

**Quest Academy**  
District #4182  
Board Meeting Minutes – Regular Meeting  
Thursday, January 12, 2012 – 5:00 p.m.  
Most Holy Trinity Catholic Church  
3946 Wooddale Avenue S, St. Louis Park, MN 55416

1. Call to Order
  - a. Meeting called to order at 5:10 p.m.
  - b. In attendance:
    - i. Kathy Marson
    - ii. Steve Redding
    - iii. Margaret Glasch (via Skype)
    - iv. Asad Zaman
    - v. Jimmy Engler
    - vi. Joyce Brekke
    - vii. Katie Kohn (Authorizer)
    - viii. Suzi Splinter (Interim Exec. Dir.)
    - ix. Sunshine Grandahl (Business Office)
    - x. Chris Jackson (Visiting Parent)
  - c. Absent:
    - i. Tracey Peterson
  
2. Approval of Agenda
  - a. Motion to approve the agenda
    - i. Asad Zaman, first
    - ii. Jimmy Engler, second
    - iii. Unanimously approved with additions of: lease motion and MDE letter from Greg Heins regarding the audit
  
3. Approval of Minutes from Prior Month's Meeting
  - a. Motion to approve Dec. 8, 2011 Board Meeting Minutes
    - i. Adad Zaman, first
    - ii. Jimmy Engler, second
    - iii. Unanimously approved
  
4. Treasurer's Report (By Sunshine Grandahl in the absence of Tracey Peterson)
  - a. Secured sale of receivables in December to pay the Most Holy Trinity (MHT) balance.
  - b. Received letter from MDE Greg Hein regarding missing the audit deadline
    - i. Action: Suzi Splinter to create and send a letter on 1/6/12 to MDE/Greg Hein outlining Quest's timeline for the UFAR upload and audit completion
  - c. Motion to authorize Suzi Splinter to create and send MDE letter
    - i. Margaret Glasch, first
    - ii. Joyce Brekke, second

iii. Unanimously approved

5. Director's Report

- a. Enrollment data: 65/63.5 ADM
- b. Academic report: Grad retest on reading passed. Will graduate at end of quarter.
- c. School Improvement Plan submitted to Authorizer
  - i. Action: Suzi Splinter to distribute final plan to Board members.
- d. Student Handbook was updated to reflect the change in graduation requirements.
  - i. Action: Suzi Splinter to distribute the new Handbook to students.
- e. Known areas of non-compliance
  - i. Action: Board members need to sign approvals for background checks to be completed and distribute assurances to Authorizer
- f. MDE
  - i. Action: Suzi Splinter to send the current Board member list to MDE Greg Hein
- g. PTO—Spring dance request from PTO. One act play being considered as a Spring after school activity.
- h. Lease with Our Lady of Grace (OLG) – OLG requested to be exempt from the 1/15/12 deadline to terminate the Quest lease from the landlord's side.
  - i. Motion to extend the deadline date to April 30, 2012
    - 1. Margaret Glasch, first
    - 2. Asad Zaman, second
    - 3. Unanimously approved

6. Board and Governance

- a. Approval of non-teacher majority Board of Director for Bylaws change
  - i. Teacher vote was unanimous 9 yes/0 no
  - ii. Board vote all in favor 6 yes/0 no
  - iii. Motion to certify the vote (Note: Bylaws were previously approved by the Board pending teacher vote/approval)
    - 1. Steve Redding, first
    - 2. Jimmy Engler, second
    - 3. Unanimously approved
- b. Approval of mandatory board policies
  - i. Three policies were presented for first reading. Additional policies will be emailed for first reading. Approval planned for February Board Meeting
- c. Transitional support for new landlord (MHT to OLG)
  - i. Action: Suzi Splinter will lead a search committee for a new building site in the event that OLG terminates our lease.
- d. Governance Committee Status/Report
  - i. Board Policy Manual-status: Policy documentation is in process and will all be voted on by the March Board meeting
  - ii. Strategic Planning Session – next steps
    - 1. Motion for Suzi Splinter to submit Quest's application for contract renewal to Pillsbury by the 1/25/12 deadline
      - a. Asad Zaman, first
      - b. Steve Redding, second

- c. Unanimously approved
    - e. FY13 Executive Director Search process
      - i. Motion for the creation of an adhoc committee to conduct a search for permanent Executive Director – Asad Zaman and Jimmy Engler members
        - 1. Margaret Glasch, first
        - 2. Asad Zaman, second
        - 3. Unanimously approved
- 7. Marketing Committee
  - a. Marketing committee to meet on website updates
- 8. Fundraising Committee
  - a. February 23rd event will be a spaghetti dinner and raffle, held in late February. Steve Redding is looking for volunteers to help with meal prep, clean up, marketing, donations and raffle
- 9. Motion to adjourn at 7:04
  - a. Asad Zaman, first
  - b. Joyce Brekke, second
  - c. Unanimously approved

Minutes Approved by Board: 2/9/2012