

**BlueSky Charter School  
Board of Directors Meeting-Minutes  
September 11, 2008**

**Board Members Present**

Jlayne Torma	Chair
Josh Ashton	Vice-Chair
Renee Parcheta	Treasurer
Kathy Taylor	Director
Jennifer Knutson	Secretary

**Staff Present**

Tom Ellis	Director
Mary Swingle	Assistant Director
Christopher Onyango-Robshaw	Finance Director
Mayura Rutherford	Human Resource
Andrea Swanson	Social Worker
Eleanor Groby	Office Assistant Taking Minutes

**Meeting called to order at 10:05 a.m. by Jlayne Torma-Chair**

**1. Public Input**

No Public Input

**2. Approval of Agenda**

Additions-

- 5A. Fixed Assets
- 8A. Board Member Policy
- 10. Add Margo Hanson –Biology-\$47,500
- 15A. Annual Report Outline
- 15B. Special Education

**Motion by Kathy Taylor, second by Renee Parcheta to add Fixed Assets, Board Member Policy, Margo Hanson, Annual Report Outline, and Special Education to the agenda as presented. 5/0**

**3. Approve August Board Meeting Minutes**

**Motion by Josh Ashton, second by Renee Parcheta to approve August 2008 Regular Board Minutes as read. 5/0**

**4. Approve July and August Financials and Bills-Christopher Onyango-Robshaw**

Discussion of the Income and Expense Statement for July and August, along with July and August bills with the budgeting being for 850 ADM'S.

**Motion by Renee Parcheta, second b Jennifer Knutson to approve the Finance Report and bills for the month of July and August other than pay-roll in the amount of \$428,824.34. 5/0**

## **5. Policy on Staff Equipment-Christopher Onyango-Robshaw**

Christopher presented an Equipment sign off sheet for employees to sign when issued equipment and when equipment is returned, that would have list of all equipment issued to them along with serial numbers.

**Motion by Josh Ashton, second by Kathy Taylor to accept the Equipment sign off sheet as presented. 5/0**

## **5.A Fixed Assets-Christopher Onyango-Robshaw**

Christopher recommends lowering the Fixed Assets from \$1000 to \$750 or \$500. A discussion about assets and how computers have come down in price significantly in the last 4 years and now are not being listed on the fixed assets when the amount is set at \$1000, and if fixed assets are lowered to make it retro active to July 1, 2007.

**Motion by Renee Parcheta, second by Jennifer Knutson to reduce the Fixed Assets amount to \$500 and have it retro-active to July 1, 2007. 5/0**

## **6. Continue discussion on Staff Salary Start Dates-Jlayne Torma**

Jlayne continued the discussion from last meeting concerning raises for employees that are hired at different times of year than September and January with a spread sheet showing the difference with the way the raises are given now which are 2 times a year, with the employee needing to be working for 1 year before they are eligible for a raise. Much discussion followed with the philosophy, mechanics, and evaluations how they affect raises. Administration will take this into future considerations.

## **7. Board Member Attendance Policy- Tom Ellis**

Tom presented a sheet with the policy for members missing meetings, Kathy Taylor present at the meeting which was the concern from last meeting. Kathy stated that she had spoke with Josh Ashton which he said he must had been preoccupied with something else at the time, and does not recall. Members can be removed by the board for missing meetings.

A discussion of Board Composition and Terms followed. Presently, 3 members have 3 year terms, and 2 members have 2 year terms. In two years, all members will have staggered two year terms. Members can serve 2 consecutive terms.

## **8. Upcoming Election Procedures-Tom Ellis**

Tom presented a handout with Election Process. Kathy Taylor's and Jlayne Torma's terms are up on the board. Gaia Buttweiler, Misun Bormann, and Leah Shea have shown interest. New members would take office at the January 2009 meeting. Discussion followed about the dynamics of the board and Kathy Taylor is disappointed that no parent will be on the board. Parents were contacted, but no interest on being placed on the ballot. Ballot count will be November 13<sup>th</sup> instead of 12<sup>th</sup> as stated on the handout as the Board Meeting will be at 12 Noon on November 14<sup>th</sup> instead of the 13<sup>th</sup> as stated on the handout. Kathy Taylor would like to have it known that she is available for other BlueSky committees that parents are welcomed to be apart of.

