



Date: Tuesday, October 20th, 2015

Meeting type: x Regular Special **Meeting was called to order at:** 6:01 PM

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

Members absent: Ashley Hudak, Pete Larson

Invited guests: Matt Mayer

Reports and Discussions

Agenda Item		
I.	Call to Order	by Ann Watanabe at 6:01PM
II.	Recitation of Pledge of Allegiance	
III.	Recitation of Eagle Ridge Academy's Mission and Vision Statements	Read by Kathy Oberstar
IV.	Approval of Agenda	
	Amendments:	Kathy proposed a change to item vi. In new business to include verbiage regarding consideration/approval of the defined contribution. Prior verbiage was misleading as to what we were considering/approving
	Motion to Approve:	First: Missy Madigan Second: Tiffany Goedjen
	Vote:	unanimous
V.	Approval of Minutes	September 22nd, 2015 Regular Meeting
	Amendments:	
	Motion to Approve:	First: Manisha Datye Second: Michelle Mills
	Vote:	unanimous
VI.	Public Comment	none
VII.	2014-2015 Audit, Presented by Matt Mayer of BerganKDV	Mr. Mayer presented a true record of Eagle Ridge Academy's financial record at the end of last school year. There were no findings in accordance with government Auditing Standards (No internal control or compliance findings) or compliance with legal provisions contained in the Minnesota Legal Compliance Audit Guide for Local Governments. Overall it was a very positive audit. Mr. Mayer continued to provide specifics of the financial health for Eagle Ridge Academy. He recommends for us to stay focused on increasing fund balance, but is encouraged by the trend in the data.
VIII.	Executive Director Report	Presented by Jason Ulbrich. We did increase enrollment by 3 since the workshop presentation of the report
IX.	Treasurer/Finance Report	Presented by Kathy Oberstar. There are a couple small edits to reflect items being placed in inappropriate line item categories, however, nothing is out of the ordinary.
X.	Working Group/task Force Reports	
i.	Curriculum, Instruction, and Student Achievement (CISA)	Nothing new since the workshop presentation. Meeting Nov. 2nd.

ii.	Governance	Nothing new since the workshop presentation.
iii.	Human Resources	Nothing new since the workshop presentation
iv.	Policy	Meeting later this week. Will likely have two policies to review at the November workshop.
XI.	New Business	
i.	Consider/Approve 2014-2015 Audit Report	
	Amendments:	
	Motion to Approve:	First: Missy Madigan Second: Kathy Oberstar
	Vote:	unanimous
ii.	Consider/Approve Executive Director Report	
	Amendments:	
	Motion to Approve:	First: Manisha Datye Second: John Schwirtz
	Vote:	unanimous
iii.	Consider/Approve September, 2015 Financial Report	
	Amendments:	
	Motion to Approve:	First: Michelle Mills Second: Tiffany Goedjen
	Vote:	unanimous
iv.	Consider/Approve 2015-2016 Executive Director Performance Goals	
	Amendments:	Small update to the 'audit language' to show that minor findings are acceptable, but significant findings are not.
	Motion to Approve:	First: Manisha Datye Second: Kathy Oberstar
	Vote:	unanimous
v.	Consider/Approve Executive Director Consulting Agreement	
	Amendments:	
	Motion to Approve:	First: John Schwirtz Second: Michelle Mills
	Vote:	unanimous (Missy Madigan abstained due to Classical Coordinator position)
vi.	Consider/Approve use of defined contribution model for Health, Dental, and Ancillary Benefits effective January 2016	
	Amendments:	
	Motion to Approve:	First: Ann Watanabe Second: Kathy Oberstar
	Vote:	unanimous
vii.	Consider/Approve Employee Agreement	
	Amendments:	
	Motion to Approve:	First: Tiffany Goedjen Second: Missy Madigan
	Vote:	unanimous
XIII.	Adjourn	7:27PM
	Motion to Approve:	First: Missy Madigan Second: Michelle Mills
	Vote:	unanimous

