



Date: Tuesday, September 22nd, 2015

Meeting type: x Regular Special Meeting was called to order at: 6:38PM

Members present: April Grabanski, Missy Madigan, Tiffany Goedjen, Ann Watanabe, Pete Larson,
 Kathy Oberstar, Erica Higgins, Ashley Hudak, Manisha Datye, John Schwirtz, Jason Ulbrich (ex officio)

Members absent:

Invited guests: Susan Roeber, Kelly Schiffman, Rochelle Schelling, Melissa Tschann, Michelle Mills

Reports and Discussions

Agenda Item		
I.	Call to Order	by Ann Watanabe at 6:38PM
II.	Recitation of Pledge of Allegiance	
III.	Recitation of Eagle Ridge Academy's Mission and Vision Statements	Read by Jason Ulbrich
IV.	Approval of Agenda	
	Amendments:	Move up Open Teacher Board Seat to before Presentations in order to be respectful of our guests' time
	Motion to Approve:	First: Pete Larson Second: John Schwirtz
	Vote:	unanimous
V.	Approval of Minutes	August 25, 2015 Regular Meeting and September 1, 2015 Special Meeting
	Amendments:	
	Motion to Approve:	First: Tiffany Goedjen Second: Missy Madigan
	Vote:	unanimous
VI.	Public Comment	None
VII.	Open Teacher Board Seat	Each of the three candidates provided a brief statement as to why they are seeking a seat on the board. The board voted via paper ballot - Michelle Mills has been appointed to the empty seat. 6 votes for Michelle Mills (Erica Higgins, John Schwirtz, Manisha Datye, Ashley Hudak, Ann Watanabe, Pete Larson), 3 votes for Rochelle Schelling (April Grabanski, Missy Madigan, Kathy Oberstar), 1 vote for Melissa Tschann (Tiffany Goedjen)
VIII.	Presentations	
i.	Susan Roeber, Education Coordinator Goal Review for 2014-2015, Goal setting process for 15-16, Targeted Services, Effectiveness update	Susan provided us with data regarding our Targeted Services program as well as an overview of the program. She shared some more specific "glows" and "grows" as provided in the data. Overall it was a very successful program and she looks forward to continued success by reaching more families particularly in the 7th and 8th grade. Susan provided us with the successes of the QComp whole school goals. All school-wide goals were met by both the school of Logic and Rhetoric and the school of Grammar.

ii.	Kelly Schiffman, Development Coordinator Annual fundraising report and "Above and Beyond" campaign	Kelly has been an employee of Eagle Ridge Academy for one year! Fundraising this past year wasn't as successful as she would have hoped, but she has made great strides in creating relationships and developing a foundation for which all future fundraising efforts may be built. She is excited to see what this year has to bring. She discussed the capital campaign ("Above and beyond") and provided examples of what will be included in our new building with the money raised by this campaign. She provided the board with a snapshot of what was raised this past year. This information is also included in the Annual Report. Kelly shared with us all the marketing endeavors she has created, including a back-lit sign at Eden Prairie center.
IX.	Executive Director Report	Presented by Jason Ulbrich. Jason also briefly discussed the Annual Report, asking for edits and revisions via e-mail by Friday, September 25th.
X	Treasurer/Finance Report	Presented by Kathy Oberstar. Ann shared some information regarding our Bonding for the new building. Tomorrow there is a window of time that investors may purchase bonds. If all goes well, final closing of the Bren road facility will occur next Wednesday.
XI.	Working Group/task Force Reports	
i.	Curriculum, Instruction, and Student Achievement (CISA)	In order to be in compliance with the World's Best Workforce statute, we need to have an annual presentation at which specific information will be presented. No action is needed, but we will delay our next workshop on October 6th in order to accommodate the presentation. This will be posted publicly. The workshop will begin at 6:30PM
ii.	Governance	MACS task force met recently. They will meet again in three weeks. They created a document with guidelines for governance within Boards of Education. Pete encouraged us to all have binders with essential documents to keep with us at each meeting. Jason charged the governance group to help the ABC draft a board handbook.
iii.	Health Insurance	We budgeted for 14% increase. Final numbers came to be 15%. We will be looking at restructuring benefits to help it be more sustainable. On the table for consideration is a 'defined contribution'. Many schools are moving to this model. Administration are also researching several choices for employees, including seven different plans. Administration should be able to bring these options to the Board at our workshop on October 6th. We will be changing renewal date to December 1st instead of January due to the Affordable Care Act. We are also changing from being considered "age banded" to "blended". This is also a requirement.
iv.	Human Resources	No update
v.	Policy	Meeting tomorrow
XII.	New Business	
i.	Consider/Approve Executive Director Report	
	Amendments:	
	Motion to Approve:	First: Manisha Datye Second: Kathy Oberstar
	Vote:	unanimous
ii.	Consider/Approve 2014-2015 Annual Report	
	Amendments:	To include minor changes
	Motion to Approve:	First: Missy Madigan Second: Ann Watanabe
	Vote:	unanimous
iii.	Consider/Approve August, 2015 Financial Report	
	Amendments:	
	Motion to Approve:	First: Manisha Datye Second: Pete Larson
	Vote:	unanimous

IX. Motions

	Record of Motions	First/Second	Vote
IV.	Approval of Agenda	Pete Larson	unanimous
		John Schwirtz	
V.	Approval of Minutes	Tiffany Goedjen	unanimous
		Missy Madigan	
i.	Consider/Approve Executive Director Report	Manisha Datye	unanimous
		Kathy Oberstar	
ii.	Consider/Approve 2014-2015 Annual Report	Missy Madigan	unanimous
		Ann Watanabe	
iii.	Consider/Approve August, 2015 Financial Report	Manisha Datye	unanimous
		Pete Larson	
iv.	Consider/Approve Appointment of Teacher Candidate to Board	John Schwirtz	unanimous (Michelle Mills abstained)
		Ashley Hudak	
v.	Consider/Approve Employee Agreements	Missy Madigan	unanimous
		April Grabanski	
vi.	Consider/Approve Ratification of the Termination of an Employee Agreement: "To the extent that the Employment Agreement entered into by the Academy and Marshal Mehlos for the 2015-2016 school year continued to have any effect, Ann Watanabe moved to ratify the termination of that Agreement, effective September 1, 2015."	Ann Watanabe	unanimous
		Kathy Oberstar	
XIII.	Adjourn	Pete Larson	unanimous
		Missy Madigan	

Assignments/Action Items

	Description of Action Items	Owner	Due
I.			
II.			

**Executive Director Report
September 8, 2015**

1. Enrollment: 861 as of 9/4/15, 10 PSEO; budget set at 862; currently we have 851 ADM

Lower School: 414

Middle School: 225

Upper School: 222

2. Director's Desk

- a. Charter Renewal: First set of charter renewal documents was submitted to FOE on August 27 and was due September 1.
- b. Annual Report
 - i. First draft to board on Friday, 9/4/15
 - ii. Board questions on 9/8/15
 - iii. Submit edits to julbrich@eagleridgeacademy.org
 - iv. ED send revision to Board on September 20 via meeting packet
 - v. Submit edits to ED
 - vi. Consider/Approve on September 22
 - vii. ED Submits September 30
- c. Expansion Update
 - i. Met with ABC on September 8
 1. Discuss roles of the ABC Board versus the ERA Board
 2. Develop transparency best practices
 - ii. POS (Preliminary Offering Statement) is complete and sent to investors
 - iii. Week of September 14 conduct investor call and site visit
 - iv. Inform Entrust Datacard of purchase by September 14
 - v. Submitted more details to Rivera Architects for final drawing
 - vi. General Contractor will get final cost from each subcontractor, the preliminary cost fits into our budget
 - vii. Closing is scheduled by October 14
- d. Audit, currently collecting paperwork for the audit. KDV will present in October to the Board.

3. Upcoming Events for Board

- a. Rockin' the Ridge, September 18 from 6pm-10pm
- b. State of the School Address, October 27, 6pm
- c. Gala, November 7, 6pm at Bent Creek Golf Course

4. Lower School Board Report

- a. **STEP Testing:** The STEP assessment is a literacy assessment that comes out of the University of Chicago. Students in grades K-3 are given the STEP Assessment three times each year. The STEP Assessment provides concrete information for students, teachers, and parents regarding literacy skills and reading fluency. Teachers use this information to form guided reading groups.

- i. **Items of notice regarding STEP:**
 - 1. 1st group of tested students going into 5th grade-Only 5 students have not tested out from last year's class going into 5th grade
 - 2. Concerns about high level of students below target diminished rapidly as they progressed through our kindergarten program
 - 3. Noticeable decline in STEP levels in classes where there was a long-term sub preceding a STEP testing cycle
- ii. A group of teachers worked over the summer to put together requirements for teachers having long-term subs. Will add more guided reading support to those primary classrooms that have long term subs in the future.

b. **ERB:** This year the School of Grammar began to use the ERB Assessment. CTP, Comprehensive Testing Program, is a reasoning/achievement test battery that is available to more than 1,600 ERB-member public and independent schools. It is designed as a challenging test to measure learning and distinguish achievement even among the higher-level students. Students in grades 1-5 were assessed on various tests from reasoning through science in the spring of 2015.

