

Present: Rob Sunday
Karen Charles
Tom Richards
Rob Thompson
William Leaf
Lori Suvalsky
John Montilino
LeAnn Slama

Absent: Matt McFarlane
Michelle Erickson
Dave Mahler
Deb Wolf
Andrea Turner
Katie Lee

Administrator's Update:

Facility/Lease – no change has really happened yet with the lease. Scottie is to write a letter indicating the church's commitment to lease.

Technology – We need to figure out how to get two mobile labs for next year.

Finance – LeAnn has been working with MDE to figure out the ADM (Average Daily Membership) for the 2007-08 school year. The order in which schools are paid is in the following order: on-line learning, Public/Charter Schools, and then ALC programs. Our ADM has been adjusted from last year due to students taking on-line classes as well as students who transferred in from outside districts.

Our budget is currently based on 218 students, when Dave returns Karen is hoping to meet with him to lower our enrollment number in the budget to 210 students. We need to watch the budget closely and limit our spending. Due to the goal of \$105,000 for fundraising and the lower enrollment number, we need to be VERY cautious in our spending. Rob asked for clarification as to what is flexible in the budget and after looking at it, Chuck and others agreed that there isn't a lot to cut. John asked for clarification as to why we are over so much on our budget at this time. Chuck and Karen described that many of the expenses are not across each month, but instead happen at the beginning of the year, i.e. purchasing textbooks. Year to Date budget is distributed over 12 months – the variables could look like we have well over spent.

Karen is concerned about the \$105,000 fundraising goal and the decrease in student enrollment. Rob: We need to sit down with Dave and figure out some "what if" situations so we can start thinking about the results of not raising the fundraising money.

HR: We have twice the amount of special ed students compared to the state average. This person is already accounted for in the budget.

Spark the Arts letter will be out next week. We have received two sponsors of \$5,000 each.

Testing: We purchased the MAP software, which was recommended after our accreditation. Staff will have training in November for it.

Curriculum: Teachers have been meeting in departments to ensure we are still meeting the state standards in the classes we offer. This will be completed soon in order to prepare for students registering early in the year.

GOOD NEWS! Our music students have been asked to participate in the Martin Luther King Jr. breakfast. This is great exposure for our students.

Marketing: Karen and LeAnn met with the marketing woman, recommended by the church, and ultimately it didn't lead to any new information except sending newsprint as advertising.

Karen: We need to start looking at other ways to pull students to the school. One idea is to add a Creative Writing major.

Tom: There is a strong writing commitment in our community so this may be a good area to look into adding.

Karen: What are some other areas we could add?

Rob S: How much would it cost to add a Video Production major?

Chuck: Could we find a sponsor to support a Video Production major? Rob: Yes, we could. I have looked at companies and all offer educational grants but most of the money has already been given out this year. If we wanted money for next year, we need to start looking at those opportunities soon. A program would probably cost about \$150,000 for start-up.

Tom: I think that there is a need for this program. Chuck: Any local colleges that offer a movie curriculum? Rob T: Art Institute as a Film Studies – Not sure how many have a video production. Rob S: Maybe we could utilize other spaces or use the equipment from others instead of putting all that money up front?

Karen: What about technical theatre?

William: It is tough to use Stages Theatre due to a space issue.

Tom: My daughter had a great experience with the technical class her. It opened her eyes to how that aspect of theatre works. Is there a program in the state that would allow students to participate in "Internship" like opportunities for collaboration? Students could participate in "hands on" opportunities at a variety of theatres to gain the experience and knowledge necessary. We could go to the state and see if this is a viable way for students to receive the education they need. I think we need to find a way to connect with it.

For clarification, we would go to corporations asking for money for the school in order to collaborate with theatres in order for students to receive the education and hands on experience. We may get the state to help us find private sectors willing to collaborate with us. There are so many theatre opportunities in the Twin Cities that we need to start tapping into now.

Karen: We all agree with that idea but we have to focus on the practical matters.

Chuck: We could look at it through the committees.

Tom: This is the 5th year we have been in our current situation trying to make it work. We have to do something to move past from where we are or we will never get past this. We are on the cusp of breaking through.

Karen: Distributed a ½ sheet of paper regarding insurance.

Tom: DOER is who I go through with also offers reduced cost for car insurance, life insurance, etc.

Rob S: Committee recap of the 4 committees:

Finance – stand alone committee focused on the short-term as well as the next few years.

Marketing/Fundraising – focused on generating revenue. Creating a unified plan.

Facilities – Short term how to manage this current building and more importantly, in the next 5 years what is the plan? Where would we be? Here or in another building?

Faculty – How do we keep people here and happy?

Rob S: I will assign those people who haven't committed to a committee yet. Each committee needs to create a plan each year. I will assign people to committees and then assign the goals that each committee needs to focus on. Do we have anyone to follow in Dave's footsteps?

Karen: One person has submitted their resume.

William: Stated that he will look for Alan Schwartz's contact information to see if he would be interested in joining the Board again.

Karen: The audit starts next week.

Tom: Is there anything the State does to help with our testing scores in regards to our high number of Special Ed students here? Will this eventually impact our "stars" and test scores?

Karen: No, not really.

Rob: First we need to validate our final student number.

Karen: We know that we will be at 215 at the end of the 1st quarter.

Rob: We need to come to an agreement as to what number we are going to use. Karen, myself and Dave will meet to discuss budget concerns. It is important that the Spark the Arts letters get sent out soon. I will also send out an email with committee assignments and who will be the chair of the committee.

Karen: We need to look at the 210 number because that seems to be where we have been for awhile. What will that look like if we stay at the 210 number for the years ahead of us? I will also start looking into the Film studies class with Rob T's help.

Chuck: It is worth investigating.

The next meeting will be November 20th.

Main Street School of Performing Arts
Board of Directors
November 20, 2008

Present:

Deb Wolf
Tom Richards
John Montilino
Dave Mahler
Cassy Schauwitzer
Karen Charles
Chuck Mogilevsky
Matt McFarlane

Andrea Turner
Rob Sundy
Michelle Erickson

Absent:

William Leaf
Rob Thompson
LeAnn Slama

Meeting Called to Order: 7:01

Approval of Agenda: Moved by Matt, 2nd by Tom

Approval of Minutes: Moved by Chuck, 2nd by Chuck

Introductions to Dean Emanuel, potential board member.

Financial Update:

- Reviewed October Financials
- As of June 30th found that we had an extra 2.25 kids, so the beginning fund balance concurred that we were out of SOD.
- We are behind budget, but not a lot due to:
 - Still waiting on some Lease Aid at this time
 - Had budgeted \$35,000 from Spark the Arts, but the date has been pushed back from original budget proposal.
- As far as expenses, we are doing fairly well; however, we are over in special education instructional supplies for the year. Will be fixed when we get paid back by the Dept. of Education for a part of these costs.
- We are also over budget in technology and furniture.
- One of the Finance Department Goals is to review the allocation of spending into specific areas of the budget and to check that they are accurate.
- Currently have \$120,000 in the bank- line of credit is paid off.
- Current budget forecast has been readjusted for 210 students; we currently have 212.
- Musical might help revenues, but need to raise \$105,000 in fundraising.

Potential Cost Cutting:

- \$10,000 in community artists contracts
- \$3,000 in postage
- Utilities
- \$2,000 in insurance costs
- \$5,000 in repairs and maintenance

- Musical?
- Rent from church

Lease:

- Church forgave \$23,000 last half of June '08
- We will approach them on forgiving all of June '09
- Need to renegotiate with church again- it is clear that church and school need each other to be operational.
- Idea is to withhold \$8,000 a month with a letter to the church.
- Need to determine legal ramifications of not paying full rent to church.

Administrative Update:

Facility/Lease:

- Karen has notified Scott from the church of student totals and finances.
- Facility committee needs a transition plan from her to next place- start doing some research.
- According to the lease we are here for 5.5 more years.
- Art Space –works for artists to help them find spaces- could help us with a Space/Site Study for our school. Cost is around \$2,000. Shannon Goer is building a potential donor list and will provide feedback on some of our previous grants pro-bono.
- Need to determine what we need to fit our needs and goals as a school and what is out there?
- We might have to stay within the Hopkins School District.

Technology:

- Most of our technology needs to be replaced (90%)- first estimate of cost is around \$90,000.
- We are looking at getting a new server due to constant problems with our current server.
- We need to look into financing or leasing options for new computers.
- We need to look into grants as soon as possible.

Recruitment/Marketing:

- We currently have 212 students (219- but seven in PSEO_
 - 68 9th graders
 - 58 10th graders
 - 50 11th graders
 - 43 12th graders
- We will begin advertising for the 2009-10 school year in December.

One recruiting idea is to add a new major to the program.

- Film Studies – will cost around \$182,650 for one class.
- Literary Media/Creative Writing- board does not feel that this would be a big draw for incoming students.

- Board needs to look into other schools with Film Studies and ask about popularity and cost benefits.
- Other Ideas brought to the table:
 - Advertisement in the form of a newspaper
 - Plans on getting into at least 5 middle schools
 - Collaborate with FAIR
 - Sending Post Cards out saying we are still accepting enrollment.
 - Rob will appeal to LeAnn about coming up with a short-term action plan.

Fundraising/Grants:

- Spark the Arts letters have gone out- Have received \$13,225 so far.
- Spark Committee is still looking for items for the auction so if you know of any or can procure any please contact Karen.
- We will also receive a grant from the General Mills Cheerio Division totaling \$10,000.
- Our McKnight Grant was denied- did not receive a reason for the denial.

Credit Requirements:

- New proposal offered for credit requirement change.
- Board wants to make sure State Requirements are met and if staffing issues would become a problem financially.
- Also, we need to consider new student interest if we raised credit requirement for Math and Science.
- Staff feels the additional credit requirements fit the mission statement for the school.
- Deb needs to speak with staff and come back with final proposal.

Other Business:

- Non-Instructional Days amendment to be added to staff manual after expectations of marking day was called into question.

Meeting Follow Up:

- Deb needs to finalize new credit proposal with staff to bring back to the board.
- Board members need to look further into schools that have film studies implemented into the curriculum and ask about start up cost, popularity, and cost benefit.
- Legal ramifications to the board and the school for ideas related to withholding and/or decreasing lease payments to church. (Tom and Karen)
- Board asks for a short term action plan for recruitment and marketing- need to ask Leann to head that up.

Motion to adjourn: Rob, 2nd by Tom and Michelle

Main Street School of Performing Arts
Board of Directors
January 15, 2009

Present:

Karen Charles
Dean Emanuel
Rob Sundy
Leann Slama
Dave Mahler
Tom Richards
Cassy Schauwitzer
William Leaf
Michelle Erickson
Rob Thompson
Matt McFarlane
Katie Lee

Absent:

Andrea Turner
Deb Wolf
John Montilino
Lori Suvalski

Meeting called to order: 6:35 PM

Approval of Agenda: moved by William; 2nd by Tom

Approval of Minutes: moved by Rob; 2nd by Tom

School Audit Update:

Jim Eichten, MMKR. Review from 07-08 year ending June 30, 2008. The annual financial report is prepared for MDE and the state of MN. It is required to have such systems in place by December 31 and in a timely manner. We did have ours completed by then.

Found four significant deficiencies (as stated in MMKR Management and Financial Report):

1. Segregation of Duties.

We need more people to actually achieve this and it has been decided that no corrective action is needed for the size of our school. The Board's finance committee monitors the financial activity closely in an effort to provide adequate financial oversight and compensating controls.

2. Preparation of Financial Statements.

The school has MMKR prepare its annual financial report, and although this may not be the most practical and cost effective method to complete this task, we do not have the internal resources available to prepare the annual financial statements. It is recommended that we consider whether is cost beneficial to either provide training to its internal staff that would enable us to prepare our own statements or contract with another outside party.

3. Documentation of the Components of Internal Controls.

During the course of the audit, it was noted that we did not have a comprehensive set of written internal controls policies and procedures. It is recommended that MSSPA establish written internal control policies and procedures for the school, including governance-level controls over the control environment, risk assessment, information and communication, and monitoring.

4. Documentation and Approval of Cash Receipts, Cash Disbursements, and Payroll Transaction.

We do not have proper documentation for the cash receipt transactions. One cash disbursement transaction lacked adequate backup documentation and two cash disbursement transactions that lacked formal approval. One payroll timesheet lacked formal approval. It is recommended that we review procedures in place to ensure all cash receipts, cash disbursements, and payroll transactions are properly documented and approved. Need to formalize the procedures.

The results of MMKR testing disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

MMKR has reported two findings based on their testing of our compliance with Minnesota laws and regulations:

1. Payment of invoices: Some of our payments to vendors did not occur within 35 days of receipt of goods or services.
2. Collateral Coverage: our bank did not assign collateral for depositing amounts exceeding federal insurance coverage. No corrective action needed to be done at this time.

Administrator Update:

Facility/Lease:

- HCA only has space for two performances next year. Need to think about where we can have the other four, if we can even afford it. There will probably be no more No Shames in the JC Studio. We need to determine if there should be less performances as a whole next year.
- There has been minimal change in discussion with church. Tom spoke with a lawyer and the board can be sued by church if we don't meet lease agreement. Church has agreed to forgive us June lease payment if we need it.
- Lease is causing MSSPA to have an audit issue and a cash flow problem.
- It is agreed that church and school need each other to operate.
- Board has approved to send a letter to the church proposing that we adjust lease payments in accordance with student count and lease aid only. (Dave and Karen will draft letter)
- Thinking about potential performance spaces and how to transport students.
 - Eisenhower Stage
 - Southern

- International School
- The old Guthrie Lab space

Technology:

- There is potential for significant costs in technology for next year.
- New computers are needed for 90% of the building.
- Server is causing continuous problems and needs replacing.
- Financing may be an option.

Recruitment/Marketing:

- Had 14 prospective students come to the first information session. Many claimed to hear from a friend about the school. Need to reconsider mailings as a cost effective marketing strategy.
- Currently have 26 applications for the 09-10 school year. Goal is to have 125 applicants by June with opening enrollment at 250 students.
- 3rd quarter projected enrollment at 210 students – at an 11% loss for the year.
- 6 new students to be enrolled for second semester.
- RENT press releases going out.
- Benefit show of RENT at the Southern Theater for MN AIDS Network.
- Jazz Ensemble to play at the Twin Cities Annual Martin Luther King Jr. Breakfast.

HR/Staffing:

- Karen has begun her official classroom observations and evaluations of the staff following the Danielson Model and the Downey Walkthrough Process.
- Data shows that there will probably be some shifting of FTE's in the arts areas. We have more students in music than dance or theatre. Karen will bring recommendation to the board in the spring.
- Teacher contracts will be going out in March.
- Motion to elect Dean Emanuel as a member of the board – Tom. 2nd by Rob, and all board members in favor- Approved.

Finance:

- December budget numbers are doing ok. We are behind in the General Education Aid from the state.
- Need to meet with Nancy to get a better understanding of Special Education funding.
- To meet budgeted fundraising goals, we need to receive a lot from Spark the Arts. Have collected around \$34,000 so far.
- As far as expenses, we are pretty much on budget. We are actually under budget in several areas.
- We are over budget with textbooks and with furniture and technology.
- Our balance sheet looks good and we have around \$40,000 cash.
- Budget has been approved for adjusted student count at 210. Amended some accounts and did some cost cutting. Possible fund balance of \$939.90. Moved by Rob and 2nd by Dave.

- Have received a list of prospective donors and grants and have applied for many.

Testing/Student Achievement:

- Results of NWEA tests have been extremely helpful in measuring students. Staff has looked at RIT scores for each of their classes to help determine learning levels of each student.
- MSSPA has 3 AP scholars this year. Laura Crooks, Emily Jarecki, and Kristen Evans.

Curriculum:

- Increase in graduation credits has been approved. Motion by Dave and 2nd by Cassy

Follow Up:

- Drafted letter to church for lease adjustment (Karen, Dave)
- Formal procedure written up as recommended by MMRK for documentation of receipts. (finance committee)
- Board requirements/duties to be sent out. (Karen)
- Resume of potential board member (Aaron Ryan) to be sent out and reviewed. Need to invite him to a board meeting (Karen)
- Committees should meet prior to February meeting.
- We still need 2 board members. Tom will stay on for now.

Motion to Adjourn: Cassy, 2nd by Tom.

Meeting Adjourned at:

MSSPA
Board of Directors
March 14, 2009

Present:	Karen Charles
Michelle Erickson	Lori Suvalsky
William T. Leaf	
Cassy Schauwitzer	Absent:
Rob Thompson	Tom Richards
Terri Simard	Katie Lee
Deb Wolf	John Montilino
Andrea Turner	Dean Emanuel
Rob Sundry	LeAnn Slama
Matt McFarlane	

Meeting called to order: 9:39

Approval of Agenda: motion: William 2nd Matt

Approval of Minutes: Meeting end 9:37 motion: Robert 2nd Michelle

New board member: Terri Simard introduced. Target Corporation
In favor: all

Financial Update:

February

Raised around \$30,000 from Spark

Around 60,000 of the 105k that we need from fundraising, down about 39k-

We have about 30k in grants hoping to come in which we really need.

We should do the formal ask letter- need to be very explicit and specific with what we need.

Revenues for musical won't show up until later. Expecting close to budget or over.

State funding at 210 and at 204 students...going to be close to budget.

Dave met with Karen and Jacqui and have completed all the procedures that we were written up for in our last audit and are in place.

