

Fraser Academy Board Meeting Minutes
June 24, 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 A Wendy Ehlert P A
Janelle Erickson P Terra Hyatt P A
Meggie Martin A Neil Nye P
Tina Outlaw P Donna Piazza A
Susan Scheller P Kirk Wahlstrom P

Director Linda Silrum P
Authorizer Rep. Chris Bentley P

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

Motion: To approve the order of the Agenda, including Consent Agenda. Motion to discuss school nurse and plan for hiring.

M/S/P: T. Outlaw/W. Elhert/Passed

2.0 Information and Communications

2.1 Director Report

Consent Agenda Item Notes

3.4 The Finance Committee reviewed and approved for recommendation to the Board the three-year proposed contract with Beltz, Kes, Darling and Associates. The 2014-15 fees include: monthly fees of \$3,978 (\$47,736 annually), \$1,184 for preparation of the IRS Form 990.

3.5 and 3.6 Have been submitted based on draft budget and unapproved lease aid application. Both will be approved provisionally until the budget is final and the lease aid application is approved.

3.7 Point of clarification: the present source used for the monthly donations received for approval only includes those received by cash or check.

Enrollment Information 2013-14; Application Information 2014-15

	2013-14	2014-15 new applications
Kindergarten	14	26 (13 accepted, 12 decline, 1 letter sent)
First Grade	18	9 (2 letter sent)
Second Grade	11	13
Third Grade	14	3 (2 accepted, 1 waitlist)
Fourth Grade	12	3

Fifth Grade	6	1
Total	75	55

Staff

The Fraser Academy staff has done a magnificent job taking this school year to an exceptional level and this week, bringing it to a good conclusion. There has been great planning and participation at the all-school events: the Spring Concert, Field Day and this week, Spirit Week. It is exciting to know that so many of these quality staff will be returning to continue their good work at Fraser Academy for the 2014-15 school year.

The staff collaborated to plan a potluck grill/picnic on Thursday after the buses leave. All staff return for a final day of wrap up on Friday, June 27, 2014.

Many staff members will be working on small, short term projects over the month of July in preparation for a great start to the 2014-15 school year: 2 writing projects, Kindergarten move, library move, name vetting project.

The 2014-15 school year is set to start on July 28, 2014 with a full complement of teaching staff. There are six paraprofessional positions that need to be filled. Interviews are set for the week of July 7, 2014.

Program

Wheels Week was a hit for all students again this year. Kudos to the staff for orchestrating safe training of all our students on wheels and to families for providing wheels for use in classroom instruction.

Field Day involved everyone, including family and friend observers in great physical fun and challenges. Logan Park cooperates beautifully to provide a hospitable and spacious setting for the event. The weather was terrific as was student participation and sportsmanship.

Preview of 2013-14 Successes

The 2014 Annual Meeting, August 26, 2014 at 6:15 will feature not only the successes of the 2013-14 school year, but of the first 10 years of the school. It will provide a glimpse of the future ahead in the next 10 years. A planning committee of 3-5 people is assembling to plan the event and create a template for future annual meetings. This one, celebrating 10 years and the resources involved with that success, will invite alumni students and families as well as staff and board members.

2013-14 successes include:

- A lease for the next four years;
- Improved accessibility, safety and aesthetics of the parking area and grounds;
- Improved classroom conditions and spaces;
- 100% Special Education Compliance with Self-Monitoring Review;
- A clean audit with no findings, a fund balance improvement;
- The School Finance Award;
- No turn-over on the teaching staff anticipated between 2013-14 and 2014-15
- Full year of quarterly updates to Strategic Plan
- Annual meeting planned
- Transfer of Authorizer application successfully underway
- Naming project moving forward within schedule
- Successful budget projections following data analysis from finance research

School Events Calendar

June 23-26, 2014

June 26, 2014

June 27, 2014

July 4, 2014

July 21, 2014 Week

July 28, 2014

Spirit Week

Last Day for Students of 2013-14

Last Day for Staff of 2013-14

Office Closed for July 4 Holiday

Literacy and Personal Learning Plan Teams

Teachers Return for 2014-15 School Year

2.2 Sponsor/Authorizer Comment - Nothing to report

2.3 Public Comment - No Public

3.0 Approval of the Consent Agenda

Motion: To approve the Consent Agenda

M/S/P: J.Erickson/T. Hyatt/Passed

3.1 May 2014 Meeting Minutes

3.2 Checks and EFT transactions for May 2014

3.3 Employee Changes:

Hires: Marla Hawley, Special Education Teacher, Hannah Davis, Blake Jorgenson, part-time Special Education Paraprofessionals

