



7. Chair's Report – Cheri Howe (Vice Chair)  
 Discussion: Cheri noted that Craig Creeger(Chair) turned in his resignation from the MSA Board of Directors and there is a motion later in the meeting to accept his resignation. Otherwise, Cheri had nothing additional to report.
8. Standing Committee Reports:
- a. **Budget (Cyndi B/Sandeep C): Meeting Update from 4/9/12**  
 Discussion: Cyndi reported that the budget committee meeting on April 9<sup>th</sup> brought them closer to the 2012-2013 budget. They plan to have another meeting soon in order that the final budget can be voted on during the May board meeting. The final cost of the benefits package will not be known until June, so this past year's costs with a 10% increase will be used for budgeting purposes. The next budget committee meeting will be posted on the MSA Website.
  - b. **Building/Maintenance (Rachael E):**  
 Discussion: Paul Simone – Paul handed out a design plan for a new building to the board members. In December 2011, MSA contracted with Design Forum, Inc. to develop architectural plans and provide an estimate to build a new building adjacent to the existing MSA building to include classrooms and a gymnasium. On March 30<sup>th</sup>, 2012, Design Forum, Inc. and Bob Engstrom reviewed the completed design with MSA representatives and a group of students from the University of St. Thomas, who are working on a building Capital Campaign project for MSA. Since the March 30<sup>th</sup>, 2012 meeting, the MSA building company has been meeting with finance people to discuss financing options for the new building. The group has met with Minnesota Bank & Trust. Financing with Minnesota Bank & Trust would include a conventional loan, which would mean 20%-30% of the cost would be needed for a down payment. They have also met with representatives from Piper Jaffray. A finance option with Piper Jaffray would be handled with a bond; like what was done with the current MSA building. The bond option would cost MSA approximately \$750,000 more. More will be known after a May 10<sup>th</sup> meeting with Minnesota Bank & Trust. Paul feels that for the first time in the past 10 years of considering a new building that it is quite feasible the building project can be done this time. The cost of the project would be approximately 5.2 million dollars. The building needs to be ready when school begins fall 2013.
  - c. **Enrollment (Rachael E/Michelle K): Enrollment Report included in packet**  
 Discussion: Rachael reviewed the 2012-13 enrollment numbers as of 3/22/12. The current projected total students for the 2012-2013 school year is currently at 393. The group expects to see that number drop some over the summer as families make final decisions on school attendance. The target number of students used for the 2012-13 MSA budget is 385.
  - d. **Personnel (Lisa A/Cheri H): Meeting updates from 3/27/12, 4/3/12, 4/10/12**  
 Discussion: Lisa Anderson discussed updates from the March 27<sup>th</sup>, April 3<sup>rd</sup> and April 10<sup>th</sup> personnel committee meetings. A couple of recommendations came out of those meetings. One included a new procedure of posting MSA jobs internally for 10 days to allow employees the opportunity to apply for the positions if interested. This information will be added to the employee handbook. The committee also discussed the Special Education department shared job position which was discussed at the February 2012 board meeting. At the February meeting board members felt continuity concerns such as things falling through the crack as well as a breakdown of communication with students and parents, etc. would prohibit job sharing. The personnel committee was provided new information which shows a concrete way that communication would be handled appropriately by the two staff members who will be job sharing the position. The committee feels that it is best for the two individuals to stay at MSA and share the position versus hiring a new full time person from the outside. The committee does not feel that job sharing works for all positions and is not setting a precedent with granting this job sharing instance.  
 Hiring a new MSA Executive Director – The personnel committee created three subcommittees:  
**Hiring subcommittee** includes Stacy Bartlett, Maria Sustic and Lisa Anderson. This subcommittee does the background work to create a smooth interviewing process by placing ads for the position. Lisa reported that currently eleven individuals have submitted applications.  
**Search subcommittee** – Lisa Anderson and Cyndi Bluhm are co-chairs. The search subcommittee will be made up of individuals to do the interviewing of the applicants. The subcommittee's goal is to hire a new Executive Director by the end of June to start in July, in order to have some time to work with Paul Simone.  
**Transition subcommittee** – Cheri Howe and Susan Mooney are co-chairs. The transition subcommittee was formed to provide stability as Paul Simone is ending his contract and a new director is hired. They are in the process of putting together an MSA operation manual. They have created a webpage to communicate the hiring process with the MSA community and have developed surveys for parents, teachers and students

to gather information for the search subcommittee's interview process. The transition team is also in the process of coordinating a recognition event for Paul Simone. Julie Runge is chairing the recognition event which will be held the evening of Tuesday June 12<sup>th</sup>, 2012.

Sandeep questioned whether the surveys to be filled out by teachers, parents, students are anonymous since people are required to log in to fill them out. Cheri said that the process of logging in is only to control that the right people are filling out the correct survey – so students don't fill out teacher surveys, etc. Other than that purpose, they do not know who filled out each survey.

e. **Technology (David H/Cheri H): update from 4/12/12 survey results**

Discussion: David Halstead – the committee discussed MSA's current schedule of adding computers and discussed the best practice for the school. The committee also reviewed how teachers might use the older computers in the building.

f. **Parent Team (Sandeep): Meeting Summary from 4/12/12**

Discussion: The parent team had excellent attendance at the April 12<sup>th</sup>, 2012 meeting. Parents had a lot of questions on the new building and other changes going on within MSA. Newly elected parent team officers include Elizabeth Hartz – Chair, Boa-Ha Bui – Vice Chair, Shirley Barone – Treasure, Lynn Osborne – Secretary and Jeanne Parsons – Volunteer coordinator. The parent team discussed their meeting frequency. They plan to continue with three major meetings, but plan to add additional topic focused meetings during the year as needed. There was a question on the music fundraiser dollars. Parents would like to know how much money was raised and how that money is being spent.

