

Quest Academy
District #4182
Regular Board Meeting Minutes
Taken by Sunshine Grandahl
Thursday, September 8, 2011 – 5:00 p.m.
Most Holy Trinity Catholic Church
3946 Wooddale Avenue S, St. Louis Park, MN 55416

1. Call to order at 5:06 p.m.: Board roll call and meditation
 - a. Present for meeting:
 - i. Tracey Peterson, Kathy Marson, Sunshine Grandahl (business office), Laura Porter-Jones (ex-officio), Margaret Glasch, Steve Redding (5:13pm), James Engler
 - ii. Not Present: Joyce Brekke, Jodi Taylor
2. Motion to Accept Jodi Taylor's resignation:
 - a. First: Kathy
 - b. Second: Tracey
 - c. Discussion:
 - i. Margaret will contact Jodi to thank her for her service to Quest Academy
 - d. Vote called: unanimously approved
3. Motion to approve tonight's meeting agenda:
 - a. First: Kathy
 - b. Second: Tracey
 - c. Discussion:
 - i. Add F&M Bank
 - ii. Add Irwin, Ltd. contract
 - iii. Add cmERDC new contract
 - d. Vote called: unanimously approved
4. Approval of previous meetings board minutes
 - a. First: Kathy
 - b. Second: Tracey
 - c. Discussion:
 - i. None
 - d. Vote called: unanimously approved
5. Appoint a new non-staff member as Treasurer (as per updated by laws)
 - a. First: Kathy
 - b. Second: Tracey
 - c. Discussion:
 - i. Due to upcoming changes the board decided to table this item
6. Finance Committee
 - a. Motion to initiate new checking account with F&M Bank
 - i. Assign board chair, Treasurer and CFO positions as signers on the account
 1. First: Tracey
 2. Second: James
 3. Discussion:
 - a. None
 4. Vote called: unanimously approved
 - b. Audit FY10 – funds from John Freivalds
 - i. Confirmation that the loan with Venture Bank was booked appropriately as short-term debt in the FY10 audit
 - c. Fund Balance Policy

- i. Updated 2012 growth % to 2% as a more realistic goal, and 4% each year thereafter
 - ii. Motion to approve the Fund Balance Policy as amended
 - 1. First: Tracey
 - 2. Second: Kathy
 - 3. Discussion:
 - a. None
 - 4. Vote called: unanimously approved
 - d. Proposal to retain Irwin & Associates
 - i. Motion to retain Irwin & Associates for business management services
 - 1. First: James
 - 2. Second: Kathy
 - 3. Discussion:
 - a. For a month-to-month agreement at \$2800 per month
 - 4. Vote called: unanimously approved
 - e. Retention of cmERDC for payroll services only
 - i. Motion to retain cmERDC for payroll services
 - 1. First: Kathy
 - 2. Second: Steve
 - 3. Discussion:
 - a. None
 - 4. Vote called: unanimously approved
 - f. Finance committee meetings to be scheduled for the Tuesday before the board meeting
7. Director's Report
 - a. Enrollment as of today is 61 students
 - i. Have 5 students that may still come for this school year
 - ii. Have 13 students that are warm candidates
 - iii. James Engler thinks that we may be at 70 in about 1 month
 - iv. Compliance check
 - 1. All is compliant if 2 innovative licenses are granted
 - 2. Expect response by the end of October
 - v. First day of school – Tracey Peterson and James Engler
 - 1. Great response from students
 - 2. First week is focused on communicating expectations, building trust and developing the culture
 - vi. Robbie has come back 10 hours per month (max.) to give some time for reporting
 - vii. Need to get a staffing plan in order to cross-train and assign administrative backups
 - b. HR Update
 - i. 3 teaching license waivers have been applied for and approved
 - ii. 2 innovative teaching license waivers have been applied for Math 5-12 and Science 5-12. Both are pending
 - c. Family/Curriculum Night – Tuesday, September 20th, 6-8pm
 - d. Building Committee
 - i. Premature at this point, will revisit after reviewing an amended budget
 - e. Hoping to have the first FY12 Parent Teacher Organization meeting on Family/Curriculum night
 - i. The PTO org is looking for a new leader
 - ii. Kathy recommends that the PTO develop a parent directory to help foster communication. She will lead this effort.
 - iii. Curriculum night is the big opportunity to get parent's involved
 - f. FSA has been set up for staff with Unison at no additional cost

- g. Review of school legal counsel relationship in the event of any legal issues
 - i. No lawyer is currently on retainer
 - h. MCA results available on 9/12 and made public on 9/15
 - 8. Board and Governance
 - a. Board finance and governance trainings are scheduled for Sept. 15 and 17
 - b. Executive Director – job description
 - c. Approval of By Laws (3rd Read)
 - i. Tracey is still working on the director terms language and will present it at the Oct. board meeting so we can approve the By Laws
 - d. Governance Committee Status/Report
 - i. Board Policy Manual (Oct)
 - 1. Laura will have an update at the Oct. board meeting
 - ii. Director Evaluation (Dec)
 - 1. Kathy distributed a sample to the board and hasn't received any feedback
 - 2. Kathy will draft an evaluation for first read at the Oct. board meeting
 - iii. Motion to approve the Board Performance Evaluation rubric
 - 1. Tracey first
 - 2. Steve second
 - 3. Vote called: unanimously approved
 - 9. Marketing and fundraising development
 - a. The board brainstormed ideas for future marketing and fundraising initiatives. Kathy will organize a marketing committee meeting for additional planning.
 - 10. Special Meeting to review revised budget at 3:30pm September 15th prior to the financial board training with NPAF
 - 11. Motion to adjourn (Next board meeting will be Thursday, Oct. 14 at 5 p.m.)
 - a. First: Steve
 - b. Second: Tracey
 - i. Motion passed unanimously

Submitted by: Kathy Marson, Board Secretary

Approved by Board: October 13, 2011