

Fraser Academy Board Meeting Minutes  
September 25, 2012 at 5:30  
Grace Center Break Room  
1534 Sixth Street NE  
Minneapolis, MN 55413

**1.0 Call to Order**

1.1 Roll Call: Tracy Ankerfelt P Shannon Dean P  
Maureen Flanagan A Katy Hill P  
John Maloney P Kim Michlin P  
Donna Piazza P Chandra Stone 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: Approve the Order of the Agenda (including the Consent Agenda)  
M/S/P: D. Piazza/K. Wahlstrom/Pass

**2.0 Information and Communications**

2.1 Director Report

**Enrollment Information 2012-13**

	2012-2013	Pending	Wait List	Total
<b>Kindergarten</b>	<b>19</b>		<b>10</b>	<b>29</b>
<b>1st Grade</b>	<b>16</b>	<b>1</b>	<b>6</b>	<b>23</b>
<b>2nd Grade</b>	<b>14</b>	<b>1</b>	<b>8</b>	<b>23</b>
<b>3rd Grade</b>	<b>15</b>	<b>1</b>	<b>4</b>	<b>20</b>
<b>4th Grade</b>	<b>13</b>		<b>6</b>	<b>19</b>
<b>5th Grade</b>	<b>10</b>		<b>2</b>	<b>12</b>
<b>Total</b>	<b>87</b>	<b>3</b>	<b>36</b>	<b>126</b>

## **Staffing**

The unanticipated resignations continued into September, however, good networking and teamwork resulted in quality applicants who have or will begin employment with Fraser Academy. By October 1, all open positions should be filled. Several areas of additional need and times within the day could be addressed by a 'float' position that remains to be hired.

Additional needs to support due process, the school office and health services have been identified. The needs could be addressed in part by additional hours for an internal candidate with the skills and interest. A more complete solution is recommended and would be accomplished by a position that works the school hours up to 5 additional hours per week, or 27-32 hours per week.

## **School Conferences**

Of the 87 students enrolled, 70 parents/guardians participated in conferences last week. In addition, there were 4 due process meetings held within the last week that involved parents/guardians. Consensus from staff was that conferences were very positive.

The classroom with the teacher transition was an opportunity for all parents/guardians to speak with both the departing teacher and the incoming teacher. That time assisted in making the transition be a much smoother one.

## **Run for Fun(Ds) on October 6**

As of September 24, 2012, just over \$3000 has been raised through the efforts of the Run for Fun(Ds) for Technology team members.

## **Finance**

We have analyzed payments and, although the responses to requests to MDE related to appeals and special education aid payment at 90% have not been received, the analysis shows payments in Special Education at 90%. The August 31, 2012 financials cash flow for FY13 was created with that information and assumption. An analysis of the Fraser Academy student body demographics for 2012-13 shows that Fraser Academy should maintain the 90% + figure by the December 1 child count.

## **Facility and Operations**

Grace Center re-scheduled the first tenant meeting since Yinghua Academy moved into the building to a time that was in conflict with Fraser Academy Parent Teacher Conferences and the September Personnel Committee meeting. For that reason, no one from Fraser Academy was able to attend. Minutes from that meeting have not yet been distributed.

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Vision: To be a national model of a successful inclusive education program for children of all abilities.

## **Accountability**

The Annual Report preparation and finalization raised questions that are, as yet, unanswered as to how to proceed with an agreement for continuing services related to accountability for 2012-13. Resolution to the questions should result in a plan and related service agreement for consideration at the October 2013 meeting.

## **Daily Planet**

Fraser Academy Director and authorizer representative were interviewed for an article to be run relating to charter schools serving students with special needs. Director will notify board members when the article is scheduled to run.

## **School Events Calendar**

October 6, 2012

Run for Fun(Ds)

October 18, 2012 No School

Education MN Conference

### **2.2 Sponsor/Authorizer Comment**

There is no comment at this time.

### **2.3 Public Comment**

No comment from public at this time.

## **3.0 Approval of the Consent Agenda**

Motion: Approve the Consent Agenda

M/S/P: T. Ankerfelt/S. Dean/Pass

### **3.1 August 2012 Meeting Minutes**

### **3.2 Checks and EFT transactions for August 2012**

### **3.3 Employee Changes:**

Hires: Taryn McGovern, Special Education Teacher; Felisha Mannino, Kenlee Valeskie, Kayla Wolfe, Special Education Paraprofessionals

Resignations: Emily Suprenant; Special Education Teacher

Status Change:

### **3.4 Lions Club Library Grant Submission**

### **3.5 Statement of Assurances for 2012-13**

### **3.6 Thrivent Choice Nomination Submission**

### **3.7 Target Field Trip Grant Submission**

### **3.8 Donations for August 2012: \$544.26**

### **3.9 Volunteer Hours for August 2012: 44 hours**

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#### 4.0 Standing Committee Reports

##### 4.1 Accountability—K. Michlin

###### Strategic Plan Update

Minor modification to primary goal.

