be potentially held in the building over the summer through Vadnais Heights. FFA week was successful, the talent show will be held this upcoming Friday. 90 Regional Science Fair trips have been offered to students, so far 70 have accepted. Students participated at FFA day at the State Capital and will be attending Charter School day at the Capital next week. AFSA Eaglets Volleyball program for grades 4, 5, and 6 will start in April.

Enrollment: 257

Total Enrollment is 399.

### 2. Committee Reports:

**Election Committee:** Laura Wyatt, Julie Cox, and Scott Stene are up for re-election this year. Scott Stene will be dropping. Biographies and pictures need to be completed for April, voting will take place in May. Jenny Cook, Melissa Farler, and David Smith are on the Election Committee.

**Donations Committee:** What is the scope of what the committee is doing and how do we want it done? Should we have a Gala?

## **E. DISCUSSION ITEMS**

1. **Insurance Renewal:** The board discussed the pros and cons of going with either EMC or Liberty for insurance. Will be voted on during action items.
2. **VPK Sliding Fee Schedule:** The board discussed a VPK Sliding Fee based upon the Federal Poverty Guidelines. If we are able to be fully funded by MDE (Minnesota Department of Education) we will receive \$55,000. Potentially charge application and transportation fees.
3. **Policy Updates:**
  - 424 License Status: The title of Superintendent has been changed to Executive Director.
  - Return to Work Policy: Permitted to go to your own clinic.
  - Time Off: Updated online to match the handbook.
  - 435 Conflict of Interest: Unchanged, only reviewed.
  - Crisis Management: Adding # of tornado and lockdown drills.
  - 505 Secondary GPA: Move to March.

## **F. ACTION ITEMS**

1. **Insurance Renewal:** Laura Wyatt moves to use EMC Amtrust on a 16 month renewal, Julie Cox seconded the motion, the motion passed unanimously.
2. **Transportation Plan for FY26:** Kerry Schulte motioned to approve the Transportation Plan for FY26, Leslie Scherer seconded the motion, the motion passed unanimously.
3. **Form 990:** David Smith motioned to approve the 990 tax form, Kerry Schulte seconded, the motion passed unanimously.
4. **VPK Sliding Fee Schedule:** Laura Wyatt motioned to approve Option C for the VPK Sliding Fee Schedule, Jenny Cook seconded the motion, the motion passed unanimously.

5. **Co-op for High School Track:** Kerry Schulte motioned to approve collaborating with HCCP for the High School track team, Leslie Scherer seconded the motion, the motion passed unanimously.
6. **CP Payroll Agreement:** Julie Cox moved to approve the Creative Planning Payroll Agreement, David Smith seconded the motion, the motion passed unanimously.
7. **Policy Updates:** Jenny Cook moved to approve the updates to Policies 424, 425, 435, 447,804. Laura Wyatt seconded the motion, the motion passed unanimously.

#### **G. ANNOUNCEMENTS**

- a. Next Work Regular Board Meeting is March 18th, 2025 at 5:00pm in the Elementary Cafeteria.

#### **H. ADJOURNMENT**

Leslie Scherer motioned to adjourn the meeting, Kerry Schulte seconded the motion, the motion passed unanimously. Adjourned at 6:38pm.