IX. Motions			
	Record of Motions	First/Second	Vote
IV.	Approval of Agenda	Missy Madigan	unanimous
		Tiffany Goedjen	
V.	Approval of Minutes	Manisha Datye	unanimous
		Michelle Mills	
i.	Consider/Approve 2014-2015 Audit Report	Missy Madigan	unanimous
		Kathy Oberstar	
ii.	Consider/Approve Executive Director Report	Manisha Datye	unanimous
		John Schwirtz	
iii.	Consider/Approve September, 2015 Financial Report	Michelle Mills	unanimous
		Tiffany Goedjen	
iv.	Consider/Approve 2015-2016 Executive Director Performance Goals	Manisha Datye	unanimous
		Kathy Oberstar	
v.	Consider/Approve Executive Director Consulting Agreement	John Schwirtz	unanimous (Missy Madigan abstained due to Classical Coordinator position)
		Michelle Mills	
vi.	Consider/Approve use of defined contribution model for Health, Dental, and Ancillary Benefits effective January 2016	Ann Watanabe	unanimous
		Kathy Oberstar	
vi.	Consider/Approve Employee Agreement	Tiffany Goedjen	unanimous
		Missy Madigan	
XIII.	Adjourn	Missy Madigan	unanimous
		Michelle Mills	

Assignments/Action Items			
	Description of Action Items	Owner	Due
I.			
II.			

Executive Director Report
October 6, 2015

1. Enrollment: 854 as of 10/3/15, 6 PSEO; 848 total ADM

Lower School: 414

Middle School: 225

Upper School: 215

2. Director's Desk

- a. Finalize Audit, board presentation will be October 27
- b. Health Benefits communication and training for staff
- c. Begin Bite Sized Feedback with teachers
- d. Operations and Talent Expansion Groups kickoff
- e. Staff Meeting on October 2
 - i. Located at the new building
 - ii. Explained the final numbers for bonding
 - iii. Health Benefits update
 - iv. Tour of the building
- f. Closed on the building September 30
 - i. Letter sent to the community
 - ii. Press release on Tuesday, October 6
- g. Filming onsite is complete. We are in editing phase.

3. School of Grammar Update

- a. STEP testing has started for students. All testing will be complete by October 9th, so teachers can communicate levels with parents at conferences
- b. Ms. Kim Tetzlaff has been hired to cover for Mrs. Karen Sahli's maternity leave. Kim will start shadowing Mrs. Sahli next week, attend parent/teacher conferences, and take over the classroom on October 19th.
- c. Mrs. Emily Molnar will take over for Mrs. Clare Murray's maternity leave on October 19th.
- d. The first cycle of teacher observations is underway. It will finish by November 3rd. All teachers in Tiers A and B are receiving formal observations. Teachers in Tier C are having their planning conversations for the year with their coaches and evaluator.
- e. Faculty and staff are learning about the Seven Norms of Collaboration in staff meetings. They have learned about pausing and paraphrasing and are tasked with practicing those two norms during the month of October.

4. School of Logic and Rhetoric

- a. Academics: The School of Logic and Rhetoric recently completed mid-quarter and will be starting quarter one DDI testing next week. The Eagle Ridge Academy National Honor Society held their annual induction ceremony and inducted nine new members. Three students from Eagle Ridge Academy received commendations from the National Merit Scholarship foundation, meaning they were in the top 5% of all students in the nation. Math Lab will be starting after MEA break. October 28th will be a testing day in the Schools of Logic and Rhetoric with 6th-8th graders taking the EXPLORE exam, 9th-10th grade taking the PLAN exam, and 11th grade taking the PSAT. There will be a special seminar for 12th graders to work on college applications and scholarships this day.

- b. Community: Homecoming week is the week of October 5th. The School of Logic and School of Rhetoric students will participate in many activities during the week, capping it with a homecoming dance at MN Harvest. We had our first white out day in the upper school this year to show support at the ISM/ERA homecoming game. The Miracle Worker play production is started. ERA will also be offering our first ever Math League coached by Mr. MacLennan.

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

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.