

Quest Academy
District #4182
Board Meeting Minutes – Regular Meeting
Thursday, November 10, 2011 – 5:00 p.m.
Most Holy Trinity Catholic Church
3946 Wooddale Avenue S, St. Louis Park, MN 55416

1. Call to order
 - a. Meeting called to order 5:04pm
 - b. In Attendance:
 - i. Jimmy Engler
 - ii. Tracey Peterson
 - iii. Steve Redding
 - iv. Suzi Splinter (Ex-Officio)
 - v. Asad Zaman
 - vi. Margaret Glasch (Ex-Officio)
 - vii. Kathy Marson
 - viii. Sunshine Grandahl
 - ix. Joyce Brekke (entered at 5:15pm)

2. Approval of Agenda
 - a. Tracey Peterson
 - b. Jimmy Engler
 - c. Discussion
 - i. Add item 4.1 to change the bank signers
 - ii. Add item 6(g) MDE sent letter about required policies
 - iii. Add item 6(h) to approve
 - d. Approved Unanimously

3. Approval of Minutes from Prior Month's Meeting
 - a. Motion to approve minutes from October 13th, 2011
 - i. Asad Zaman
 - ii. Tracey Peterson
 - iii. Approved Unanimously

4. Treasurer's Report - Tracey Peterson and Sunshine Grandahl
 - a. Motion to remove Vickie Evans-Nash as a signer, remove Laura Porter-Jones and Nancy Ramler as authorized online users, add Suzi Splinter as a signer, and add Suzi Splinter and Sunshine Grandahl as authorized online users for Quest Academy's bank accounts at Venture Bank and USBank
 - i. Asad Zaman
 - ii. Jimmy Engler
 - iii. Approved Unanimously

5. Addressing Policies that need to be implemented
 - a. Governance Action Item: Draft two new policies required by MDE: Lottery Policy and Religious Accommodation Policy. Present for first reading at the Dec. board meeting.

6. Director's Report
 - a. Enrollment data: currently 62
 - b. Academic report: 34/62 attended conferences
 - c. Known areas of non-compliance: none
 - d. HR updates
 - i. Motion to approve salaried contract offer for Robbie Deering at an annual rate of \$32,000/year for 34 hours per week starting November 28th, 2011
 1. Margaret Glasch

- 2. Jimmy Engler
- 3. Approved Unanimously
- ii. Suzi's PTO available will be prorated for Sept-June
- e. PTO—information and details – Jimmy Engler
 - i. Students are raking for those in need and collecting food or winter clothing donations
 - 1. Clothing and food drives are being headed up by the student council students
 - ii. Student Dance is being planned, waiting for confirmation of available dates from MHT
 - 1. Will put the student council students on the project upon confirmation that a date is available
 - iii. Talent Show/Art Show is being discussed for January/February timeframe

7. Board and Governance

- a. Board Training sessions
- b. Approval of By Laws (Final Read)
 - a. Tabled
 - b. Need to establish the terms and who fills which terms
- c. Approval of Board of Director's that is not teacher majority
 - a. Communication with/from staff
- d. Consideration of grade expansion (11th and 12th)
 - a. Motion to re-open 11th and 12 grade but to adopt a policy for no lateral entrants after 10th grade
 - i. Joyce Brekke
 - ii. Asad Zaman
 - iii. Approved Unanimously
 - b. Friendly amendment to the motion: Approve extending our program to 11th and 12th immediately on a permanent basis, adopt a policy for no lateral entrants after 10th grade, and ask the Executive Director to provide a plan to meet state graduation standards
 - i. Joyce Brekke accepts the friendly amendment
 - ii. Discussion: around what the weak areas that supported the elimination of 11th and 12th grade at the beginning of FY12
 - iii. Approved Unanimously
- e. Consideration of application for K-4th grade expansion for lower school operations (K-5; K-6?) at a different facility
 - a. To accept students in grades K-4 would require
 - i. Board Approval
 - ii. Authorizer Approval
 - iii. MDE Approval
 - 1. Could be approved mid-year but is unlikely
 - b. Several Factors that point to our favor
 - i. Additional income for these students would be very favorable
 - ii. 80 is the bare minimum to be solvent
 - iii. Elementary students could be at another location
 - c. Motion to apply to authorizer for a K-4 expansion with the option of the K-5 program being at a separate site
 - i. Asad Zaman
 - ii. Kathy Marson
 - iii. Approved Unanimously
- f. Governance Committee Status/Report
 - 1. Board Policy Manual
 - a. Suggestion to build a manual, act to void all previously approved policies, approve the manual in whole

2. Strategic Planning Session – next steps
 - a. Tuesday November 29th, work session from 4-6pm
 3. Director Evaluation – due by December
 - a. Motion to approve the rubric for the Executive Director’s evaluation as distributed by Kathy Marson to the board
 - i. Joyce Brekke
 - ii. Margaret Glasch
 - iii. Discussion: Need to discuss further how to effectively but productively include staff input
 - iv. Approved Unanimously
 4. Board Performance Evaluation – report on process
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8. Marketing Committee – Joyce Brekke
 - a. Keep trying to create a buzz with the community
 - b. If anyone knows a parent that has an opportunity to donate some printing or marketing aid
 - c. Joyce is working on Google maximization tasks
 - d. Using the a-frame sign everyday
 - e. Need to communicate with all parents/community that Quest will be graduating all students that are enrolled
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9. Fundraising Committee
 - a. A reminder that \$10,000 in fundraising is included in our approved budget
 - b. Give to the Max Day is November 16th, 2011
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10. Other: None
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11. Motion to adjourn at 7:47pm
 - a. Asad Zaman
 - b. Joyce Brekke
 - c. Approved Unanimously

Approved by Board: December, 8 2011