

**Main Street School of Performing Arts
Annual Board Retreat
August 27th, 2013**

Present:

Tim Gagnon
Steve Cullison
Barb Wornson
Dale Mahaffy
Jayne Koprowski
Denise Lee
Sarah Omernik
Rob Thompson
Russ Peterson
Rachel Mollick

Call meeting to order at 6:11 pm

Motion to approve the following consent agenda: Steve, Rob 2nd - Motion carries.

- Meeting designation dates and times: 4th Tuesday of month, unless otherwise noted. Day and time will be considered again once new board member are elected.
- Designation of official bulletin board - MSSPA Website
- Actions pertaining to business operations
 - Designation of depositories - Sunrise Bank (formerly Franklin Bank)
 - Authorization of use facsimile signatures of director and treasurer
 - 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 to lease/purchase and contract for goods and services within the board approved budget including but not limited to:
 - Professional service contracts
 - Communication services
 - Consultation services
- Designate August meeting as the approved date of annual meeting - will also designate February as strategic planning session.

Motion to close annual meeting: Sarah, Rob 2nd.

Meeting adjourned at 6:16 pm

**MSSPA Board of Directors Meeting
August 27th, 2013**

Present:

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

Meeting called to order: 6:17 pm

Motion to approve June minutes and approve agenda with added item (Secretary position): Jayne, Steve 2nd

Board Chair Update

- Tim shared “Executive Director Performance Improvement Areas for 2013/14” - document that came out of discussions with Barb and Linda.
- Discussion on deliverables on the three key items:
 - Leadership and the MSSPA Strategic Plan

Change of timeline dates from document:

Determine leadership roles for each plan pillar and secure approval by the board for leads, structure and plans for communication and execution by September board meeting. (Instead of August 1 and September 1)

Determine financial needs for each plan pillar and present to board by October board meeting.

- **Improving presence, in the community and in the school**
 - Barb will develop a plan for all three bullet points and will present to board for discussion at next board meeting.
- **Improve Staff Development**
 - Add an observation portion to this section. See below.
 - Follow-up: Rob will email specific statute to Tim concerning observations.

Executive Update

- 4 teachers hired (replacing other teachers, no added staff), all certified.

- Motion to approve benefits with 3.8% increase: Jayne, Steve 2nd.
- Follow-up: Compensation committee will meet to discuss covering part time employees in the future.
- Follow-up: Transportation policy will be reviewed and be on the agenda for approval for next meeting.

Financial Update (From June 2013)

- ADM is 263.4 (.1 decrease)
- Final ADM forecast is 263.
- Total Revenues forecasted at \$3,017,263 vs. \$3,204,092 budgeted
- Total Expenditures forecasted at \$3,006,552 vs. \$3,023,641 budgeted
- Net Income is \$10,711 vs. \$180,451 budgeted with ending fund balance of 25.5%
- June 30 cash balance was \$620,967

Follow-up: Meet with BKDA before the next finance meeting to discuss future contract.

Facilities Update

- Current lease is up June 2014, can renew a 5 year lease by August 31, 2013.
- Letter of Intent from church (St. Gabriel's) includes lease renewal with \$1.2 million with deadline of August 27, 2013.
- Facilities committee recommends we don't renew for 5 years tonight under current lease conditions. We have already asked for extension until September 30, 2013.
- Pentagon Park Property: Meeting with them (Hillcrest) was very positive. We are expecting a response soon to see if we can afford it under current financial conditions and student count.

Governance Update

Motion to extend expiring terms for one month: Jason, Linda, Steve, Russ. Sarah, Rob 2nd.
Motion carries.

Motion to have Jayne as interim secretary until new members are elected: Sarah, Rob 2nd.
Motion carries.

Motion to adjourn @ 8:35 pm: Denise, Sarah 2nd.

**MSSPA Board of Directors Meeting
September 24th, 2013**

Present:

Board Chair/Parent - Tim Gagnon
Board/Parent - Linda Schievelbein
Executive Director - Barb Wornson
Board/Parent - Dale Mahaffy
Board/Community member - Jason Davis
Board/Staff - Jayne Koprowski
Board/Staff - Denise Lee
Board/Staff - Sarah Omernik
Board Vice-president/Staff - Rob Thompson
Board/Parent - Russ Peterson
Board/Staff - Steve Cullison
St. Thomas rep. - Molly McGraw
Staff - Lesley Ernst
Ex Officio - Matthew Culloton

Meeting called to order: 6:06 pm

Motion to approve August minutes(Rob, Sarah 2nd), Annual Board Retreat (Steve, Rob 2nd) and approve agenda (Rob, Jayne 2nd): All pass

Executive Update

- Race to the top grant presented by Lesley Ernst. Grant award announced December 2013 and awarded January 2014.
- Quarterly/Annual report summary - math scores are up, ADM's are up
- UST site visit October 29, 2013
- Strategic Plan Implementation Process update:
 - Staff has chosen pillars to support strategic plan
 - November 25 Executive director to meet with pillars
 - January 27 share pillar recommendations
 - January 28 present to board
 - February 24 review board comments
- Teacher observations have begun
- Community outreach: partnering with colleges, monthly paper presentations by Dr. Wornson (i.e. Adolescent and Children's mental health)
- ED will hold quarterly MSSPA stakeholders meeting

Financial Update (From June 2013)

- ADM is 295.4 (11.08 increase)
- Final ADM forecast is 280.

- Total Revenues forecasted at \$3,220,117 vs. \$3,127,743 budgeted
- Total Expenditures forecasted at \$3,154,968 vs. \$3,113,209 budgeted
- Net Income is \$65,149 vs. \$14,534 budgeted with ending fund balance of 25.8%
- August cash balance was \$1,096,434

Facilities Update

- Current lease is up June 2014, can renew a 5 year lease by August 31, 2013.
- Letter of Intent from church (St. Gabriel's) includes lease renewal with \$1.2 million with deadline of August 27, 2013.
- Facilities committee recommends we don't renew for 5 years at August meeting under current lease conditions. We have already asked for extension until September 30, 2013.
- Pentagon Park Property: Meeting with them (Hillcrest) was very positive. We are expecting a response soon to see if we can afford it under current financial conditions and student count.
- Pentagon park offers a 10 year lease
- Special meeting for decision making before the next scheduled board meeting Thursday, October 10, 2013 at 6:00 p.m.

Fund Raising and Recruiting Committee

- 2.1 Branding Plan - increased advertising
- 2.2 Increased Networking
- 2.3 Engagement week to lower attrition rate
- Home room mentoring pairings
- Clear homeroom objectives to engage all students
- Current families connecting with incoming families during summer
- Challenge Grant

Governance Update

- Friday kicks off board election.
- After election ED will announce open board officer positions.

Action Item

- elect board officers in October board meeting
- Meet with BKDA before the September finance meeting to discuss future contract.

Motion to adjourn @ 8:13 pm: Dale, Steve 2nd.

**MSSPA Board of Directors Special Meeting
October 10th, 2013**

Present:

Board Chair/Community member - Tim Gagnon
Board Vice-president/Staff - Rob Thompson
Executive Director - Barb Wornson
Board/Parent - Linda Schievelbein
Board/Community member - Dale Mahaffy
Board/Parent - Russ Peterson
Board/Staff - Jayne Koprowski
Board/Staff - Denise Lee
Board/Staff - Sarah Omernik
Board/Staff - Steve Cullison

Meeting called to order: 6:01 pm

Introductions of those in attendance

Executive summary of facilities and recommendation - Rob Thompson

Current lease ends June 30
Decisions lead by Strategic plan (Appendix item)

Motion to follow recommendation to follow the facilities committee to pursue a finalized negotiation (Sarah, second Russ) 7 approved, 2 opposed (Dale Mahaffy, Denise Lee)

Motion to adjourn at 6:57 by Tim, second by Dale

In attendance:

Lisa Boe - parent
Beth Bartz - parent
Michelle Erickson - staff
Brad Bohlman
John Jellnic -
Paul Donavon -
Will Rodgers
Steve Mollick
Jan Dufault
Erika Ludwig
Curtis Coats
Brenda Tonjes

**MSSPA Board of Directors Meeting
October 22th, 2013**

Present:

Board Chair/Community member - Tim Gagnon
Board/Parent - Joan Harris
Board Vice-president/Staff - Rob Thompson
Executive Director - Barb Wornson
Board/Community member - Dale Mahaffy
Board/Parent - Bill Rodgers
Board treasurer/Community member - Jason Davis
Board Secretary/Staff - Jayne Koprowski
Board/Staff - Denise Lee
Board/Staff - Sarah Omernik
Board/Staff - Michelle Erickson
Board/Staff - Matt McFarlane

Meeting called to order: 6:03 pm

Motion to approve September minutes, Oct. 10 Special board meeting and approve October agenda (Denise, Sarah 2nd): All pass

Election of Officers

- President
 - Nomination tabled until November 2013 meeting
- Vice-President
 - Rob Thompson nominated by Tim - All in favor
- Secretary
 - Jayne Koprowski nominated by Barb - All in favor
- Treasurer -
 - Jason Davis nominated by Dale - All in favor

Executive Update

- Quarterly/Annual report summary
- UST site visit October 29, 2013
- Strategic Plan Implementation Process update:
 - October - each pillar has a chair and scribe - some pillars have strategies
 - November 25 Executive director to meet with pillars
 - January 27 share pillar recommendations
 - January 28 present to board
 - Febuary 24 review board comments
- Mandatory Board Training Options - UST in December, Booth and Lavarado in November, BKDA.
- Operations

- Transportation - no extra fee for early release. Busses will run on regular schedule.
- Staffing - Need full time Special Education teacher and .5 Social studies teacher
- Board Planning and operations calendar

Financial Committee

- ADM is 290.4 (As of 10/8/13)
- Final ADM forecast is 280.
- Total Revenues forecasted at \$3,220,117 vs. \$3,127,743 budgeted
- Total Expenditures forecasted at \$3,154,968 vs. \$3,113,209 budgeted
- Net Income is \$65,149 vs. \$14,534 budgeted with ending fund balance of 24.7%
- September cash balance was \$1,261,451
- Finance committee looking into performance of BKDA

Facilities Committee

- Current lease is up June 2014, can renew a 1 or 3 year lease per last letter of intent.
- Special board meeting October 10, 2013 at 6:00 p.m. Permission to go ahead with Pentagon Park negotiations.
- Tenant Improvement (TI) dollars must cover fit plan for MSSPA
- Signatures should be held until board can do due diligence

Fund Raising and Recruiting Committee

- ADM=292.3 (As of 10/16/13)
- Family and friends is biggest recruiting tool
- Co chairs of Spark the Arts are: Mary Peterson, Linda Unsworth
- Spark scheduled March 15, 2014 - but may make it the following week on March 22 at Pentagon Park
- Plans for Spark are moving forward

Governance Update

- Aware that materials need to be prepared for new board members
- ALL board members may need have yearly board training
- Board elections went as planned
- Question of voter turn-out?

Action Item

- Governance - by-laws review of terms and member turn over
- MSSPA web site board page - board member information update
- Yearly board training?
- Design cost analysis for Pentagon Park
- Need a timeline from now, through facilities management to move in

Other Business

- Executive Director Contract/Performance Review
- Executive Director will send to board Nov 12 Executive Director will write up review. Nov 19 final copy of review. Board discussion on Nov. 26.
- Board chair will lay out process of November Executive Director Review process
- Explanation of each bullet point and the timeline associated with each. Milestones and measurements for each of the following:
 - Leadership of Strategic plan -
 - staff lead pillars
 - Funding needs have not yet been prioritized
 - Improve presence in community and in the school
 - Charter school community branding
 - Need arts community branding
 - Attendance log
 - Improve staff development -
 - Marzano for staff review
- Board meeting days/time on future agenda

Public Comments

Motion to adjourn @ 8:18 pm: Dale, Joan 2nd.

