

**Main Street School of Performing Arts
Board of Directors Meeting
September 25th, 2012**

Present:

Tim Gagnon
Barb Wornson
Denise Lee
Rob Thompson
Linda Schievelbein
Dale Mahaffey
Steve Cullison
Russ Peterson
Sarah Omernik
Jayne Koprowski
Rachel Mollick
Jason Davis
Eryn Warne

Meeting called to order: 6:04 pm

Motion to approve the August minutes: Rob, Linda 2nd.

Motion to approve the agenda: Rob, Linda 2nd.

Executive Update:

Technology Update:

- Added more wireless access throughout building
- Teachers have updated computers
- PLATO (online education) was added this year for mainly for remediation and credit recovery.

MDE Annual Report:

Follow Up: Barb will email out all attachments of the Annual Report to Board Members (all will be posted online on MSSPA website, also)

Motion to approve Annual Report (with corrections) : Steve, Rob 2nd - Motion Carries.

Policy Approval

1. MSSPA Policy 707A: Regarding use of Private Vehicles

Motion to approve: Russ, Sarah 2nd - Motion Carries

2. MSSPA Policy 504 - (Revision to current policy)

Policy was distributed and will be voted on at next meeting.

Insurance/Benefits Update

2012 Medical Renewal:

1. Deductible CoPay Plan will have 0% increase
 2. Health Savings Account Plan will have an average of 2% increase
- This renewal would exclude Mayo Clinic as an in-network provider.

Motion to approve 2012 Medical Renewal: Dale, Denise 2nd - Motion Carries.

Handout: 2012 Changes to Minnesota Statutes, section 124.D10 CHARTER SCHOOLS

REMINDER: October 10th, 6:00 pm - St. Thomas Site Visit - Non-Teaching Staff should attend.

Student Count Discussion:

- Shared dashboard of Student Count Trend Analysis. Board will receive an updated dashboard at each meeting.

Follow-Up: Have more detail behind specific numbers in order to clearly articulate dashboard numbers to all board members.

Fundraising & Recruiting Update

- Upcoming Events/Topics: Spark the Arts, MSSPA Alumni Reunion and larger giving donors.
- Added three new students since beginning of year.

Financial Update: (numbers are from June 2012-year end results)

- ADM is 265.2, which is below our forecasted enrollment of 280.
- Total Revenues were \$3,090,214 vs. \$3,204,092 budgeted
- Total Expenditures were \$3,004,469 vs. \$3,023,641 budgeted
- Net income was \$85,745 vs. \$180,451 budgeted
- Projected Fund Balance is 27.6%.
- August 31st cash balance was \$754,586.

Facilities Update:

- Church was pleased with letter of intent, still waiting on a few specific details in letter of intent.
- Design Committee will need to be set soon.
- Once letter of intent is finalized, things will plan on moving forward quickly.

Motion to adjourn 8:03 at pm: Rob.

Next Meeting: Tuesday, October 30th, 2012 at 6:00 pm

**Main Street School of Performing Arts
Board of Directors Meeting
October 30th, 2012**

Present:

Tim Gagnon
Barb Wornson
Denise Lee
Rob Thompson
Linda Schievelbein
Dale Mahaffey
Steve Cullison
Russ Peterson
Sarah Omernik
Jayne Koprowski
Rachel Mollick
Jason Davis
Eryn Warne
Molly McGraw

Meeting called to order: 6:08 pm

Motion to approve the August minutes: Sarah, Rob 2nd.

Motion to approve the agenda: Dale, Denise 2nd.

Executive Update:

Maintenance Issues

- Significant plumbing work was done this past week.
- Security cameras will be added soon (next few weeks).
- Handout of current student activity funds and Block 5 activities

Transportation

- Serious issues with current bus company. Concerns have been documented and Barb is working closely with the company to rectify. There is a plan in place in case a change needs to be made soon.

Board Orientation for Newcomers

- In the process with creating a level of communication for potential and new board members.
- Barb will binder to new members and meet with both Tim and Barb.

Conflict of Interest Issues

Subd. 4a Conflict of Interest - Barb will check with MSSPA's legal council about this and report back to the board. Further discussion to follow.

Authorizer Comments: Presentation given by Molly McGraw, St. Thomas.
See attachment.

Finance Committee:

- ADM is 265.68, which is below our forecasted enrollment of 280.
- Total Revenues were \$3,041,096 vs. \$3,204,092 budgeted
- Total Expenditures were \$2,992,918 vs. \$3,023,641 budgeted
- Net income was \$48,178 vs. \$180,451 budgeted
- Projected Fund Balance is 26.9%.
- September 30 cash balance was \$769,945.
- Are officially using Venture Bank (instead of Franklin Bank).

Follow-Up: Barb will bring information for the board at next meeting about over/under staffing and its financial implications.

Fundraising and Recruiting

See attachment: Student Count Analysis

Give to the Max Day: November 15 (online fundraiser)

Three Fundraisers:

1. Spark the Arts
2. Big Donors in the Area - How do we draw from that?
3. Alumni Reunion - Turning graduates into MSSPA donors

Facilities

- Still dealing with the 2 million dollar amount given by church; MSSPA feels it's an insufficient amount for addition and renovations of current building.
- Still in negotiations for options for performance space in the potential contract.

Ongoing Issues:

1. Working with church on negotiating future contract
2. Looking at other options

Data / Steps that need to be brought back to the board:

1. Information on A.B.C.'s and eligibility requirements
2. How we would finance this project.
3. Hire a real estate broker in the next 15 days.

Discussion Items

Motion to approve 504 policy: Russ, Rob 2nd - Motion carries.

Approach to policy review and approval discussion:

When policies are given out:

1. Some are sent by MDE
2. Some are sent by MN School Board Association
3. There have been changes in the law recently.
4. All policies need to be reviewed at least once every three years.
5. Some are reviewed annually.

All policies should be available online (msspahs.org). MSSPA's will be soon.

Follow-Up: Barb will provide a calendar of policy approvals for upcoming meetings.

Annual Planning: Will continue to discuss at next meeting and how to move forward on annual planning in partnership with annual budgeting.

Other business

PTO Meetings - Perhaps board members could build a stronger connection to the PTO. Great job to Ripley and his leadership!

Great vocal concert last night!

Motion to adjourn 8:07 at pm: Steve, Dale 2nd

Next Meeting: Tuesday, October 30th, 2012 at 6:00 pm

**Main Street School of Performing Arts
Board of Directors Meeting
November 27th, 2012**

Present:

Tim Gagnon
Barb Wornson
Denise Lee
Rob Thompson
Dale Mahaffey
Sarah Omernik
Rachel Mollick
Jason Davis
Jayne Koprowski

Meeting called to order: 6:07 pm

Motion to approve the October minutes: Rob, Sarah 2nd

Motion to approve the agenda: Rob, Denise 2nd

EXECUTIVE UPDATE:

School Updates:

Maintenance Updates:

Plumbing so far so good.
Installed security cameras at all outside doors and some interior hallways.
HVAC concerns: some areas have been fixed, others would be fixed in a renovation.

Performance Updates:

November No Shame
Arsenic and Old Lace

Recognitions:

Rachel - All School Field Trip organization
Rob - GiveMN Fundraising efforts
Lara - Arranged Blood Drive, supports scholarship
Michelle - Organizing Heifer International Fund Drive

Staffing Updates and Procedures:

If over-staffing concerns were to arise, cuts would be made in non-licensed staff first. As of now, we are not expecting to make any in the near future.

UST Authorizer Renewal

There are few items we need to complete as a board before the site visit on January 16th. (See Handout)

FollowUp: Barb and Denise will send out Governance and Leadership indicators for Accreditation self assessment.

Strategic Plan: Last one done in 2007, was updated last spring with strategic "initiatives" (Linda S)

FINANCE UPDATE:

- ADM is 264.5, which is below our forecasted enrollment of 280.
- Total Revenues were \$3,041,096 vs. \$3,204,092 budgeted
- Total Expenditures were \$2,992,918 vs. \$3,023,641 budgeted
- Net income was \$48,178 vs. \$180,451 budgeted
- Projected Fund Balance is 26.9%.
- October 31 cash balance was \$899,355.

At Committee Mtg: Talked with John J (St. Joseph's) about viability of church option and both parties are looking at other options as well as continuing current negotiations.

FUNDRAISING and RECRUITING UPDATE:

(Handout from Rob)

- Currently at 40% of our fundraising budget for the year.
- Multiple performances happening as well as outreach events
- Working on making connections with both MN Original on TPT and ART pups on the Current as well as other local organizations.
- **SPARK THE ARTS: March 9th - at the LAB theatre**
 - Golden Ticket Program-Sponsor a new student's family to attend/participate.
 - Annual Wine Grab: Provide 2 Bottles per board member (\$20-25)
 - Need big ticket items

FACILITIES UPDATE

- Have hired a real estate professional: Collier (Brad)
- Need some clear parameters and specific facility needs for MSSPA.
- Ongoing discussion with the church - have made some progress, but still talking.

DISCUSSION ITEMS

Policy regarding review of policies reading and discussion

Motion to approve policy: Dale, Jason 2nd. **Motion carries.**

Conflict of Interest Policy- School Board Members

Discussion followed. Will bring back to St. Thomas and ask for more clarification. Will vote on at next meeting following more allowed public discussion after this meeting.

Board Orientation Process for Newcomers

Proposed Plan: Get together before first board meeting to orientate, welcome

Follow Up: Outline ideas for what should be included in new board member orientation

OTHER BUSINESS

Russ, Dale, Jason, Tim for their outstanding work.

Motion to adjourn at 7:59 pm: Rob, Time 2nd

Next Meeting: Barb will email out options for next month's board meeting.

**Main Street School of Performing Arts
Board of Directors Meeting
December 20th, 2012**

Present:

Barb Wornson
Denise Lee
Rob Thompson
Sarah Omernik
Rachel Mollick
Steve Cullison
Linda Schievelbein
Jason Davis
Jayne Koprowski
Ripley Peterson
Russ Peterson
Tim Gagnon
Dale Mahaffey
Dennis Doyle
Shawn Smith

Meeting called to order: 6:03 pm

Motion to approve the November minutes: Russ, Linda 2nd

Motion to approve the agenda: Steve, Denise 2nd

PRESENTATION by Dennis Doyle and Sean Smith on Charter School Funding:
(Has worked on two charter school builds recently: Eagle Ridge Academy and Aspen)

Lease Aid: Only get paid by number of students in the school.

Government bonds: sold on the basis of the collateral of the state, not the actual school. Would need more students in order to get those bonds.

MSSPA current lease is up in 2014.

Based on today's number (ADM 280) based on our current formula:

MSSPA is paying \$450,000 in rent currently.

MSSPA is currently getting \$340,000 in lease aid.

We could afford 50-70 sq. ft per pupil.

Options:

1. Stay in current building
2. Build new on land
3. Use existing building and renovate

Anderson Construction will be doing an assessment of current building in how it functions to help us answer the question of how this building functions and what it would take to make this building function properly and efficiently.

EXECUTIVE UPDATE

Conflict of Interest Policy: Review policy and will vote on it in January 2013.

Bullying Prohibition Policy: Review policy and vote on it in January 2013.

Other: School Shooting in Connecticut

Issues - Main door is always open, would like it locked all day, install a buzzer system. Updating PA system, can't hear in all classrooms. MSSPA Crisis team will meet in January to assess concerns and make formal plans.

New Board Member Orientation Process

Tim will have points for January meeting.

FINANCE UPDATE:

- ADM is 263.3, which is below our forecasted enrollment of 280.
- Total Revenues were \$3,041,096 vs. \$3,204,092 budgeted
- Total Expenditures were \$2,996,918 vs. \$3,023,641 budgeted
- Net income was \$44,373 vs. \$180,451 budgeted
- Projected Fund Balance is 26.7%.
- November cash balance was \$785,774.
- Because of the increased amount in holdback from MDE (reduced from 35.7% to 17.5%). Should be able to make it through June 2013 without borrowing.

FUNDRAISING and RECRUITING UPDATE:

- Student Dashboard: Student count 268 as of 12/10/12. 21 students “lost” this year to date.
- Bring in two bottles of wine for Spark the Arts! (And other silent auction donations and live auction items)
- Other main goal: bring more students in the building. Looking at an aggressive new marketing campaign and will have a packet to view in January.
- Email also went out recently for end of the year charitable giving to MSSPA.

FACILITIES UPDATE

- Recently had a joint meeting with landlord and retail representatives.
- Church is spending some time and money assessment of current building and its use and function.
- Dennis recommended that we change some language in our lease that would make it more favorable for us in the future.

DISCUSSION ITEMS

Strategic Plan Review - Russ Peterson (See Handouts)

FOLLOW-UP: Board members requested to review documents, send any feedback to Russ via email by December 28th.

Authorizer Renewal Update - January 16th, 2013. Barb will send out more detailed information on the day's schedule and needs of board members.

Motion to adjourn at 7:56 pm: Rob, Dale 2nd

Next Meeting: January 22nd, 2013.

**Main Street School of Performing Arts
Board of Directors Meeting
January 22th, 2013**

Present:

Barb Wornson
Denise Lee
Rob Thompson
Sarah Omernik
Rachel Mollick
Linda Schievelbein
Jason Davis
Jayne Koprowski
Ripley Peterson
Russ Peterson
Tim Gagnon
Dale Mahaffey
Jim Eichten
Molly McGraw

Meeting called to order: 6:07 pm

Motion to approve the November minutes: Denise, Rob 2nd

Motion to approve the agenda: Sarah, Rachel 2nd

PRESENTATION by Jim Eichten Audit presentation MMKR CPA Formalities of the audit report
See Management Report –board Motion to accept by Dale and second by Jason

ACCREDITOR UPDATE

The site visit went well. The team was impressed by all they saw. The offer letter will be forth coming.

EXECUTIVE UPDATE

Conflict of Interest Policy: Moved by Linda, 2nd by Russ Motion carried

Bullying Prohibition Policy: Review policy and vote on it in February 2013.

Each board member will spend approximately 30 minutes completing Standard 2: Governance and Leadership for the accreditation. So moved by Tim.

New Board Member Orientation Process

Tim will have points for February meeting.

FINANCE UPDATE:

- ADM is 261.8, which is below our forecasted enrollment of 280.
- Total Revenues were \$3,008,335 vs. \$3,204,092 budgeted
- Total Expenditures were \$2,986,514 vs. \$3,023,641 budgeted
- Net income was \$21,821 vs. \$180,451 budgeted
- Projected Fund Balance is 26%.
- December cash balance was \$1,262,572.
- Follow up plan for ADM gap will be presented at the next meeting

FUNDRAISING and RECRUITING UPDATE:

- See thorough e-mail update

FACILITIES UPDATE

- See thorough e-mail update
- 2 options: renovate current building, renovate a different building. (Building ground up is not an option.)

DISCUSSION ITEMS**Strategic Plan Review** - Russ Peterson (See Handouts)

- Review based on January 18, 2013 document
- Action Russ, Barb, Denise to make revision of the vision statement
- More disciplined discussion on the strategies during February meeting

Motion to adjourn at 8:11 pm: Rob, Dale 2nd

Next Meeting: February 26th, 2013.

**Main Street School of Performing Arts
Board of Directors Meeting
February 26th, 2013**

Present:

Barb Wornson
Denise Lee
Rob Thompson
Sarah Omernik
Linda Schievelbein
Jayne Koprowski
Ripley Peterson
Russ Peterson
Tim Gagnon
Dale Mahaffey
Steve Cullison

Meeting called to order: 6:02 pm

Motion to approve the November minutes: Russ, Rob 2nd

Motion to approve the agenda: Steve, Denise 2nd

EXECUTIVE UPDATE:

- Bullying Prohibition Policy: moved by Russ, second by Denise motion passed
- Student Attendance policy: move to approve by Russ, second by Sarah, discussion. Motion tabled until next session.
- Board orientation procedure: moved by Russ, second by Rob, motion passed responsibilities of the board will be discussed at the next meeting
- Formative Evaluation summary - see Formative Evaluation dated 2/16/13

FINANCE UPDATE:

- ADM is 263.1, which is below our forecasted adm of 280.
- Total Revenues were \$2,940,914 vs. \$3,204,092 budgeted
- Total Expenditures were \$2,888,748 vs. \$3,023,641 budgeted
- Net income was \$52,166 vs. \$180,451 budgeted
- Projected Fund Balance is 28%.
- January cash balance was \$1,317,319.

FUNDRAISING and RECRUITING UPDATE:

- SPARK the Arts March 9 - have sold 40 tickets, last year had 110 people at SPARK
- 5 Wonka golden tickets to incoming grade 9 students
- discount ticket offer to incoming students/families
- Alumni donation encouragement/discounted Willy Wonka tickets
- 245 elementary and middle school students will see Willy Wonka matinee.
- 70 enrollment forms for 2013-2014 freshmen as of today
- 270 students currently. We have lost 28 students this year.

FACILITIES UPDATE

- Have explored additional properties
- Renovation exploration is taking place
- Capital improvement plan is being developed

- Survey of stakeholders presented

DISCUSSION ITEMS

Technology plan - Steve Cullison (see technology plan 2013-2015)

- more view points needed for future drafts
- Rename: Foundational Technology Plan 2013-2014
- Specify request items for SPARK

Strategic Plan Review - Russ Peterson (See Handouts)

- Review based on February 25, 2013 document
- Action: what are initiatives to move toward strategies - additional meeting time needed before the March board meeting to solidify strategic plan, notice will be given
- More disciplined discussion on the strategies during March meeting

Motion to adjourn at 8:18 pm: Steve Cullison

Next Meeting: March 26th, 2013.

Mission (Why do we exist?)

To cultivate, challenge and expand each high school learner's intellectual and expressive potential in a vibrant and socially diverse community of rigorous academics and performing arts.

Values (What do we believe?)

- I. Performing Arts Infused Curriculum is a valuable method in creating citizens who are creative, communicative and curious.
- II. A Rigorous, Balanced Academic And Arts Curriculum is critical in pursuing a student's highest potential.
- III. Diverse Perspectives create open-minded, life-long learners who cultivate a positive society.
- IV. A Supportive, Rewarding, and Collaborative Work Place builds a strong education community.
- V. A Creative, Welcoming School Environment for each student and teacher promotes accessibility and success.

Vision (Where do we want to be?)

By 2016 we will be the premier performing arts school in the Twin Cities and the top rated charter school in the state of Minnesota with 350 students in three successful programs of theater, music and dance. We will make adequate yearly progress AYP every year, provide performance opportunities for all students, have a graduation rate higher than the state average for MN, and provide every student who wants to continue in the arts, either in higher education or professionally, with the fundamental background to excel. Our students will establish their unique personal signature as illustrated in the successful completion of their Senior Creation. We will have a community and facility that reflects our values and promotes the success of our programs.

Assets (What are the strengths we have to draw upon?)

- Talented student body open to learning.
- A gifted staff with licensure, experience and creativity.
- A diverse, unique and compassionate community spirit.
- A unique curriculum and approach with advanced studies.
- A strong core volunteer parent teacher organization.
- Financial and population stability.
- A strong, experienced board.
- A resourceful and helpful authorizer in the University of St. Thomas.
- #1 rating for charter schools in the Twin Cities by U.S. News.

Challenges (What gets in our vision's way?)

- A. Our existing facility is deteriorating and does not meet our programmatic needs.
- B. Enough students to support consistent advanced programming.
- C. Most people have not heard of us.
- D. Temporary lower MDE test scores in math 2011-12; soft scores in SAT and science.
- E. Moderately high rate of student attrition.
- F. Limited teacher pay and financial rewards.
- G. Transportation after 5th block especially for freshmen.
- H. Short on some arts curriculum offerings and advanced academics.
- I. Outdated computers, equipment and staff tools.
- J. Just short of target reserve fund (financial risk).
- K. Limited budget and hold backs by the state.
- L. Lack of proportional balance between programs.

Strategies (How do we remove the challenges to get to our vision?)

1. IMPROVE INFRASTRUCTURE
2. RAISE STUDENT BODY SIZE
3. ENHANCE STUDENT OUTCOMES
4. INCREASE ARTS PROGRAMMING
5. OPTIMIZE OPERATIONS

(See page 2 for strategy details.)

Strategies (How do we remove the challenges to get to our vision?)