g. **Policy (Michelle K/Lisa A): Policy Revisions**

Discussion: Michelle – MSA has received a packet of policy revisions from the state which will need review. Current MSA policies with revisions were handed out to the board members for review and discussion at the next workshop. There was a suggestion that key MSA policies be identified as a requirement for newly seated board members to review so they are aware of MSA policy specifics as they start their board service.

h. **Student Committee (Alison Creeger): MSA Dance Guest Requirements updated**

Discussion: In Alison's absence, Paul reviewed the edited MSA student dance guest registration form. The form contains a prom rule, which provides guidelines that prom guests can be college students. Non-MSA guests attending prom or any other MSA dance, still need to fill out a guest registration form. Another concern of the dance form was the timing that the form needed to be turned in. Previously, the guest form needed to be turned back in 24 hours before the dance. The revised version allows the form to be turned in at the dance.

i. **High School League Activities Committee (Jerry H):**

Discussion: MSA will have a Flag Football team this spring. They have 6 games on their schedule. The MSA Robotics team, Fighting Calculators, had success at the regional competition at the U of M the end of March, by placing 15<sup>th</sup> out of 64 teams. MSA received a creativity award. The Fighting Calculators recently did a demo to a 4-H group.

Brady Hannula was named to the Charter School All Conference in basketball this past season.

The MSA baseball team is starting out strong with a 3-0 record.

j. **Academics Committee (Michelle K/Lisa A):**

Discussion: Michelle - the committee will meet next month to discuss the English Department curriculum changes. They also plan to review the AP certification requirements and review the curriculum maps.

k. **Alternative Funding Committee (Jerry H):**

Discussion: Jerry mentioned that key pieces are coming together with the building plans, financing, University of St. Thomas Capital Campaign project presentation on May 15<sup>th</sup>, etc., such that the committee will soon be able to move forward to an execution stage. More will be provided at the next board meeting.

9. Consent Agenda: none

10. Unfinished Business

Discussion: No unfinished business to discuss at this meeting.

## 11. New Business

### a. **Motion to approve resignation of Craig Creeger for MSA Board of Directors**

Moved by: Cyndi Bluhm

Second: Jerry Hall

Vote: Unanimous

Discussion: In filling the vacant parent position, the board can create a committee to select a new parent or a parent has already stepped forward with interest in filling this position. The board can approve this parent at this board meeting, swear them into office yet this evening if all board members agree on this solution. All agreed.

Cyndi Bluhm amended this motion to **accept and seat Lori Nixon on the MSA board to fill Craig Creeger's vacated parent position.**

Cheri Howe read the MSA School Board Member Oath of Office to Lori Nixon. Lori sat on the board as a voting member for the remainder of the meeting.

### b. **Motion to approve Reimbursement Resolution**

Moved by: Rachael Erickson

Second: Lisa Anderson

Vote: **8 approved** (Cheri Howe, Michelle Kurkoski, Cyndi Bluhm, Jerry Hall, Rachael Erickson, Sandeep Chandak, Lisa Anderson, David Halstead) **1 abstain** (Lori Nixon)

Discussion: The reimbursement resolution was made specifically in the event a bond agreement is made with Piper Jaffray. The intent of the resolution is to make sure MSA gets reimbursed from the bond if MSA pays any up front money on the new building project.

### c. **Motion to approve Special 2012-2013 Health Benefit Package**

Moved by: Sandeep Chandak

Second: David Halstead

Vote: **7 approved** (Cheri Howe, Michelle Kurkoski, Cyndi Bluhm, Rachael Erickson, Sandeep Chandak, Lisa Anderson, David Halstead) **2 abstain** (Jerry Hall, Lori Nixon)

Sandeep amended this motion to: **Motion to approve Special 2012-2013 Health Benefit Package which lowers MSA's contribution amount for family coverage from 80% to 65% for the 2012-2013 budget year and then to 50% in the 2013-2014 budget year.**

Discussion: As discussed at the board workshop, MSA contributes 100% of the premium for employee coverage. The MSA contributions for the employee's premium will continue with 100% contribution. MSA currently contributes 80% of the premium for family coverage. MSA's financial business office, Beltz, Kes, Darling & Associates (BKDA), works with approximately 40 other charter schools. BKDA noted that benefit costs at the other charter schools they serve are in the range of 22%-25% of the salaries. MSA's benefit costs are 42%-45% of the salaries. Out of the other charter schools that BKDA works with, only one school contributes some percentage for family coverage and that particular charter school is dropping their family coverage contribution next year. All other schools contribute nothing for family coverage.

### d. **Motion to approve 2012-2013 YMCA Lease**

Moved by: Michelle Kurkoski

Second: Sandeep Chandak

Vote: Unanimous

Discussion: This is the same lease since 1999, with only the cost changing. The cost goes up 2% per year. It is an annual lease that is nine months long.

### e. **Motion to approve Teacher Evaluation Procedure**

Moved by: Rachael Erickson

Second: David Halstead

Vote: **8 approved** (Cheri Howe, Michelle Kurkoski, Cyndi Bluhm, Jerry Hall, Rachael Erickson, Sandeep Chandak, Lisa Anderson, David Halstead) **1 abstain** (Lori Nixon)

Discussion: Sandeep noted a couple changes in the document provided, such as changing the word 'piece' to 'step' (top of page 2), change the word 'Operations' Director to 'Executive' