

**Annual Board Retreat**  
**Main Street School of Performing Arts – Conference Room**  
August 28<sup>th</sup>, 2011

**Present:**

Rob Thompson  
Jason Davis  
Dale Mahaffey  
Tim Gagnon  
Linda Schievelbein  
Barb Wornson  
Jenny Harding  
Rachel Mollick

Motion to call Annual Meeting to order at 3:34 pm: Rob, Jason 2<sup>nd</sup>  
Motion carries.

Motion to approve meeting designations: Rob, Jason 2<sup>nd</sup>

- Meetings designation **changed to 6:00 pm 4<sup>th</sup> Tuesday of the month.**
- Meeting date and times will be posted on the website and conference room door.

Motion carries.

Motion to approve annual meeting agenda: Rob, Jenny 2<sup>nd</sup>

- Designate msspahs.org as official bulletin board for official business
- Designation of depositories to Franklin Bank – Contact: Dain Rauscher
- Authorization of use of facsimile signatures of director, Barb Wornson and Treasurer, Jason Davis
- Authorize director and designee to perform duties of clerk and treasurer as provided by M.S. 123B.14
- Authorize electronic transfer of funds
- Authorize director and/or treasurer to lease/purchase and contract for goods and services within the board approved budget including but not limited to:
  - Professional service contract
  - Communication service
  - Consultant services
- Designate August meeting as the approved date of the annual meeting

Motion carries.

Annual Meeting Adjourned: 3:45 p.m.

**Board Meeting – August 28<sup>th</sup> 2011**  
**Main Street School of Performing Arts – Conference Room**

**Present:**

Rob Thompson  
Jason Davis  
Dale Mahaffay  
Tim Gagnon  
Linda Schievelbein  
Barb Wornson  
Jenny Harding  
Rachel Mollick  
Matt McFarlane

Meeting called to order: 3:50 pm

Motion to approve officer positions of: Rob, Dale 2nd

Linda Schievelbein - President  
Matt McFarlane – Vice President  
Jason Davis – Treasurer  
Rachel Mollick – Secretary

Motion Carries.

Board will designate one new director at next board meeting.

**Discussion concerning Personnel Policies and Practice Manual.**

**Follow Ups:**

- **Unpaid leave options will be discussed at a later meeting**
- **Discussion needed about base pay procedure.**
- **Possibly add a compensation committee to meet prior to finance committee budget meetings.**

Barb will resubmit the Personnel Policies and Practice Manual with edits to the board for approval at next meeting.

Discussion about committee structures and functions.

Committees and Chairs

Compensation – Linda Schievelbein  
Finance – Jason Davis  
Facilities – Russ Peterson  
Fundraising and Recruitment – Rob Thompson  
Policy - Barb Wornson

Motion to approve Fee Schedule: Matt, Rob 2<sup>nd</sup>

Motion carries.

**Finance Committee Update:**

- Revised net income fye \$383,109 (June 2011)
- June 2011 projected fund balance: \$615,836 or 26%

Reviewed Strategic Plan – finance committee will review the enrollment projections and a final draft will be reviewed at a later date.

Reviewed Facilities Committee Update and Timeline

Reviewed Board of Directors Goals – will get updated by next meeting

Motion to adjourn: Dale, Matt 2<sup>nd</sup>

Adjourn: 6:45 pm

**MSSPA Board of Directors Minutes  
Tuesday September 27, 2011**

**Meeting called to order 6:05pm**

**Present: Linda Shievelbein, Jodi Bland, Tracy Johnson, Matt McFarlane, Robert Thompson, Mike Pocrnich, CPA, Jason Davis, Dale Mahaffy, Barb Wornson, Tim Gagnon (ex-officio).  
Absent: Steve Cullison, Rachel Mollick, Russell Peterson.**

**Minutes from previous meeting approved by Jodi Bland, Second by Robert Thompson  
Agenda approved Robert Thompson, second by Jodi Bland**

**6:07 Donations were discussed and approved**

**\*6:10 Special Topic: Board Reports**

**Strategic Goals Scorecard**

**Academic Achievement and how we measure**

**Arts Achievement- 100% of students participate in performance**

**Fundraising-\$63,000 by July 1**

**Fundraising/Recruiting-attrition less than 3%**

**Finance- Fund Balance of 28%, Unqualified Audit,**

**Staff- Gage staff satisfaction -**

**\*6:45 Approvals**

**Annual Report was presented by Barb and approved, Motion by RT, second by TJ.**

**6:59 Q-Comp plan presented by Barb Wornson and approved-motion by Jenny Harding, 2<sup>nd</sup> by Matthew McFarlane.**

**7:03 Steve Cullison was approved as new board member, Moved by Robert Thompson 2<sup>nd</sup> by Tracy Johnson**

**7:05 Finance**

**Mike Pocrnich, CPA from Beltz, Kes, and Darling was introduced  
Jason presented key issues discussed at last finance meeting.  
Dale presented Dashboard, and an analysis of staff salaries.**

**Facilities**

**Facility- create 3 option plan in regards to facility**

**Marketing and Outreach**

**Brief discussion on fundraising opportunities.**

**Motion to adjourn- Dale Mahaffy, second Robert Thompson  
Meeting Adjourned at 7:32**

**Action Items:**

**Create exit procedure for students who choose to leave MSSPA  
– Robert Thompson/Barb Wornson**

**Create Head-count increase procedure for staffing- Barb  
Wornson/staffing committee.**

**Action Item – Robert Thompson will post schedule of meetings  
outside door 2010-2011, also forward performance schedule**

**Annual Staff Satisfaction Survey- Barb Wornson**

Main Street School of Performing Arts  
October Board of Directors Meeting  
October 25, 2011  
6:00 pm

<b>Present:</b>	Rachel Mollick	Dale Mahaffy
Ripley Peterson	Linda Schievelbein	Steve Cullison
Tim Gagnon	Rob Thompson	Russ Peterson
Mike Pocrnich	Matt McFarlane	Jenny Harding
Barb Wornson	Jason Davis	

**Meeting called to order:** 6:04 pm

**Motion to approve board minutes from September:** Rob, Steve 2<sup>nd</sup>

**Motion to approve agenda:** Rob, Matt 2<sup>nd</sup>

**Facilities Committee**

- **Three Options:**
  - Build New
  - Renovate another building
  - Renovate current building
- Committee will conduct another walk through of the school to address needs of the school
- Will bring all financial matters to the board and other findings about the current building by December
- Once there is more information and data, board will discuss the option of starting a foundation/non profit organization in the future.

**Executive Update**

- Current enrollment is 269
- Plan on hiring another special education teacher soon

**Finance Committee**

- **ADM is 264.4**
- Readjusted ADM from 270 down to 260
- Total expenditures are forecasted at \$2,798,240 vs. \$2,602,708 budgeted
- September Cash Balance is: \$566,445
- Staffing – provide data and ratios to use as information for staffing
- Marketing Budget – more discussion needed
- Benefits – need to gather data about amount/percentage that MSSPA will contribute towards staff benefits

**ACTION ITEM: Develop a dashboard to provide information on retention.**

**Fundraising and Recruiting Committee**

- **3 Major Fundraisers:**
  - November 16<sup>th</sup>: GIVE MN
  - February 18<sup>th</sup>: Spark the Arts at the Lab Theatre (*w/The Producers*)
  - March/April: Winter Carnival

**Motion to Adjourn at 7:16 pm:** Rob, Matt 2<sup>nd</sup>

**Main Street School of Performing Arts  
November Board of Directors Meeting  
November 29, 2011  
6:00 pm**

**Present:**

Tracy Johnson  
Steve Cullison  
Dale Mahaffy

Tim Gagnon  
Jenny Harding  
Mike Pocrnich  
Barb Wornson

Linda Schievelbein  
Matt McFarlane  
Rob Thompson  
Rachel Mollick  
Jodi Bland

Motion to approve minutes: Rob, Tracy 2nd

Motion to approve the agenda: Rob, Matt 2<sup>nd</sup>

Donations approved.

**Executive Update**

- Current enrollment is: 272
- Motion to approve new policies: (see attachment) Tracy, Jenny 2<sup>nd</sup>
- Dec. 21 – St. Thomas Representative will be here to visit the school and meet with the board

**Finance Update**

- ADMs is currently at 269.5, which far exceeds the 249 ADMs that were budgeted earlier
- Total Revenues are forecasted at \$2,917,328 vs. \$2,740,425 budgeted
- Net income is forecasted at \$119,088 vs. \$137,717 budgeted
- Projected fund balance is now at 26.1%
- October 31<sup>st</sup> cash balance was \$730,709
- Reviewed Document: MSSPA Breakeven and Profitability Analysis

**Fundraising and Recruiting**

- GiveMN - \$5106 raised
- Spark the Arts (Feb 18) - Updated on Auction Items.
- Each board member donate 2 bottles of wine and 2 auction items

**Facilities**

- Will get a large update/discussion next meeting

**Board Scorecard Discussion**

- Will present a detailed document soon – working on it for next month

**Follow-Up Items:**

1. Parent Survey, Staff/Faculty Survey, Student Reaction/Satisfactory Survey
2. How to tactfully deliver information to parents on the \$ amount of each student

Motion to adjourn at 7:22 pm: Tracy, Rob 2nd

**Main Street School of Performing Arts  
November Board of Directors Meeting  
December 21, 2011  
6:00 pm**

**Present:**

Mike Pocrnich  
Jason Davis  
Jodi Bland  
Jenny Harding

Tracy Johnson  
Dale Mahaffy  
Steve Cullison  
Rob Thompson  
Rachel Mollick

Ripley Peterson  
Linda Schievelbein  
Russ Peterson  
Molly (St. Thomas University)  
Tim Gagnon

**Motion to approve the agenda:** Rob, Jodi 2<sup>nd</sup>

**Motion to approve November minutes:** Steve, Tracy 2<sup>nd</sup>

**Motion to approve donations with pending change of the GIVEMN \$10,318 donation:** Rob, Jason 2<sup>nd</sup>

ADM is at 270; enrollment is 274.

- A director requested having a more official document stating reasons students leave MSSPA. This should start happening very soon with all outgoing students.

**Motion to approve Policy 413: Harassment and Violence:** Jenny, Jodi 2<sup>nd</sup>

- Harassment and violence policy will be posted online (on the student website) and be added to the student handbook (which all students receive)
- **Board voted to approve Harassment and Violence Policy. Motion carried.**

**Finance Committee Update**

- Total Revenues are forecasted at \$2,978,258 vs. \$2,740,425 budgeted
- Total Expenditures are forecasted at \$2,813,175 vs. \$2,602,708 budgeted.
- Net income is forecasted at \$165,083 vs. \$137,366 budgeted
- Projected fund balance is 27.6% up from 26.2%
- November cash balance is \$719,894

Follow-Up: On a smaller level, discuss the possibility of paying staff on a 10<sup>th</sup> month schedule vs. 12<sup>th</sup> month year round schedule.

- Audit has been turned in, will have a full report and walk through of the report at January board meeting. Numbers of findings are down to 2 compared to 6 last year.

Follow-Up: Provide detail from BKDA's donations vs. MSSPA's own document

**Fundraising and Recruiting Update**

- Spark the Arts: Looking at having the silent auction at an alternate location near the LAB Theatre
- \$50,000 goal – ticket sales should cover about ½ of that
- Ticketing concerns: The hope is to have each board member invite 4 attendees.
- Try to get sales online early, get an early head count.

Follow-Up: Put a general donation envelope in all performance programs.

**Facilities Committee Update**

- Went over Four Options (A-D) of Facility Options
  - Option A: Renew at Current Location
  - Option B: Build at New Location – not a viable option for us.
  - Option C: Renovate at New Location

- Option D: Expand at current location
- Board/Facilities committee is going to continue to look at all options presented.

**Satisfaction Surveys**

- Need to have it done by October 2012.
- Do it online, put it on the website.
- Need to have an overall satisfaction question for St. Thomas.

**Motion to adjourn at 7:44 pm:** Rob, Tracy 2<sup>nd</sup>





**Main Street School of Performing Arts  
Board of Directors Meeting  
January 24, 2012**

**Present:**

Jason Davis  
Jenny Harding  
Steve Cullison  
Rob Thompson

Rachel Mollick  
Ripley Peterson  
Russ Peterson  
Jim Eichten (MMKR)

Tim Gagnon  
Barb Wornson  
Matt McFarlane  
Tracy Johnson

Meeting called to order at 6:05

**Motion to approve the agenda and December minutes:** Rob, Jenny 2<sup>nd</sup>

**Audit Summary**

1. Financial Report
2. Management Report
  - a. Annual Financial Report is Unqualified (which is positive)
  - b. Segregation of Duties – Finance Committee has already created a corrective action plan to further track deposits.
  - c. Payment of Invoices – Another corrective action plan was made to stamp invoices they day they are received at MSSPA.
  - d. Compared to other schools:
    - i. MSSPA's 30% fund balance goal is higher compared to some schools.
    - ii. Trend for enrollment of charter schools is down, MSSPA's is going up.

**Follow-up:** In future years, it was requested to distribute the Audit Summaries ahead of time to all board members for perusal.

**Motion to accept the Audit:** Tracy, Rob 2<sup>nd</sup>. Motion carries.

**Executive Update**

- Current Enrollment: 274
- Motion to approve *Chemical Use and Abuse, Tobacco Free Environment, and Drug Free Workplace/Drug Free School Policies*: Steve, Jenny 2<sup>nd</sup> – Motion carries.

**Follow-Up:** Policies will be reviewed at next board meeting – Changes may be made.

- Barb presented *PLATO* – an online school program that MSSPA is considering purchasing for use for students.

**Financial Update**

- Compensation committee will meet in February and March to work on teacher/staff salaries (Linda will lead Comp. Committee)
  - Confirm steps and lanes
  - The role of Q comp
- Dashboard
  - Forecasted ADM: 267
  - Total revenues are forecasted at \$2,991,880 vs. \$2,740,425 budgeted
  - Total expenditures are forecasted at \$2,773,492 vs. \$2,602,708 budgeted
  - December cash balance was \$683, 874
  - Projecting 30% fund balance by end of the year
- Line of Credit
  - **Motion to approve** \$300,000 line of credit with Non Profit Assistance Fund: Rob, Matt 2<sup>nd</sup>. Motion carries.
  - Options with Venture bank are still being discussed (Finance committee will provide a recommendation)

**Fundraising and Recruiting Update**

- Spark the Arts – Feburary 18<sup>th</sup>, 2012 at the Lab Theatre
  - Silent Auction at 5:30 pm
  - *The Producers* at 7:00 pm

- All tickets are available on MSSPA website
- Information Session on February 4, 2012
  - 25 applications in so far

**Facilities Update**

- Committee has ruled out one location
- Barb will contact Kou Vang about possible properties to pursue
- Report was submitted
- Facilities committee will plan to provide more manpower and resources to help further process so we have additional options for February

**Follow-Up:** Finance Committee will provide numbers to facilities of what we could afford on spending on this initiative.

**Motion to adjourn at 7:46 pm:** Rob, Steve 2<sup>nd</sup>



**Main Street School of Performing Arts  
Board of Directors Meeting  
February 28, 2012**

**Present:**

Jason Davis  
Jenny Harding  
Steve Cullison

Rob Thompson  
Rachel Mollick  
Barb Wornson  
Matt McFarlane

Dale Mahaffy  
Linda Schievelbein

Meeting called to order at 5:59 pm

**Motion to approve the minutes:** Steve, Matt 2nd

**Motion to approve the agenda:** Jason, Rob 2nd

**Executive Update**

Current ADM: 264  
Current Enrollment: 274

Enrollment Policy

**Motion to approve Enrollment and Lottery Policy as amended:** Jason, Jodi 2<sup>nd</sup>

Motion carries.

