

FIT ACADEMY – OCTOBER BOARD MEETING MINUTES

Board of Directors Regular Board Meeting Minutes
October 12, 2016, 6:00pm – Wescott Library, Eagan
Minutes Approved November 9, 2016

I. Call to Order (Chair): 6:10pm

II. Roll Call of Members (Secretary)

Ken Thielman (Chair) - Present

Ed Cassidy- Present

Nancy Schneider – Arrived 7:05pm

Angie Halama - Present

Guests: Bari Khan, e2D; Charles Speiker, VOA

Paul Anderson – Arrived 6:15pm

Jane Ehrhard - Absent

Mark Cotton - Present

Ex-Officio: Claud Allaire, Executive Director – Present

III. Approval of Agenda

Moved: Ed

Second: Angie

Vote: 4-0

IV. Declaration of Conflict of Interest - None

V. Open Forum - None

VI. Approval of Meeting Minutes

- a. September Meeting Minutes. Motion to Approve: Angie, Second: Ken, Vote: 4-0 in favor

VII. Chair's Report: None

VIII. Director's Report:

- a. Gmail – Claud reminded all board members to check account regularly
- b. BD Training – Review of previous night's board training
- c. Lease Review – Claud discussed progress on lease. It was decided not to tentatively approve the lease at this time. Claud will continue negotiations and looking into inspection of roof and HVAC.
- d. Marketing Plan – Bari from e2D presented the marketing plan developed with Claud

IX. Committee Reports / Planning

- a. **Facility – Lease** – See director's report
- b. **Finance** – September Financials. Claud presented activity report. Chuck Speiker stated that the board needs to initiate and approve internal controls.
- c. **Academic** – No activity to report
- d. **Policy Committee - First review for approval the following policies**
 - a. 102-Equal Educational Opportunity
 - b. 401-Equal Employment Opportunity
 - c. 406-Public & Personal Data
 - d. 214-Out of State Travel for Board Members
 - e. 402-Disability Discrimination

Ken discussed our schedule to approve required policies and discussed the process he is following in proposing new policies. Chuck Speiker mentioned that we should be cautious of policies that unintentionally contain statute requirements that do not apply to charter schools and said he would provide a document to be used as a reference with regards to charter school relevant statutes.

- Motion to approve as a group policies 102, 401, 406, 214, and 402 as presented: Ed, Second: Mark, Vote: 6-0 in favor

X. Old Business

- a. BOD Insurance – Nothing to report
- b. Board membership – Ed shared that Jane Ehrhard informed him in a telephone conversation that she resigns from the board. Board discussed desire to find a 7th board member but finding the "right" board member would be priority rather than rushing to find someone.

- Motion to accept Jane's resignation from the board: Mark, Second: Angie, Vote: 6-0 in favor.

XI. New Business

- a. Annual board calendar – Review/Approve & Roster. Motion to approve: Mark, Second: Paul, Vote: 6-0 in favor
- Mark nominated Angie Halama as board secretary beginning with the November meeting, Vote: 6-0 in favor
- b. Consent Agenda: Approval of contracts . Each contract was presented and distributed. Some discussion took place on some contracts.

- Contract for Claud Invoice 11/15/15 (\$800) – Motion to approve: Paul, Second: Ed, Vote to approve: 6-0
 - Claud Indep. Contract 9/1/16 to 12/31/16 (\$45/hr) - Motion to approve: Angie, Second: Mark, Vote to approve: 6-0
 - Skyward Acct'g Software (Set-up \$500/ \$19.95/student) Motion to approve: Paul, Second: Ken, Vote to approve: 6-0
 - Dakota Academics (eRate consultant)(\$3200) – Tabled to November for clarification
 - Schlenner & Wenner (3 years Audit & Tax prep) - Motion to approve: Ed, Second: Mark, Vote to approve: 6-0
 - e2D Marketing Plan (\$500) - Motion to approve: Ed, Second: Angie, Vote to approve: 6-0
 - Junebird (\$1000)*. Motion to add to agenda & approve: Paul, Second: Mark, Vote to approve: 6-0
- * Ammendment for ongoing agreement with Junebird to be presented at the November meeting

XII. Next Meeting

- a. Date & Time: 11/9/16
- b. Location: Galaxie Library
- c. Agenda Items: Staffing plan, 2nd approval of policies, first approval policies. Updates: Lease, marketing, Dakota Academic & Junebird contracts, approval of By-Laws & Articles of Incorporation.

XIII. Adjournment

- a. Board Evaluation – Claud presented a Board reflection form, discussion ensued
- b. Motion to Adjourn - Motion to adjourn: Mark, Second: Ed, Vote to approve: 6-0