

Quest Academy
District #4182
Board Meeting Minutes – Regular Meeting
Thursday, October 13, 2011 – 5:00 p.m.
Most Holy Trinity Catholic Church
3946 Wooddale Avenue S, St. Louis Park, MN 55416

1. Call to order
 - a. 5:10pm
 - b. All Members Present, Kathy Marson arrived at 5:15pm, Asad Zaman departed at 6:25pm
 - c. Ex-Officio: Suzi Splinter, Sunshine Grandahl

2. Approval of Agenda
 - a. Motion to approve:
 - i. Asad Zaman first
 - ii. Jimmy Engler second
 - iii. Discussion
 1. Add Board Resolution to approve the sale of receivables to Charter School Capital as item 5
 - iv. Vote called: All in favor

3. Approval of Minutes from Prior Month's Meetings
 - a. Motion to approve July 23rd amended, September 8th, September 21st, September 28th, and September 30th meeting minutes
 - i. Kathy Marson first
 - ii. Joyce Brekke second
 - iii. Discussion
 1. Amend September 21st notes; Margaret was absent.
 2. Amend September 28th notes; James abstained from new board member vote
 - iv. Vote Called: All in favor

4. Treasurer's Report – Tracy Peterson
 - a. Finance Committee reviewed September cash flow

5. Updated Documentation for Charter School Capital
 - a. Motion to change the authorized signers for the purpose of sale of receivables documentation
 - i. Tracy Peterson first
 - ii. Kathy Marson second
 - iii. Discussion
 1. None
 - iv. Vote called: All in favor

- v. Upon motion duly made, seconded and unanimously approved, the resolutions attached to these minutes and incorporated herein by this reference are hereby adopted.

6. Director's Report

- a. Enrollment data
 - i. 62 students currently enrolled, with 1 new student to start this week
- b. Parent Communication
 - i. Suzi will send out a communication to clarify the new teaching model to help parents understand the model and schedule of classes
 - ii. Other items to include in the communication include: Top 20 Behaviors, culture and behavior issues, dates to remember, and interim director goals and observations
- c. Academic report
 - i. School Culture
 - 1. School culture and behavior issues will be included in the outgoing note to parents
 - ii. Curriculum/Family Night
 - 1. Well attended by the students and parents
 - 2. Tracy and Jimmy presented to the guests as an activity
 - 3. Families signed up for PTO
 - iii. Dates to remember
 - 1. Will be included in the outgoing note to parents
 - iv. Other: None
- d. Known areas of non-compliance
 - i. None are known
- e. HR updates
 - i. Robbie Deering started as the Office Administrator
 - ii. Once there's a plan for office coverage, a receptionist will be recruited to fill the gaps
- f. PTO—information and details – Jimmy Engler
 - i. October parent meeting had four parents attend
 - ii. 22 parents have provide emails for the directory; a second draft will be distributed
 - iii. Working on fundraiser ideas
 - 1. Parent letter
 - 2. Barnes and Noble, DQ and Davanni's nights

7. Action Item: High School Credit Waiver

- a. Proposal: Due to the nature of the current schedule, the current elective credit system should be waived for the Juniors and Seniors if not all students. Right now we have it designated that they have to complete so many electives in certain areas (foreign language, fine arts, phy ed). Due to the new class offering, this is a challenge for most of the students to meet. I am proposing that we resort back to only the courses required

by the state and encourage, but not require, a certain amount of electives from each category. The students will still have to take a variety of electives, but we will not mandate which category they are from.

- b. Motion to approve change Quest Academy's required courses to mirror the state mandated requirements
 - i. Asad Zaman first
 - ii. Steve Redding second
 - iii. Discussion
 - 1. None
 - iv. Call for vote: All in Favor

8. Board and Governance

- a. Board Training sessions
 - a. Joyce Brekke only has the Governance Session remaining
 - b. All other board members have completed
- b. Approval of By Laws (Final Read) – Tracy Peterson
 - i. Tabled for further review
 - ii. Add to the November board meeting agenda
- c. Director search for FY13-process
 - a. Draft Executive qualifications and job description have been compiled. No action will take place on these items until after the upcoming strategic planning session.
- d. Governance Committee Status/Report
 - 1. Board Policy Manual (Oct.)
 - a. Now that Robbie has started we will have her help compile the Board Policy Manual
 - 2. Executive Director Employment Agreement
 - a. Motion to approve the agreement
 - b. Steve First
 - c. Tracey Second
 - d. Discussion:
 - i. Agreement was signed at tonight's meeting and will be distributed via email
 - 3. Director Evaluation (Dec.)
 - a. Evaluation form will be discussed at the November board meeting
 - b. Evaluation will take place in January
 - 4. Board Performance Evaluation
 - a. This will be completed on Oct. 29th at 8 a.m., just prior to the strategic planning session
 - 5. Setting timeline/process for developing strategic plan
 - a. A working strategic planning session will be conducted on Saturday October 29th, 2011 at 9am-4 p.m. The Board performance evaluation will be discussed from 8am-9am
 - b. Assignment for the board before the meeting
 - i. Read through 3 Charter School strategic plan examples – Kathy Marson will send
 - ii. Familiarize themselves with schools in the area with larger SpEd populations such as Lions Gate, Groves Academy, Frasier

9. Marketing Committee

- a. Report following staff meeting and marketing plan – Joyce Brekke
 - i. Recent staff meeting generated great notes as to what Quest has to offer
 - 1. Want to wait for strategic planning session to confirm that these suggestions are consistent with the vision of the board
 - ii. Brainstormed many free advertising and marketing opportunities
 - 1. Email, Facebook, etc.
 - iii. Discussed many other opportunities as well
- b. Star Tribune advertising in education guide (J. Engler)
 - i. Passed on the fall guide; consider advertising in the January guide after completion of strategic planning session
- c. Student/community service projects aligned with marketing plans
 - i. Staff will consider a fall neighborhood clean-up project as a community service project
- d. Need to create an ad hoc Fundraising Committee (Board vs. PTO fundraising)
 - i. Per family pledges
 - ii. School activities to generate revenue
 - iii. Target red card communication to parents for “how to manage my red card” (Steve will lead this)

10. Other:

Next Meeting: 2nd Thursday of the Month: November 10th, 2011
Conferences are coming up on Friday, November 4th, 2011

11. Motion to adjourn

- a. Joyce First
- b. Tracey Second
- c. Vote called: All in favor

Approved by Board: 11/10/2011