**MSSPA Board of Directors Meeting
November 26th, 2013**

Present:

Executive Director - Barb Wornson
Board Chair/Community member - Tim Gagnon
Board Vice-President/Staff - Rob Thompson
Board Secretary/Staff - Jayne Koprowski
Board Treasurer/Community member - Jason Davis
Board/Community member - Dale Mahaffy
Board/Parent - Bill Rodgers
Board/Parent - Joan Harris
Board/Staff - Denise Lee
Board/Staff - Sarah Omernik
Board/Staff - Michelle Erickson
Board/Staff - Matt McFarlane

Meeting called to order: 6:03 pm

Motion to approve October minutes, approve November agenda (Rob, Bill 2nd): All pass

Public Comments:

Lesley Ernst Director of Special Education

- MSSPA Vision
- Bullying and Harassment policies
- Complaints
- Ego card

Molly Mcgraw-Healy UST Authorizer Liaison

- We are all here for the best interest of the school
- Authorizer's role
- Facility
- Charter accountability board
- School leader evaluation process
 - has taken too much time
 - Up or down vote from staff is not best practice
 - Board needs to take action - plan in place for student interest to be served
- Facility
 - It is very late to solidify a lease
 - St. Thomas will exercise and comment on any draft of a lease before it was signed
 - A deal needs to be in place in the next 30 days
- Authorizer
 - A school cannot transfer authorizer at will
 - Board will be advised to put MSSPA on intervention (documents what has

been discussed as far as concerns, what Charter accountability would see as a good timeline)

Election of Board Member

- Ballots were given to each active board member and counted by Ripley Peterson verified by Molly McGraw-Healy. Steve Cullison is elected to the board to replace Jayne Koprowski.

Election of Officers

- President
 - Move to table (Matt, 2nd Rob) See action items below
- Vice-President
 - Rob Thompson
- Secretary
 - Motion for Michelle Erickson (Matt, 2nd Rob) All approve
- Treasurer -
 - Jason Davis

Executive Director contract/performance Review

- Executive Director request meeting be open
- 1. Work with staff to implement the strategic plan
 - Pillars were established
- 2. Improve presence in the community and school
 - Difficult to be out meeting and in building at same time
 - Penumbra & Mixed Blood
 - Daily record
- 3. Improve Staff Development
 - Marzano Model
 - 13 of 35 completed
 - Newer teachers evaluated with priority
- Executive Director goals (2012-2013) review
- 2013-2014 goal to take MSSPA through 2013-2014 and into new facility and through finding the next Executive director by the end of 2015.

Executive review discussion

- **Motion to Renew through the end of the year while a committee works to redefine the MSSPA leadership structure and take the appropriate steps to achieve the goal including finding the appropriate candidates. The correct people need to be in place before the end of the ED contract which is June 30, 2014. (Joan, Dale 2nd)**

Executive Update on agenda but not discussed

- Benefits Information Update (D.Lee)

- Board Training Recommendations
- Operations
 - Staffing Update
 - Governance Policies Review

Committee Updates

Financial Committee

- ADM is 282.8 (As of 11/26/13)
- Final ADM forecast is 280.
- Total Revenues forecasted at \$3,220,117 vs. \$3,127,743 budgeted
- Total Expenditures forecasted at \$3,154,968 vs. \$3,113,209 budgeted
- Net Income is \$65,149 vs. \$14,534 budgeted with ending fund balance of 24.5%
- October 31, 2013 cash balance was \$979,818

Facilities Committee

- December board meeting to present lease to board
- Definitive Space plan by December meeting
- Financial viability vs. Tenant Improvement Plan
- Deal terms from lease aid
- Construction documents that have been bit out ready by December board meeting in order to stay in viable timeline
- Pursue one year extension with St. Gabriel while continuing to gather negotiations with Pentagon Park for 2015 school opening contingent on the results of the December 16 meeting (Jason, Joan 2nd) All approve.
-

Fund Raising and Recruiting Committee

- on agenda but not discussed

Governance Update

- on agenda but not discussed

Action Item

- Booth and Lavarado needs to review by-laws to address conflict of interest for Mr. Rodgers. Mr. Rodgers will speak with Hennepin County.
- Define Leadership Restructure/Optimizing Operations team who will propose future leadership structure, action plan and timeline to be reviewed at the January board meeting. Team leads are Michelle Erickson and Matthew McFarlane

Other Business

- Change December board meeting from 6:00 to 5:00 on December 17

Motion to adjourn at 9:20 (Rob, Sarah 2nd)

Guests:

Lesley Ernst

Molly McGraw-Healy

Steve Cullison

Dr. Matt Culloton

Steve Mollick

Tyler Flory

Ripley Peterson - PTO President

**MSSPA Board of Directors Meeting
December 17th, 2013**

Present:

Executive Director - Barb Wornson
Board Chair/Community member - Tim Gagnon
Board Vice-President/Staff - Rob Thompson
Board Secretary/Staff - Michelle Erickson
Board Treasurer/Community member - Jason Davis
Board/Community member - Dale Mahaffy
Board/Parent - Bill Rodgers
Board/Parent - Joan Harris
Board/Staff - Denise Lee
Board/Staff - Sarah Omernik
Board/Staff - Steve Cullison

Meeting called to order: 5:03 pm

Motion to approve November minutes (Bill, Rob 2nd): All approved

Motion to approve December agenda (Rob, Denise 2nd): All approved

Facilities Committee

- information has been shared by Brad Bohlman regarding Pentagon Park lease. Discussion took place regarding these options.
- Additional information including cost comparisons over the next ten years regarding the choice between the Church and Pentagon Park facilities options were shared by Finance Committee.
- The finance Committee also shared a concern over not having a detailed space plan from which decisions could be made regarding Pentagon Park. Additional discussion took place over both options.
- Barb presented a letter received from the UST authorizer regarding the placement of the school on a Intervention Level 1 regarding concern about facility- with a request to meet their requirements regarding: a facility decision, timeline, plan for lease, and supporting documentation by January 29, 2014.
- Additional discussion took place regarding both facility options. After discussion the following motion was made:

Motion is made for finance, facility, real-estate brokerage, and legal Board representatives to:

1. negotiate with the Church documented options for one to three-year lease with amendments to reflect their letter of intent and our mutually-agreed upon improvements
2. meet the UST requirement by providing a lease resolution ahead of the January, 2014 Board Meeting

So Moved: (Michelle, Dale - 2nd)- All Approved

Barb Wornson is point-person with consult by Joan, Jason, Craig, and Rob, and Tim G.

Election of Officers

Motion to elect Bill Rodgers Board President (Denise, Steve 2nd): all approved

Financial Committee

- The audit of the school has been completed. We had a clean audit.
- ADM is 280.5 (As of 12/17/13)
- Break even & Profitability Analysis (12/13) with a net income of \$65,150
- Total Revenues forecasted at \$3,220,117 vs. \$3,127,743 budgeted
- Total Expenditures forecasted at \$3,154,968 vs. \$3,113,209 budgeted
- Net Income is \$65,149 vs. \$14,534 budgeted with ending fund balance of 25%
- November 30, 2013 cash balance was \$777,869

Executive Director Update

- Board Training - required of all members, Booth and Lavarado will come to us on a Saturday in January
- Benefits update (Denise Lee): MNSure absolutely does not provide better coverage and price than Preferred One

Fund Raising & Recruiting Committee

- there are some new parents working hard on Spark the Arts. Spark the Arts event is fast approaching and Board support will be needed.

Other Committee reporting

- Leadership Reorganization Committee heads Michelle Erickson and Matt McFarlane reported on some preliminary work done by both and Barb

Action Items

- Barb will distribute the Letter of Intent (LOI) and the church-proposed lease to all Board members. Barb will also plan meeting with the church-lease consultants.
- Members are invited to share comments and concerns regarding the LOI directly to Barb.
- Barb will contact John J at church immediately with lease and LOI clarification offered by church and requested by school.

- Barb will set date with Booth and Lavarado for our required Board Training, specific to our needs
- Matt and Michelle will workshop with Barb, seek feedback from staff, and propose a leadership reorganization chart with a timeline for implementation at the January, 2014 Board meeting.
- we need to add a Spark the Arts update on the January agenda

Motion to Adjourn 7:00pm (Jason, Dale- 2nd)

Guests:

Lesley Ernst

Brad Bohlman

Craig Kepler

Tim DuFault

**MSSPA Board of Directors Meeting
January 28th, 2014**

Present:

Executive Director - Barb Wornson
Board Chair/Community member - Bill Rodgers
Board Vice-President/Staff - Rob Thompson
Board Secretary/Staff - Michelle Erickson
Board/Parent - Tim Gagnon
Board/Staff - Sarah Omernik
Board/Staff - Matt McFarlane
Board/Staff - Michael Leverentz
Board/Community member - Dale Mahaffy
Board/Parent - Joan Harris

Ex-Officio- Dr. Matthew Culliton

Meeting called to order: 6:02pm

Motion to approve December minutes (Tim, Rob 2nd): All approved

Motion to approve January agenda (Matt, Rob 2nd): All approved

Capital Improvement Initiative

Co-chairs Jan Dufault and Brenda Tonjes: request of Board Approval to go ahead with the creation of a 501c3 to raise money to contribute to our next building phase, the funds would be completely separate from all operating funds and Board work. Oversight of account to exist outside of school

Motion to support initiative of affiliated building company and associated 501c3 investigation (Rob, Tim 2nd): all approved

Appointment of Board member

teacher Michael Leverentz, replacing Steve Cullison whose wife now works here

Motion to appoint M. Leverentz (Michelle, Sarah 2nd): all approved

Audit Report

presentation of audit results by Jim Eichten, CPA, MMKR

Financial Statements- required annually to be submitted to state of Minnesota, submitted December 2013

Management Report summarizes results for Board and stakeholders:

MMKR opinion and findings, based on audit of School's financial statements for the year ended June 30, 2013

- *issued an unmodified opinion on the School's annual financial statements

- *report no deficiencies in the School's internal control over financial reporting that they

consider to be material weaknesses

*results of their testing disclosed no instances of noncompliance required to be reported under *Government Auditing Standards*

*report no findings based on our testing of the School's compliance with Minnesota laws and regulations

*fund balance in relation to operation expenses: we are at 23.6%, which is short of our self-defined goal of 30%, but strong in comparison to other charter schools, Eichten notes that our budget has accurately reflected our revenue and expenditures

Motion to approve the audit as presented (Rob, Joan 2nd): All Approved

Lease Consideration

Based on the signed negotiated LOI with St. Gabriel's: Jason Davis and Finance Committee recommendation is that the Board should consider the three year lease

Motion to accept the three-year extension and begin negotiations with church (Sarah, Michael 2nd): seven approve, Rob votes no, Tim abstains

Needed new constitution of Facilities committee for church negotiations

Action Item: Due diligence to church & Lease negotiations

Leadership Reorganization presentation (Matt McFarlane and Michelle Erickson)

Proposal is for three Directors: Operations, Teaching & Learning, Student Life. The entire staff consensus from staff

Motion to accept framework and draft job descriptions (Joan, Dale 2nd): All Approved

Committee to draft job descriptions: Joan, Matt, Michelle, Michael

Executive Director Update

- UST Charter School Leaders lunch- Barb will attend
- Staff turnover report, heavy in SPED
- Board training date is February 8

Finance Committee has no update

Spark the Arts Update (Rob Thompson)

Date March 15, at Illusion Theatre, silent auction begins at 6pm, show begins at 8pm

Board members are being requested a contribution of two bottles of wine approximately priced at @ \$23 each by Valentines Day. Champagne is requested too.

Other Business

Authorizer Meeting report:

Bill had introductory meeting with Molly of UST. Feedback is that UST is satisfied with our pathway with Facility Lease negotiation, and ED evaluation process recommendations were made by Molly.

Dale announced this is his last meeting

Motion is made to officially thank Dale for his years of service to the Board and the School (Bill, Rob 2nd): All Approve

Motion to Adjourn 8pm (Joan, Dale 2nd):

Action Items:

Lease negotiation - Barb

Reorganization Drafts of job descriptions written & benchmarked- by assigned committee

Guests:

Jan Dufault

Brenda Tonjes

Matthew Culliton

Jim Eichten, MMKR

**MSSPA Board of Directors Meeting
February 25th, 2014**

Present:

Executive Director - Barb Wornson
Board Chair/Community member - Bill Rodgers
Board Vice-President/Staff - Rob Thompson
Board Treasurer/Community member - Jason Davis
Board Secretary/Staff - Michelle Erickson
Board/Staff - Sarah Omernik
Board/Staff - Michael Leverentz
Board/Parent - Linda Schievelbein
Board/Staff - Matt McFarlane
Board/Parent - Joan Harris

Meeting called to order: 6:02pm

Motion to approve January minutes (Rob, Sarah 2nd): All Approved with edits to action item regarding Lease Negotiation

Motion to approve February agenda (Michael, Rob 2nd): All approved with edits to correction to months labeled

Appointment of Board member

parent board member, Linda Schievelbein - replacing Dale Mahaffy

Motion to appoint L. Schievelbein (Jason, Michelle 2nd): all approved

Appointment of Governance Committee for board elections

Committee needs to conduct Board elections according to procedure in spring for positions taken in fall

Committee: Michael Leverentz, Bill Rodgers, Barb Wornson, Steve Cullison (Denise Lee-pending)

Appointment to Finance Committee -Michelle Erickson; (joining Wornson, Davis, Ernst, Cullison)

Leadership Reorganization Presentation- Michelle Erickson & Matt McFarlane

Job Descriptions presented.

Committee enlarged to workshop these and prepare them for presentation at March meeting and posting as quickly after that as possible.

committee: Matt, Michelle, Bill, Joan, Linda, Barb

Updates:

Executive Director Update

* Many snow/cold school cancellations this past January and February. We have added two half days into the Finals days schedule- extending those to full days (March 26 & 27) to meet classroom hours requirements

Facilities Committee Update (Barb Wornson)

* Lease with St. Gabriel's Church:

* 4th Addendum re:

* Property manager- recommendation/proposed split of costs with church

* we will have approval rights on priorities for spending of \$1.2 million in structural or building system (Facilities committee will review)

* lease to be signed with church, pending Board approval, within a month

* Consensus that we need to use these three years to actively pursue/plan for new facility occupation.

Finance Committee Update (Jason Davis)

- Dashboard form from Chuck Herdegen from BKDA
- ADM is 277.1 (As of 2/24/14) forecasted to 275 going forward
- Break even & Profitability Analysis (12/13) with a net income of \$65,150
- Total Revenues forecasted at \$3,214,976 vs. \$3,217,743 budgeted
- Total Expenditures forecasted at \$3,166,258 vs. \$3,113,209 budgeted
- Net Income is \$48,718 vs. \$14,534 budgeted with ending fund balance of 24.4%
- January 31, 2014 cash balance was \$744,466

Spark the Arts Update (Rob Thompson)

* Date March 15, at Illusion Theatre, silent auction begins at 6pm, show begins at 8pm

* Donations items are being delivered. Wine-grab donations in collection.

* Silent Auction and Fund-A-Need will be web-based and open for bidding on Monday, March 3*
Rock-Bottom Brewery is donating all food (but the protein)

* Spark the Arts tickets are available, discounts come with purchase of 10+ tickets

Other Business:

Bill reported on conversation Molly McGraw-Healy of authorizer UST :

Bill brought forward the recommendation to do a 360 for Executive Director evaluation

Adjourn

Motion to Adjourn 7:50pm (Sarah, Matt 2nd)

Action Items:

* add to **March agenda**- data for discussion regarding Facility, ADMs, attrition (Barb)

* **Leadership Reorg Jobs**- committee (leads Matt & Michelle) will:

1. Set Salary ranges
2. Decide how to fund the positions
3. Present resolutions to Board at March meeting

* **ED Evaluation** development - (Bill)

Board Meeting Minutes
March 25, 2014
MSSPA Cafeteria
6:00 p.m.

Present:

Executive Director - Barb Wornson
Board Chair/Community member - Bill Rodgers
Board Vice-President/Staff - Rob Thompson
Board Treasurer/Community member - Jason Davis
Board Secretary/Staff - Michelle Erickson
Board/Staff - Sarah Omernik
Board/Staff - Denise Lee
Board/Staff - Michael Leverentz
Board/Parent - Linda Schievelbein
Board/Community Member - Tim Gagnon

Guests: Dan Balach

Meeting Call to Order: 6:04

Motion to Approve February 2014 Minutes: (Linda, Rob) all approved

Motion to Approve March agenda: (Gagnon, Omernik) all approved

Updates

- **PTO** Update and fundraiser (Ripley Peterson, PTO president):
 - 2nd Annual Masters on Main Street Mini-Golf Fundraiser scheduled for Saturday, April 26, 3-6pm
 - need volunteers, and sponsors (\$100 a hole)
 - ask Homeroom students to design a hole
 - Planning Support the Street, Senior Reception, and catered dinner between rehearsal and grad ceremony
 - Plant Sale for JJ Ramstad Renaissance Scholarship is wrapping-up
 - finalizing with 5013C, Curtis Coats is continuing as treasurer, Petersons are stepping down with graduation of their youngest

- **Spark the Arts** fundraiser (Tim Gagnon, Rob Thompson):
 - we are ahead of our fundraising from last year: \$27,632.50
 - auction was available online ahead-of-time, fewer silent-action high-end items, but higher contributions to fund-a-need
 - with thank-you will be another push to raise funds to get to \$30,000

- **Facility Committee** (Bill Rodgers):
 - **Motion to sign three-year lease** with St. Gabriel's (Facility Committee, Leverentz) **all approved**

- **Enrollment and Outreach** (Rob Thompson):
 - we are at 284 as of today for intended enrollment 14-15
 - Attrition report: why and when are we losing students
 - Action Item: look at data from 12-13 to compare

- **Finance Committee** (Jason Davis):
 - Dashboard from Chuck Herdegen from BKDA
 - ADM is 276.2 (As of 3/1/14) forecasted to 275 going forward
 - Total Revenues forecasted at \$3,192,888 vs. \$3,217,743 budgeted
 - Total Expenditures forecasted at \$3,161,058 vs. \$3,113,209 budgeted
 - Net Income is \$31,830 vs. \$14,534 budgeted with ending fund balance of 23.9%
 - February 28, 2014 cash balance was \$705,241

- **Governance Committee** (Barb Wornson):
 - six board members are up for re-election: Rob Thompson completion of 3rd consecutive term, Tim Gagnon, Sarah Omernick, Michael Leverentz, Linda Schievelbein, Denise Lee
 - Voting will run end of April, with results on May 2, 2014

- **Compensation Committee** (Linda Schievelbein):
 - Benefits: recommend that school absorb first 7% of medical coverage expenditures; looking into Group Rates w/ Charter school coalition
 - Salary: base pay increase by 2% or 1.5% first year with subsequent increase
 - Stipends & Sub pay, Steps-and-Lanes: committee is reviewing and going to make recommendations