Starting to utilize more staff people to help segregation of duties -LeAnn

Budget for next year:

Meeting with John Jelinek at St. Joe's (finance person)- trying a different tactic one on one- (refer to lease status attachment)

Handout sent to John and he said this is in agreement with the information provided and will draw up the papers once this meeting is completed, hopefully by this week.

Negotiations is saving us around 80k

If we go over 230 students than we will pay them more than the 400k. Lease aid plus 10%.

St. Joe is also financially in trouble.

For maintenance we can do what we feel is best, not exactly use their specific services.

This year at a loss of 69k which would keep us out of SOD. Key take away need to get 25-30k to stay out of SOD- should state in Ask Letter.

For 2009-10:

Next year with budget for 215 students...

Expect no change from state aid or funding.

Major changes: Reduced admission revenue for not having musical

- continue to do spark but reduce revenue from fundraising
- left salaries flat from this year
- reduced guest artist by 10k
- reduced stages by 20k
- reduced space lease
- reduced technology
- with this will break even and stay out of SOD
- put in 40k for janitor and supplies

First thing if more than 215 is relative to salary freezes- don't have anywhere else to cut.

Bonus at end of year with total student count for the year if over 215.

5% reduction from the state. Each percent 31k.... at 3% 47K loss.- might have to go back to the church- they'd still be able to pay their lease.

27k difference from church.

Try to build budget with the 3-5% reduction from state- assume it's going to happen- maybe go to church already.

Adjust fundraising revenue to meet the economic times. Lower to around 60k in the budget. Finance committee needs to go through line items to see where we can cut more. Need to get the kids involved.

Administrator Update: (See Admin Update Attachment)

Facility and Lease:

Need to start looking at other facility options (for five or more years from now). Met with Cunningham group- what we want is between 6-8 million dollars. Jim Default- look into Eisenhower. Dealership down the street- nice space. Land by Eisenhower that is zoned right. Also, building down on 8th and excelsior. Meet with Hopkins regularly to find more spaces. Have to stay in the Hopkins school district according to our charter. Mn Dept Ed sued- charter school leasing from sectarian organizations.

Technology/Admin:

Need to upgrade, but no money

Recruitment/Marketing

Enrollment is fluctuating. Have 80 apps for next year.

Mainly incoming freshmen.

Good that we have personnel following up on inquiries.

Maybe come up with a way to comfort incoming freshmen parents about staying power.

Talk more about our history and market that we've been around for a while now and have stability.

"Where we've been and where we're going."

Follow up: how do we immerse shadows and the incoming class/parents into our community to keep them here all four years so we can maintain stability?

Post parent input on website.

More questions about scores on standardized tests- show more comparisons and improvements.

Follow Up: brainstorming session for marketing and recruitment –establish positions with parents and community members. LeAnn

Finance/HR/Staffing

Figuring out the funding for the Special Education.

Might need an additional SPED person.

Might have to reduce staff, but don't have a policy on how to do that.

Look at Staff Reduction Policy- what is the process. Volunteer to reduce time or leave? (refer to staff reduction policy draft attachment)- look at Hopkins and other charter school staff reduction policies- **Follow up:** look into other policies.

Handout is just ideas. Not necessarily in this position at this time. Hard to tell, because our numbers change all the time, even into September.

Fundraising:

We still have support the street.

Hoping to hear from US Bank and General Mills about grants.

Ask Letters to go out.

Testing/Student Achievement:

MCA Bootcamp- teachers in fatigues. One hour a day for a week.

Other: Rent was great. No final numbers right now for ticket sales.

Spark the Arts:

Try to shift to make it more events instead of one big gala. Try to ask people to sponsor it. Do we keep the gala? Is it accessible for everyone financially? Could do an after event at dramatically reduced cost- mirroring Southern Exposure. Board thinks we should definitely do it next year. Committee is meeting April 1st. Decide on dates for next year. A small low-grade fundraising at the very beginning of the year- tie in with Homecoming.

Committee Meetings/Updates

Recruitment information sheet- what they have done and are working on.

Motion to adjourn: Cassy 2nd by William. At 11:12

Next meeting: March 26th

MSSPA
Board of Directors
March 26, 2009

Present:	Michelle Erickson
Tom Richards	Terri Simard
Robert Thompson	Rob Sundy
Karen Charles	Dave Mahler
Matt McFarlane	Andrea Turner
John Montilino	Lori Suvalsky
Cassy Schauwitzer	
LeAnn Slama	Absent:
William Leaf	Deb Wolf
Dean Emanuel	Katie Lee

Meeting Called to Order: 7:06

Approval of Agenda: motion to approve Tom, second Rob

Approval of Minutes: approve Terri, second Tom

Financial Update:

No new statement from March 14

Emails sent to John Jelinek from church- second week of April to put the lease together.
Need to fine tune some budget items, no news from state as of yet, could go into the summer.

