

**Draft of BlueSky Charter School: Board Meeting Minutes**  
**November 14, 2006 9am**  
**1821 University Avenue Suite N178**  
**St. Paul, MN 55104**

**Members in attendance:** Dennis Fazio, Julie Wicklund, Martha Spires, Jennifer Knutson, Suzy Bordeaux, Cindy Baer

**Members absent:** Paul Wasko

**Others in attendance:** Tom Ellis, Andrea Swanson, Amanda Furth, Renee Parchetta, Sarah McFarland, Mary Swingle, Ana Duran, Nely Duran, and Derek Feil of BlueSky, Deb Peters, and Eleanor Groby (community members/ parents), Kris Elgard and Ann Yang of School Business Solutions.

**9:00 – Call to Order Dennis Fazio**

After the call to order, Dennis mentioned that he had been asked by individuals why he is interested in BlueSky and what his involvement was with the organization. Dennis gave his background to paint a canvas on which the Board will move forward. He mentioned his achievements, his involvement in many committees, and executive/ managerial roles, as well as his involvement in technology and how he came to BlueSky. He mentioned his vision of what a school board should look like and how it should manage/operate and how staff should operate. He mentioned that the role of the Board is to lead general policy and the dedicated staff move forward from there.

**9:15 - Agenda**

Cindy Baer moved to hear the Independent Task Force Recommendations first before the Board proceeded with any other business. Jennifer Knutson 2<sup>nd</sup>. Call of the role was called Cindy Baer, Suzy Bordeaux, and Jennifer Knutson aye, Martha Spires and Julie Wicklund abstained, Dennis Fazio no. Motion carried.

The rest of the agenda included Task Force recommendations first. Previous minutes, and blackberry phone policy were moved to new business. The rest of the agenda would remain the same. There were no additions.

**9:20 – Independent Task Force Recommendations – Amanda Furth**

Amanda addressed the Board and expressed the original charge and thanked the Board for the trust that it had in the Task Force. The Bylaws, election process, and Board policy were written and completed with the review of MACS, MNSBA, Charlie Reviene, Jan Rhodes, and Mr. Plunkett. The Task Force recommended to the current Board that they should cease to exist and this would be in the best interest of BlueSky. The Task Force would serve as an interim Board with elections to take place January 2007. Jennifer Knutson made a motion that the current Board would cease to exist and allow the implementation of the Task Force Bylaws, policy and election processes. Suzy Bordeaux 2<sup>nd</sup>. After a brief discussion of misunderstandings and clarifications by the current Board and the Task Force along with concerned staff and community members a call of the role was called. Cindy Baer, Suzy Bordeaux, Martha Spires, Julie Wicklund, and Jennifer Knutson aye, Dennis Fazio abstained. The motion carried.

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**Independent Task Force Board Members present:** Deb Peters, Amanda Furth, Cindy Baer (required for previous minutes to be approved), Mary Swingle, Ana Duran

**Independent Task Force Members absent:** Doug Nonemaker

**Others in attendance:** Nely Duran, Tom Ellis, Sarah McFarland, Renee Parchetta, and Derek Feil of BlueSky. Kris Elgard and Ann Yang of School Business Solutions, Eleanor Groby community member.

**9:35 Call to order – Deb Peters**

**Meeting Continuation**

Amanda Furth made a motion to approve all previous minutes that have not been approved. Cindy Baer and Derek Feil will have final copies. 2<sup>nd</sup> by Mary Swingle. Additional discussion consisted of Derek Feil being a scribe for this meeting and a replacement would be found for meetings after the 20<sup>th</sup>. It also was stated that the above agenda would be kept the same. Motion carried.

**Blackberry Phone Policy**

Mr. Ellis addressed the Board and stated that blackberries are provided to all staff that want them and if they run over minutes they are responsible for cost associated with these overages. He also stated that staff are to use these phones in a professional and responsible manor and if they do not use them this way discipline action would be taken. There was a motion to accept the Blackberry phone policy. Motion passed. (I could not catch who made the motion or who made a 2<sup>nd</sup> for this)

**Seniority Hire List**

Mr. Ellis stated that if we ever were to experience a decline in enrollment, staff are concerned about job security. This list was put together according to hire dates and lays out who has protection in the event of a layoff. There was a motion by Amanda Furth to look into seniority hire lists as well as looking into our contract and gaining legal advice before accepting the seniority list. 2<sup>nd</sup> by Mary Swingle. Amanda stated that she would like legal advice before a decision is made. Derek Feil mentioned that Charlie Reveine wrote BlueSky's current contracts and suggested going to him for legal advice.

