

**MSSPA Board Meeting**  
**October 26, 2006**

**Present**

John Montilino  
Tom Richards  
Betsy Maloney  
William Leaf  
Karen Charles

Katie Lee  
Bill Pierro  
Lori Suvalsky  
Chuck Mogilevsky

**Absent**

Eryn Warne  
Dave Mahler  
Michelle Erickson

**Call to order: 7:04**

**Approval of agenda:** Bill moved, Lori 2<sup>nd</sup>, all in favor

**Approval of minutes:** Tom moved, Bill 2<sup>nd</sup>, all in favor

- **Building process** – Karen passed out final plan for grant, which is 90% complete (due Monday)
  - Costs - \$390,000 (proposed)
  - Architect - \$48,000 (not included)
  - Adding a general contractor or a project manager will just increase costs
  - Total is \$450,000 with overruns built in
  - We would still need to come up with \$22,500 for our portion – Tom & Karen went to the church regarding this and the response was lukewarm
    - Attempted to propose lease hold back as changes to building would benefit church in long run
    - Became clear in meeting that church's long-term plans for the property do not include MSSPA so they do not see it as a benefit to them to make changes in the property (they are apparently growing too large for the current space they are using and need space
    - If they fronted the money, they would want to get money back later
    - The church would allow us to make the changes to the building but do not see a reason for us to benefit in terms of the lease if they do
  - Question: Do we want to improve a building that we will not get any long-term benefit from
  - Looking at long-term planning, we may need to consider moving the school
  - Chuck wondered how much notice we have to give to break the lease if we were to find another building
  - In terms of coming up with the \$22,500, begin in SOD does not disqualify us for the grant, but we cannot affect our plan to get out of SOD by coming up with this money – would not be a good idea to add in this amount to the budget under these circumstances
  - **Proposal: do we want to move forward with 2<sup>nd</sup> phase of the grant or not? All opposed moving forward**
  - There will likely be other grants like this in the future

- **Financial Report**

- Budget re-done based on 210 students vs 215 – this needs to be approved
- **Proposal: to approve new budget – moved by Lori, 2<sup>nd</sup> by Tom, all in favor**
- Katie was just involved in a recent enrollment study → elementary enrollment is profoundly down
- With new budget, will be out of SOD by year end, but will be \$9,000 in debt
- Chuck Speiker asked to see a budget without the \$70,000 in gifts & bequests in it
  - Some savings with the new accounting firm
  - Need to determine the cut-off in gifts/bequests we need to allow us to have the spring shows – current estimate is \$28,000
  - Currently, have received \$5,000 anonymous donation this week, previously had received \$1,000 – now at \$6,000 – so current goal is now \$64,000
- Bill questioned why utilities are so different September YTD vs September Actual on budget - ?is it padded because we still haven't gotten the gas bill from last year yet?
  - Not clear – monthly average vs actual
  - Karen & Tom sent a letter to gas company of couple of months ago – still no response
  - Repairs on the elevator are very high, thus utilities are costing more than expected
- Bill brought up other numbers that are significantly “out of whack” on budget – relate to timing issues in terms of when State gives us money & when we need the money for cash flow
- Still have not received reimbursement from the State for AP classes – Karen will ask counselor to check on this
- We are not able to budget some of our expenses at 1/12<sup>th</sup> per month, because some of things are only needed at a certain time (e.g. textbooks at the start of the school year, etc.)

- **Administrative Update**

- Will be receiving computers & office equipment donated by law firm of a parent – need to evaluate best use of computers. Moving costs are currently estimated at \$1,500 to have delivered and unloaded – Bill questions this amount – Karen will send him a list to better understand & to see if there are other alternatives
- Recruitment & Marketing
  - Changing format for informational meetings (begin in January) – will do these by art area & have 1 per month – seems like more efficient use of time
  - Plan to take grant project with dance & theatre to FAIR in January (need to work music into this)
  - Arts teachers planning an additional middle school tour

