

**North Lakes Academy  
School Board Meeting  
March 16, 2010**

Present: Tiffany Buske, Tim Hassler, Joe Hale, Teresa Nelson, , Robin Bergum, Laura Delvillar, Caroline Little (ex-officio), Jackie Saunders (ex-officio), Jan Jensen(ex-officio); Jeff Beimert, Shannon Froberg

Not Present: Terry Darwin

Visitors: Katie Schwirtz (teacher), Amanda Duncan (teacher), Ben Saunders (teacher), Kari Cameron (parent), Eric Nelson (teacher), Mike Sletten (student), Ana Carson (student), Monica Tlachac (student), Kirsten Thiele (student), Anne Carson (parent)

Jeff Beimert moved to accept the agenda. Tim Hassler seconded the motion. Motion approved.

Teresa Nelson moved to accept the meeting minutes from 02/09/2010. Shannon Froberg seconded the motion. Tiffany Buske requested clarification that Caroline Little is not looking to go on leave; she was the person bringing the agenda item to the meeting for a teacher. Motion approved.

**Committee Updates:**

Financial Committee, Tiffany Buske: Check register presented and discussed. Budget reviewed. We are six students over our projected right now and that amount could pay for the CSC transactions costs. Public Inspection form 990 was presented and discussed. Tiffany Buske motioned to accept the Public Inspection 990 form completed by LarsenAllen Accounting Firm for year ending June 2009. Teresa Nelson seconded the motion. Motion approved. Financial Report was presented by Finance Committee.

Policy Committee, Robin Bergum: Policy committee met in February for first time. They will meet once a month on second Thursday following Board meetings. Working on process to create policies. Reviewing required policies and gathering information on policies needed for the school. Currently working on Leave and Drug & Alcohol Policies.

Marketing/Recruitment Committee, Tim Hassler: Committee has not met since the last meeting. Discussed transportation with a bus company in Blaine about shuttle information. North Branch was brought up as a location we may want to look at for transportation.

Maternity Leave Using Sick Time, Presented by Caroline Little for Katy Schwirtz: Shannon Froberg motioned to accept the maternity leave. Teresa Nelson seconded the motion. Motion approved.

Two Year Leave of Absence Request, Presented by Caroline Little for Special Education Teacher: Tonya Lecheler requesting a 2 year leave of absence. Teresa Nelson makes the motion to approve the two year leave with stipulation that Tonya provides written letter of intent to return or not by April 1, 2011 and/or April 1, 2012. Return date would be at the beginning of the school year. Laura Delvillar seconded the motion. Motion approved.

Special Education Director Position up for Renewal, Jan Jensen: The price for this service is \$9,350 a year for services. Laura Delvillar made the motion to hire ISES as our special education services. Shannon Froberg seconded the motion. Motion approved.

Drug and Alcohol Policy, Draft Review: Policy was discussed and feedback included. Changes will be made and final read will be brought to April meeting.

Director's Report from Caroline Little for Middle school. Discussion ensued. Breakfast has started at middle and upper school and program is working well. Uniform surveys will go out with mid-term report cards.

Director's Report from Jackie Saunders for Upper school. Discussion ensued. Upper school will look into two way radio purchases as an interim for intercom system.

Facility Updates, Jackie Saunders: Meetings are taking place with builders and financing companies. Staged building with upper school first and middle school done in future phases.

Director Evaluation, Caroline Little/Jackie Saunders: Determine process to evaluate the directors of the school. Discussion ensued. Joe Hale recommended we have a special meeting to discuss in more detail. Tentative meeting - Tuesday, March 23, 3:30PM to start this process to discuss the director evaluation.

Draft Budget 2010 - 2011, Jan Jensen: Discussion ensued. Provide any budget input to Jan. The budget will be discussed over the next few months.

Current Building Lease for Upper School, Joe Hale: Discussion ensued.

Other Business, Tiffany Buske: Required policies that need to be in place for the 990 Tax form. The three forms are as follows: 1. Records Retention/Document Destruction 2. How Administrators salaries are determined. 3. Whistleblower Protection. The policy committee will start to work on this at 2/18/10 meeting.

Committee Meeting Notices, Joe Hale: All committee meetings need to be posted in a public place for people to attend including date, time, and location.

Shadow Box with NLA Gear: The board recognizes Jim Carter for donating the money needed for a shadow box that will be hung at Applebee's in Forest Lake, MN.

Board Member Training: All new board members are required to take training. Training will take place in April – June 2010. Board chair will communicate details when received.

Shannon Froberg moved to adjourn the meeting at 9:10PM. Laura Delvillar seconded the motion. Motion approved.

Respectfully submitted,

Robin Bergum  
Secretary, North Lakes Academy School Board