1. IMPROVE INFRASTRUCTURE

- 1.1. Secure viable long term appropriate facility through renovation, new location, or combination that includes appropriate performance labs and other defined spaces.
- 1.2. Develop & implement a security plan with controlled door access & cameras at a minimum.
- 1.3. Develop and implement a technology plan balanced with academics and arts.
- 1.4. Develop & implement a maintenance plan for facility management, cleaning & beautification.
- 1.5. Build or acquire a performance space/black box with an interim solution if necessary.

2. RAISE STUDENT BODY SIZE

- 2.1. Develop & implement a branding and ad plan for a growth rate of 7% with a target of 350 in 2016 and 400 in 2020.
- 2.2. Increase networking outreach to potential client pools, donors, and partner performing arts and other organizations.
- 2.3. Lower our attrition rate.
- 2.4. Attain healthy flourishing departments in academics and arts.

3. ENHANCE STUDENT OUTCOMES

- 3.1. Submit data driven plan for strategies to improve all student outcomes with the following minimum elements:
 - 3.1.1. Test scores for MDE and formative assessments
 - 3.1.2. Graduation rates and college acceptance
 - 3.1.3. Lower attrition
 - 3.1.4. Department growth goals and school wide SMART goals
 - 3.1.5. Graduate professional success and alumni updates
 - 3.1.6. Improve student and parent satisfaction
 - 3.1.7. Increasing performing arts student participation
 - 3.1.8. Training staff in data use
 - 3.1.9. College in the schools exploration

4. INCREASE ARTS PROGRAMMING

- 4.1. Report and plan submitted to the board for strategies to enhance programming that includes:
 - 4.1.1. Add a Film/Video program
 - 4.1.2. Add a Musical Theatre endorsement
 - 4.1.3. Larger collaborative productions
 - 4.1.4. Increase rigor, depth and diversity
 - 4.1.5. Increase available instruments including pianos
 - 4.1.6. Options for more flexible space needs
 - 4.1.7. Alternative dance training including non western and vernacular methods
 - 4.1.8. Strings program
 - 4.1.9. 5th block advanced master classes
 - 4.1.10. Private lessons
 - 4.1.11. Networking and collaboration with other organizations/individuals
 - 4.1.12. Differentiation from other schools

5. OPTIMIZE OPERATIONS

- 5.1. Maintain Fund Balance of 30% by 2015.
- 5.2. Increase individuals giving by 15+%, start big givers program, outline a capital campaign.
- 5.3. Increase individual giving beyond financial commitment.
- 5.4. Multi-year Authorization 4 years (5 years in 2017). DONE 3/13
- 5.5. Secure Accreditation every 5 years. ON TRACK FOR 4/13
- 5.6. Improve governance, define roles and enhance performance review for board and all staff.
- 5.7. Implement an incentive system for staff.
- 5.8. Develop additional plans for transportation needs of developing plans.

MSSPA Board of Directors Meeting
April 23, 2013

Present:

Tim Gagnon
Steve Cullison
Jason Davis
Rachel Mollick
Linda Schievelbein
Dale Mahaffey
Rob Thompson
Jayne Koprowski
Denise Lee
Sarah Omernik
Ripley Peterson
Russ Peterson
Barb Wornson
Brad Bohlman (Real Estate Professional)
Molly McGraw (St. Thomas University)

Meeting Called to Order: 6:05 pm

Motion to approve minutes: Steve, Rob 2nd

Motion to approve agenda: Rob, Sarah 2nd

Approval of Attendance Policy carried over to May Board Meeting.

St. Thomas University Accountability Plan (Molly McGraw Healy)

Components: Contract Narrative, Charter Accountability Plan, Evaluation Rubric

Term of contract: 4 years

CONTRACT NARRATIVE COMPONENTS:

- Identifies key agreements
- Performance Indicators
- Compliance with state and federal laws
- Duties of Authorizer
- Potential cause for non-renewal and/or termination of contract
- Indemnifies authorizer
- Tuition remission program

ACCOUNTABILITY PLAN & EVALUATION RUBRIC contains:

- Academic Measures (MN State Tests, NWEA Tests, Mission based goals, EL and SPED based goals, Graduation Rate, Attendance)
- Financial Measures (Submission of materials, Board financial knowledge, Fund Balance, Audit, Budget)
- Organizational Aptitude Measures (Submission of materials, Knowledge, Processes, Following Law, Community, Safety)

SUMMARY:

- Upward trend from 2012-2013 in financial and organizational areas
- Impressive school culture
- Clean Audit
- Strong Board Governance
- *Items below 3.0*
 - AYP
 - MCA Proficiency and Growth
 - School Specific Academic Growth
 - Balanced Budget
 - Enrollment
 - Background checks

Facility Update/Brad Bohlman (Real Estate Professional)

1. Geography is important in finding alternate property. (Like to stay close to current location).

2. Provide environment and facility where students are safe, can learn, and be proud of the school.
3. Recommendation is that we look at all options including current building and other locations.
4. Church is willing to contribute \$2.5 million total for renovation and addition.
5. Total cost to cover what MSSPA wants to do at current location (including renovation and addition) is \$3.8 million. (\$1.5 for addition and \$2.3 for renovation).

Action Item: Proposing a revised LOI, participation from finance committee.

Executive Update

Follow-Up: Approval of 2013-2014 Calendar

Compensation Committee Recommendations:

Addressing Retention and the value of continuing education

Motion to approve: Dale, Russ 2nd

2% increase in salaries

Agreement to explore other compensation options

Use current step and lanes chart as a guide to hire new staff

\$4000 Increase in Stipends

Motion carries. (Teachers abstain based on conflict of interest).

Motion to approve 13-14 MSSPA calendar: Jayne, Russ. Motion Carries.

13-14 Budget

Currently, we are projecting a deficit (About \$26,000) = not adding to our fund balance.

Increases/Additions include stipends technology, contracted services (facilities, marketing)

Next Meeting: Dedicate some time to locate budgetary trade-offs and agree on adjustments.

Financial Update

- ADM is 264.7 (increase)
- Total Revenues forecasted at \$2,979,749 vs. \$3,204,092 budgeted
- Total Expenditures forecasted at \$2,903,597 vs. \$3,023,641 budgeted
- Net Income is forecasted \$76,152 vs. \$108,451 budgeted
- March 31 cash balance was \$1,323,823

Outreach and Development

- Dashboard handout
- Enrollment: we've lost 34 students, but gained 30. (-4)
- Running total of students for next year as of TODAY (4-23-13) is 292.
- 55% of shadows have completed paperwork for enrollment for 13-14
- Top 2 ways students find us is the internet (web search) and facebook.

FOLLOW-UP: Structure and accountability to achieve strategic plan.

FOLLOW-UP: Time for Budget Discussion.

Motion to adjourn @ 8:22 pm: Dale, Steve 2nd.

MSSPA Board of Directors Meeting

May 28th, 2013

Present:

Tim Gagnon
Steve Cullison
Jason Davis
Rachel Mollick
Linda Schievelbein
Dale Mahaffey
Rob Thompson
Jayne Koprowski
Denise Lee
Sarah Omernik
Ripley Peterson
Russ Peterson
Barb Wornson

Meeting Called to Order: 6:01 pm

Motion to approve minutes: Rob, Linda 2nd

Motion to approve agenda: Rob, Sarah 2nd

Action Item Updates from April 2013 Meeting:

Revised LOI has been given to church, with no response yet from them - still seeking response from church.

Budget: get update in Finance Update

Accountability of Strategic Plan: will touch on this meeting.

Tim and Linda met with MSSPA staff after last board meeting to give update on facilities and strategic plan.

Executive Update

All board members signed conflict of interest forms for St. Thomas

Accreditation Update:

Findings from AdvancEd Accreditation team

1. Align mission with vision
2. Grading and Reporting system
3. Technology Plan
4. Data Evaluation

All School Goal for St. Thomas: 85% of students performing in at least one event during the school year.

Staffing Update: Have hired for 1 Spanish and 2 Science Teachers.

Motion to approve Attendance Policy as amended: Steve, Denise 2nd. Motion carries.

Facilities Update:

New property has been looked at at 169/Bren Rd. Looking positive so far. Waiting for to hear back about bid.

Outreach and Development

As of May 23rd,

112 new student intending to come (have applied, turned in paperwork, done arts workshops and registered for classes)

+ 197 current students intended to return

=310 (including -18 attrition)

Notes: Stronger effort in making personal contact with incoming students, especially 9th grade. MSSPA families will be calling new families, emphasizing the Raspberry Festival over the summer and the first week of school. Possibly do more with current students to retain them.