- **Executive Director's Performance Review** (Bill Rodgers):
 - initiating 360 Review in May

- **Authorizer's Spring Visit** (Molly McGraw Healy):
 - present observing this Board mtg
 - late April, building & classroom visit, touch-base interview
 - Annual Evaluation of MSSPA: review and respond after April Board mtg

- **Board Training Options** (Barb Wornson):
 - new members need to start training within 6 months

- **Board Self-Evaluation Procedure** (Barb Wornson):
 - see document emailed, return anonymously

- **Nepotism Policy** first reading (Barb Wornson):
 - ethics and conflict of interest, nepotism statutes required

- **Leadership Reorganization** (Bill Rodgers):
 - scenarios for funding Leadership Reorg considered
 - Search committee will need to be constructed with Linda Schievelbein and Ripley Peterson as leads
 - **Motion to post the three Director positions** with continued work on budget validation (Leverentz, Omernik) **all approved**

Motion to Adjourn (Lee, Davis) 8:31

Action Items: Recap

- * Sign lease with St. Gabriel's (Bill, Barb)
- * Collect and organize enrollment & attrition data from 12-13 year for comparisons (Barb, Rob)
- * Research Stipends, Sub-pay, and Charter coalition for benefits (Barb)
- * Professional Development funding research (Compensation Committee)
- * Report salary and steps-and-lanes (Denise)
- * Review the Process and Documentation of contracting for services and hiring for positions (Governance Committee)
- * Initiate 360 Executive Director review (Bill)
- * Review and respond to UST Annual Review (Board)
- * Finalize and post three Director positions (Matt, Michelle, Linda)
- * Budget validation for three Director positions (Jason, Finance Committee)
- * Form Committee to convene search and interviews for directors (Linda)
- * Organize communication regarding Leadership Reorganization (Bill)

MSSPA Board Meeting Minutes
April 22, 2014
6:00 p.m.

Present:

Executive Director - Barb Wornson
Board Chair/Community member - Bill Rodgers
Board Vice-President/Staff - Rob Thompson
Board Treasurer/Community member - Jason Davis
Board Secretary/Staff - Michelle Erickson
Board/Staff - Michael Leverentz
Board/Parent - Linda Schievelbein
Board/Parent - Joan Harris
Board/Community Member - Tim Gagnon

Meeting Call to Order: 6:03

Motion to Approve March 2014 Minutes: *with amendment to title* (Tim,Rob) all approved

Motion to Approve April agenda: (Michelle, Rob) all approved

Updates

- **Facility Committee** (Bill Rodgers):
 - met with church and Zeman Construction Co for building improvements
 - committee is working on timing for facilities projects
 - members are: Bill, Michael, Tim, Rob, Matt, Barb
 - committee plans to inform Board, and community stakeholders of updates and plans

- **PTO Update and fundraiser** (Ripley Peterson, PTO president):
 - 2nd Annual *Masters on Main Street Mini-Golf Fundraiser* Saturday, April 26, 3-6pm, \$5 a ticket
 - recruiting volunteers, and sponsors (\$100 a hole)
 - press releases have gone out, to promote at No Shame
 - Planning Support the Street
 - Senior Reception (Denise Parish), and catered dinner between rehearsal and grad ceremony
 - still seeking PTO President

- **Enrollment and Outreach** (Rob Thompson):
 - we are at 289 as of today for intended enrollment 14-15

- Attrition data comparisons: 12-13 & 13-14 (high in other and home district, treatment, or moving)
 - proposes a consistent process of documentation of early warnings, and exit interviews to collect anecdotal information- in addition to the codes used with BKDA (such as transportation)
 - Be attentive to factors to address to compel and maintain enrollment
- **Finance Committee** (Jason Davis):
 - Dashboard from Chuck Herdegen from BKDA
 - ADM is 274.84 (As of 4/3/14) forecasted to 275 going forward
 - Total Revenues forecasted at \$3,194,593 vs. \$3,127,743 budgeted
 - Total Expenditures forecasted at \$3,179,242 vs. \$3,113,209 budgeted
 - Net Income is \$15,351 vs. \$14,534 budgeted with ending fund balance of 23.3%
 - March 31, 2014 cash balance was \$662,464
 - Assumptions in 13-14 Budget: flat staffing, 2% increase in salary, leadership restructuring, expenses increase in transportation fees, lease costs in property management, SPED funding state reduction
- **Leadership Reorganization** (Bill Rodgers & Linda Schievelbein)
 - Search committee with Linda as chair
 - candidates have been selected from applications for initial interview (several external and internal applicants for each position)
 - end of process: student panel, and finalists in front of staff
 - plan to make recommendations at next Board meeting
- **Governance Committee** (Barb Wornson)
 - Board candidates are in, voting will happen in the next week
- **Compensation Committee** (Linda Schievelbein)
 - benefits package will be a 5% increase rather than the budgeted 7.5% with the possibility of savings lie in subsidizing benefits differently
 - contract offers are to be made by end of month with proposed 2% raise
 - **Motion made to adopt 2% raise in compensation for current staff** (Jason, Tim) all approved
- **Executive Director's Performance Review** (Bill Rodgers)
 - 360 review process allows for direct reports, board members, and colleagues to participate
- **Executive Director Update**
 - 2014-15 School Calendar approval (based on Hopkins District calendar)

- Transportation update- we are seeking other contract bids and negotiations with our current transportation routers and providers
- Report on Board Self-Evaluation- these have been collected
- Policy reviews
 - Nepotism Policy final review
 - **Motion to approve staff Nepotism Policy** (Linda, Bill) all approved
 - Weapons Policy first reading, MN mandates a policy
- Report on UST site visit April 14th
 - Molly gave a positive review of report

Other Business

Spark the Arts total: \$28,500 Revenue (including Fund-a-Needs) *less expenses*

Motion to Adjourn (Joan, Michael) 8:40

Action Items:

- * Facility committee to inform Board, and community stakeholders of updates and plans regarding building renovations this summer (Facility Committee)
- * Enrollment: consistent process of documentation for both attraction and maintenance of students: early warnings, and exit interviews to collect anecdotal information- in addition to the codes used (Rob, Tim with consult of Jason)
- * Finance committee to determine each line item as specifically as possible for Local Revenue, and explain any significant variances to last year (Jason with Committee)
- * Hold discretionary spending in operations (Barb)
- * End-of-Year Fund Drive: Ask Letter with messaging of growth (Rob, with parents on Board)
- * Create digital folder of all documents shared at meetings to access and project at Board meetings (Michelle, secretary)
- * Matt to join Barb in seeking Transportation contract options for 13-14 (Matt & Barb)
- * read carefully through proposed Weapons policy for vote at May meeting (all Board members)
- * be sure to submit documentation of having attended board training (members)

MSSPA Board Meeting Minutes
April 30, 2014
6:00 p.m.