Crisis Management Policy

**Motion to approve Crisis Management Policy:** Rob, Matt 2nd

Motion Carries

**FOLLOW-UP:** Barb will provide feedback from staff and other information gathered about Crisis Management Policy.

**Financial Update**

Total Revenues are forecasted at \$2,948,754 vs. \$2,740,425 budgeted  
Total Expenditures are forecasted at \$2,766,139 vs. \$2,602,708 budgeted  
January 31, 2012 Cash balance is \$707,715

**Compensation Committee**

**Motion to approve the following:** Jodi, Jenny 2nd

- Recommending an across the board increase in base pay for 2012-2013 for 2%
- Continue to use Q-comp as a variable form of compensation
- Continue to use performance stipends for additional performance responsibilities

Motion carries.

**Fundraising and Recruiting**

- Total raised: \$27,758.03
- Average of \$270 per person

**FOLLOW-UP:** Have a fall fundraising event to inspire our major donors to be a sponsor at the Spring Spark the Arts Event

**FOLLOW-UP:** Tiered pricing options

**Facilities Update**

- Real estate list is lengthy – should narrow it down to a few options to pursue
- St. Joseph's is willing to work with us and extend lease agreement

**Preliminary Budget**

Finance committee will review proposed budget at next finance committee meeting on March 13

**FOLLOW-UP:** Organize board elections

**Motion to adjourn at 7:30 pm:** Rob, Linda 2nd



**Main Street School of Performing Arts  
Board of Directors Meeting  
March 27<sup>th</sup> 2012**

**Present:**

Jason Davis  
Jenny Harding  
Steve Cullison  
Rob Thompson

Rachel Mollick  
Barb Wornson  
Tim Dufault  
Dale Mahaffy  
Linda Schievelbein

Mike Pocrnich  
Tim Gagnon  
Russ Peterson  
Tracy Johnson

Meeting called to order at 6:01 pm

**Motion to approve the minutes:** Steve, Jason 2<sup>nd</sup>

**Motion to approve the agenda:** Rob, Steve 2<sup>nd</sup>

**Executive Update**

March 22<sup>nd</sup> – 305 returning and new students for 2012-2013

- 17 students qualified for “on time” enrollment (March 9<sup>th</sup> 2012 @ 3 pm)
- On March 22<sup>nd</sup> @ 12 noon – those 17 were assigned numbers and placed in lottery. They were randomly chosen in the lottery and occupy the top 17 spots on the waiting list.
- After lottery was completed, 9 students who enrolled after the “on time” enrollment deadline are now on the waiting list in the next 9 spots.
- $305+17+9=331$  Students currently pursuing MSSPA

**Main Street School of Performing Arts Tuition Remission Policy**

Summary:

- MSSPA will pay up to 1/3<sup>rd</sup> of the tuition, up to a maximum of \$500.00 per course
- U of St. Thomas will pay 1/3<sup>rd</sup> of cost of tuition based on current tuition rate
- MSSPA Staff member is responsible for the balance

**ADD** to policy:

1. Funding is driven by Title II funding – accessibility may be limited based on Funding
2. What happens if a student drops the course
3. Deadlines needed for application

Questions: Can it be used for other degrees besides School of Education or other Institutions?

