

Quest Academy
District #4182
Special Board Meeting Minutes
Taken by Jodi Taylor
Saturday, July 23, 2011 – 9:00 a.m.
Most Holy Trinity Catholic Church
3946 Wooddale Avenue S, St. Louis Park, MN 55416

1. Call to order at 9:00 a.m.: Board roll call and meditation
 - a. Present for meeting:
 - i. Tracey Peterson, Kathy Marson, Liesa Irwin(ex-officio), Laura Porte-Jones (ex-officio), Joyce Brekke, Margaret Glasch, Jodi Taylor
 - ii. Not Present: Maija Freivalds.
2. Motion to Approve the Special Meeting Agenda:
 - a. First: Tracey
 - b. Second: Kathy
 - c. Discussion:
 - i. Margaret added the appointment of Joyce and Jodi to the Board. Jodi replaces Jodi and Joyce replaces Maija.
 - ii. Maija Freivalds submitted her resignation effective at the end of the 7/23 meeting.
 - iii. Laura added a request for approval of a post-card mailing
 - d. Vote called: unanimously approved
3. Motion to appointment Jodi Taylor to fill the vacancy of Board Secretary Shannon Seaver who became ineligible as a board member once no longer being employed and, subsequently, submitted her resignation on July 14th via e-mail to Margaret Glasch, Interim Board Chair:
 - a. First: Tracey
 - b. Second: Kathy
 - c. Discussion—appointment would be for membership and also for filling the office of board secretary. Jodi had agreed to take notes for the purposes of this meeting.
 - d. Vote called: unanimously approval
4. Motion to appointment Joyce Brekke to fill the vacancy of Maija who submitted her resignation via e-mail to Margaret Glasch, Interim Board Chair, on 7/22/11, effective of today's meeting:
 - a. First: Kathy
 - b. Second: Tracey
 - c. Discussion—appointment would be for membership to fill vacancy left via Maija's resignation effective the close of this meeting.
 - d. Vote called: unanimously approval
5. Approval of Motion to expand Board Membership to 7 members
 - a. This motion is unnecessary as per the Quest Bylaws
6. Approval of previous board minutes
 - a. Tracey made a motion, Kathy seconded, Motion to approve 6/1/11 Bd Mtg minutes.
 - b. Following discussion, vote was unanimous in favor with two abstentions: Jodi and Joyce
 - c. Tracey made a motion, Kathy seconded, Motion to approve 6/16/11 Bd Mtg minutes.
 - d. Following discussion, vote was unanimous in favor with two abstentions: Jodi and Joyce

7. New Officers and Directors

- a. The board recognized the May 12, 2010 board elections in which Margaret Glasch was elected to the board. A motion was made to approve Margaret Glasch's election to the board.
 - i. Kathy first
 - ii. Tracey second
 - iii. Unanimously approved.
- b. Margaret posed the question: What is the procedure to appoint new board members and their positions?
- c. Following discussion and policy review, Margaret nominated the following:
 - i. Tracey as the New Treasurer
 - ii. Jodi Taylor as the Secretary
 - iii. Kathy Marson as Vice Chair
- d. Joyce Brekke nominated Margaret as the Chair
- e. No further nominations were made
- f. All nominees accepted nominations
- g. Motion was made to accept the slate of officers as nominated
 - i. First: Jodi
 - ii. Second: Joyce
- h. Discussion -- the Board decided to keep the current committee chairs: Kathy, Governance and Marketing; Tracey, Finance
- i. Margaret called for a vote for seating the Board Officers for FY12. Vote: unanimously in favor of officer slate as stated.

8. Financials-presented by Leisa Irwin:

- a. Motion to approve the financial report as presented, including a review of fund accounting and school finance
 - i. First: Jodi
 - ii. Second: Kathy
 - iii. Discussion
 - iv. Vote: unanimous approval with one abstaining: Joyce
- b. Motion to approve the financial goals for FY12 as set forth in the authorizer contract at Exhibit M
 - i. First: Tracey
 - ii. Second: Kathy
 - iii. Discussion
 - iv. Vote: unanimous approval

9. Director's Report

- a. Academic & Non-Academic Goals for FY12
- b. Pre-Enrollment 2011-12
 - i. 70 students and 8 prospects for the fall
- c. Annual Report due to MDE October 1, 2011
 - i. This will be filed electronically. This is submitted to Pillsbury and the state. Then it is posted on the web site.
- d. School Improvement Plan (Phase II)
- e. Summer operations—plans, goals, compensation, etc.
 - i. Summer office hours are 9:00 -12:00 Monday through Friday. Teachers are required to serve 2 days in the summer in the front office.
 - ii. Teachers return on August 25 to begin preparing for classes.
- f. Teacher Workshop schedule
 - i. The director has hired Mike Roll to help with Program Directing. He will function as Counselor and Dean of Students.

- ii. He will spend time with the staff on procedures and strategies for special ed, and classroom management.
- iii. Training session re: Top 20 (the behavior management program)
- iv. MWEA MAP training
- v. Restorative Justice
- vi. TIES training
- vii. SPED training
- viii. General staff meetings
- ix. Minnesota Visiting Nurses System
- x. Blood born pathogens path
- xi. Classroom audit
- g. Compliance with Pillsbury Document Request:
 - i. Board performance evaluation—for Governance Committee
 - ii. Board goals including outcomes and indicators—for Governance Committee
 - iii. Board calendar with key dates
 - 1. The board has agreed to meet on the Second Thursday of the month at 5:00 p.m.
 - 2. The August board meeting will be on the 18th at 7:00 p.m. following the open house.
 - 3. Action: The director will send the dates to Katie Kohn.
 - iv. Director/Leadership process (dates)—for Governance Committee
 - v. Budget approval date-completed/sent
 - vi. Renewal dates for contracts- completed/sent
 - vii. Annual meeting date-completed/sent
 - viii. School Board Election Date-completed/sent
 - ix. By-laws:
 - 1. First reading of Amended By-Laws 7/22/11 (see below); set for approval at 8/18/11 board meeting
 - x. School calendar-completed/sent
 - xi. Student academic data (all school collected assessments including MCA- if not available yet, indicate so and anticipated date of sending to authorizer)
 - 1. Action: Laura to prepare a benchmark and academic growth report including Fall 10 to Spring 11 NWEA results at August 18th Board meeting and MCA results as soon as they are available
 - xii. Discipline report-completed/sent
 - xiii. Attendance rate-completed/sent

10. Human Resources

- a. 2011-12 Employment Agreements
 - i. The school currently has: 13 .95 full time employees including 4.47 Regular Ed; 7.48 Special Ed, .4 Program and 1.6 administrative
 - ii. One Position is needed: There is a need for a SPED qualified teacher.
- b. Closed session to discuss personnel matter – held to the end of the meeting
- c. New Employees
 - i. New Hires:
 - 1. Nate Leckband: .33 middle school language arts .67 SPED para.
 - 2. Suzi Splinter will be asked to fill 3 positions: (.3) SPED,(.3) Phy ED and (.2) IT/ DAC.
- d. Motion to Approve Amendment to BCBS and HRA plan for FY12
 - i. First: Joyce
 - ii. Second: Kathy
 - iii. Discussion: If we use BCBS this year we will have to double the HRH funds. Decision would support increasing and maintaining staff morale.
 - iv. Vote called: unanimously approved

