

Fraser Academy Board Meeting Minutes
November 26, 2013 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 Ehler P
Janelle Erickson P Terra Hyatt P
Meggie Martin P Neil Nye P
Donna Piazza P Dana Quinn P
Susan Scheller P Kirk Wahlstrom P
- Director Linda Silrum P
Authorizer Rep. Chris Bentley P A
- Guests: Matt Mayer, Kern, DeWenter, Viere
Jenny Abbs, Beltz, Kes, Darling and Associates

- 1.2 Approval of the Order of the Agenda
Motion: To approve the order of the agenda, make a change to personnel committee
M/S/P: M. Martin/J. Erickson/Passed

2.0 Information and Communications

- 2.1 Audit Report--Matt Mayer, KDV
- Given 2 documents of Fraser Academy Audit
- Most Charter schools have 20% fund balance of their total revenues
- 2.2 Director Report-

Enrollment Information 2013-14

	2013-14
Kindergarten	13
First Grade	18
Second Grade	11
Third Grade	15
Fourth Grade	12

Fifth Grade	6
Total	75

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.

The Open Enrollment Period began on November 15. We are receiving inquiries and applications daily. Information sessions schedule started Friday, November 15. Additional sessions will be held every other Friday at 9:00. Registration lists for December and January sessions are filling up. An application update will be provided starting in January 2014.

Staff

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

The staff organized and led a Thanksgiving menu Community Dinner held at Grace Center on November 16, 2013. There were about 75 people in attendance. The staff and some Fraser Academy families provided, prepared, served and cleaned up a delicious turkey and ham with all the trimmings dinner. It was a good team building event for the staff and families; those who attended as guests were very complimentary and appreciative. This is the fourth annual community dinner event done by the Fraser Academy community.

Program

The staff continues to work with the refinements to the Fraser Academy program that are needed to meet the needs of students enrolled this year. The 'family learning groups' has helped to promote collaboration and problem solving related to creative solutions. The challenge remains to find an adequate number of small group and independent learning spaces that are distraction-free.

December programming includes a number of annual events: Holidays around the World and the Winter Concert: On Broadway.

School Events Calendar

November 27- 29, 2013
November 29, 2013
December 12, 2013

Thanksgiving Break
Office Closed
Holidays around the World

December 19, 2013 at 2:00

Winter Concert

- 2.3 Public Comment
 - No public present

3.0 Approval of the Consent Agenda

Motion: To approve the consent agenda
M/S/P: S. Dean/S. Scheller/Passed

- 3.1 October 2013 Meeting Minutes
- 3.2 Checks and EFT transactions for October 2013
- 3.3 Employee Changes:
 - Hires: Megan Dowd, Special Education Paraprofessional
 - Resignations: Trina Behling, Grade 1 and Special Education Teacher, Shemitra Price, Amy Walton, Special Education Paraprofessionals
 - Status Change: Maya Sutton, Short Term Substitute/Special Education Paraprofessional
- 3.4 Approve the transfer of the Form 990 preparation from KDV to BKDA
- 3.5 Approve Agreement for E-Rate Management Services for 2014-15
- 3.6 Approve Director 2013 contract extension to 1.31.2014
- 3.7 Donations for October 2013: \$1,127.99
- 3.8 Volunteer Hours for October 2013: 75 hours

4.0 Standing Committee Reports

- 4.1 Accountability—Susan Scheller
 - Formation of the Special Education Advisory Committee as a subgroup of the Accountability Committee
 - looking into Math assessments
 - Looking into Foss Science Curriculum
 - Data tracking student behavior into Ties
 - Motion: To form the Special Education Advisory Committee as a subgroup
 - M/S/P: S. Scheller/N. Nye/Passed
- 4.2 Operations—Kirk Wahlstrom
 - Operating Costs Update
 - Working with Grace Center about operating costs, clarifying calculations, will affect budget
 - Construction Plan Update
 - Outside is almost complete
 - Interior construction will occur during holiday break in rooms 203
 - Tim Greer (Fraser Academy Teacher) will help construct the work
- 4.3 Finance—Janelle Erickson, Treasurer

- Discussed the Audit

Recommendation related to the 2012-13 Audit of the FY13 Financial Statements

Motion: To approve the Audit of the FY13 Financial Statements

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

Recommendation related to business account at Trustone Financial

Motion: To approve the establishment of an account at Trustone Financial in accordance with the terms and conditions presented.

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

October Financials

- Budget set for 79 students, needs to be modified to 75

4.4 Governance—Kirk Wahlstrom

Authorizer Due Diligence Update

- Looking at the change of Authorizer, made contacts and started the process

Board Member Recruitment

- Openings on the Board, potential candidates interested.

- Board members to write personal “blurb” about themselves

Board Member Training

- Requirement of being a board member, training sent in email to members

Board Self-Evaluation Summary

- Thanks for taking the survey

- Training for new board members a little more purposeful and informative

- Moving the survey to the end of the year rather than in the fall

4.5 Marketing/Communication—Shannon Dean

Give to the Max Day, November 14, 2013, Update

- 75% way to our \$5,000 goal

- Red Card- getting the word out to families/staff

- Working on raffle fundraiser for spring

- Link up with staff marketing committee and board marketing committee

4.6 Personnel and Contracted Services—Shannon Dean

- Succession Planning for the future

- Linda’s contact

Motion: To approve the hire of Thomasina Connors as a Special Education Paraprofessional.

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

5.0

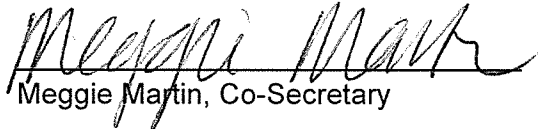
Future Meetings Schedule

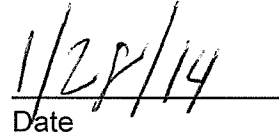
Board Meeting—No December Meeting; January 28, 2014 at 5:30—Grace Center Break Room

December Committee Schedule

- 6.0 Information Sharing
- Kim Michlin had her baby
- Father of a student at FA passed away
- 7.0 Policies
Third Reading: Crisis Plan
Motion: To approve the Crisis Plan into our policy
M/S/P: J.Erickson/ D. Quinn
- 8.0 Adjournment
Motion: To adjourn the meeting
M/S/P: S. Dean/K. Wahlstrom

Approved at the January 28, 2014 Meeting of the Board of Directors


Meggie Martin, Co-Secretary


Date