

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

1. Call to order: 5:17pm

a. In attendance:

- i. Steve Redding
- ii. Jimmy Engler (entered at 5:23pm)
- iii. Asad Zaman
- iv. Tracey Peterson
- v. Margaret Glasch (via Skype)
- vi. Kathy Marson
- vii. Leisa Irwin – CFO
- viii. Sunshine Grandahl – CFO
- ix. Suzi Splinter – Executive Director
- x. Phil Gray - Guest

Not in attendance: Joyce Brekke

2. Approval of Agenda

- a. Add approval of a Petty Cash Policy (Treasurer’s Report)
- b. Authorize Suzi to sign the school improvement plan (Director’s Report)
 - i. Motion to approve agenda with the additions
 1. Asad Zaman
 2. Tracey Peterson
 3. All in Favor

3. Approval of Minutes from Prior Month’s Meeting

1. Asad Zaman
2. Steve Redding
3. All in Favor

4. Treasurer’s Report – Sunshine Grandahl

- a. Review of financial statements and summary of Finance Committee meeting
- b. Approval of Petty Cash Policy
 1. Tracey Peterson
 2. Asad Zaman
 3. All in Favor
- c. FY11 Audit Update – Leisa Irwin
 - i. Lengthily conversation amongst board members regarding the status of the audit and the importance and priority that the audit is completed on time

5. Director’s Report

- a. Enrollment data – Current enrollment is 65 students; 63.5 ADM
- b. Academic report

- c. Known areas of non-compliance – Missing policies are being drafted.
 - i. Action: Margaret Glasch to draft a full set policies for approval.
 - ii. Action: Suzi Splinter to Manage the approval process and gain an extension as needed.
 - d. HR updates – Robbie Deering’s expanded hours has begun.
 - e. PTO—information and details
 - f. Approval to authorize Suzi Splinter to sign School Improvement Plan
 - 1. Asad Zaman
 - 2. Margaret Glasch
 - 3. All in Favor
6. Board and Governance
- a. Approval of By Laws (Final Read) – Staff must vote on non-teacher majority By Law change.
 - b. Approval of non-teacher majority Board of Directors upon Staff approval.
 - 1. Margaret Glasch
 - 2. Jimmie Engler
 - 3. All in Favor
 - c. Approval of Letter of Intent to Apply to Pillsbury outlining intent to apply for grade expansion for lower school operations
 - 1. Margaret Glasch
 - 2. Steve Redding
 - 3. All in Favor
 - d. Transitional support for new landlord (MHT to OLG) – Meeting set to meet with Father Brian and the OLG team. Contract negotiation support is needed from the Board.
 - e. Governance Committee Status/Report
 - 1. Board Policy Manual – See 5c above.
 - 2. Student Handbook
 - a. Action: Suzi Splinter to distributed updated Student Handbook to Parents in December
 - 3. Strategic Planning Next Steps – Hold until we hear from Authorizer on 6c.
 - 4. Approval of Director Evaluation (Dec.)
 - 1. Margaret Glasch
 - 2. Steve Redding
 - 3. All in Favor
7. Marketing Committee
- a. Action: Kathy and Joyce to draft external messaging for the website using the theme/position of the school to students as a: Different Path
8. Fundraising Committee
- a. February Event
 - i. Action: Steve Redding to plan February event
 - ii. Action: Jimmy talk to Geoff to cook
 - iii. Action: Suzi to talk to church for date
 - b. December Parent Fundraising Communication
 - i. Action: Kathy to Draft for ASAP distribution
 - ii. Action: Suzi to Distribute
9. ACTION ITEMS: At the end of each monthly meeting, every board member will be asked to articulate the action items he/she would like to undertake and complete prior to the next scheduled board meeting.

10. Other: None

11. Motion to adjourn (7:30)

1. Steve Redding
2. Jimmie Engler
3. All in Favor

Approved by Board: 1/12/12