**Motion by Kathy Taylor, second by Jennifer Knutson to accept the Election Process as presented with the change of Ballot Counting to be Thursday, November 13<sup>th</sup>, and the Board Meeting for November to be Friday, November 14<sup>th</sup> at 12 Noon. 5/0**

### **8 A Board Member Policy-Tom Ellis**

This was discussed during number 7 on the agenda

### **9. Upcoming Annual Meeting-January 15,2009-Tom Ellis**

A discussion about what was wanted for the Annual Meeting and the consensus is to have a celebration show the growth and accomplishments that BlueSky School has done over the last 4 years. A Open House with staff in attendance, along with a Slide Show of BlueSky History and inviting parents and community members to attend will be held on January 15, 2009. The Events and Fun Committees will work along with the staff on this.

### **10. Approval of New Hires**

Catherine Parker-Counselor hired at \$45,000, is replacing Jenn Henn, Angela Rackshaw-Social Worker at \$37,500 will be starting September 15<sup>th</sup> is replacing Sommer Osland, and Margo Hanson-Biology at \$47,000.

**Motion by Josh Ashton, second by Renee Parcheta to hire Catherine Parker at \$45,000, Angela Rackshaw at \$37,500, and Margo Hanson at \$47,000. 5/0**

### **11. Resignations**

Sommer Osland, Social Worker and Jenn Henn have resigned in good standing with BlueSky.

**Motion by Jennifer Knutson, second by Renee Parcheta to accept the resignations of Sommer Osland and Jenn Henn. 5/0**

### **12. Update on NACOL Meeting-Mary Swingle**

The NACOL conference is October 27<sup>th</sup> and 28<sup>th</sup>, and 10 staff was selected by staff and administration selected by the administration team.

### **13. Update on Academic Programs-Mary Swingle**

Mary reported that the year has started going very well with staff, students, and parents that seem to be happy. Updating the E-Class program and working on a few glitches with other programs but all in all everything is going well.

### **14. Update on Student Services and Enrollments- Renee Parcheta & Andrea Swanson**

Renee reported that 340 students enrolled during June, July, August, and through September 10<sup>th</sup>. Total enrollment is 895 students. The enrollment process is much smoother than last year and this year has had a very good start.

Andrea working on the Young Moms Conference which will be held November 11-12-13<sup>th</sup>. 55 referrals have been given with 20 post graduates. This will be a 2 day program with BlueSky staff, people from the community, and contracted speakers. Invitations will be sent out to the young moms and children to attend, with all of their expenses being paid. A budget has been given but asking for an additional \$3000 for unexpected expenses.

**Motion by Renee Parcheta, second by Jennifer Knutson for an additional \$3000 to be given for the Young Moms Conference in November. 5/0**

### **15. Committee Charges**

Handouts with outlines of all the different committees given to the board members. The meetings will be posted when they will be held and minutes will be kept.

#### **Finance and Budget-Christopher Onyango-Robshaw**

Add to have 2 outside members

#### **Human Resource-Mayura Rutherford**

Membership to be added-and Handbook when completed will be on the Website

#### **Long Range Planning-Josh Ashton**

#### **Curriculum and Staff Development Committee Charge-Jeffery Schulz**

Membership to be added

Work with this at Staff meetings

Mission and Vision

Creating Curriculum for 21<sup>st</sup> Century

#### **Technology-Mary Swingle**

Membership to have one outside member

**Relicensure** – covered by state lae, and BlueSky already has a relicensing committee.

**Motion by Kathy Taylor, second by Josh Ashton to approve the formation of the listed committees. 5/0**

At the next staff meeting the staff will be asked which committee they would like to work on and send out in the newsletter to approach and encourage parents to be active and see if there is any interest being a part of these committees.

### **15A. Annual Report Outline-Tom Ellis**

Tom presented a handout with an outline of the 2007-2008 Annual Report. Short discussion held at it looked good.

**Motion by Renee Parcheta, second by Jennifer Knutson to accept the Outline of the Annual Report as presented. 5/0**

### **15B. Special Education**

A student with BlueSky has many different Mental Health issues and wants to enroll with BlueSky and attend 2 classes from local School. An agreement between Minneapolis Public School and BlueSky as been made that the student is enrolled with BlueSky and everything will be done through the IEP.

### **16. Adjourn**

Next Board Meeting will be held Thursday October 9<sup>th</sup> at 10 a.m.

**Motion by Renee Parcheta, second by Kathy Taylor to adjourn. 5/0—11.55 a.m.**