Resignations: Tyler Stromquist-LeVoor, Kathryn Yanitelli

Status Change: Maya Sutton, Special Education Teacher, Kelly Tiedemann, Teacher on Special Assignment, Erin Giebink, part-time, on-call Special Education Paraprofessional

3.4 Approval of Beltz, Kes, Darling and Associates for FY15-17

3.5 Approval of Lease Aid Appeal Letter

3.6 Approval of Metered Special Education Transportation Payments for FY15

3.7 Donations for May 2014: \$1638.13

3.8 Volunteer Hours for May 2014: 42 hours

4.0 Standing Committee Reports

4.1 Accountability—Susan Scheller - presented teacher committee progress and upcoming work, response to Authorizer plan and student handbook review. Full Day Kindergarten Update

-Katie Rose & Meggie have been meeting to discuss how to plan and working on a teaching model for next year (each have a classroom and then work together for reading/math and switch teaching for science and social studies.

-working on curriculum mapping for science/social studies/handwriting Curriculum and Assessment Update

-PLP Committee compiled literacy assessments and data is graphed to show results.

4.2 Operations—Kirk Wahlstrom

Grace Center and Classroom needs for 2014-15 - teachers compiling needs and

wants and what Grace Center needs to replace. Costs are within budget to fulfill the teacher's wants and needs. Will be asking Grace Center to complete needs in the month of July.

Approval of the FY15 Agreement with Learning3 Technology

Motion: To approve the FY15 Agreement with Learning3 Technology

M/S/P: J. Erickson/T. Hyatt/Passed

Approval of Extension of Agreement with Contemporary Transportation for FY15-FY16 - Tabled until July meeting.

4.3 Finance—Janelle Erickson, Treasurer

May Financials - statements are in line and expected for the year. 91% of revenue received and expended.

Final 2013-14 Budget approval - adjustments reflect what has actually transpired. Decrease in expenditures.

Motion: To approve the Final 2013-14 Budget

M/S/P: J. Erickson/N. Nye/Passed

4.4 Governance—Kirk Wahlstrom

Authorizer Update--approve 2014-15 Work Plan - goal is to move from "partially met" to "met" in showing student progress.

Motion: To approve the Authorized Update - approve 2014-15 Work Plan

M/S/P: K. Wahlstrom/T. Outlaw/Passed

Review draft of Board calendar for 2014-15 - committee chairs will finalize recommendations for the 2014-15 Calendar.

4.5 Marketing/Communication—Neil Nye - Fundraising calendar to be coordinated with the school newsletter. Focus on fundraising events.

New School Name Update--Tina Outlaw - selected leads for teams. Vetting teams will be meeting within the next week. Blend of community, teachers and board members.

Marketing Plan Development--school research update--Linda Silrum - researching other schools that are similar to Fraser Academy. Key factors within schools researched and compare to Fraser Academy and steps Fraser Academy should take to ensure growth.

4.6 Personnel and Contracted Services—Tina Outlaw

Update on Director Search - May/June Accomplishments and July next steps reported. Have received some external resumes. Timeline and Process for Director Selection presented.

Succession Planning Update - Timeline for Succession presented.

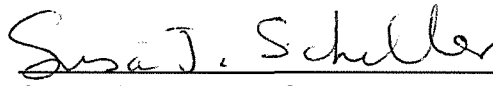
School Nurse - Linda Silrum - Fraser Academy's School Nurse is not returning to Fraser Academy. Posted the position.

Motion: To approve a 30-day trial contract with the Minnesota Visiting Nurse Association

M/S/P: T. Outlaw/J. Erickson/Passed

- 5.0 Future Meetings Schedule
Board Meeting—July 22, 2014 at 5:30—Grace Center Break Room
July 2014 Committee Schedule - in packet received
- 6.0 Policies
 - 6.1 Third Reading Open Enrollment Policy
Motion: To approve the Third Reading Open Enrollment Policy
M/S/P: J. Erickson/T. Outlaw/Passed
- 7.0 Information Sharing
- 8.0 Adjournment
Motion: To adjourn meeting
M/S/P: T. Hyatt/N. Nye/Passed

Approved at the July 22, 2014 meeting of the Fraser Academy Board of Directors


Susan Scheller, Co-Secretary

7-22-14
Date