

West Side Summit

Minutes

Board Meeting

Date and Time

Saturday October 24, 2015 at 10:00 AM

Location

West Side Summit

Board Members Present

K. Kecker, R. Shanbhag, Y. Lerew

Board Members Absent

A. Hendricks, E. Stein, M. Edison

Guests Present

I. Akbar, K. Klinzing

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

Y. Lerew called a meeting of the board of directors of West Side Summit to order on Saturday Oct 24, 2015 @ 10:00 AM at West Side Summit.

C. Approve Minutes

Y. Lerew made a motion to approve minutes from the Board Meeting on 09-15-15.

K. Kecker seconded the motion.

The board **VOTED** to approve the motion.

II. Finance

A. Health Partners Insurance Annual Date Change

Sarah provided an update on benefits. The board discussed scenarios related to changing the benefits calendar based on estimates from insurance company.

Ravi discussed option of MN Sure if significant increase. Finance committee will further explore options.

Y. Lerew made a motion to change the annual date for insurance renewal to July 1.

R. Shanbhag seconded the motion.

The board **VOTED** to approve the motion.

B. Health Partners Insurance Contract for 2015-16 Beginning Dec. 1 2015

Y. Lerew made a motion to go forward with Health Partners contract presented at the last meeting.

R. Shanbhag seconded the motion.

The board **VOTED** to approve the motion.

C. Two New Employee Contracts

Y. Lerew made a motion to approve the employee contracts presented.

R. Shanbhag seconded the motion.

The board **VOTED** to approve the motion.

D. Debit/Credit Card Policy for School

Karen shared language drafted for new policy. Executive Director and Director of Operations would have access to the card. Ravi asked if BKDA would be monitoring the account. Sarah shared what process would be for approval, purchasing and payment.

Y. Lerew made a motion to approve the policy with amendments.

K. Kecker seconded the motion.

The board **VOTED** to approve the motion.

E. Update on August Financials

Kelly shared we are through 25% of the year and are currently at 145 students.

Ravi doesn't anticipate significant changes to the budget. Still holding at about \$60,000 with the line of credit.

III. State of the School

A. Executive Director Updates

Karen provided an update from the audit appeal meeting. Karen shared that band lessons started this past week. Students are excited. Instruments were donated. Annual report was submitted. Karen noted the board needs to determine director evaluation process which is one component of the report. Staff development report was submitted on Oct. 15.

B. Enrollment Report

Sarah provided an enrollment update. A new student is set to start on Monday, which puts enrollment at 146. We've lost 4 students since September 1st. New students are new to the area and/or referred by a current family. One family found the school online.

IV. Facility

A. Update on lease negotiations

Karen reported space was getting tight with enrollment increase. She discussed timeline and schedule for second floor prep with maintenance. Elevator will take approx. 5 months to complete. Estimate from architect higher than church anticipated. Karen will meet with the trustees and others this Tuesday to discuss the plan moving forward. Working on a lease amendment that will increase termination rights.

V. Community Engagement & Development

A. Development Plan - 2015-16

Yvonne reported that the development committee has met twice and shared the development plan. The goal is to raise \$40,000. There is currently no fundraising in the budget.

B. Monthly Open Houses

Start to host open houses the first Wednesday each month with a board member attending each one. An open house is scheduled for November 4th.

C. Board Contributions by end of year

The development committee is asking Board to make a donation by the end of the calendar year.

VI. Governance

A. Authorizer's Conflict of Interest Form

Board members need to sign conflict of interest forms.

VII. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 11:53 PM.

Respectfully Submitted,
K. Kecker