**Financials**

Kris Elgard of School Business Solutions handed out an original and revised budget to all members. BlueSky is currently operating under a 200 ADM budget and is thinking about revising the budget to 275 ADM's to deal with expansion. Kris went through and mentioned each item of increase and the state and federal aid calculations and explained to the board where the numbers come from. There was a motion by Mary Swingle to accept the revised budget. 2<sup>nd</sup> by Amanda Furth. During discussion it was mentioned that we would need to budget for additional office equipment for a new space. It was suggested that 20,000 be added to this revised budget to cover moving expenses and new

equipment. There was a motion by Amanda Furth to accept the revised budget with the additions of 20,000 for office furniture and equipment. 2<sup>nd</sup> by Mary Swingle. Motion carried.

Ann Yang mentioned to the Board the schools current financial situation. Information included a cash flow statement, balance sheet, check register, and a detailed balance sheet. Current assets equal a cash balance of \$230,000, \$405,000 in investments, and about \$31,806 in current tuition billing, and \$9800 left with old tuition billing. Pending audit figures it looks as if BlueSky would end the year with \$599,000 and a net income of \$37,361. There was a motion by Mary Swingle to accept the financial reports and a 2<sup>nd</sup> by Ana Duran. Motion carried.

### **Committee Reports**

Mr. Ellis reported to the Board that the Employers Association was in the process of assessing the current management needs of BlueSky. So far they have only interviewed Tom Ellis, however additional interviews have been set up for this week. There was a motion that a committee be formed to oversee this project and see that progress is being made. 2<sup>nd</sup> by Mary. Mary mentioned that she would like the 3 original members to continue their work if they would be willing to. Motion carried. Management Team Committee members include Ana Duran, Suzy Bordeau, Julie Wicklund, Cindy Baer. The board has requested that the committee report back to the Board at the next regular scheduled meeting.

### **Board Policy and Bylaws**

Amanda Furth made a motion that the Bylaws and Policy Manual require a signature by the Board Secretary and has asked if Ana Duran would sign the documents. Mary Swingle 2<sup>nd</sup>. Motion Carried.

Amanda Furth made a motion to adopt the new Board Policy and Election Process. 2<sup>nd</sup> by Ana Duran. Motion carried

There was a motion to form an election/board development committee to help a new Board with elections, and also providing resources to training opportunities by Amanda Furth. 2<sup>nd</sup> by Mary Swingle. Orientation to new board members, setting up new Board to follow the Bylaws, Policy, and Elections processes, and providing training resources are what this committee would be involved in. The committee would consist of Deb Peters and Amanda Furth. Motion carried.

### **Compensation and Employment**

Was put on agenda by Dennis Fazio, was not addressed

### **Directors Report**

Mr. Ellis congratulated the Task Force for all their hard work and also helping BlueSky grow and move forward. He mentioned the addition of the Administrative Team at BlueSky and how it works. He also mentioned that he is looking into the sharing of reporting duties with our sponsor Brooklyn Center for things such as database and MARSS reporting. Derek Feil tendered his resignation and will be starting a new career on November 20<sup>th</sup> so these items are being looked at. He also mentioned that new office space has been looked at and a lease will be signed provided it meets the requirements of

MN Lease Aid which shouldn't be a problem since another charter is already within the same building. An expected move in date is January 1<sup>st</sup>, 2007. Mr. Ellis also would like to have the auditors come in and share with the Board an audit report and has asked what dates would work out best. Since charter school teachers are non-union employees, most of them do not have professional liability insurance and Mr. Ellis thinks that this is important for all staff to have and that BlueSky should think about making it a requirement that they do this or that we have them sign off that they have professional liability coverage. Mr. Ellis did not prepare an extensive report as he did not plan on presenting a Directors Report at today's meeting, however these were some of his concerns at present time.

### **Assurance of Compliance**

Derek Feil addressed the Board and suggested that the Board Chair and Clerk sign off on the Certificate of Assurance of Compliance with State and Federal Laws Prohibiting Discrimination. It is an annual form and is due at the Department of Education on November 15, 2006 so immediate action needs to take place. Deb Peters and Ana Duran signed off on the document.

### **Technology Report**

No report was prepared or reported. Amanda made a motion that the Board talk to Nely Duran and Sharon Van Denbos about technology and also preparing a new technology plan as the current plan expires in 2007. 2<sup>nd</sup> by Mary Swingle. Motion carried.

### **Board Ground Rules**

Ground rules have been addressed in the new Board Policy Manual, however a few were mentioned at the meeting including the chair handling the agenda in corporation with the Director. Notice of meetings must be given out to our sponsor, all staff, all parents, all Board members, and all interested individuals. The next meeting will be held Monday December 11<sup>th</sup> at 4:30pm.

### **Announcements**

Amanda Furth asked about Board elections and how they were handled at the last election and what School Business Solutions involvement involved. Derek Feil and Tom Ellis responded by explaining the process and School Business Solutions was only involved to tally votes. There was some concern that since electronic ballots were being used that it would be unfair to have a Board member or staff member to collect votes. SBS volunteered to tally votes to combat this problem.

### **Adjourn 11:10am**

Mary Swingle moved to adjourn the meeting. Ana Duran 2<sup>nd</sup>. Motion carried.