

Quest Academy, District #4182
Board Meeting Minutes – Regular Meeting
Thursday, December 9, 2010 - 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

Guests

Susan Freivalds
Katie Kohn
Paul Nicholas

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

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

3. Approval of the agenda – move approval of cash register to Financials and Governance. Katie not giving a report, just a discussion about sponsorship.

Motion to approve the agenda with the noted changes made by Vickie, second by Maija.

4. Pillsbury Sponsorship - If we are going to proceed with Pillsbury we need to send a letter this month stating our intent to continue with authorization. Official action required tonight is to approve sending the letter to Pillsbury stating we intend to go through the process. Letter needs to be sent by the end of the month. The intent doesn't hold us to any decisions. Contract expires 6/30/11. Pillsbury will initiate a quality school review to look at academics, governance finance, etc. Based on that info they determine a renewal decision. Target is to have contract ready by the May board meeting. There is no knowledge of Pillsbury not continuing to reauthorize charter schools. If Pillsbury decides not to reauthorize, Quest will be able to have a hearing to appeal. If we don't send the letter, it will push back the deadline for the school renewal process. Quest may not have recourse if an authorizer doesn't reauthorize. Reasons could be violation of contracts, violation of the law, academic/non-academic goals. The letter isn't binding in any way so we should move forward.

Motion that we give notice of our intent to continue with Pillsbury made by Lee, second by Maija.

5. Director's Report
 - a. Enrollment - 89
 - b. Preparing for January influx of students – interviewing with 4 families next week, won't have them start until 3rd quarter.
 - c. Cancellation of breakfast – cancelled as of Friday, December 17 due to lack of participation. Parent committee will look into providing snacks/food to have on hand for kids.

6. Human Resources

- a. Hiring of Jana Thorson – special education teacher, started employment 11/29/10. She is in the process of her M.A. for Special education so we will apply for a variance for her.

Motion to approve Jana Thorson as a new hire made by Vickie, second by Lee.

7. Financials and Governance

- a. Cargill/Center for School Change Grant Proposal – grant available for staff development, board training, etc. Need a signed board resolution authorizing the application and committing the school to participate fully in all required activities if selected. We would need a committee and need to identify those people on the application. Kathy Marson has volunteered to be on the committee for parent.

Motion to approve Cargill Center for School Change grant proposal made by Vickie, second by Maija.

- b. Approval of check register

Motion to approve the check register made by Lee, second by Vickie.

- c. Board Training Certificates – missing Lee and Susan’s board training certificate. Robbie will find contact information for Lee to contact them and try and get a copy of his certificate.
- d. Cashflow/Budget – need to hold a few invoices until January 15 due to cashflow.
- e. Unison Insurance Broker – this is not a paid contract. We are going with a new insurance broker due to issues we had with our previous broker.

8. Marketing and Fundraising Development

- a. Paul Nicholas – look at digital communication such as updating the website, constant contact for keeping up with past, current, and future families, and social media such as facebook, twitter, youtube, etc., or column or article in local newspaper. We need signage out front so people know we are here. Paul will have the marketing plan by the January board meeting.

9. Communications and Community

- a. December Service Project – We made care packages for the VOA. If you have any community service project ideas, please do let us know.
- b. Parent Meeting – Dec. 7 – communication was a big concern, calendar isn’t updated and needs more information on it. The PDF calendar needs to be posted on the website. Kathy has volunteered to be a communications coordinator to help with getting information out there. Parents want an update of what Paul’s findings were. Have a current parent call a new parent and let them know what is coming up and do a welcome packet. Parent coordinators and parent group aren’t really sure what their role is. Greg and Kathy should sit down with Laura before the next parent meeting to see what their roles should be.

10. Motion to adjourn and closing meditation