

Quest Academy
District #4182
Board Meeting Minutes – Regular Meeting
Thursday, April 14, 2011 - 5:30 p.m.
Most Holy Trinity Catholic Church
3946 Wooddale Avenue S, St. Louis Park, MN 55416

Members Present: Vickie Evans-Nash, Maija Freivalds, Shannon Seaver, Marie Williams, Tracey Peterson, Laura Porter-Jones (Ex-Officio), Robbie Deering (Ex-Officio)

Guests Present: Ned Zimmerman-Bence, Pillsbury Representative

1. Call to order: Board roll call and meditation
2. Approval of the agenda – add proposed lease amendment and unemployment insurance to the agenda.

*Motion made by Marie to approve the agenda with the additions, second by Tracey. **APPROVED***

3. Approval of previous board minutes
 - a. February 28 Emergency Meeting

*Motion made by Shannon to approve the February 28 minutes, second by Vickie. **APPROVED***

- b. March Regular Meeting

*Motion made by Marie to approve the March minutes, second by Maija. **APPROVED***

4. Financials and Governance
 - a. Approval of Check Register

*Motion made by Maija to approve the check register, second by Vickie. **APPROVED***

- b. Treasurer's Report – contacting CSDC to see if we can make the payment when we get the holdback in October.
 - c. Authorizing of Signers

*Motion made by Maija for Tracey Peterson to be an authorized signer on our accounts, second by Shannon. **APPROVED***

- d. Electronic Transfers - need a resolution to authorize ERDC to make electronic transfers for deposits and payments (also to be done annually) and to name Nancy Ramler as our fiscal agent.

*Motion made by Vickie to authorize ERDC to make electronic transfers for deposits and payments and name Nancy Ramler as our fiscal agent, second by Maija. **APPROVED***

- e. Lease – met with OLG to discuss our lease going forward. We are proposing adjusting the lease to match our lease aid. The meeting with them went fabulous.

5. Director's Report

- a. Enrollment Update – we are currently at 80. The board would like to see a breakdown of new students vs. reenrolled students for next year enrollment. We have 58 confirmed for next year and have some interviews set up in the weeks coming. Spoke with District 287 regarding an alternative program they have for grades 10-13. They would like to meet with us to see if they would be an appropriate transition for our students.
- b. MACS Membership – We are not currently members. Membership is \$2600. We should consider later this summer if our finances look better.
- c. Graduation Policy – regarding seniors that are close to graduating and whether they should be able to walk with their class or not. New policy would state that students that need more than 1.0 will not participate in the upcoming graduation ceremony.

*Motion made by Shannon to approve the new graduation policy, second by Maija. **APPROVED***

6. Human Resources

- a. 2011-2012 Employment Agreements – Laura would like to communicate with all staff before the end of May to let them know how we are moving forward for next year with staffing. Would like to create employment agreements that have a tiered salary listed clearly, based on enrollment. If we have 85 on October 1 your salary is X. If we are at 100, your salary will be X. Discuss having a referral bonus tied to bringing students in.
- b. Insurance/Benefits – Laura and Tracey are meeting with Unison April 27 to discuss insurance options for next year. Our cooperative decided to continue with BCBS. Hope to have 3 different proposals for the May board meeting.
- c. Executive Director Review – We have yet to do an ED review. The board would like to complete the review before next board meeting. Staff members and the board should have the opportunity to give feedback. The actual review is done between the board chair and director. Maija will look for an example review from the board training she attended. Tracey, Marie, and Maija will work on putting this together.
- d. Unemployment Insurance – We will remain as a paying entity because our cashflow cannot handle the ups and downs financially.

7. Board and Governance

- a. Update Bylaws – We need to update the bylaws to reflect how we want to move forward. Suggest a minimum of 5 members. All of the member's terms are up on May 31, 2011. Recommend having 2 members with a 3 year term, 2 with a 2 year term, 1 with a 1 year term, so not all members leave at the same time.

Motion made by Marie to change the bylaws in section 3a as discussed above, second by Vickie.

APPROVED

*Motion made by Shannon to have 5 board members, second by Maija. **APPROVED***

- b. Elections – All seats are up on May 31. Robbie and Maija are the nominating committee. We posted the notice of elections on the website for 30 day minimum notice requirement. Elections will be held on May 12 (next board meeting). Robbie will email parents and staff

to ask for nominations asking for responses to be sent to info@questacademymn.org. Nominations will be accepted until 5pm CST April 25. An email will be sent on April 28 to parents, staff, and 18 year olds for electronic ballot. We will have a meeting in May to meet nominees. Paper ballots will be kept in the office to vote. May 11 online voting closes 5pm, paper ballots will close at 530 May 12. Have an open meeting to have people ask nominees questions. May 12 board meeting cast votes 5-530 in school office; allow people to vote here for ½ hour prior to the board meeting. New board not seated until July 1, so they don't need to be present at the May meeting. The open meeting to meet nominees and ask questions will be on May 6 from 530-630.

- c. Add new board member orientation on the agenda for next board meeting.
8. Marketing and Fundraising Development – We had an article published in the Star Tribune. We are trying to get on Kare 11 for academic all-stars. We should have open houses in the summer. We hung a banner on the front of the building stating we are now enrolling.
9. Motion to adjourn and closing meditation