### FIT ACADEMY – August 21 BOARD MEETING MINUTES

# Board of Directors Regular Board Meeting Minutes August 21, 2019, 5:00pm – FIT Academy School Site

**2019-20 Mission:** FIT Academy believes children must have a healthy foundation in order to achieve academic excellence. Our mission is to prepare students by providing a balanced approach to the mental, physical, and emotional development of children.

I. Call to Order (Chair)

5:05 pm

## II. Roll Call of Members (Secretary)

Jan Markison (chair) - Present

Paul Anderson-absent

Shannon Baker - Present

Quinn Borgstrom - Present

Nancy Schneider- Present

Ex-Officio: Claud Allaire, Executive Director - Present; Chuck Herdegen, Finance Manager- Present

III. Approval of Agenda

Moved: Quinn Second: Jan Vote: 4-0

IV. Declaration of Conflict of Interest

V. Open Forum

#### VI. Approval of Meeting Minutes

a. July Minutes

Moved: Nancy Second: Quinn Vote: 4-0

### VII. Director's Report: Claud

Everything is on track for students to return. Enrollment is around 310 students so far, but that will fluctuate until the start of school.

### VIII. Committee Reports

### a. Facility - Gym heating

Working to get fluctuating heat in the gym resolved with the landlord

b. Finance: Review of June financials; Review of CSC credit

Chuck presented the June financials to the board, which now show a projected deficit for the 2018-19 school year. Final numbers will be determined when the school's financial audit is completed.

Chuck presented CSC credit sale of receivables to the board. Board moved to approve to increase the limit by \$100,000, for a total ceiling amount limit of \$800,000.

Moved: Nancy Second: Quinn Vote: 4-0

#### c. Academic - Meeting

Parent academic meeting on September 24.

#### IX. Old Business:

a. Review of Staff Handbook

It was approved at last meeting, but it was left open for this meeting should there be any additions. No changes.

b. Approval of Family Handbook

Approved with changes as discussed

Moved: Nancy Second: Jan Vote: 4-0

c. Special education transportation

Claud discussed with the board

### X. New Business

a. Approval of employee agreements: Shannon Livingston-Harris, Language Arts .5 on Lane 4 Step 2; Sean Biehn, .6 Music on Lane 7 Step 2 and building substitute at \$150 per day for 53 days; Shannon Kline, .6 Art on Lane 4 Step

14; Jonathon Pierpont, Math on Lane 4 Step 13; Dion Wiggins, Special Education at Lane 8 Step 15 + \$1000.

Moved: Jan Second: Quinn Vote: 4-0

b. Approval of Resignations: Kari Monnens, Jenna Jacobsen, Trent Davis

Moved: Shannon Second: Jan Vote: 4-0

c. Approval of the CSC Acknowledgement Resolutions for the sale of additional receivables

Moved: Quinn Second: Nancy Vote: 4-0

d. Approval of Pledge of Allegiance Policy 531

Moved: Quinn Second: Nancy Vote: 4-0

e. Approval of Updated School Calendar

Moved: Jan Second: Quinn Vote: 4-0

- f. Review and discuss enrollment
  - Based on the recommendation of the administration, the board made a motion to approve to close high school enrollment from beginning of the first day of school until end of first quarter, with the understanding the school can accept students for the second quarter.
  - Based on the recommendation of the administration, the board made a motion to approve to limit Level 3 special education program to 8 students (grades K-5) and 8 students (grades 6-10)
     Motions were approved together:

Moved: Nancy Second: Shannon Vote: 4-0

g. Designate MDE Identified Official with Authority (IOWA): Designation of Claud Allaire as MDE Identified Official with Authority and MDE Title Grant Authorizer Representative for the school year 2019-20.

Moved: Nancy Second: Nancy Vote: 4-0

h. Approval of Old National Bank as depository

Moved: Jan Second: Nancy Vote: 4-0

i. Approval of board chair Jan Markison, executive director Claud Allaire, treasurer Nancy Schneider, and financial manager Chuck Herdegen as signers on all bank accounts for electronic funds transfers for: investment of excess funds or the transfer of funds between school accounts; payment of employee payroll direct deposit; payment of federal, state, and unemployment taxes; payment of contributions to TRA and PERA; payment of other payroll deductions and benefits; monthly building lease payments; monthly payments of credit card charges; vendor payments; other payments as approved by the BOD.

Moved: Shannon Second: Quinn Vote: 4-0

j. Designate official newspaper for legal publications: The Sun This Week – Apple Valley

Moved: Jan Second: Nancy Vote: 4-0

k. Assign the Data Practices Responsible Authority (RA) & Designated Authority (DA) to Claud Allaire as Exec. Director

Moved: Nancy Second: Jan Vote: 4-0

1. Assign Board Chair Jan Markison as the Data Practices Compliance Officer (DPCO)

Moved: Quinn Second: Shannon Vote: 4-0

m. Discussion of board membership

Board could add two more board members. A community member and a teacher would be ideal. There is a community member who is very interested.

n. Board Reflection

XI. Next Meeting: Date & Time: September 18, 2019 Location: FIT Academy Agenda Items:

XII. Adjournment 6:36 pm