Financial Update:

Balanced budget recommendations:

1. Real Estate Transaction Fees (\$50K down to \$25K)
2. Marketing Budget (\$24K down to \$22K)
3. Technology Budget (\$38.5K down to \$30.5)
4. Contracted Services (\$53K down to \$20K)
5. Repairs and Maintenance (\$33K up to \$46K)

With revisions: \$34, 413 in surplus with above recommendations

- ADM is 263.5 (decrease)
- Total Revenues forecasted at \$2,968,125 vs. \$3,204,092 budgeted
- Total Expenditures forecasted at \$2,904,055 vs. \$3,023,641 budgeted
- Net Income is forecasted \$64,070 vs. \$108,451 budgeted
- April 30 cash balance was \$1,128,574

Budget will need to be approved at the June Board Meeting.

The meeting will be closed to discuss not public data as permitted by section 13D.05 Subdivision 3(a) to evaluate the performance of the school's Executive Director.

Meeting has been suspended - not officially adjourned.

Motion to move from closed session to regular session and report the results of the closed meeting:
Russ, Dale 2nd.

Closed session adjourned at 8:08 am.

Results of meeting was to offer a contract renewal to our current executive director and develop initiatives from the staff and board feedback compiled through the performance review process. The initiatives will be aligned with the leadership accountabilities of the executive director role and the strategic plan recently developed.

Motion to adjourn regular session: Rob, Rachel 2nd.

Regular session adjourned at 8:11 am, Friday, May 31st.

MSSPA Board of Directors Meeting
June 25th, 2013

Present:

Tim Gagnon
Steve Cullison
Rachel Mollick
Linda Schievelbein
Dale Mahaffey
Jayne Koprowski
Denise Lee
Ripley Peterson
Russ Peterson
Barb Wornson

Meeting called to order: 6:05 pm

Motion to approve May minutes: Linda, Jayne 2nd

Motion to approve agenda: Steve, Denise 2nd

Note: Recorded closed meeting has been put on a flash drive. Rob Thompson has possession of it.

Executive Update

Motion to approve Q Comp Annual Report 2012-2013: Denise, Steve 2nd. Motion carries.

- Executive Director will be responsible for board elections, nominations, etc. happening on time/calendar dates.
- Motion to extend the term of the 5 board members until we hold compliant elections end of September 2013: Jayne, Dale 2nd. Motion carries.
- Motion to create governance committee: Russ, Tim 2nd. Motion carried.

Facilities Update

- Church is not offering an attractive deal for us. Latest LOI has reduced to \$1.2 million from \$2.5 million.
- A buyer (Denny) has put in an "offer" (accepted) on the MN United Health Building. 60 day timeline to do due diligence on the property.
- May be able to rent other instructional spaces in downtown Hopkins in the short term.
- Need to continue to look at other properties going forward.

Financial Update

- ADM is 263.4 (.1 decrease)
- Total Revenues forecasted at \$2,976,245 vs. \$3,204,092 budgeted
- Total Expenditures forecasted at \$2,920,129 vs. \$3,023,641 budgeted
- Net Income is forecasted \$56,116 vs. \$180,451 budgeted
- May 31 cash balance was \$858,485

2013-2014 Budget Discussion

Motion to approve 13-14 Budget: Steve, Dale 2nd. Motion Carries.

Motion to approve the 12-13 Budget: Linda, Denise 2nd.

Fundraising/Recruitment/Outreach

- Per Rob's Email: Currently have 301 students in Infinite Campus, but 4 will be removed as they are students in transition and required by MARS reporting, so we really have 297 - have a goal of 31 students we need to enroll by Sept. 3, 2013.
- Our new bank, Sunrise Bank (formerly Franklin) will allow us to do sustainable giving. Rob will be given information and possibly include in the marketing plan going forward.

Executive Director Review

1. Executive Director Contract - will be completed this week.
2. Areas for Improvement (Summary from feedback)
3. Next 6 Month Plan - MSSPA Structure and Performance Review Process

Executive Director Improvement Plan will be sent out via email to the board.

Board Self-Review: Barb will email out to complete electronically.

Motion to adjourn @ 8:11 pm: Steve, Dale 2nd