11. Board and Governance

- a. New Board Member Training
 - a. Action: Laura will organize trainings for all board members; school will fund board training.
- b. Motion to approve School Bus Behavior Guidelines (American Student Transportation) as circulated
 - a. First: Tracey; second: Jodi
 - b. Following discussion a vote was called and the motion passed unanimously
- c. Motion to approve SPED Workload Policy as circulated
 - a. First: Tracey; second: Joyce
 - b. Following discussion a vote was called and the motion passed unanimously
- d. Authorizer Review starting in February 2012
 - a. Laura advised the Board that the authorizer will begin annual renewal process
- e. Motion to approve retention of Leisa Irwin as CFO with the following conditions:
 - a. \$6,000 for audit preparation work
 - b. Pro bono as business manager in all other respects through August 31, 2011. If and when enrollment will support payment to Leisa, the board will authorize such payment at that time. Leisa's participation will be reviewed for feasibility on a monthly basis at every board meeting.
 - c. First: Joyce; second: Kathy
 - d. Following discussion a vote was called, Leisa was thanked for her generosity and assistance and the motion passed unanimously
- f. Motion to approve the nursing contract with MVNA for FY12 as circulated
 - a. First: Jodi; second: Joyce
 - b. Following discussion a vote was called and the motion passed unanimously
- g. Proposal to modify agreement with cmERDC to include payroll only starting August 1, 2011
 - a. Discussion
 - b. Leisa Irwin indicated that she would contact cmERDC to advise of transition of certain processes to her and its retention of payroll only
- h. First Reading of Amended By Laws-set for final reading and vote at 8/18/11 meeting
- i. Creation of Governance Committee:
 - a. Chair: Kathy
 - b. Other members: Laura, Tracey Joyce
 - c. Assignments:
 - i. Board Goals for FY12-due for 1st reading 8/16/11
 - ii. Board self-evaluation rubric-due for 1st reading 8/16/11
 - iii. Executive Director performance rubric-due for 1st reading 8/16/11
 - iv. Board Policy status and compliance with State Statute-should be a Board Goal for FY12
- j. Action items:
 - a. Laura to follow up with the logistics on securing training—get list of approved trainers from MDE and a list of available dates through September 2011
 - b. Laura to schedule, in collaboration with Kathy, Governance meetings (meetings should be scheduled monthly and posted on the school website(e.g. the second and fourth Monday of every month)
 - c. Laura to get sample Director performance rubrics from Leisa Irwin and other sources, if known to her, as a point of reference for the Exec. Director evaluation process. Laura to connect with authorizer to see what other schools are doing.

12. Marketing and Fundraising Development

- a. Hopkins Raspberry Festival
- b. Sun Sailor Ads

- c. Star Tribune Ads
 - d. Motion to approve a bulk post card mailing for the first week of August
 - a. First: Joyce; second: Tracey
 - b. Following a discussion, the motion was unanimously approved
13. Setting Board Meeting schedule for FY12
- a. Set for 8/18/11 at 7 p.m. following the school's open house; thereafter, regular Board Meetings will be held on the 2nd Thursday of the month at 5:00 p.m. Laura to post meetings on the website
14. Motion to go in to closed session to discuss a personnel matter
- a. First: Tracey; second: Kathy
 - b. Motion passed unanimously at 1:10 p.m.
15. Motion to reopen the meeting at 1:40 p.m.
- a. First: Jodi; second: Tracey
 - b. Motion passed unanimously
16. Motion to present Laura Porter-Jones with her FY11 Evaluation and FY12 Goal Summary and FY12 Employment Agreement providing that at a minimum enrollment of 85 students, the ED will be compensated at an annual rate of **\$80,000**; however, *should enrollment drop below 85 but stay above 79 students, the ED will be compensated at the annual rate of \$75,000; should it drop below 80 but stay above 70 students, the ED will be compensated at the annual rate of \$70,000. Enrollment on October 1, 2011, and January 1, 2012 will determine the ED's annual salary according to the aforementioned schedule. In the unlikely event that enrollment drop below 71, this BOD and ED will renegotiate a mutually agreeable compensation package with due consideration being given to program sustainability. Until October 1, 2011, the ED will be compensated at the annual rate of \$70,000 regardless of enrollment fluctuation.*
- a. First: Tracey; second: Kathy
 - b. Following discussion, the motion passed unanimously with one abstention: Joyce
17. Motion to adjourn and closing meditation
- a. First: Tracey; second: Joyce
 - b. Motion passed unanimously at 1:45 p.m.

Submitted by Kathy Marson, Board Secretary

Approved by the Board: October 13, 2011 (Amended)