

## **April Board Meeting**

April 15, 2019

Barnes and Noble (828 West County Road 42 Burnsville MN 55337)

7:00 pm

### **AGENDA**

#### **1. Call to Order**

*Rich called to order at 7:02*

#### **2. Roll Call**

*Brieana via Skype; Heath Wetzler, Rich Penix, Paul McGlynn, Zac Holm, Anita, Dualeh (Neo Classical)*

*Absent - Jason*

#### **3. Acceptance of Agenda**

*Paul add Voting items under "New Business*

*\* Heath made a motion to accept agenda.*

*Zac seconded the motion. All were in favor.*

#### **4. Conflict of Interest Reports**

*None reported*

#### **5. Approval of Consent Agenda**

1. March Board Meeting Minutes Approval

2. April 4th Special Board Meeting Minutes

*\*Heath Motioned to accept the approval of minutes,*

*Brieanna seconded(3/19 mtg & 4/4 Special mtg) All were in favor.*

#### **6. Old Business**

1. Update on website by Rich

*www.greatoaksacademymn.com*

*We are moving forward. Rich will be meeting with the website developer (Greg)*

*Rich asked the developer to add the apply button - Heath checked and it has been added*

*Paul feels we should move forward with what we have, getting the layout in place.*

*Heath cautioned the website being too text heavy. Having more pictures with links*

*Rich May 1st would likely be when the full website is live*

*People can apply online.*

*What is the mission and vision of Great Oaks?*

*What is Classical Education?*

*Is there Transportation?*

2. Update on lease

*Reviewed Comments from Laura Booth and Nathan Shepherd as well as Jeff Stedman from Keller Williams*

*Posters or religious articles will be covered cannot be in the lease it is against the First Amendment rights.*

*Paul shared Nathan's comments via e-mail*

*Paul is requesting Jeff Stedman write that 5% of our lease go into escrow to cover repairs and we will not pay more than 5K a year for repairs.*

*Paul has gone over two additional notes from other people who have reviewed the lease.*

*Breanna recommended stating that we are in lease negotiations with the building, state the address.*

- *We need 64 (75% of 85) students signed up and enrolled by May 30th, which is NEO's guidelines.*

*We need to get in the building ASAP and start on enrolling*

## **7. New Business**

### **1. Vote on Lease**

*\*Breanna made a motion for the Director and Board Chair to sign the lease with Lfe Church contingent on approval of legal counsel and MDE. Zac seconded. All were in favor.*

### **2. Discuss reallocation of funds from CSP Grant**

*Breanna mentioned needing money set aside for marketing*

*Paul spoke to a lady with experience from 7 Hills and GateWay Academy, needing at least 55K for Operations position.*

*The revision to the budget due to cutting enrollment down to 85 student is being sent to Paul at sometime this week then shared with Breanna our treasurer.*

*Looked over the budget to determine marketing finance*

*Section 303 in proposed grant, taking \$1,500 and put it towards other marketing.*

*( ) Paul will look over the budget to determine money to put forth to marketing*

### **3. Marketing Strategy moving forward**

*This will be handled by the committee*

### **4. Delegation of authority to make electronic fund transfers ( EFTs)**

### **5. Designation of depository to Bremer Bank**

*\*Heath made a motion to approve the delegation of authority to Make Electronic Funds Transfers to Nick Taintor or his Bergan KDV to make Electronic Funds Transfer for: A claim for payment from an interest payroll bank account or investment of excess money. Payments of employee payroll direct deposits. Payments of federal, state, and unemployment taxes (deductions and/or benefits)/ Payment of contributions to the Teachers Retirement Association (TRA) and to the Public Employment Retirement Association (PERA) (deductions and benefits). Payment of other payroll related deductions and benefits (when appropriate). Vendor payments (when appropriate).*

Zac seconded the motion. All were in favor.

6. Operations front office position

\*Heath made a Motion to approve the Executive Director's permission to hire an operations front office position with a salary of up to but not to exceed 55,000 starting May 1st.

Brienna seconded.

Heath mentioned hearing the importance of having a separate person to answer phones other than just operations.

All were in favor.

**8. Director's Comments/Updates**

*Facility Lease Update*

*NEO Basecamp critical Tasks Update - Mary Hun needs to go over this, Paul has gone through this.*

*Revised Operational budget*

*501c3 status - waiting to hear back on.*

*Revised CSP Preplanning budget of Grant*

*Board liability insurance*

*Meal Services Update*

*Hiring*

*IOWA designation*

*Working on Handbooks - parent, student, employee*

*Lease Aid Application*

*Board Calendar*

**9. Discussion**

1. Discuss Community information meetings

- What questions have been raised?
- Who is leading the next ones?
- Whos is attending the next ones?

*Tabled for next meeting*

2. Marketing

- How we plan to advertise
- When we plan to implement these outlets?
- Who will take responsibility for each one?
- What money is available to pay for which ones?

*Tabled for next meeting*

3. Goals and Expectations for our website?

**10. Open Public Comments**

**11. Adjournment**

**Next meeting: May 18, 2019**