

AFSA PreK-12
Work Session Agenda
Elementary Cafeteria

September 23, 2025

4:00 - 5:00 pm

AGENDA TOPICS

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

Board Members Absent: Matt Vinez, Dave Smith

Called into session at 4:05pm

A. DISCUSSION ITEMS

1. ED goals FY26:
 - a. The team discussed some goals/areas that Sam Wakefield can work towards for his FY26 goals. Here are some targets that the board spoke on. He also will make a better goal document to show specific goals and measures.
 - i. Enrollment Targets (need at least 420) - did not meet the goals. We understand that one person cannot increase enrollment. We need to get more hands on deck
 - ii. Enrollment/marketing team: create a team that can focus on enrollment.
 - iii. Has two trainings left to complete before end of year
 - iv. Need to create an organizational plan for HR/business manager.
 - v. Create some personal management development plan to present to the board. Previously he thought about taking a course (principal academy). Our school is not in the place to make this work. Have bigger things to focus on.
2. Finalize Retreat agenda
 - a. We have shifted our retreat agenda to focus on fundraising and enrollment. We have to prioritize this issue AFSA is facing. We still will have the lawyer come in the morning. The afternoon will be dedicated to a joint effort of enrollment and fundraising.
 - b. Julie will be leading the get to know you.
 - c. It will be recorded for Matt and Dave
 - d. We will be limiting lunch and working through lunch so we have more time to focus on our immediate needs.
3. Fundraising ideation session
 - a. Julie and Leslie shared their fundraising activity for the board work session. They created a spreadsheet that had information around different fundraising/raising money options. It prioritized our needs and how we can go about supporting it financially. The board members participated in an activity to help gain out insights and feedback. We had three large post it posters on the walls and we went in groups to discuss.
 - i. Edits/Additions to contacts and some next steps
 - ii. Overall questions
 - iii. Edits to fundraising options
 - b. We will be taking this data and information to the board retreat this weekend.

- c. Becky also discussed an AI source that helped with some of the website work and it helped draft some plans.

B. ADJOURN @ 5:02pm

Regular board meeting to begin at 5:00 pm in ELEM Cafeteria

AFSA PreK-12

BOARD OF EDUCATION MEETING

Elementary Cafeteria

September 23, 2025

5:00 - 6:30 pm

AGENDA

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

Board Members Absent: Matt Vinez, Dave Smith

Guests: Becky Meyer, Kate Bald, Addie Mazza (Osprey Wilds)

A. PROCEDURAL ITEMS

1. Call to Order - Kate called the meeting in order at 5:03, and read the statement below.

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: There are two board members absent (Dave Smith & Matt Vinez). We still do have Quorum.
3. Determination of Conflict of Interest on any agenda items: There was no conflict of interest on any agenda items.
4. Approve Agenda: Juile moved to approve of the agenda, Kerry seconded the motion. Passed unanimously.

5. Approval of Minutes: Kyra moved to approve the minutes, Julie seconded the motion. Passed unanimously.

6. Approval of Financial Report

- i. Payment of Invoices
- ii. Acceptance of Gifts
- iii. Becky presented the preliminary audit report. It puts us at a 178,000 statutory debt. Our ending ADM was 393 with a budget set at 400. There were findings in the board report.
 1. A couple receipts were missing from the pull they performed.
 2. Last payments - which is an issue with the current budget
 3. Bond payments - we are still trying to get in contact with bond holders so we can have a plan in writing.
- iv. Becky Meyer presented the financial report along with the supplemental report. Our current budget was set at 400 students and we are short of that by 25ish depending on our MARSS report on 10/1/25. This is putting a large constraint on cash flow and something needs to be done to bring a solution. Becky mentioned that if we stay at this current enrollment number we will not be able to sustain. We are addressing this in greater context during the board retreat. Kerry moved to approve the financial report, acceptance of invoices and acceptances of gifts. Julie 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 at this time.

D. INFORMATION ITEMS

1. School Activities Reports

- a. Kate bald presented the elementary report:
 - i. Academic: Great start to the year. Teachers are still teaching and reinforcing classroom expectations and procedures and starting to dive into content. Beginning of the year testing for students receiving academic interventions has begun.
 - ii. Community and Culture: This week the Elementary building is celebrating activation week. Dress up days include: Book character, animal, Wacky Wednesday, School Spirit. Classes have different activities and challenges to complete each day. Tech Time: Is going great. Students 1st - 6th are learning or reviewing chromebook basics, leading into typing practice. Next week we will celebrate our students' September successes with a mini fall festival.
 - iii. Mission: Students and staff love our Wonder Wednesdays. So far field trips have been to the park for field trip expectations practice and Bike and Pedestrian Safety. In addition to field trips other activities included: making connections games, stem activities, and cooperative play. 5th & 6th graders have chosen project time from three categories: Newspaper, Eco Crafts, Recreational Sports.

