

AFSA K-12
Work Session Agenda
Elementary Cafeteria

July 22, 2025

4:00 - 5:00 pm

AGENDA TOPICS

Board Members Present: Kate Plaisance, Julie Cox, Jenny Cook, Dave Smith, Kyra Warner, Matt Vinez, Kerry Schulte, Leslie Scherer, Sam Wakefield

Board Members Absent: Melissa Farler

A. DISCUSSION ITEMS

1. New member on-boarding
 - a. The board took time to introduce everyone on the board and some background/history of their participation with AFSA's School Board. The new board members were introduced.
 - b. The board discussed the major on-boarding items:
 - i. Board Handbook: Discussed the review process of the Executive Director and what we have in the past done to perform that process. The overall structure of the board in regards how it is involved in the oversight of the school. How the Director is communicating with the board and their role.
 - ii. Board Member Responsibilities: We went through the responsibilities of board members along with the requirements to fulfill the position. We discussed the process of the meetings and worksessions. The minimum attendance meetings. We touched on the Open Meeting Law, along with the updates. This will be discussed more at the retreat.
 - iii. Committees: The board discussed the committee structure of AFSA's board and the responsibilities/requirements with each committee. Described the executive committee, finance committee, policy committee and governance committee. Along with the descriptions, we discussed the importance of having proper involvement from board members.
 - iv. Strategic plan: Discussion around what the strategic plan is and its purpose. We are starting a new contract and at the next worksession and retreat we will spend time creating a new strategic plan.
 - c. Enrollment Strategic Plan: Showed the new board members the enrollment strategic plan and the importance of students enrollment.
 - d. Budget: Reviewed the budget set for this school year. Discussed different ways to be involved and how to get a further understanding of school finances.
 - e. Osprey Wilds Contract: Informed and discussed the Osprey Wilds contract. The purpose behind this contract and asked new board members to review for the next board meeting. They will sign assurances in the August board meeting.
2. Board Training assessment
 - a. All board members completed the required board training before the deadlines assigned. Showed the document in which we track board members training and what they would like to focus their new training on. New board members will have to complete the final three required training before June 30, 2026. We will use the retreat to help identify which training we would like to add to our board members.
3. Retreat plan

- a. The board retreat will be in September or October. We have a couple dates. Will confirm with the trainer. The retreat will go from 9:00 to 3:00.

B. ADJOURN 4:55pm

**AFSA K-12
BOARD OF EDUCATION MEETING
Elementary Cafeteria**

July 22, 2025
5:00 - 6:30 pm

AGENDA

Board Members Present: Kate Plaisance, Julie Cox, Jenny Cook, Dave Smith, Kyra Warner, Matt Vinez, Kerry Schulte, Leslie Scherer, Sam Wakefield

Board Members Absent: Melissa Farler

Guests: Becky Meyer, Kate Bald

A. PROCEDURAL ITEMS

1. Call to Order Kate Plaisance called the meeting to order at 5:00pm.

Mission: The Academy for Sciences and Agriculture (AFSA), a public charter school for grades PreK-12, engages learners in academically rigorous, student-centered, hands-on experiences and leadership opportunities within a science, environmental education, and agricultural context.

Vision: AFSA will develop lifelong learners who are curious, care for others and have high skill levels in applied sciences, and will be prepared for a future in a diverse, global and changing society

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 with 8.
3. Determination of Conflict of Interest on any agenda items: There was no conflict of interest.
4. Approve Agenda: Testing procedures was removed from the agenda due to the no change and does not need to be approved by the board. Dave moved to approve of the Agenda with changes, Julie Cox seconded the motion. Passed unanimously.
5. Approval of Minutes: Dave Smith moved to approve of the July Board meeting minutes, Kerry Schulte seconded the motion. Passed unanimously.
6. Approval of Financial Report
 - i. Payment of Invoices

- ii. Acceptance of Gifts
- iii. Becky Meyer presented the Financial Report; including the payment of invoices and the acceptance of gifts. Julie Cox moved to approve of the financial report, Leslie Scherer seconded the motion. Passed unanimously.

B. SCHOOL GUEST SPEAKERS

There were no guest speakers present.

C. GUEST COMMENTS (Three minutes per presenter)

There were no guest comments.

D. INFORMATION ITEMS

1. School Activities Reports

a. Kate Bald Reported:

- i. Academics: Placement testing and EC screening underway for the upcoming year. So far, 11 full EC screenings complete, 8 AFSA entry screenings, and 13 students placement tested this summer. EC screenings are reported under Osprey Wilds goal 8.1
- ii. Community: Our July Open house last week was very busy! 5 new students enrolled, 6 screenings completed, plus an additional 3 tours for interested families. The Admin team reviewed survey data and worked to address common themes in feedback for the Elementary such as communications improvements, continuing hands-on and experiential learning, and updated behavior supports
- iii. Mission: New initiatives for the upcoming year: Wonder Wednesdays - all students will have adjusted schedules on Wednesdays to focus on student-driven learning and field trips, along with Soar slip activities and other assemblies throughout the year. Tech Time - to address new Computer Science standards and dedicate time to addressing concerns with computer skills needed for assessments.
- iv. Enrollment: Elementary enrollment is currently 141 with new registrations included and withdrawn students removed. We've had 6 students withdraw since school ended. Most families from our VPK last year are switching schools but did not indicate that on our survey this spring, so we are looking at ways to avoid that again next year. This created a waitlist, which then we accepted in June, but all of them had found other placements so we are now down to 16 in kindergarten.
- v. Other: PreK teacher is hired, just looking for 1 more Special Ed teacher at Elem to fill out the team. Will be hiring EAs in August to fill open positions. With one leaving this summer and 1 retired we have 3 open positions for fall to support the upcoming year student needs. Building is almost finished being re-painted and ready for the upcoming year! Thank you to our Custodial crew for their hard work: Nelson, Ryan, Anna, Meloni, and Amanda!

b. Sam Wakefield Reported:

- i. Academics: So far we've had 19 students come in to complete placement testing and registration.

- ii. Community/Culture: Our July Open house was busy. We enrolled 4 families, 3 more enrolled on Tuesday. Had a bunch of tours with a possibility of 6-8 potential new students considering our school. I have also received 2 more enrollments in the last week from previous tours. The survey data for the high school showed that we need to improve on our behavior of other students, have more field trip opportunities, and work on the students skipping/bathroom. The overwhelming positive feedback was around how students love the community, friendships, and the staff.
- iii. Mission: We are revamping our Advisory to a different time of the day and naming it FOCUS. More to come! The FFA officers have assisted with 4 community events this month, including Marketfests, Music in the Parks. The FFA officers will also be helping at a picnic for Seniors in Vadnais Heights in August
- iv. Enrollment: We are currently at 258 at the high school with enrollment. We have around 5 students that I am waiting to get their enrollment forms. We are 6 higher than last year with PowerSchool Cleaned up. Trying to get to 265 before the start of the school year.
- v. Other: Job Corps has been in to repaint the high school, come check out our new beautiful blue accent color! The High School is still looking for a PE teacher, and Kitchen help (depending on decision moving forward). We held our Admin retreat from July 15-17. During this time we collaborated on our theme for this school year - Challenge Accepted!, defined roles, and worked to smooth out those things that were rough this past year. Thursday is AFSA's Ag and Science Theme night at Marketfest in White Bear Lake! It will run on 4th street from 6-9 pm and include science and ag activities, as well as amazing products, organizations, businesses and local music. Our school booth is located at the end of the street. The first 150 people to visit all of the Science and Ag theme night vendors will receive a give away bag. Come check it out! On August 16 we will be hosting "Kids Day" at Vadnais Heights Days.

- 2. Administrative Reports: No reports at this time.
- 3. Committee Reports
 - a. Election team: No reports at this time.
 - b. Donations team: No new updates.
 - c. Finance Committee:
 - i. Reminded the board of the new requirements of Osprey Wilds and how we will meet those requirements.
 - d. Exec Committee: No reports at this time.
- 4. Training updates
 - a. Krya Warner and Matt Vinez completed the required trainings in time. No other updates at this time.

E. DISCUSSION ITEMS

- 1. OW site visit feedback
 - a. This was performed last school year on April 30th, 2025. The board looked at the feedback from the visitor. The board discussed how it would be nice for the board to send a common message in response to help gain some more clarification and may help address some of the feedback.

2. CACR
 - a. Sam went through the CACR plan and what it means for schools. Shared with the board the purpose of this document and what it use to be. We took the feedback from Addie Mazza from Osprey Wilds. It was sent to OW, but we have not hear back. If we get any more feedback we will make sure to make those changes and get approved by the board again.
3. District test security procedures: Removed from Agenda.

F. ACTION ITEMS

1. Oath of office for Board members: All board members were sworn in and read the oath of office at 5:50pm.
2. Election of Board Officers: Kyra Warner moved to approve of the Election of Board Officers, Julie Cox seconds the motion. Passed unanimously
3. Designation of Depository: Matt Vinez moved to approve of Designation of Depository, Kyra Warner seconds the motion. Passed unanimously
4. Electronic transfer: Jennifer Cook moved to approve electronic transfer, Kyra Warner seconds the motion. Passed unanimously
5. MDE IOWA designation: Kerry Schulte moved to approve MDE IOWA designation, Matt Vinez seconds the motion. Passed unanimously
6. District test security procedures: Removed from Agenda and Action items
7. CACR approval: Dave Smith moved to approve CACR, Jennifer Cook seconds the motion. Passed unanimously

G. ANNOUNCEMENTS

- a. Next meeting:
 - a. Regular meeting August 19, 2025 at 5 pm
 - b. We will have a closed session to update on an ongoing legal case. Schools lawyers will discuss an update to the board

H. ADJOURNMENT

Julie Cox moved to adjourn the meeting. Leslie Scherer seconded the motion. Passed unanimously and the meeting adjourned at 6:10pm.