

AFSA K-12
Work Session Agenda
Elementary Cafeteria

August 19, 2025

4:00 - 5:00 pm

AGENDA TOPICS

Board Members Present: Jennifer Cook, Kyra Warner, Melissa Farler, Matt Vinez, Julie Cox, Leslie Scherer, Kerry Schulte, Kate Plaisance, Sam Wakefield

Board Members Absent: None

A. DISCUSSION ITEMS

1. School Survey results: Sam Wakefield shared a document with the team showing some of the school survey results data. Sam discussed some of the common trends shown through the survey. We would like to bring this topic back up around the March board meeting so we can add or adjust the survey for this school year.
 - a. Staff are happy/working with each other: From the staff survey, our staff really enjoy our school and love working with each other.
 - b. Students at the high school level all agreed that we need to work on treating our school with respect, help find a solution to the bathroom problem and have more consistent consequences.
 - c. Our students feel safe at school and over 80% are satisfied with their school choice.
 - d. Our students understand all of our emergency drill procedures and our classroom expectations

The Board brought up the idea of maybe utilizing the FFA team more to help the initiatives.
2. Retreat prep work 9/27 9 am to 3 pm
 - a. Strategic Plan SWOT update
 - i. We looked at the old strategic plan and our SWOT analysis.
 - ii. We need to add pre-k, Visible - but add active as well.
 - iii. During the retreat we will take a look at this and update the strategic plan.
 - b. OW Outstanding obligations review
 - i. Kate P showed/reminded the board of exhibit S - Outstanding obligations from our previous contract.
 - ii. We will create a document/spreadsheet showing our progress on these items and a way so we continue to communicate where we stand on these obligations.

Kate read a statement from the lawyers in preparation for the closed session taking place during the board meeting.

B. ADJOURN @ 4:56

**Finance Committee meeting 3:30 pm ELEM business office
Regular board meeting to begin at 5:00 pm in ELEM Cafeteria**

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

August 19, 2025

5:00 - 6:30 pm

AGENDA

Board Members Present: Jennifer Cook, Kyra Warner, Melissa Farler, Matt Vinez, Julie Cox, Leslie Scherer, Kerry Schulte, Kate Plaisance, Sam Wakefield

Board Members Absent: None

Guests: Becky Meyer, Liz Burkwald

A. PROCEDURAL ITEMS

1. Call to Order @ 5:05pm

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. (Kate Plaisance read)

2. Determination of Quorum: A quorum of board members is present with 9.

3. Determination of Conflict of Interest on any agenda items: There is was no conflict of interest with the agenda items.

4. Approve Agenda: Julie moved to approve of the agenda, Dave seconded the motion. Passed unanimously.

5. Approval of Minutes: Dave moved to approve of July's Board Meeting Minutes, Matt 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. There is a chance we end FY 25 with a positive

fund balance. Kate P recognizes Becky and staff for doing a great job with the budget this year. We will need approval to move funds to cover food service funds. Julie moved to approve the financial report, Leslie 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. Liz Burkwald presented the elementary updates:
 - i. Academic: All teachers started back today. Collaborative planning done, focusing on new initiatives (Tech Time & Wonder Wednesdays) as well as Be AFSA standards.
 - ii. Community/Culture: Embracing Challenge Accepted theme by creating Teacher challenges for this week (seating charts, alphabetizing papers, positive praise. Working to declutter and spruce up our staff lounge as a treat for our teachers.
 - iii. Mission:
 - iv. Enrollment: 135 enrolled at Elem with several appointments for tours or enrollment before school begins. Potential 10 new students if those all enroll.
 - v. Other: Lost our 4th grade teacher, but were able to fill the position. Offered to one EA candidate, hoping to find a fit for PreK classroom as well.
- b. Sam Wakefield presented the high school updates:
 - i. Academic: The high school turned its advisory class into FOCUS. This has the same structure, but we put more emphasis on it and made it a little bit longer in the day. We are giving it high school credit along with a grade. This will allow students to take it seriously. It stands for: Future Planning, Office Hours, Community/challenge, Unplug and seminar.
 - ii. Community/Culture: The Great AFSA Cup: We are incorporating a year long competition with high school students where their FOCUS class can earn points with a variety of things, more to come! The Studio: We created a space to help provide space to help be proactive with some of our students that need support. It is staffed by our student success coach (Ms. Vorwald).
 - iii. Mission: All of our National state fair qualifiers placed bronze (7). A few of them did not qualify due to wrong classification. Ms. Warner is going to focus on that this year so that does not happen.
 - iv. Enrollment: Currently at 253 for high school enrollment. We have a couple of applications still out there waiting for registration packets. This number is not 100% reliable since the first day is where we find out our numbers.
 - v. Other: Sidewalk is getting repaired at the high school. This was becoming unsafe.

2. Administrative Reports: There were no reports at this time.

3. Committee Reports
 - a. Election team: There were no reports at this time.
 - b. Donations team: The committee is meeting on 9/3 to get a solid plan together for the retreat.
 - c. Finance Committee: No report at this time.
 - d. Exec Committee: No report at this time.
4. Training updates: Julie sent an email for her training, we need the rest of the board members to email their training plans for this upcoming year.

E. DISCUSSION ITEMS

1. Teacher/Employee Handbooks: Liz went over the changes in the elementary teacher and student handbooks. The biggest updates were around some of the new initiatives talked about previously, food in classrooms, and a couple other small changes. Sam Wakefield went over the updates/changes for the high school teacher and student handbook. The big changes in the student handbook would be the new additions stated earlier about FOCUS and the Studio. We also added some attendance procedures that were not present in their before. In the staff handbook the big changes were adding some of the new requirements around lead testing requirement, asbestos testing, and water testing. There also were some changes around ESST time, and asking for employers asking for a doctor's note.
2. Student Handbook: See notes from above

F. ACTION ITEMS

1. Teacher/Employee Handbooks: Matt moved to approve all school handbooks for the school year 2025-2026, Kerry seconded the motion. Passed unanimously
2. Student Handbook: Approved in one motion above.
3. Procurement policy update: Kerry Schulte explained the quick reason for updating again. This was passed on from MACS. Dave moved to approve the procurement policy, Julie seconded the motion. Passed unanimously
4. Testing Schedule: Julie moved to pass the testing schedule for the school year 2025-2026, Matt seconded the motion. Passed unanimously
5. PreK teacher approval: Alex Riger accepted the Prek teaching job. Under the Nepotism policy, this must be approved by the board. Alex is the sister of Sam Wakefield, Executive Director. Sam assured the board he was not a part of the interview process or decision process. Julie moved to accept Alex Rigert as the Prek teacher, Leslie seconded the motion. Passed unanimously.

G. CLOSED SESSION

This session will be closed as permitted by Minn Stat. Section 13D.05, subd. 3b under attorney-client privilege to present information to the Board.

Kate moved to go into a closed session at 5:50pm, Dave seconded the motion. The board meeting went into a closed session: Kate P asked for Becky Meyer to stay due to knowledge in the matter. All other guests left.

Julie moved to end the closed session at 6:50pm, Matt seconded the motion. Passed unanimously.

Board Statement : The board issued further direction for the Lawyer.

Leslie moved to move into open meeting, Kerry Schulty seconded the motion. Passed unanimously. Board went to action items.

H. ANNOUNCEMENTS

a. Next meeting:

- a. Regular meeting September 23, 2025 at 5 pm
- b. AFSA Fall retreat September 27, 2025 at 9am-3pm

I. ADJOURNMENT

Julie moves to adjourn the board meeting at 7:00pm, Matt seconds the motion. Passed unanimously.