- iv. Enrollment: Elementary Enrollment is currently 136. We started the year at 139. One student is returning in October, and 2 students left for personal reasons. There are currently no active applications for the elementary.
 - v. Other: New EA starting this week at Elementary.
 - b. Sam Wakefield gave the High School report:
 - i. Academic: We are celebrating Hispanic Heritage Month in FOCUS this week. FOCUS groups were assigned an event or a person and then they will be teaching their partner FOCUS group about what they learned. Students have started reflecting on their performance on STAR assessments last year and beginning to discuss what they can do to improve their performance this year. Challenges provided in FOCUS are being accepted daily!
 - ii. Community and Culture: The start of the year has been going great in regards to the overall feel. We have created a more positive student culture. Many of the new additions of students are fitting in. The new staff have been making impacts on our students. Students are really enjoying our Great AFSA Cup competition, they have created flags and crests which turned out great! The Flight Credits have been a hit - students come into the office regularly to turn in their credits and share what they received them for. Farm and Community Service day is on Friday - we will be providing service at 19 different places, 20 if you count AFSA.
 - iii. Mission: Ms. Warner has been working on the FFA and trying some new ways to get students interested. We are hosting our FFA meetings a little differently this year. Ms. Warner brought her CIS Animal class to the University of St. Paul. This Thursday Warner is bringing 25 9th graders to Explore FFA. Next week will be our Activation Week! First time in a long time that it will be 5 days instead of 4. We will end the week with our first (I believe) Pep Rally on Friday!
 - iv. Enrollment: Currently have 3 active enrollments. Most likely all three will join. Had a family stop in today for a registration form, not a part of the other 3.
 - v. Other: Current after school activities: Art Club on Tuesdays where students can work on art projects and get access to the supplies after school. D & D club is growing in numbers! After school a few times a week. Volleyball got a big win last night vs. Hope Academy - their second big win this season!
 - c. District Updates:
 - i. Conferences are October 16 and 17.
 - ii. Potato Hug is October 4
 - iii. Farm and Community Service Day is September 26, 2025
 - iv. Safety night is October 2nd
- 2. Administrative Reports: There are no administrative reports at this time.
- 3. Committee Reports: There are no committee reports at this time. Most of the donation talk will happen on Saturday.
 - a. Election team
 - b. Donations team
 - c. Finance Committee
 - d. Exec Committee
- 4. Training updates:
 - a. Kate has one person who turned in the training opportunity. We need to make sure to let Kate know your training plan through email.
 - b. Everyone must have the mandatory reporting training completed before the retreat.

- c. Michael Irving will be giving the training at the retreat. Will touch on law/policy around reporting, discrimination and harassment. This will be recorded so missing board members can make up that training.

E. DISCUSSION ITEMS

1. Emergency preparedness & Safety plans
 - a. Sam Wakefield presented to the board our safety measures and how we are able to keep our school community safe. We utilize Standard Response Protocol which is a way that Ramsey County allows consistency when responding to emergencies. We discussed how we have always had good safety plans in place and we believe our staff are prepared with our drills. Wakefield explained that you cannot plan for every incident, but overall we are a safe campus and work hard to keep it safe.
2. Academic review
 - a. Kerry Schulte shared the new programs at the elementary that are specifically geared to improve our academics and test scores. We are taking our first STAR assessment in early November.
 - i. Tech Time: At the elementary school we are dedicating time for students to become familiar and comfortable with technology. We are a hands-on school and we make an effort to limit the use of technology. That impacts our tests as students are not as familiar with the computer testing. We are building more technology into the classrooms to help them translate their knowledge while taking the standardized tests.
 - ii. Wonder Wednesday:
3. Environmental Ed review:
 - a. Wakefield went through the 5 different indicators of our EE goals through Osprey Wilds. We looked at the school specific goals along with the methods we will be gathering that data. The teachers on the board were able to go into a little more in depth on what that looks like in their classrooms and how it is impactful.
 - b. Someone brought up that we should pull information from field trips when writing the annual report. Many of our field trips are geared towards our EE goals.
4. OW Outstanding obligations review:
 - a. Kate Plaisance created a spreadsheet to allow us to monitor and check up on our outstanding obligations. We will check on these quarterly so we are on track during our 3 year contract period.
5. Budget review
 - a. Becky spoke a couple of items with support from Wakefield: We have a plan in place for this year to get through the school year. The school needs to come up with a plan, if these enrollment numbers do not increase, next year is in question. It has always been a struggle. I need to find a way to increase numbers. We did set the ADM at 400 this year and we are at about 375. We will continue to try to get a hold of the Bonds. We need a plan in writing one way or another. Becky continues to call and email. Kate P will now start emailing and calling as well.

F. ACTION ITEMS

1. Policy updates
 - a. Procurement: Policy committee updated on the new changes to the procurement policy. Kerry moved to pass the procurement policy, Leslie seconded the motion. Passed unanimously

- b. Language Access: Wakefield discussed the Language Access Plan and what it means to our school. We do have a timeline that we need to address, and that is in the plan. Will be posted on the website.
- c. Other: Farler described the updates made on the whistleblower, religious accommodation, equal access, enrollment policy. These will all be updated on the website. We had one vote for the remainder of the policies. Jenny moved to pass the 455 Whistleblower Policy, 103 Religious Accommodations Policy, 801 Equal Access Policy, and 542 Enrollment Policy, Kerry seconded the motion. Julie moved to accept and pass the Language Access Plan, Kerry seconded the motion. Passed unanimously.

G. ANNOUNCEMENTS

- a. Next meetings:
 - a. AFSA Fall Retreat September 27, 2025 at 9am-3pm
 - b. Regular meeting October 21, 2025 at 5 pm

I. ADJOURNMENT: Leslie moved to adjourn the board meeting, Julie seconded the motion. Passed unanimously. Board adjourned at 6:35pm