

Quest Academy
District #4182
Special Board Meeting Minutes
Wednesday, September 28, 2011 – 4:00 p.m.
Most Holy Trinity Catholic Church
3946 Wooddale Avenue S, St. Louis Park, MN 55416

1. Call to order at 4:15 p.m.: Board roll call
 - a. Board members: Margaret Glasch, Kathy Marson, James Engler, Tracey Peterson, Joyce Brekke, Steve Redding
 - b. Other attendees: Katie Kohn (Pillsbury), Suzi Splinter (staff), Melody Herbst (staff), Michael Roll (staff), Sunshine Grandahl (business office), Leisa Irwin (business office)

2. Approval of the agenda
 - a. Motion to approve agenda: James, Tracey seconded
 - b. Motion to approve agenda as amended: James, Tracey seconded
 - c. Motion passes unanimously

3. Approval of potential new board member to increase the board from six to seven members.
 - a. Motion to hear from Asad Zaman as potential new board member: Joyce, Kathy second
 - b. Discussion: Asad was introduced and answered questions regarding his background, experience and interest in joining the Quest board.
 - c. Motion to approve new board member: Joyce, Kathy seconded
 - d. Motion passed with one abstention (James Engler)

4. Approve Financial Plan in response to Pillsbury's request for action email.
 - a. Motion to present Report of Performance Improvement Plan by Leisa Irwin: Joyce, Tracey seconded
 - b. Discussion: Leisa and Sunshine presented a plan for the financial and outstanding payables requirements. The board further discussed additional improvement plan requirements for the monthly board materials to be distributed at least 5 days prior to the meeting and the contents of the Director report and the finance and marketing/fundraising committee reports.
 - c. Motion to approve the School Improvement Plan: Joyce, Tracey seconded
 - d. Motion passes unanimously

5. Act on current and upcoming resignations:
 - a. Motion to propose an administrative staffing plan to address the budget requirements passed during the 9/21/11 Special Board meeting and to address the resignation of Laura Porter-Jones, Quest Executive Director:
 - b. First Joyce, Kathy seconded, motion passes unanimously
 - c. Proposal discussion included:
 - i. Accept the resignation of Laura Porter-Jones, Quest Executive Director as of 10/7/2011. Laura rendered her resignation to the board in an email dated 9/25/11.

- ii. Promote Suzi Splinter as Interim Executive Director, effective 9/29/11, through June 30, 2012 with a .50 FTE Coord./State Reporting & Interim Exec Dir. role and a .50 FTE special education teacher role, with a salary increase to \$61,500. Authorize Suzi Splinter to recruit for a special education staff to back-fill the .25 teaching gap created by her role change.
- iii. Create an open .625 FTE Office Manager position at \$21.00 per hour which equates to approximately \$18,600 annually. Recruit Robbie Deering for this role.
- iv. Create an open .375 Office Staff position at \$10 per hour which equates to approximately \$5,850 annually. Suzi Splinter is authorized to recruit for this role.
- v. The remaining funds would be applied to the fund balance for FY2012.
- d. Motion to approve the proposed staffing plan: Asad, Kathy seconded; motion passes unanimously.
- e. Motion to appoint a BOD Secretary to replace Jodi and discuss a timeline for Board Chair (M. Glasch) resignation and transition for new Board Chair: Asad, James seconded.
 - i. Discussion: Kathy volunteer for the Secretary position. Margaret proposes to stay on as Board Chair until the December 2011 board meeting so no motion is need to replace the Chair position.
 - ii. Motion to appoint Kathy as Board Secretary: Asad, James seconded, passes unanimously.

6. Motion to adjourn the meeting: Steve, Tracey second, passes unanimously.

Minutes Prepared by: Kathy Marson, Board Secretary
Approved by Board: October 13, 2011