Items of notice regarding ERB:

- 1. Moving testing to January next year to keep away from spring MCA testing
- 2. iPads were very good for testing in lower grades
- 3. In analyzing the ERB scores we have found several areas for improvement. In an effort to improve some of these areas and continually harness and interconnect our study of grammar and Latin, the Eagle Ridge Academy School of Grammar is going to use a word study program for students in grades 1-4. It is called Words Their Way and it will be labeled word study instead of spelling. In "doing" word study students will examine, compare, categorize, and manipulate words to discover how words work. To be a literate individual, one has to quickly and accurately recognize words and their meanings apply them in a written context. By doing word study, students will see the logic and consistencies within the English language and its connections to other languages students study. Words Their Way is a research-based developmental model that will allow teachers to differentiate instruction for students. In adapting our spelling program in this way, we hope to positively affect the word analysis, vocabulary, and writing mechanics scores for students on the ERB assessment. We will use the ERB as a barometer for how our new instructional method is working in the School of Grammar.
- 4. The strength of our mathematics program in grades 3-5 was highlighted by our ERB scores. Specific areas of improvement were also given in grades 1-2 (geometry and measurement and problem-solving), which will, as addressed, improve our primary math program and continue to strengthen the upper elementary math program.

c. Goals/Projects for 15-16

- i. Find resources to support ERB growth areas
- ii. Refine Pillar Program community service aspect
- iii. Continue to define and refine any curriculum for expansion

5. School of Logic and School of Rhetoric Board Presentation

a. Area for Growth: Retention of our 8th grade students.

- i. 35 students left in 2015 compared to 25 students in 2014.
 1. 1st year students (10)
 2. Academic Concern
 - a. After school math lab was implemented in 2014.
 - b. Continued support is needed to be put in place for these students.
 3. Moved (1)
 4. This will be planned for moving forward, as trend data supports this.
- ii. Programming (6): The new facility and space will help address this.
- iii. Athletics/Activities (7): The new facility and space will address this.

b. Highlights:

- i. I want to thank the board for approving the part time Dean of Students position. This position is able to add consistency and immediacy to behavior concerns and also be able to focus on how we can continue to promote positive behaviors within the School of Logic and School of Rhetoric.
- ii. The Eagle Ridge Academy Schools of Logic and Rhetoric met their 2014-2015 smart goal, by increasing growth rates for our students receiving educational benefits. The goal focused on closing the achievement gap between students receiving educational benefits and those that do not. The teachers in the Schools of Logic and Rhetoric worked hard to implement strategies school wide to meet that goal.

Eagle Ridge Academy
8/31/2015

Percentage of Year Complete

16.67%

Dashboard						
	Approved Budget		Working Budget		Actuals	% of Current Budget
	05/19/15					
General Fund-01						
Revenue	\$	9,042,095	\$	9,042,095	\$ 1,463,498	↓ 16%
Expense	\$	8,981,553	\$	9,092,233	\$ 846,628	↑ 9%
Net Income	\$	60,542	\$	(50,138)	\$ 616,870	1019%
Food Service-02						
Revenue	\$	182,494	\$	182,494	\$ 4,020	↓ 2%
Expense	\$	182,494	\$	182,494	\$ 4,441	↑ 2%
Net Income	\$	-	\$	-	\$ (421)	0%
Community Education-04						
Revenue	\$	148,000	\$	148,000	\$ 41,699	↑ 28%
Expense	\$	148,000	\$	138,000	\$ 28,787	↓ 19%
Net Income	\$	-	\$	10,000	\$ 12,912	0%
All Funds						
Revenue	\$	9,372,589	\$	9,372,589	\$ 1,509,216	↓ 16%
Expense	\$	9,312,047	\$	9,412,727	\$ 879,855	↑ 9%
Net Income	\$	60,542	\$	(40,138)	\$ 629,361	1040%

Fund Balance Recap						
PY Fund Balance	\$	1,398,906	\$	1,398,906	\$	1,398,906
CY Net income	\$	60,542	\$	(40,138)	\$	629,361
YE Fund Balance	\$	1,459,448	\$	1,358,768	\$	2,028,267
Fund Balance %		16%		14%		231%
Days Cash on Hand		67		66		67
Cash Flow for Year	\$	900,000	\$	900,000	\$	2,320,638
Enrollment Recap						
ADM		862		862		855
Adjustments		12		12		12
Net ADM		850		850		843

****NOTES****

The year to date activity for revenue and expenditures does not include calculations for revenue amounts that were earned by the school during the year, but not yet received, or for expenses incurred by the school that will be paid after the end of the month. These amounts will be calculated and recorded as part of the annual financial audit process.

