

DULUTH PUBLIC SCHOOLS ACADEMY
School Board Meeting Minutes

DATE/LOCATION: October 5, 2004 at Raleigh Edison Charter School

PRESENT: Paul Goossens, Chair; Kathy Esson, Co-Chair; Steve Ondrus, Treasurer; Sue Rose, Secretary; Kathy Haldorsen; Renee Lindberg, Member; Donna Nordstrom, Member; Patrick Field, Member

ABSENT: Mary Lynch, member

CALLED TO ORDER: 6:35 p.m.

APPROVAL OF MINUTES

Minutes for the September meeting will be approved at the November 2005 meeting.

APPROVAL OF AGENDA

Agenda was approved with no additions.

PUBLIC COMMENT

None

CORRESPONDENCE / COMMUNICATION

None

REPORTS

TREASURER

Steve Ondrus, Treasurer, gave verbal report; balance sheet and invoices provided.

- **INVOICES.** Motion made (Esson), seconded (Nordstrom), and unanimously approved to accept and pay current invoices totaling \$986,833.03.
- **AUDIT PROCESS.** 2003-2004 audit underway; audit is on-target to be completed by end of the calendar year.

NATIONAL EDISON OFFICE UPDATE

None

HEAD OF SCHOOLS

Bonnie Jorgenson, Head of Schools, gave verbal report; outline of report, 2003-2004 DPSA Annual Report, 2004 DPSA Professional Development Conference registration form, and DPSA Employee Human Resources & Benefits Guide provided to the Board.

ACTION REQUESTED

- **MCA TEST DATES.** Motion made (Field), seconded (Ondrus) and unanimously approved to administer the MCAs on the following dates: April 20 and 21, 2005 (mathematics); April 26 and 27, 2005 (reading); April 28, 2005 (writing).

PERSONNEL COMMITTEE

Sue Rose, Co-Chair Personnel Committee, gave a verbal report.

- **INTERNAL POSTINGS.** Committee is exploring writing a policy for internal postings versus continuing to employ the current, unwritten practice.
- **ORIENTATION FOR NEW STAFF.** Committee is creating a framework for new staff orientation and mentoring.
- **COMPENSATION INFORMATION.** Committee is prepared to further explore, in cooperation with other Board committees (i.e. Finance Committee), issues related to staff compensation. Committee requests direction from the Board.

FINANCE COMMITTEE

Patrick Field, Co-Chair Facilities Task Force, Bonnie Jorgenson, Head of Schools, and Mary Stafford, General Manager, gave verbal report.

- **MEMBERSHIP.** Committee continuing to pursue additional Finance Committee members.
- **BUDGET ISSUES.** The 2003-2004 budget includes a shortfall of \$95,000 in projected revenue and actual revenue for Special Education tuition billing for 2003-2004. In addition, there is a \$164,000 deficit in the 2004-2005 budget for Special Education tuition billing. This deficit will not impact the SPED budget in isolation, instead it will have broad financial implications. Mary Stafford and the AFMU office will conduct a careful review of the factors that led up to these deficits, as well as 2004-2005 projected revenues and expenditures for 2004-2005 and report back to the Board within 10 days. At our November meeting, Mary Stafford will share with the Board options for off-setting this short fall.

COMMUNICATIONS/MARKETING COMMITTEE

Kathy Esson, Chair Marketing Committee, gave verbal report; logo proposal, 2004-2005 Marketing Plan, and 2004-2005 Marketing Plan timelines provided.

- **LOGO.** Logo proposed. Cost for full rights would be \$100. Feedback from the Board will be shared with the graphic designer. Adaptations and additional options will be presented to the Board in November.
- **ANNUAL GOALS.** Committee shared goals for the 2004-2005 school year.
- **TABLE DISPLAY.** Committee will create a table display to use at local events.
- **BOO AT THE ZOO.** DPSA will have a table at Boo at the Zoo.

BOARD DEVELOPMENT COMMITTEE

Kathy Haldorsen, Co-Chair Board Development Task Force, gave verbal report.

- **ELECTION.** Election process underway. Nominations will be accepted through October 18, 2004.
- **COMPENSATION 101 TRAINING.** Steve Dess, MACS, to offer training to the Board regarding teacher compensation. Training will be open to other northern Minnesota charter schools. Tentative date November 4, 2004 at Raleigh 4:30 pm.

FACILITIES TASK FORCE

Paul Goossens, Co-Chair Facilities Task Force gave verbal report; Facilities Assumptions provided.

- **STATUS.**
- **ANALYSIS OF SCENARIOS.** *See notes on Assumptions page.* Appraisal expanded to allow for better negotiating on the Washburn building

- FACILITIES FINANCING 101: MACS (Norm Chaffee) willing to offer this training to the Board. Goossens will communicate with the Board via email to schedule this session.

ANNUAL FUND TASK FORCE

- None

TEACHER COMPENSATION TASK FORCE

- MACS MEETING. See above.
- TEACHER COMPENSATION REVIEW PLAN. More formal proposal from Madison group. Goossens will forward email. Four month process. \$50-60,000 plus expenses for initial phase.
- TEACHER COMPENSATION CONFERENCE. More?

OTHER BUSINESS

None

TABLED

None

ADJOURNED Motion made(Rose), seconded (Ondrus) and approved to adjourn tonight's meeting. Meeting adjourned at 8:20 p.m..

Respectfully Submitted,

Sue Rose, DPSA Secretary

NEXT MEETING

November 11, 2004

Washburn Edison Charter School