

**Quest Academy**  
District #4182  
Board Meeting Minutes – Regular Meeting  
Thursday, January 13, 2011 - 5:30 p.m.  
Most Holy Trinity Catholic Church  
3946 Wooddale Avenue S, St. Louis Park, MN 55416

**Members present**

Vickie Evans-Nash  
Maija Freivalds  
Lee Wignall  
Tracey Peterson

1. Call to order: Board roll call and meditation
2. Approval of previous board minutes

*Motion made by Vickie to approve previous board minutes, second by Lee.*

3. Approval of the agenda – add Audit to financials and governance

*Motion made by Vickie to approve previous board minutes, second by Maija.*

4. Director's Report
  - a. School Closure Policy – we have several students in Minneapolis so they were wondering why we don't follow the school closings of Minneapolis school district. The board doesn't see a need to change the policy at this time. We will continue to follow the St. Louis Park closings.
  - b. Enrollment – we have several student interviews scheduled next week. They are hearing about us through current families. We seem to be remaining the same in enrollment with students leaving and enrolling.
  - c. School Improvement Plan Update – we are moving along smoothly. Laura will send a copy of the plan to the board.
5. Human Resources
  - a. Resignation of Amy G. – resigned just before Winter break.
  - b. Hiring .5FTE SPED Para – we need to fill the gap in staff. Propose to hire Emma Zachmann, current Office Assistant, as a .5FTE Para.

*Motion made by Maija to approve hiring of Emma Zachmann at .5FTE SPED Para, second by Vickie.*

- c. Resignation of Linda L. – resigned as of January 20.

6. Financials and Governance

- a. Approval of cash register

*Motion made by Maija to approve the cash register, second by Tracey.*

- b. Financials – We received less lease aid than anticipated. It was supposed to be adjusted gradually versus one lump sum. We are going to receive our final Sped holdback from 09-10 school year. We are going to start sending report cards home with students to save on postage costs. We need to meet again on the 20<sup>th</sup> or 21<sup>st</sup> to evaluate #1 and #7.
- i. Suggesting reduce staff by 1.0FTE for the rest of the school year – we have to look at how to pay off the salary that is spread out over the summer. We need to look at long-term versus short-term. If we get the loan, we are able to squeak by. We will re-evaluate this based on whether we get a loan or not.
  - ii. Increase of .5FTE Sped Para. - APPROVED
  - iii. Reduction of counseling/psychology services immediately. - APPROVED
  - iv. Reduction of MVNA services. - APPROVED
  - v. Freeze on instruction/non-instructional supplies. - APPROVED
  - vi. Look at options for short-term funding – Charter School Corp, CSDC, Nonprofits Assistance Fund – APPROVE
  - vii. Delay payment of MHT rent to February 15 – only as a last resort. – revisit based on whether we get a loan or not.

*Motion made by Maija to approve #-2-6 on the proposed modifications on budget and to meet on Thursday, January 20, 3:00 p.m. to look at option 1 & 7, second by Vickie.*

- c. Reauthorization
- i. VOA – we will not look at VOA at this time.
  - ii. PUC – continue our process with Pillsbury. Deadline is January 31.
  - iii. Student Achievement – connected to Friends of Education. We should look at applying with them. Have to apply by the end of this month to be considered OR again at the end of March.
- d. Audit – no major findings reported. Ask Larsen Allen to come to our February board meeting to present the audit.

7. Marketing and Fundraising Development

- a. We need to meet with Paul Nicholas again.
- b. We should look at putting signage out front. Maija will look at the St. Louis Park sign restrictions and talk to vendors about possibilities.

8. Communications and Community

- a. Foodshelf – January 14 & January 28
- b. January 4 PTO – notes were included in the newsletter which is posted on the website and sent to all parents.
- c. We should look at doing a community fun night.

9. Motion to adjourn and closing meditation