

**Board of Directors Meeting Minutes**  
Tuesday August 15, 2017 @ 4:45 p.m.  
Upper Mississippi Academy (UMA)  
426 Osceola Ave. S. - St. Paul, MN 55102

**Attendees**

- Harry Adler (Executive Director)
- Amy Elverum (Associate Director)
- **Lesley Ernst**
- **Jenn Haas**
- **Brian Hanley**
- **Krista Hong**
- Theresa Goette (Bergen KDV)
- **Joe Klancher**
- **Chris Mortenson**
- Abbe Payton (Director of Advancement)

**Welcome and Mission & Values Minute**

- Board members shared anecdotes of experiences relating to the UMA Mission and Values statements.

**Conflict of Interest Declarations**

- No conflict of interest declarations were made.

**Approval of July Minutes**

- Motion to approve July 2017 UMA Board Minutes: Chris Mortenson
- Second: Brian Hanley
- Motion passed

**Policy Approval**

- The Board discussed the proposed Unpaid Meal Charge Policy.
- Adopt with these changes:
  - Change “school year” to “fiscal year”.
  - Change “Procedure” to “Policy”.
  - Implement Joe Klancher’s grammatical recommendations.
- Motion to adopt Unpaid Meal Charge Policy with above changes: Brian Hanley
- Second: Lesley Ernst
- Motion passed
- Whistleblower Policy
  - The Board discussed pros/cons of adopting this non-required policy.
  - The Board reviewed a draft of this policy.
  - The Board recommended that the Board Vice President act as Compliance Officer.
  - This policy will be revisited at the September 2017 Board meeting.

**Finance Committee Report**

- The Board reviewed and discussed the June unaudited financials (FY17 year-end).
- The Board discussed approving direct deposit for qualified staff.
- The Finance Committee recommended that UMA introduce direct deposit and discussion was held on the needs for a cash balance to sustain it.

- Motion to approve direct deposit effective August 31, 2017 for qualified staff: Joe Klancher
- Second: Lesley Ernst
- Motion passed

### **Handbook Approval**

- Student Handbook 2017-18
  - Add that new background checks are to be done every three years.
  - Add bicycle wording per Lesley Ernst regarding parking lot usage and staff supervision.
  - Staff and students will need to sign off on Handbooks.
  - The Board discussed adopting and approving the 2017-18 Student Handbook.
- Motion to approve 2017-18 UMA Student Handbook with the addition of new background checks every 3 years and wording regarding riding bicycles in parking lot with staff supervision: Brian Hanley
- Second: Jenn Haas
- Motion passed
- Staff Handbook 2017-18
  - Chris Mortenson asked Lesley Ernst to draft a bereavement policy for consideration to be added for 2018-19.
  - The Board discussed the proposed 2017-18 UMA Staff Handbook.
- Motion to adopt 2017-18 UMA Staff Handbook: Joe Klancher
- Second: Krista Hong
- Motion passed

### **Director of Advancement Update**

- Abbe Payton provided an update on grant opportunities and timelines.

### **Board Business** (Committee assignments, work plan, strategic plan and board retreat, board section of web page)

- Tabled - Chris Mortenson asked that everyone come next month with an idea of how they would like to participate on a committee

### **Executive Director's Report**

- Harry Adler provided the following information:
  - Enrollment update
  - MCA results
  - Strategic Plan
  - 403(b) vendors
- The Board discussed amending the UMA 403(b) plan vendor list to add two approved vendors.
- Motion to amend UMA 403(b) Plan Vendor List to add two approved vendors: Brian Hanley
- Second: Joe Klancher
- Motion passed

### **Public Comment**

- No public attended

### **Adjourn**

- Motion to adjourn: Lesley Ernst
- Second: Jenn Haas
- Motion passed

- Meeting adjourned at 6:52 p.m.