**Motion to approve Tuition Remission policy pending additions/changes :** Steve, Tracy 2<sup>nd</sup>. Motion Carries.

Current ADM: 263

Current Enrollment: 274

**Facilities Update**

- Met with Church Staff – The Catholic Diocese was approached and is not interested in pursuing an option that includes Main Street adding on to any space at this current location.
- Currently looking at options to explore in the future
- **Committee will meet in the next month or two to formulate a plan**

**Board Elections**

- Need to notify publically at least 30 days before elections on site.
- Email will go out to notify parents – will most likely hold elections on May 10<sup>th</sup> (parent/teacher conferences)

**Financial Update:**

Total Revenues are forecasted at \$2,924,909 vs. \$2,740,425 budgeted

Total Expenditures are forecasted at \$2,760,439 vs. \$2,602,708 budgeted

February 28,2012 Cash balance is \$725,305

**Motion for Resolution for move assets to Venture Bank:** Rob, Jason 2<sup>nd</sup>. Motion Carries.

**1<sup>st</sup> Draft of Long Range Budget Projection Model** was presented to board.

- Finance committee will go over numbers more closely and bring an updated version to the board
- Other Notes: Haven't spent as much money on maintenance as budgeted – will spend on things needed in the immediate future

**Fundraising and Recruiting**

- After expenses \$28,958.03 raised from *Spark the Arts*
- Dollars for Scholars will be done again at Spring Arts Performances
- Support the Street , No Shame, and Sr. Creation are in May – hopefully raise some funds there too
- Maybe include one more fundraising push in May

**Motion to adjourn at 7:27 pm:** Rob, Tracy 2nd

**Next Meeting is April 24<sup>th</sup>, 2012 at MSSPA – 6:00 pm**





**Main Street School of Performing Arts  
Board of Directors Meeting  
April 24<sup>th</sup>, 2012**

<b>Present:</b>	Barb Wornson	Molly McGraw Healy
Jason Davis	Dale Mahaffy	<i>(St. Thomas: Director of Charter Authorizing)</i>
Jenny Harding	Linda Schievelbein	Ripley Peterson
Steve Cullison	Russ Peterson	
Rob Thompson	Tracy Johnson	
Rachel Mollick	Matt McFarlane	

**Meeting called to order** at 6:06 pm

**Motion to approve the minutes:** Matt, Rob 2<sup>nd</sup>

Added Russ Peterson and Tracy Johnson to Present Board of Directors. Will be updated on website.

**Motion to approve the agenda:** Rob, Tracy 2<sup>nd</sup>

**Evaluations**

- Board Self Evaluations turned in by board of directors
- Executive Director Evaluation will go out to parents, teachers, and non-teaching staff soon and will be collected by next board meeting

**Executive Update**

**St. Thomas Site Visit (Molly McGraw Healy)**

Summary: This is not a renewal year, so it's formative and used for conversation and goal setting for the future.

(Goal is typically 3)

Academic Performance – 2.78 out of 4

Financial Viability – 2.88 out of 4

Organizational Aptitude – 2.8 out of 4

**Motion to approve 2012-2013 Calendar:** Steve, Russ 2<sup>nd</sup> - Motion Carries.

**Board Elections:** Will have 2 positions open for election (1 community and 1 teacher).

Hope to get election announcements out by early next week (by May 2<sup>nd</sup>). Also seeking committee members.

**Staffing:** Updated Handout of 2012-2013 Staffing (FTE's) handed out.

**Financial**

-Current ADM: 263.1 (up from 262.7 from last month)

Total Revenues are forecasted at \$2,911,725 vs. \$2,740,425 budgeted

Total Expenditures are forecasted at \$2,754,377 vs. \$2,602,708 budgeted

March 31 Cash Balance was \$655,027

-Current forecast indicates that we may not have to utilize our credit facility in June.

-Any new staffing changes (FTE's) will be provided to finance committee and board for visibility and budgeting purposes.

-Finance Committee created a baseline option for MSSPA as a starting place for facility topics.

**Facilities Committee**

-An off site committee will be formed to take the next steps on vision for the future.

**Follow Up:** Send email out to the board about a meeting date for the Strategic Planning and Vision process.

**Fundraising and Recruiting**

- Have met our building cap – consistently moving students off of waiting list into enrolled student.
- Continuing to add students to waiting list.
- Final push fundraising letter will go out in May.
  - Support the Street – Music Dept. Fundraiser (May)
  - Dollars for Scholars at the Final No Shame (May)
  - MSSPA Yard Sale (May)
- Congrats to Rob on job well done on recruiting and maintaining students!

**Public Comments**

Thank you to Molly McGraw Healy for joining us!

**Motion to adjourn at 7:41 pm:** Rob, Steve 2nd

**Next Meeting is May 29<sup>th</sup>, 2012 at MSSPA – 6:00 pm**



**Main Street School of Performing Arts  
Board of Directors Meeting  
May 29<sup>th</sup>, 2012**

**Present:**

Jason Davis  
Jenny Harding  
Steve Cullison  
Rob Thompson

Rachel Mollick  
Barb Wornson  
Dale Mahaffy  
Linda Schievelbein  
Russ Peterson

Tracy Johnson  
Tim Gagnon  
Jodi Bland  
Tim Dufault  
(consulting architect, parent)

**Meeting called to order** at 6:05 pm

**Motion to approve the minutes:** Steve, Rob 2<sup>nd</sup>

**Motion to approve the agenda:** Rob, Jenny 2<sup>nd</sup>

**Board Evaluation Results**

-General consensus was positive, Linda will send out a summary soon.

Highlights:

- Board Packet could be sent out earlier
- 5 year plan / clear vision

**Executive Director Evaluation**

- Completed by board and all staff members
- Linda will also send out a summary of this as well.

-Possible action plan will be constructed from the results of the board evaluation.

-We will look into sharing the results of the St. Thomas Evaluation with MSSPA stakeholders. Will check with St. Thomas to verify that it's okay to post on MSSPA Website.

**Executive Update**

**Debrief from Visioning Session**

-Need to keep better track of all the initiatives that need follow-up.

**ACTION ITEM:** Keep a working list of strategic visions and the follow-ups items.

**MDE Awards**

- Top 15% of all Title 1 schools = *A Reward School*
- Reward Schools are the highest-performing Title 1 schools in the state.

**Board Elections**

- Tim Gagnon is running for election (community members)
- Denise Lee, Sarah Omernik and Jayne Koprowski will be taking over for three teachers who are leaving.

**Financial Update**

Current ADM: 263.25

Total Revenues are forecasted at \$2,905,707 vs. \$2,740,425 budgeted

Total Expenditures are forecasted at \$2,744,474 vs. \$2,602,708 budgeted

Cash Balance was \$412,468 for April 30

Projected Fund Balance is 28.2%, with target of 30% in two years.

**Follow-Ups:**

1. May need to draw on some line of credit during the summer to cover some costs (mostly salaries and benefits)
2. Would like compensation committee to:
  - Compare rates of different insurance plans/brokers. (We renew in October).
  - Look at the sharing of an increased cost among staff – not always equitable.
3. Contract with BKDA is up for renewal – 9% increase expected. Barb will talk to other schools who use BKDA to see what they're experiencing in terms of cost increase. Will continue to negotiate and understand the drivers of their costs and cost increase.

**Facilities Committee**

Tim Dufault, architect, present for facilities discussion

Options for facilities that have been discussed with the church:

Option A: Add 4 performance classrooms to back of the building, which would free up center space for renovation for

academic classrooms. Repair and maintenance work will be done in the existing facility. Church will own and build addition.

Option B: The “grassy knoll” area could be utilized for a performing arts building. Church refinance/MSSPA renegotiate lease to include option(s).

-If church chooses to liquidate, MSSPA would have right of first refusal. MSSPA could have building company in place, company could purchase/develop space and lease back to school. Building company set up as a non-profit 501C3, independent of the school, but can have similar board members.

-Longer term goal: Performance space and affordability of a performance space.

#### **Fundraising and Recruiting**

-Currently the enrollment numbers for next year: 305 students with waitlist of approx. 8

-Discussion: Should we vote as board to increase cap? If we decide to increase, what will we do with our lack of space to accommodate the increase? How does an increase affect our staffing?

**ACTION ITEM:** Board needs to decide upon an absolute cap number at June meeting.

#### **Public Comments**

Sr Creation – Discussion to re-look at performance absence policy. Further discussion is planned with teacher, parent, counselor, director, and board chair, and further discussion with arts teachers for possibly modifying/clarifying this policy for the future.

**Motion to adjourn at 8:11:** Steve, Tracy 2<sup>nd</sup>

**Next Meeting is Tuesday, June 26<sup>th</sup>, 2012 at MSSPA.**



**Main Street School of Performing Arts  
Board of Directors Meeting  
June 26<sup>th</sup>, 2012**

**Present:**

Jason Davis  
Steve Cullison  
Rob Thompson  
Rachel Mollick

Barb Wornson  
Linda Schievelbein  
Russ Peterson  
Tracy Johnson  
Tim Gagnon

Jenny Harding  
Ripley Peterson  
Dale Mahaffey

**Meeting called to order** at 6:06 pm

**Motion to approve the minutes:** Tracy, Rob 2<sup>nd</sup>

**Motion to approve the agenda:** Rob, Steve 2<sup>nd</sup>

**Executive Update:**

- ⤴ Enrollment:
  - ⤴ Currently at 300, Cap is currently 305.
  - ⤴ **Motion to change enrollment cap to 310 students: Russ, Jason 2nd**
  - ⤴ **Motion Carries.**
  - ⤴ Barb will notify St. Thomas (authorizer).
  
- ⤴ Security Recommendations: will get a recommendation report soon.
  
- ⤴ BKDA Contract Renewal: Reviewed contract, discussion.
- ⤴ *Question: How often/do we switch our auditing firm?*

**Financial Update:**

- ⤴ Dashboard Summary:
  - Current ADMs are 263.1, up from 263.
  - Total revenues are forecasted at \$2,917,248 vs. \$2,740,425 budgeted.
  - Total expenditures are forecasted at \$2,775,963 vs. \$2,602,708 budgeted.
  - Net income is forecasted at \$141,285 vs. \$137,717 budgeted
  - Projected Fund Balance is 27.2%.
  - May 31<sup>st</sup> cash balance is \$249,769.
- ⤴ Transportation: Has become a large expense, will have four busses running next year.
  - *Request to share data behind the bussing information.*
- ⤴ Budget Approval
  - Revised 2011-2012 Revenues are \$2,917,250
  - Revised 2011-2012 Expenditures are \$2,775,963
    - **Motion to approve the revised 2011-2012 budget: Rob, Steve 2<sup>nd</sup>**
      - ⤴ **Motion Carries**
      - Notes: Discussion about realigning goals, strategic plans, before the budgeting process. Possibly moving the annual meeting date up to help build the budget with specific funding needs.
  - 2012-2013 Budget:
    - 280 Budgeted ADMs
    - Total 2012-2013 Revenue: \$3,204,092
    - Total 2012-2013 Expenditures: \$3,023,640
      - ⤴ **Motion to approve the 2012-2013: Dale, Russ 2nd**
      - ⤴ **Motion Carries**
      - ⤴ Follow-up: At August meeting, revisit specific funding projects and build into budget where able.

**Compensation Committee**



Has not met yet, but will compare other brokers to see if there are better options than our current provider.

**Fundraising and Recruiting**

- ⤴ Will hopefully have 310 in the next few weeks after new applicants are enrolled.
- ⤴ MSSPA is starting at Alumni Club and Reunion Event – will start August 2013.
- ⤴ Would like to make GiveMN day a larger financial event for MSSPA.
- ⤴ July 15<sup>th</sup> – Raspberry Festival Festival

**Facilities**

- ⤴ Barb/Jason will meet on Friday, June 29<sup>th</sup> with St. Joseph's to discuss moving forward.

**Motion to adjourn at 8:05 pm: Jason, Jenny 2nd**

**Next Meeting: Tuesday, August 28<sup>th</sup>, 2012** (also be annual meeting/other discussion items)