Should clear up maintenance aspect with church before we finalize new lease - develop a strategy.

They still are getting three rooms in the new deal when we are paying for the entire building, with no rent paid to us. When we get to 230 (students), we will get another room. See if we can get one room additional in new lease.

Wait and see what they put on the table than negotiate from there.

Administrator Update:

Calendar of Policy Review: Need to modify and address.

FOLLOW UP: Personnel Policies will be sent out for us to review.

Applications, New Student, and Shadow Information:

Student count: lost a student, but gaining two at the beginning of fourth quarter.

Applications are at 95- 23 within the last month. Goal to have 190 applications by the end of the summer.

Growth area is Theatre- with incoming freshman

Summer time tends to be busiest time for application- can assume we'll get around 45 more applications in the summer.

Recommendation: Combine vocal and instrumental for music.

Question about shadows to immerse them within the school: IDEAS- online surveys, collect data from parent, compare shadows to new enrollment the following fall.

Bloomington is a new area a student is coming from.

Need to update parent contact list for interested students and parents and be more consistent in calling perspective students.

Create a board contact list for interested students and parents.

More cold contact with students that are already artistically involved- could lead to more students staying- dance studios, private lessons, etc. Poster with information provided.

Focus in areas where schools are losing their arts programs- Osseo, Maple Grove, Robbinsdale, etc.

Facilities Update:

Plan to be here for five more years

ISLA (other charter school in Hopkins)- contacted Karen, need new building, by this fall- there is a building on Hwy. 55- it is outside Hopkins School District

Is still an elementary school- Beacon Academy – not a good fit.

ISLA could wait another year to move here and take over our lease, but elementary school lease aid isn't as much as high school...but they could stay in this building forever.

Challenge is we need to stay in the Hopkins School District boundaries.

FOLLOW UP: Facility committee needs to meet and discuss options and set up a strategic plan.

FOLLOW UP: Resend Facility Strategic Plan- Karen

Personnel Policy:

Reduction Policy- Needs to be formalized.

Look at scheduling requests to determine courses that will need to be staffed and which courses will be cancelled. (Refer to Attachment)

Content and Projected Sections FTE and Equivalent Nearest Tenth FTE (Refer to Attachment)

Next Step: Look at numbers in August again before reduction or final decisions are made.

Clarify and solidify what needs to be done where FTE is less than one.

IDEAS:

Maybe allot time for grant writing and outreach to make positions FTE as not to lose staff or FTEs.

Move health into the dance department?

Intro to MSSPA be shifted into Theatre?

-Why take staff away from students? – can split sections up so teacher is working with students at all times and making smaller class sizes. Could keep teachers at the same place they are now that way. It is a selling point to parents.

Goal isn't to make bigger classes- there will just be less small classes out there.

Combining classes is not the best way to solve the number problem- teacher is then responsible for teaching two curriculums in one block.

(Refer to Staffing Recommendation Attachment)

Need to approve to send contracts out in April with these bottom line figures.

Also, make a decision on what do we do if the numbers from the state change in regards to what is offered in the contract sent in April.

Line item in contracts- may be adjusted according to student enrollment.

Still need a worse case scenario recommendation – that the state actually cuts 5-7%.

Would like to ultimately build a positive fund balance.

Need to create a list of potential positions that we actually could use to maintain FTE for reallocation.

Policy for reallocation? State clearly new duties in contract. Definitely need one for reduction. Teachers feel that reallocation seems a direct step toward reduction. They feel it would be nice to have some bullets in which they know they would be considered for either.

Reallocation is ultimately the manager's (Karen) job.

Consistent theme in other policies- number one determinant is seniority by content area- takes away subjectivity. Also, maybe work voluntary reduction into the policy.

Need to consider total teaching years vs. teaching years at location.

FOLLOW UP: Staff definitely needs a say and come together to review and discuss policies.

FOLLOW UP: Proposal needs to be ready for the next meeting. Main Street Staff Proposal for Procedure.

Staff should have the opportunity to bring grievances to board written in proposal.

FOLLOW UP: Read staff, parent and student survey for next meeting.

Motion to adjourn -Matt, Second Rob 8:39