



Date: 8/16/18
Note Taker: Erin Haugom

Participants:

Voting Board Member: Jerry Deschane, Robb Kahl, Dean Gille, David Sachs

Non-Voting Board Members: Tom Mooney

WIVA Academic Team Members: Nicholaus Sutherland, Cynthia Worden, Tom Fischer, Erin Haugom, Becky Eberhardt

K12 Regional Team: Ed Depersis

<p>Agenda Item: 1) Call to Order</p>	<p>11:08 a.m.</p>
<p>Discussion: 2) Roll Call 3) Routine Business a) Approval of Agenda i) Discussion: Nich points out that agenda needs to be corrected to reflect review of June 26th, 2018 Board Minutes ii) Motion: Robb Kahl iii) Second: Dean Gille iv) Vote: Motion Carried</p>	

<p>Agenda Item: 4) Communication</p>	<p>11:12 a.m.</p>
<p>Discussion: a) WIVA/WIDCA/ISWI Updates i) Discussion: AVID Training: Nich Sutherland and Cindy Worden spoke about the recent AVID training attended by Cindy Worden and her staff in San Diego, CA. Implementing AVID at the high school level first and then will begin implementing it at the Middle School and Elementary level. WIVA is helping to build the foundation for an AVID culture in the online environment. It will be a one year start up before we can officially add AVID courses. AVID looks at students within the GPA range of 2.0 – 3.0 that normally would not aspire to attend college and works to motivate those students to head in the college direction. Once the online AVID course is developed with our assistance, AVID will be applied to all K12 schools. Nich and Cindy will continue to update the Board on progress. STEM Premiere – Nich Sutherland spoke about this exciting opportunity for DCA students. This is essentially LinkedIn for Career & Technology. It connects our students to people in the industry. David Sachs requested to see a Demo account. Nich Sutherland will investigate this.</p>	
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Agenda Item:

5) Submission, Discussion, Approval of Items

11:18 a.m.

Discussion:

- a) Approval of Minutes from the June 26th, 2018 Board Meeting
 - i) Discussion: None
 - ii) Motion: Robb Kahl moved to approve the minutes
 - iii) Second: Dean Gille
 - iv) Vote: Motion Carries
- b) Laura Cataldo joining Four Lakes as voting board member
 - i) Discussion: Page 4 of Board Report is a brief Bio of Laura Cataldo. Laura had a conflicting appointment. Not in attendance at this meeting.
 - ii) Motion: Robb Kahl moved to approve Laura Cataldo as a Four Lakes voting Board Member
 - iii) Second: Dean Gille
 - iv) Vote: Motion Carries
- c) Insperity Contract Renewal
 - i) 401K Plan Selection Contract – standard contract language. Jeff has not had time to look at this yet. Nich recommends that this is approved as presented pending review by Legal.
 - ii) TimeStar Employee PTO Tracking – additional cost associated with this program. Initial set-up fee is \$3000.00. Monthly charge of \$3.75 per employee per month. This should be under the technology budget line item.
 - iii) Discussion: Requesting approval for 401K matching plan and onboard the use of TimeStar tracking system. David Sachs asked for clarification of 401K matching plan. Janice from Insperity clarified that employees make contributions to the plan. Retail funds have their own internal fee structure. We are paying for Insperity Retirement to manage this for us. Fee is \$500 a year and \$2.50 per each employee per month. If an employee leaves, we will continue to pay \$2.50 a month for any employee that leaves a balance with us. At 150 employees, fees reduce. Provision: Balance under \$1000 – employees can be forced from the plan. Insperity sends a letter reminding employees they can rollover their funds. Reliance Trust Company is the Trustee. Insperity is the Plan Sponsor. Insperity Retirement Services is the Administrator.
 - iv) Motion: Dean Gill moved to approve the Insperity contract including the 401K matching plan and TimeStar Employee PTO tracking pending review from Jeff with Legal on the 401K plan only.
 - v) Second: Robb Kahl
 - vi) Vote: Motion Carries
- d) Employee Handbook Edits
 - i) Discussion: Failure to attend Professional Development without prior notification and supervisor approval may result in the forfeiture of 2 discretionary leave days.
 - ii) Motion: Robb Kahl moved to approve the failure to attend Professional Development update to the Employee Handbook.
 - iii) Second: David Sachs
 - iv) Vote: Motion Carries
- e) Revised audit engagement letter
 - i) Discussion: Johnson & Block requested that they give one audit report vs separate audit reports for each school due to both schools being a dba under Four Lakes Education. No change to estimated cost. This would extend our agreement by one year with Johnson & Block.

- ii) Motion: Robb Kahl moves to revise audit engagement letter to include all schools and to approve extension of our agreement with Johnson & Block by one year.
- iii) Second: David Sachs
- iv) Vote: Motion Carries
- f) Final (V3) FY19 Budget
 - i) Discussion: Ed Depersis presented V3 of the FY19 budget, Nich forwarded 1+11 vs FY19 V3 to board during meeting due to a copy paste error in the board report. Jerry asked questions about the proposed WIDCA deficit, Ed assured the board that over time as the school grows it should move a surplus situation. David asked if the budget was in effect a best guess of the enrollment and budget for the school year, Ed affirmed this assumption. Nich commented that the budget is adjusted in October as the enrollment case settles.
 - ii) Motion: Robb Kahl motions to approve the FY19 as presented
 - iii) Second: Dean Gille
 - iv) Vote: Motion Carries
- g) 0+12 and 1+11 Finances
 - i) Discussion: Ed Depersis provide an overview of the 0+12 and 1+11 and WIVA Projected Net assets for FY19. Nich explained that this now reflects the spends that the board approved in June, ISWI Staffing, Special Ed Staffing and 401K Matching selections
 - ii) Motion: David Sachs
 - iii) Second: Dean Gille
 - iv) Vote: Motion Carries

Agenda Item: 6) Acknowledgement Items:	11:48 a.m.
Discussion: <ul style="list-style-type: none"> a) Evidence of good standing: Insurance Renewal Certificates, submission of by-laws <ul style="list-style-type: none"> i) Discussion: Nich Sutherland is taking by-laws to Jeff from Legal for review. b) Audit Progress <ul style="list-style-type: none"> i) Discussion: Accounting and Nich Sutherland have the list of deliverables. Jeff Dusza will start to submit items this week. Site Visit is scheduled for Mid-September. c) Enrollment and Retention Report <ul style="list-style-type: none"> i) Discussion: Page 13 in Board Report. Increased Re-Registration rate. Highest to date. Good employee retention. WIVA Enrollment: 1630 students. WIVA should meet or exceed enrollment projections. 130 WIVA students are Insight students. Opened Insight to new students for the first time this year. WIDCA Enrollment: 109 students. Aligns with realistic number. d) Annual Parent, Student and teacher satisfaction survey results <ul style="list-style-type: none"> i) Discussion: HS English satisfaction results need to be addressed by Nich Sutherland and Cindy Worden. e) Staffing Report <ul style="list-style-type: none"> i) Discussion: None 	

Agenda Item: 7) Adjournment	11:51 a.m.
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Discussion:

- i) Motion: Robb Kahl moved to adjourn the meeting
- ii) Second: Dean Gille
- iii) Vote: Motion Carries

Agenda Item:

Discussion: