

Fraser Academy Board Meeting Minutes

January 28, 2014 at 5:30

Grace Center Break Room

1534 Sixth Street NE

Minneapolis, MN 55413

1.0 Call to Order

1.1	Roll Call:	Shannon Dean P	Wendy Ehlert P
		Janelle Erickson P	Terra Hyatt P
		Meggie Martin P	Neil Nye P
		Donna Piazza P	Dana Quinn P
		Susan Scheller P	Kirk Wahlstrom A

Director Linda Silrum P

Authorizer Rep. Chris Bentley P

Guest: Jenny Abbs, Beltz, Kes, Darling and Associates

1.2 Approval of the Order of the Agenda (includes Consent Agenda)

Motion: To approve the Order of and Consent Agendas with the change that moves the Board training from the end to the start of the agenda.

M/S/P: S. Dean/M. Martin/Passed

Board Training: Finances at Fraser Academy Charter--Jenny Abbs, BKDA

- Presentation about Fraser Academy Finances
- Given handout of presentation

2.0 Information and Communications

2.1 Director Report

Consent Agenda Item Notes

Both November and December 2013 checks and EFT transactions are on the agenda for approval due to no meeting in December.

The Director contract is recommended for extension due to timing considerations by the Personnel Committee. The Committee is not yet ready to recommend a 2014 contract for the Director.

The Annual Charter School Survey is a required form due to the Minnesota Department of Education and the resident district within which the charter school is located. It notifies both parties as to the intent of the charter school with respect to transportation of the charter school students. Fraser Academy has always provided its own transportation for its students within the MPS boundaries.

Enrollment Information 2013-14; Application Information 2014-15

	2013-14	2014-15
Kindergarten	13	11 (9 prefer all-day)++
First Grade	18	5
Second Grade	11	4
Third Grade	15	2
Fourth Grade	13	0
Fifth Grade	6	2
Total	76	24+

The waiting list for 2013-14 is now fully evaluated and those who are able to be enrolled and served in the spaces available. As transitions occur, the current list of students enrolled, but for whom our program they require is at capacity is reviewed and the next student is enrolled. Students who apply mid-year are enrolled and evaluated immediately, if they are in a grade level for which there is an opening.

Informational meetings continue into February 2014. Approximately 4-8 families of interested students attend each meeting. The Open Enrollment period closes on February 15, 2014.

Staff

There is one staff opening remaining to be filled: Special Education Paraprofessional.

The January 31, 2014 staff development day is focused on preparation for parent/teacher conferences, Accountability teacher committee work and school-wide committees.

Program

The Social Thinking Curriculum pilot is going well and data shows good preliminary results. An author of one of the curriculums chosen for the pilot is so intrigued with the implementation at Fraser Academy that she has decided to spend a day observing, asking questions and providing feedback and suggestions.

The number of school days/hours has been decreased significantly by the need to close school due to severe cold: 5 days to date, 1/28/2014. At present, Fraser Academy students will be attending in excess of the minimum number of hours required. It may become necessary to schedule make-up days. Staff recommendation is to add the Friday following Presidents' Day, February 21 and/or the Friday following Memorial Day, May 30. Minimum hours for Kindergarten is 425; Fraser Academy is at 449.25. Minimum hours for 1-5 is 935; Fraser Academy is at 977.25. The school calendar will be revised for approval at the March 2014 Board meeting.

School Events Calendar

January 31, 2014
February 6 & 7, 2014

Staff Development Day
School Conferences

February 17, 2014
February 20, 2014

Presidents' Day, No School
Bowling Field Trip to Elsie's

- 2.2 Sponsor/Authorizer Comment
 - No updates
- 2.3 Public Comment
 - Tina, prospective board member, impressed with Fraser Academy budget
 - Background in marketing, technology, Marketing Director at EcoLab and currently Research, Development and Evaluation Director at Anagram

3.0 Approval of the Consent Agenda

Motion: To approve the Consent Agenda.
M/S/P: S. Dean/S. Scheller/Passed

- 3.1 November 2013 Meeting Minutes
- 3.2 Checks and EFT transactions for November and December 2013
- 3.3 Employee Changes:
 - Hires: Tyler Stromquist-LeVoor, Special Education Paraprofessional
 - Resignations: Kelsey Cramer, Alison Fulwider, Nicholas Thompson, Special Education Paraprofessionals
- 3.4 Extension of Current Director Contract through February 2014
- 3.5 Approval of 14-15 Charter School Transportation Survey
- 3.6 Donations for November & December 2013: \$975.07 & \$3,803.12
- 3.7 Volunteer Hours for November & December: 2013: 70 & 94.75 hours

4.0 Standing Committee Reports

- 4.1 Accountability—Meggie Martin
 - Strategic Plan Update
 - Updating the strategic plan with data
 - Annual Report for 2012-2013
 - Motion: To approve the DRAFT 2012-2013 Annual Report for limited distribution prior to final approval at the February 2014 Board meeting.
 - M/S/P: J.Erikson/T.Hyatt/Passed
 - Needs final edits and some interpretation additions
 - Full-day Kindergarten Recommendation
 - Motion: To approve full day kindergarten to be the K option for the 2014-2015 school year
 - M.Martin/J. Erikson/Passed
- 4.2 Operations—Kirk Wahlstrom
 - Strategic Plan Update
 - Operating Costs Update

4.3 Finance—Janelle Erickson, Treasurer

- Will take Jenny's report and make a detailed document for the board
- Strategic Plan Update
November & December Financials
FY12 Form 990 Recommended for Approval

Motion: To approve the 2012 Form 990 as presented and file with the IRS and state auditors office

M/S/P: J.Erickson/S. Dean/Passed

4.4 Governance—Donna Piazza

- Strategic Plan Update
Election of Vice Chair for Board

Motion: To elect Kirk Wahlstrom as Vice Chair for Board

M/S/P: D. Piazza/D. Quinn/Passed

Appointment of Chair for Board Marketing and Fund Development Committee

The Chair announced the appointment of Neil Nye as Chair of the Marketing and Fund Development Committee

Authorizer Due Diligence Update

- 3 Authorizers interviewed
- Need 18 months to apply to an authorizer and go through the process
- Have an different partnership with Fraser after our Authorizer relationship ends

Conflict of Interest Reminder

- Board members are reminded to be aware of and disclose any conflict of interest that arises

Board Member Training Reminder

- Training ideas, input from teachers on curriculum, student body and how the school runs

4.5 Marketing/Communication—Neil Nye

Strategic Plan Update

- Past Due, sent out to team and need to make adjustments. Not looking at updating for current year, updating for next year. Changes coming up such as Authorizer which will affect the Plan.

- Making progress with other due dates

School Applications for 2014-15 Update with Marketing Plan Strategies

- Trifold about Fraser Academy is going out to families around the school to encourage enrollment

4.6 Personnel and Contracted Services—Shannon Dean

- Finalize pieces to the Director Contract

Strategic Plan Update

- Beginning the succession planning, administrative group, ask school staff for input

5.0 Future Meetings Schedule

Board Meeting—February 25, 2014 at 5:30—Grace Center Break Room

February 2014 Committee Schedule*

- Presidents is Monday, February 17th, Governance will re-schedule

6.0 Information Sharing

7.0 Policies

7.1 First Reading Policy 531 The Pledge of Allegiance

7.2 First Reading Policy 524 Internet Acceptable Use and Safety Policy

7.3 First Reading Religious Accommodation

7.4 First Reading Facility Neutrality and Equal Access for Student Non-Curricular Groups

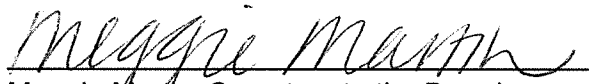
7.5 First Reading Policy on Facility Neutrality and Equal Access for Boy Scouts, Title 36 and other Outside and Community Groups

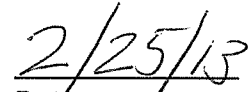
8.0 Adjournment

Motion: To adjourn the January, 27th Board meeting

M/S/P: D. Piazza/M. Martin/Passed

Approved at the February 25, 2014 Meeting of the Board of Directors


Meggie Martin, Secretary to the Board


Date