

Upper Mississippi Academy
Board of Directors Meeting Minutes
Tuesday, October 20, 2020; 4:45-6:47pm
Location: Google Meet

Attendees

Chad Lauber
Cassie Rouse
Zoe Breimhorst
Jean Fawver
Amy Erickson
Amy Elverum
Elizabeth Kearney
Genna Thompson

Mindy Wacter,
Check Hergegen
Bonnie Schweiger, CPA and Audit Manager, Abdo, Eick, and Meyers LLP
Jim Zacchini (Innovative quality Schools)

Approval of September Minutes

The minutes of the September meeting were reviewed. Breimhorst moved to approve and Born seconded. Motion carried.

Relevant to the minutes, Lauber reported that he has not yet received a formal resignation from Myisha Holley, but he will reach out to her. Erickson noted that Holley was serving as a parent member of the board, but that she no longer had children enrolled at UMA, so technically she could not continue serving. The Board agreed a formal resignation would be nice to have, if possible. Lauber will update this matter at the next meeting.

Approval of October Agenda

The October meeting agenda was reviewed. Born moved to approve and Breimhorst seconded. Motion carried.

Public comment

There was no public comment.

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FY-20 Audit report

Bonnie Schwieger presented the Auditor's Report. UMA was found to have no significant technical or compliance issues. All necessary documents were readily available and cooperation with the auditors was excellent. The school appears to have had a solid year financially, and the growth in expenses was as expected. Financial reserves are at a good level and the auditors will formally submit their report once a "representation letter" is acquired from Amy Erickson. She reported the letter was ready for transmission to the audit team.

UMA 2020 Emergency Plan

Amy Elverum and Amy Erickson distributed a draft of the 20-12 Emergency Plan for discussion. There were only minor modifications needed to the plan approved for last year. In reference to pandemic emergencies, they reported that school responses to pandemic or other disease outbreaks are largely governed by the Department of Education and the Department of Health. Lauber and Breimhorst complemented the work done on the plan, noting that it was comprehensive, clear, and well-done. Breimhorst moved to approve the plan and Fawver seconded. Motion carried.

MDE assurance submissions

Amy Erickson discussed the requirement for the school to review and submit assurances (by November 15th) to the MN Department of Education that numerous policies are in place. She reported that we are able to fill the necessary paperwork at this time, but that school policies are in dire need of systematic organization and that there is a need for a more standardized review process. Her recommendation to the board is that a Policy Review Committee be created in a few months to begin that process. Lauber and other board members supported the recommendation.

September financial report

Mindy Wacter presented the September financial report. There were no questions, although she noted that at the November board meeting budget projects should be recalculated using more accurate numbers now that enrollment seems to have stabilized in the vicinity of 288-291, down slightly from the 311 previously anticipated. There will be an impact on revenue and on expenses.

Director's Report

Amy Erickson presented the Director's report which will be available on the Board's drive and to the public. The only actionable item was the recommendation that the board appoint a "liaison" or go-between the director and the board to frame and conduct the Executive Director's evaluation. Born was appointed to that role with the promise of

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assistance from Breimhorst. He will connect with Erickson and Breimhorst to begin the process.

Strategic planning

The Board discussed the need to begin the process of strategic planning, probably after January 1, with a target of May for at least the framework of strategic goals. That framework can then be fleshed out with more specific tactics and objectives in subsequent months.

Adjournment

The meeting was adjourned at 6:47.