Present:

Executive Director - Barb Wornson
Board Chair/Community member - Bill Rodgers
Board Vice-President/Staff - Rob Thompson
Board Secretary/Staff - Michelle Erickson
Board/Staff - Sarah Omernik
Board/Staff - Denise Lee
Board/Staff - Matthew McFarlane
Board/Parent - Linda Schievelbein
Board/Community Member - Tim Gagnon

Meeting Call to Order: 6:00pm

Motion to Approve Special Mtg agenda: (Rob,Tim) all approved

Succession Planning/Committee Assignments

Transportation- Matt (chair), Sarah, Jason (consult), Barb

Facilities- Tim (chair), Rob, Bill, Michael, Barb

Contracts- Linda (chair), Rachel Mollick, Cassy Schauwitzer, Michael, Joan, Barb

motion to open the discussion regarding committee work (Sarah,Rob)

- objectives of Committees: short-term address of immediate concerns for staffing and contracted services in the process of transition to new leadership structure
- caution against overhaul of system or establishment of new procedure
- committees have decision-making authority
- Board communication to staff for clarity and assurance

Motion to empower the committees to have decision-making power through transition:

(Sarah,Tim)

Other Business

request to move the scheduled June Board meeting to another date
Goodbye Board lunch for Barb on a Saturday TBD

Motion to adjourn (Rob,Sarah): 6:33pm

MSSPA Board Meeting Minutes
May 27, 2014
6:00 p.m.

Present:

Executive Director - Barb Wornson
Board Chair/Community member - Bill Rodgers
Board Secretary/Staff - Michelle Erickson
Board/Staff - Michael Leverentz
Board/Staff - Matthew McFarlane
Board/Staff - Denise Lee
Board/Staff - Sarah Omernik
Board/Parent - Linda Schievelbein
Board/Parent - Joan Harris
Board/Community Member - Tim Gagnon

Meeting Call to Order: 6:02

Motion to Approve April 2014 Minutes: (Linda, Tim) all approved

Motion to Approve April 2014 Emergency Board Mtg Minutes: (Sarah, Matt) all approved

Motion to Approve May 2014 agenda: (Matt, Michael) all approved

Updates

- **Facility Committee** (Tim Gagnon):
 - continue to meet with church and Zeman Construction Co for building improvements, Rob is on point for this
 - committee is working on timing & enhancements for facilities projects
 - members are: Bill, Michael, Tim, Rob
 - contractors will submit bids this week, with ask for quick response from Facilities committee

- **Compensation Committee** (Linda Schievelbein):
 - Benefits are large part of this: look at equity, do cost/benefit analysis, and do impact study
 - Motion: to recommend change from Preferred One to HealthPartners for reduced benefits costs - HSA and PPO; deductible will go up, but out-of-pocket is quite a bit lower
 - address benefits with staff- school subsidizes 80% of medical costs
 - some faculty and staff will pay a less per month, others more per month than current
 - Dental Plan, life, and LTD plans-no recommended provider changes
 - recommend implementation for year on July 1, 2014
 - **Motion: to recommend change from Preferred One to HealthPartners- all approved**

- **Contracts Committee** (Linda Schievelbein):
 - by May 16, contracts for all departments were out except for Dance, Theatre, and SPED

- math, music positions and nursing services were posted
- members are: Linda, Joan, Bill, Barb, Cassy Schauwitzer, Michael, Rachel Mollick
- **Transportation Committee** (Matt McFarlane):
 - thorough exploration of the variety of companies and their quotes and bids with plots of our students
 - Non-Starters: St. Louis Park, Monarch, First Student
 - data from Hopkins is hard to get clarity on: it looks like we are at 6-7 busses
 - best options are:
 - Hopkins original bid \$212,000
 - Hopkins later start time (10-4:30) \$105,000-130,000
 - Recommend an aggressive impact study: email campaign and online survey with individualized responses to see if there is enough approval for a two hour late start
 - **Motion to do aggressive Late-Start impact study:** email campaign and online survey with individualized responses to see if there is enough approval for a two hour late start- **all approved**
- **Finance Committee** (Michelle Erickson & Barb Wornson):
 - Dashboard from Chuck Herdegen from BKDA
 - ADM is 275.42 (As of 4/30/14) forecasted to 274
 - Total Revenues forecasted at \$3,185,682 vs. \$3,127,743 budgeted
 - Total Expenditures forecasted at \$3,178,771 vs. \$3,113,209 budgeted
 - Net Income is \$6,911 vs. \$14,534 budgeted with ending fund balance of 23%
 - April 30, 2014 cash balance was \$642,436
 - 14/15 Projected budget has an unfavorable gap
 - SMART goals- cautious risk-taking: Administrative reorganization: increase ADMs and Fundraising; secure students we have
- **Administrative Reorganization Committee** (Bill Rodgers & Linda Schievelbein)
 - Search committee summary report
 - Recommendations for the three Director Positions:
 - Director of Operations: Matthew McFarlane
 - Director of Student Life: Tania Montgomery
 - Director of Teaching & Learning: Michelle Erickson
 - process was thoughtful, transparent, and consensus-oriented
 - **Motion to vote approval of recommendations** (Denise, 2nd)-**all approved**
- **Special Education Update** (Bill Rodgers)
 - concerns have been expressed regarding SPED services by
 - group of SPED and other staff met to discuss,
 - recommend: DO and DTL coordinate Academic and SPED staff alignment with regular meetings next school year
 - recommend: DO meet with Barb and Bill to discuss positions