- Staffing – interviewing for a paraprofessional over next few weeks – hope to have one hired soon
  - Fundraising – Evil Hill, Valley Scare, & Kids for Cause fundraisers all happening this month
  - Accreditation/School Plan/Charter renewal – MSSPA on track to complete accreditation by end of '07-'08 if we are put on NCA's schedule
    - Process has changed slightly so we no longer have to find a site chair – they will do this for us
    - Would like to be able to tie strategic planning, charter renewal, and accreditation process together to avoid duplication of efforts
    - Need MSSPA administrator & 2-3 board members to participate in this process – Chuck & Bill volunteered to part of the process, Karen will be there as well
    - First meeting scheduled for November 7, 1PM at Hopkins School District
  - Still need to finalize procedure for new board selection, retreat date, elections, etc. Michelle has someone in mind for board, Chuck still working on Target & one other corporate contacts – waiting for responses
  - Rental policy – Tom needs info from Hopkins to do this – will work on it for next board meeting
  - Annual report submitted – will e-mail to board prior to next meeting
- **ASK Letter**
    - William and Betsy will e-mail potential pictures to include in letter
    - Would like to have Eryn review letter
    - Lori asked again for 10 names from each board member – even if planning to send on your own, still e-mail them to her for inclusion in our data base for the future
    - Tom would like to send his own with his own cover letter (will require changing first paragraph, as letter is written in first person from President)
    - Lori will try to e-mail final letter (with few changes suggested at meeting) to board when completed, prior to next meeting
- **Musical**
    - William presented proposed budget – reviewed line by line
    - Still working on getting rights for choice of musical (if we don't have an answer by Thanksgiving, will go with "Plan B") for musical choice
    - Board needs to vote on potential budget (\$34,000) – original budget was \$22,500
    - Anticipated revenue against this is \$15,000
    - Reasons for higher costs are 1) house costs more (but is closer & more accessible), 2) tech is more than we expected
    - We anticipate better quality show than last year, which is worth some of cost
    - Show dates proposed to be 3/9-10, 3/16-17/07

- Can distribute final budget by e-mail after discussing further with Stages but cannot officially vote until next meeting
- **Board job descriptions** – Chuck distributed handout reviewing this for current members and to assist with recruitment (serve as guidelines for members)
- **Smoking policy** – Lori brought this up as a concern of a parent from last PTO business meeting – Karen feels we are doing what we can to limit smoking but the difference in our physical plant compared to larger, suburban high schools makes it difficult
  - Katie brought up that Hopkins School District received \$100,000 year again for next 5 years for Reduce the Use campaign – thought that Hopkins may be able to supply someone to help with educating parents to change behavior in order to change the kids’ behavior – this is the basis of the Reduce the Use grant
  - Karen will again encourage police to check on this

We can again review the policy to see if we are in keeping with other larger districts
- **Committees**
  - Chuck presented a list of categories of committees he feels would be appropriate for board work
  - He would like to see them chaired by a board member, but we would be able to recruit others who are not board members to work on the committees
  - Committees are as follows:
    1. Finance – oversee & manage short/long term financial health of MSSPA, activities would include fundraising, budgeting, capital campaign
    2. Long Term Strategy – would develop long term strategies for MSSPA, activities would include curriculum strategy, compensation, board recruitment, future building needs
    3. Marketing – to increase awareness of MSSPA within the community, activities would include developing relationships with arts & business communities & interacting with other schools
  - **Proposal:**
    1. **Approve committees – Lori moved, Tom 2<sup>nd</sup>, all approved**
    2. **Develop mission statements for each committee by next meeting, as well as proposed schedule**
  - Signed up for committees (Chuck will e-mail Eryn and Michelle to see what committees they would like to be on )
    1. Finance – Dave, Lori, ?Eryn
    2. Long Term Strategy – Chuck (chair), Betsy, Tom, Karen, Katie
    3. Marketing – William (willing to chair), Bill Pierro, ?Michelle

**Meeting adjourned – 8:45 PM      Next meeting – November 30, 2006 @ 7PM**

Board Minutes  
January 25, 2007

**Present:**

Karen Charles  
Jim Eichten, MMKR  
Nik Lightfoot, Hopkins H.S.  
Katie Lee  
Chuck Mogilevsky  
Betsy Maloney

**Absent:**

Bill Pierro  
Lori Suvalsky

Dave Mahler  
Tom Richards  
William Leaf  
Michelle Erickson  
John Montilino

Call to Order (Chuck)  
Agenda approved (Tom, Betsy)  
Minutes from November meeting approved (Tom, Betsy)

**Audit Review; Presented by Jim Eichten, MMKR**

Key Points:

1. Finances were generally in good shape; we remain in SOD but have made significant improvements in this area and are “ahead” in our goals toward coming out of debt.
2. We are in compliance with financial laws, but the following recommendations were made:
  - Segregate duties in regards to internal controls over financial reports
  - Improve records for cash receipts
  - We are required by law to annually designate a depository of public funds
  - Need to be careful to pay vendors within 45 days of the receipt of goods
  -

**Charter Renewal Process; led by Nik Lightfoot and Katie Lee (Hopkins)**

Site visits were done during the week of January 22<sup>nd</sup> with positive feedback provided by students and staff.  
Recommendations for improvement:

- Examine more policies and procedures that manage the board, staff and students.
- Need commitment from staff members re: 51% staff on board - needs to be decided by the next meeting in order to meet the deadline for a waiver.