- Accountability Plan, Personalized Learning Plans, Match with Charter Contract, Read Well, Align Curriculum with Standards, Positive Behavior Interventions and Support, and Research and Update Science/Social Studies curriculum.

- Early Entrance to Kindergarten research indicated that there is little research support to the practice, therefore no change recommended.

###### Annual Report Approval

Motion: Approve the Annual Report as presented for submission to the Fraser Academy authorizer, Fraser, to the MN Department of Education, to the Fraser Academy community, and to post on the Fraser Academy website.

M/S/P: K. Michlin/T. Ankerfelt/Pass

Discussion: Questions regarding grammatical errors within the Report. There are no concerns regarding content, but the errors will be corrected prior to submission. The report only includes what is required by the Department of Education.

##### 4.2 Operations—K. Wahlstrom

###### Strategic Plan Update

- Currently in discussion about goals and will come up in October meeting.

- Pursuing sign possibilities to make it easier to locate Fraser Academy's door.

- Technology improvements going further, specifically updating the wireless network

##### 4.3 Finance—C. Stone

###### Strategic Plan Update

- No new material regarding strategic plan

###### August Financials

###### Debit Card Approval

- Debit Card would only have deposit capabilities and maximum of \$500 daily point of sale limit.

Motion: Approve a Point of Sale \$500 and No Cash Withdrawal to a current debit card.

M/S/P: C. Stone/J. Maloney/Pass

##### 4.4 Governance—K. Hill

- Committee assignments will remain as is, but there may be additional supports within the committees and as shared Secretary Role.

- There will be a separate session to work on Strategic Plan

- Documentation: Committees need to take minutes and communication between committees through change of enrollment of committee members.

Strategic Plan Update: Vision and Mission revision

Motion: Accept the Vision and Mission as documented for Strategic Plan

M/S/P: K. Hill/D. Piazza/Pass

Primary Goal Areas Update

Motion: Accept the Primary Goals as documented for inclusion in Strategic Plan

M/S/P: K. Hill/S. Dean/Pass

**4.5 Marketing/Communication—J. Maloney**

Strategic Plan Update

- Refocus the Marketing Plan and create a Fund Development Plan

Give to the Max Day, November 15, 2012

- Run for Fun(ds) has been faculty driven. The Give to the Max Day will be board and community driven. It develops familiarity with ways to donate to Fraser Academy. Discussion regarding donors that may match partial or full donations.

**4.6 Personnel and Contracted Services—D. Piazza**

Strategic Plan Update

- Revised the primary goal. In October, the committee will go through to determine what to keep, what has been accomplished and what needs to be added.

Teachers on Call Agreement - secondary provider for substitutes and continuing Teaching Temps as the primary provider.

Motion: Recommend that Fraser Director complete Teachers on Call application process and that Teachers on Call for a secondary resource for filling positions when substitutes are needed.

M/S/P: D. Piazza/C. Stone/Pass

Office Clerk/Data Entry Position Approval

Motion: Approve that Director post a job opening for a Data Entry/Clerk/Office support within the current salary range.

M/S/P: D. Piazza/C. Stone/Pass

**5.0 Future Meetings Schedule**

Board Meeting--October 23, 2012 at 5:30—Grace Center Break Room

October Committee Schedule

**6.0 Policy Review and Approval**

Third Reading: Crisis Policy and Plan

Motion: Approve the Crisis Policy and Plan

M/S/P: T. Ankerfelt/S. Dean/Pass

Third Reading: Student Records Security

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Motion: Motion to approve Student Records Security Policy  
M/S/P: J. Maloney/D. Piazza/Pass

Third Reading: Open Enrollment Policy and Plan

Motion: Motion to approve Open Enrollment Policy and Plan  
M/S/P: K. Wahlstrom/J. Maloney/Pass

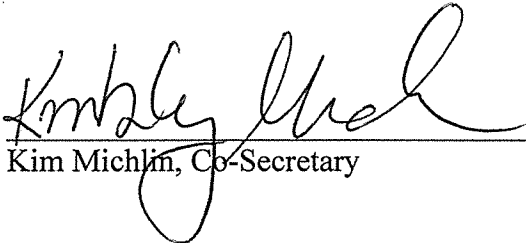
**7.0** Information Sharing

**8.0** Adjournment

Motion: Motion to Adjourn the meeting

M/S/P: D. Piazza/C. Stone/Pass

Approved at the October 23, 2012 Meeting of the Board of Directors

  
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Kim Michlin, Co-Secretary

10/23/12  
Date