- **Executive Director Update**
 - 2014-15 School Calendar approval (based on Hopkins District calendar)
 - Policy reviews
 - Weapons Policy final review
 - **Motion to approve Weapons Policy (Michael, Tim) all approved**
 - Lease Aid Application requirements

Other Business

Propose change of June Board meeting to Tuesday, June 17, 2014

Recognition of Denise Lee and Linda Schievelbein in their final board meeting, many thanks for their service and input

Motion to Adjourn - 7:25

Action Items:

- * Compensation Committee to switch to HealthPartners for benefits (Linda Schievelbein)
- * Transportation Committee to do Impact Study for Late Start, with pursuable contract negotiation (Matt McFarlane)
- * Contract Committee to offer contracts to new Directors (Linda); and review Dance, Theatre, SPED contracts
- * New leadership to work on further job postings and contract negotiations based on sectioning needs and budget concerns
- * 2014/2015 Budget needs Board Approval at June meeting (all)
- * June meeting reset for Tuesday, June 17, 2014 (Bill)

MSSPA Board Meeting Minutes

June 17, 2014

6:00 p.m.

Present:

Board Chair/Community member - Bill Rodgers
Board Vice President/Staff - Rob Thompson
Board Treasurer/Community member - Jason Davis
Board Secretary/Staff - Michelle Erickson
Board/Staff - Michael Leverentz
Board/Staff - Matthew McFarlane
Board/Staff - Sarah Omernik
Board/Community Member - Tim Gagnon

Meeting Call to Order: 6:04

Motion to Approve May 2014 Minutes: (Michael, Tim) all approved

Motion to Approve June 2014 agenda with amendment of contribution by Board president on end of agenda:
(Rob, Michael) all approved

Updates

• Facilities Committee (Tim Gagnon)

- *church is active in renovations with contractors developing final plan for core items
- *updates will happen over email, decisions re: action items require a meeting, as do risks
- *intend to strategize for longer-term planning

*important for Facilities Committee to provide attendance to clarity of plans and implementation by church and building contractors

• Staffing and Q-Comp (Michelle Erickson)

- *jobs posted in music, math, special ed, and social studies
- *some contracts signed, some offered, more interviews to be conducted
- *office manager has been hired for start in August
- *ISES will be contracted for SPED director and coordinator responsibilities

- *Q-comp review submitted to MDE
- *100% of licensed staff participated in observations and mentor meetings
- *90% of licensed staff met other performance goals fully
- *we did not meet our specific goal of increasing all NWEA tests scores by a 2% increase
- *we will continue to support a school-wide goal of support for math habits and effort to increase scores on standardized math tests

• Benefits

- *renewals are October 1st
- *is there a way to explore sliding scales in benefits
- *Recommendation to start offering Benefits at .75 fte, rather than previous practice of .5fte (Benefits committee, Jason)
- *any contracts moving forward that are less than .75fte
- *Motion to start benefits at .75fte (six in favor, one opposed)
- *Compensation Committee reconstituted: McFarlane, Erickson, Ed Wilms, Sarah Omernik, with additional board members
- *Recommendation for the compensation committee to review the Benefits 14-15 with 80/20 offer (Rob)
 - *rationale for the Benefits package offered was given at earlier board meeting

- Transportation Committee (Matt McFarlane)
 - *feasibility/impact study was conducted with stakeholders to explore the 2 hour delayed start day to reduce our transportation
 - *study concluded it was not feasible at this point, though there is a lot of support for a later start between 8:30-9am
 - *we will go ahead with the contract for current services plus an Activities bus proposed by Hopkins

- Finance Committee (Jason Davis)

Financial Report: Dashboard from Chuck Herdegen from BKDA

ADM is 272.97 (As of 6/10/14) budgeted 270 ADMs

Total Revenues forecasted at \$3,156,768 vs. \$3,127,743 budgeted

Total Expenditures forecasted at \$3,156,768 vs. \$3,113,209 budgeted

Net Income is \$0 vs. \$14,534 budgeted with ending fund balance of 23%, due to key variances in salaries and benefits, building lease costs

May, 2014 cash balance was \$640,618, with no borrowing required in near future

- *Recommendation that Board approves this 13-14 budget report (finance committee, Tim): all approve the 13-14 Budget
- SMART goals- build revenue: Administrative structure serves: increase ADMs attendance to financial reporting on salaries & benefits needed

- 2014-15 Budget

- * budgeting 274 ADMs for 14-15 year

- projected \$3,274,481 in Expenditures

- projected \$3,214,484 in Revenues

- * projected deficit of \$59,997

- * finance committee line-itemed the budget to reduce inflationary costs, utility spending, infrastructure charges, performance venue costs

- *opportunity to increase revenue

- *Recommendation for additional discussion of proposed budget (Jason)

- *Action item: to review property management, maintenance, and janitorial contracts to reduce expenses in these areas (Barb, Matt), increase budget for gifts and donations in revenue, accuracy in MARS reporting,

- *Motion to Approve Balanced 2014-15 budget as discussed (Tim, Jason): approved

- *Motion to Approve July 1 change of signatory to Jason Davis and Matt McFarlane and William Rodgers for checks, and to Matt McFarlane as Director for all other approvals (Tim, Rob): all approved

- Executive Director Update

- * Motion to Approve 2014-15 School Calendar (Tim, Michael): all approved

- * Action item: Early audit requirements (Barb, Rob)

- * Board Self-evaluation results to be presented in August

- *Board Chair Update

- *meeting with interested stakeholders at end of school year

- *posting minutes and agenda on website plus social media invites to meetings

- *Thank you to Tim Gagnon in his last board meeting as a member

- *an outgoing staff member, without a renewed contract filed a complaint with the our Board

- *Other Business- Public Comments:

*Linda Unsworth question regarding transportation cost increase

*Melissa Stark comments:

*background in communications/PR- advises putting together a strategic communications plan to our stakeholders and prospective donors

*parent involvement strategy needed- raise expectations of parents

Motion to Adjourn (Michael, Tim) - 8:49

Action Items:

*Facility committee to provide attendance to clarity of plans and implementation by church and building contractors

*Board members/Finance committee to review property management, maintenance, and janitorial contracts to reduce expenses in these areas (Barb, Matt), increase budget for gifts and donations in revenue, accuracy in MARS reporting, other revenue

*Early audit requirements (Barb, Rob)