**Financial Update**

- The budget continues to be affected by the drop in student numbers.
- The board voted to designate Franklin Bank as our depository.
- The transition to Franklin has been fairly smooth
- \$61,295 has been raised by the Ask Letter.
- Not yet applied for any grants this year – considering one to General Mills for general operating funds.
- We will cut costs in the budget by holding site specific/free space performances for our Spring shows. Karen will contact Stages about being released from our space contract.

**Administrative Report**

- We are continuing our recruitment efforts; students will perform at FAIR on January 31<sup>st</sup> and Senior Art teachers will bring their senior creation classes to schools around the area. Need special attention to 9<sup>th</sup> grade recruitment
- Special ed para resigned, actually need to hire 2 additional paras to manage
- A student support/discussion group started - “Colorful Conversations” - has begun in an attempt to speak to the concerns of students of color and to bridge the achievement gap.

**MSSPA Board Meeting**  
**February 26, 2007**

**Present**

Chuck Mogilevsky            Karen Charles  
Lori Suvalsky                Tom Richards  
Cassy Furo (unofficial)      Bill Pierro  
Samantha Thompson (unofficial)  
Katie Lee

**Absent**

Michelle Erickson  
Betsy Maloney  
John Montilino  
William Leaf  
Dave Mahler  
Eryn Warne

**Meeting called to order at 7:07PM**

**Approval of agenda** – moved by Tom, 2<sup>nd</sup> by Lori – all approved

**Approval of minutes** - moved by Tom, 2<sup>nd</sup> by Lori – all approved

**Introductions:** Cassy Furo & Samantha Thompson were introduced as our 2 newest board members

**Vote to accept as members:** moved by Bill, 2<sup>nd</sup> by Tom – unanimous vote to accept both as members (including proxy vote by Michelle Erickson)

**\*\*Now we meet the 51% requirement for board membership for charter schools**

**Financial Update:**

- >We were approved to get our line of credit of \$150,000 with Franklin Bank
- >Reviewed school #'s: We had based budget on #207, 1<sup>st</sup> semester our ADM was #205 – several students left so we are now at #197 (Karen said this happens every year); revise budget for 2007-2008 for this
- >Karen trying to get info from state re: the \$ per student amount for next year
- >We have raised \$63,295 so far; need another \$20,000-\$30,000 to be out of SOD

**ASK EVENT → April 19, 2007**

**Principal Update:**

- >Karen requested approval of proposals for 2 positions – School Dean, Gifted & Talented teacher – approved pending curriculum to support & budget allowing the positions
- >Karen showed the calendar for next year – all approved subject to Hopkins changes
- >Facility – St. Joe's has asked to stay in 2 rooms downstairs 1 year more than planned
- >Technology/Administration – converting to Infinite Campus next year (cost \$16,320)
- >Recruitment/Marketing – 15 aps received so far, need 9<sup>th</sup> & 10<sup>th</sup> graders, middle school performances, yard sign to go in soon, Little Shop of Horrors to be advertised at HCA, Intent to Return letters go out soon – typically loose 10%
- >Staffing – hired new special ed para – Rosalyn; administrative intern to start in March
- >Accreditation/School Plan/Charter Renewal
  - >We received excellent initial reactions from the Charter Renewal team

- >Katie wrote up some info from governance meeting regarding sponsor renewal to be presented to the Hopkins School Board on 3/15/07
- >Curriculum – Staff had training on ATLAS curriculum mapping software
- >Musical – Little Shop of Horrors opens on March 8 – PLEASE PROMOTE
- >Miscellaneous –
  - >Senior retreat to NY was a huge success
  - >Graduation planning has begun (Eryn Warne is staff coordinator for ceremony, Marsha Wilder is planning the Senior Reception to be held the Sunday before graduation)
  - >Rob Sundry from General Mills would like to join our Board in March
  - >Question about summer arts activities – this could be income earner; committee will look at developing 2 week arts intensive for students ages 12-16

**Long-term planning committee:**

- >At musical will have a board table to recruit for committees – need all board members to help at the table – will be there for all 4 performances
  - Thursday 3/8/07: Lori, Bill
  - Friday 3/9/07: Tom, Karen
  - Friday 3/16/07: Cassy, Chuck
  - Saturday 3/17/07: No volunteers yet (Lori will ask people not here tonight by e-mail)

**Motion to adjourn** – Cassy moved, Samantha 2<sup>nd</sup>

**Meeting adjourned at 8:34PM**

**NEXT MEETING – MARCH 22, 2007**