



Board of Directors Meeting  
Tuesday, June 25, 2013  
University of St. Thomas  
Room 318 O'Shaughnessy Science Hall (OSS) St. Paul, MN  
9:00-10:30 a.m.

## MINUTES

### Attending:

Blue, B (Executive Director)  
Elverum, A  
Hehre, J (Treasurer) via phone  
Holub, B (Chair)  
Houtz, M (Secretary)  
Peterson Ware, P (on Skype)

Moye, Phil (Visitor from IQS)

1. Welcome
2. Approve Minutes of 6/4/13 Board Meeting  
A motion was made and passed to amend minutes (page two—the word “information” deleted.) The motion passed.
3. Program and Professional Development Update. Not addressed.
4. Outreach and Recruiting Update. Good progress reported.
5. Insurance. Insurance has been secured for the Upper Post. There will be no bus fleet for the first year. Busing will be subcontracted. There will be no cafeteria, playground equipment, or pool.

6. Background Checks. As reported by Chair Holub, McDowell Agency is recommended to secure background checks for staff, board members, volunteers, and other personnel
7. Treasurer's Report, John Hehre  
Portions of three director's salaries are being deferred.  
Long-range budget is proposed including a cash flow plan.  
Motion passed to accept the budget as presented.
8. Proposed Employee Contracts. Catherine Johnson has signed a contract. Other contracts are being examined, decisions will be made, and we will offer contracts shortly. Letters of agreement are being written.
9. Facilities/Lease Aid. Dr. Blue reported that the UMA Corporation is on schedule for August 15 opening.
10. See 9.
11. Board Terms. Chairperson Holub advised those Board Members who would not choose to remain on the Board to contact her. There are no plans to add new members for the next year.
12. Other business. A staff and a student handbook will need to be written. A. Elverum cited the need for a special education law expert be identified and possible be put on a retainer.

The next Board Meeting will be on July 30

The meeting was adjourned at 10:25.

Respectfully Submitted,  
Marcia Houtz, Secretary