

FIT ACADEMY – June 29 BOARD MEETING Minutes

Board of Directors Regular Board Meeting Minutes

June 29, 2021, 5:00pm – FIT Academy School Site

2020-21 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)-** meeting called to order at 5:03pm
- II. **Roll Call of Members (Secretary - Angela Halama)**
Jan Markison (chair)- present
Shannon Baker - present
Bill Schneider- present
Megan Olson- present
Angie Halama- present
Christopher Stookey - present
Rebekah Turner- present
Ex-Officio: Claud Allaire, Executive Director; Mindy Wachter, Finance Manager, Bergen KDV- present, Laura Tubbs Booth
- III. **Approval of Agenda**
Moved: Angie Second: Bill Vote: 7-0
- IV. **Declaration of Conflict of Interest-** none expressed
- V. **Open Forum-** none
- VI. **Approval of Meeting Minutes**
 - a. May Minutes
- VII. **Approval of Agenda**
Moved: Christopher Second: Megan Vote: 7-0
- VIII. **Director's Report:** Claud- The administrative team is very busy with ending the school year and planning/hiring for the Fall. Recruitment and re-building school community are our biggest challenges coming out of COVID. Upcoming summer events; open houses, and 4th of July parade.
- IX. **Committee Reports**
 - a. **Facility:** HVAC / Update on CSC bond process with Wonderful Foundation
 - b. **Finance:** Review & approval of April financials; Review and approval of FY22 budget
Moved to approve the April financials: Angie Second: Bill Vote: 7-0
Moved to approve the FY22 budget: Jan Second: Christopher Vote: 7-0
 - c. **Governance:** Seating of new members (Megan, Bill, and Rebekah); Governance Training – Laura Booth, Ratwik Law
 - d. **Academics:** Review of academic plan for 2021-22
- X. **Old Business:**
- XI. **New Business:**
 - a. Acknowledgment of Resignations: Sarah Flagstad, science teacher; Katie Trelstad, French teacher; Tammy Willis, SPED Director (hired for next year)- the board acknowledges resignations as listed above
 - b. Approval of new hire: Mike Vang, Director of Operations.
Moved: Angie Second: Shannon Vote: 7-0
 - c. Recommendation to hire facilities maintenance / custodian versus continuing as a contracted service
Moved: Angie Second: Jan Vote: 7-0
 - d. Discussion of board development plan (Angie, Shannon, and Megan will be on committee to create this) -
Rationale: Minnesota Statutes 124E.07 Subdivision 7 requires all school board members to complete annual trainings throughout their terms including an initial formal onboarding process that includes;
 - o Employment policies
 - o Financial management
 - o Board governance

Proposal:

Form a committee of board members to draft a formal board development plan that includes:

- Documentation of trainings for each board member

- Board members seated date
- Board member trainings completed and dates
- A calendar to include on-going trainings (perhaps built into board meetings)
- A process for onboarding new board members
- A rubric for self assessment on board goals
 - Strategic planning
 - Community relations
 - Policy development
 - Board work- succession planning
 - Trainings
- e. ADDED: Discussion related to Charter School Capital proposal to have us move our Old National Line of Credit (\$45K at 5%) to Charter School Capital (where we also currently have a \$75K balance) in exchange for reducing our rate from 12.5% to 7%.- a committee will discuss and come back to the board on this

Moved to allow the finance committee to research and make decisions on line of credit- Shannon Second: Christopher
Vote 7-0

- f. ADDED: Discussion of Open Treasurer position- Bill Schneider will lead the finance committee, Claud Allaire, and Jan Markison
- g. Review and discussion of staff benefits plan- there is a 7% increase in cost to benefits- due to finances we are proposing to keep FIT's contribution the same, and therefore will be passing the 7% onto staff costs

Moved: Shannon Second: Megan Vote: 7-0

- h. Review of employee handbook

Moved: Christopher Second: Jan Vote: 7-0

- i. Review and approval of policy 410 Family & Medical Leave Policy with the additional language that it only applies when employment reaches 50 employees.

Moved: Jan Second: Christopher Vote: 7-0

- j. Review of plan to charge for Burnsville bus- tabled for this year
- k. Board reflection

XII. Next Meeting: Date & Time: July 21, 2021 Location: FIT Academy Agenda Items: Literacy plan, auditor contract

XIII. Adjournment- adjourned at 8:07pm

Moved: Angie Second: Jan Vote 7-0