The projections shown on this report are prepared using both the school leadership's estimates and consultant estimates. This report is prepared for internal use only. This report has not been compiled, reviewed, or audited and should not be relied on for other uses.

The actual year to date activity figures are reported on a cash basis (with the exception of known Account Payables). The numbers in the Budget columns are indicators of where the school will end the fiscal year once all accruals are made.

Eagle Ridge Academy

Balance Sheet
08/31/2015

	Prior Year Ending Balance	Current Year Ending Balance
Assets		
<u>Current Assets</u>		
101 Cash & Investments	\$ 1,214,010	\$ 2,320,638
115 Accounts Receivables	\$ 25,099	\$ -
118 Due from Other Funds	\$ -	\$ 23,343
120 Due from Other Districts	\$ -	\$ -
121 PY State Aid Receivable	\$ 919,812	\$ 665,752
CY State Aid Receivable	\$ -	\$ (612,988)
122 Federal Aid Receivable	\$ 41,957	\$ 801
131 Prepaid Expenses and Deposits	\$ 78,519	\$ 78,582
TOTAL ASSETS	\$ 2,279,396	\$ 2,476,128
Liabilities and Fund Balance		
<u>Liabilities</u>		
201 Estimated Salaries and Wages Payable	\$ 466,716	\$ 106,909
202 Line of Credit Payable	\$ -	\$ -
206 Accounts payable	\$ 294,340	\$ 343,500
212 Due to Other Funds	\$ -	\$ -
215 Payroll Deductions and Contributions Payable	\$ 119,434	\$ (2,548)
230 Deferred Revenue	\$ -	\$ -
Total Liabilities	\$ 880,490	\$ 447,862
<u>Fund Balance</u>		
Fund Balance PY	\$ 1,398,906	\$ 1,398,906
Net Income to Date	\$ -	\$ 629,361
Total Fund Balance	\$ 1,398,906	\$ 2,028,267
TOTAL LIABILITIES AND FUND BALANCE	\$ 2,279,396	\$ 2,476,128

Eagle Ridge Academy 9/30/2015

Percentage of Year Complete

25.00%

Dashboard						
	Approved Budget		Working Budget		Actuals	% of Current Budget
	05/19/15					
General Fund-01						
Revenue	\$	9,042,095	\$	9,042,095	\$	2,171,155 ↓ 24%
Expense	\$	8,981,553	\$	9,092,233	\$	1,606,643 ↑ 18%
Net Income	\$	60,542	\$	(50,138)	\$	564,512 932%
Food Service-02						
Revenue	\$	182,494	\$	182,494	\$	37,467 ↓ 21%
Expense	\$	182,494	\$	182,494	\$	18,992 ↑ 10%
Net Income	\$	-	\$	-	\$	18,475 0%
Community Education-04						
Revenue	\$	148,000	\$	148,000	\$	48,071 ↑ 32%
Expense	\$	148,000	\$	138,000	\$	33,845 ↑ 23%
Net Income	\$	-	\$	10,000	\$	14,226 0%
All Funds						
Revenue	\$	9,372,589	\$	9,372,589	\$	2,256,693 ↓ 24%
Expense	\$	9,312,047	\$	9,412,727	\$	1,659,480 ↑ 18%
Net Income	\$	60,542	\$	(40,138)	\$	597,214 986%

Fund Balance Recap						
PY Fund Balance	\$	1,347,119	\$	1,347,119	\$	1,347,119
CY Net income	\$	60,542	\$	(40,138)	\$	597,214
YE Fund Balance	\$	1,407,661	\$	1,306,981	\$	1,944,333
Fund Balance %		15%		14%		117%
Days Cash on Hand		77		76		77
Cash Flow for Year	\$	900,000	\$	900,000	\$	1,879,204
Enrollment Recap						
ADM		862		862		855
Adjustments		12		12		12
Net ADM		850		850		843

NOTES

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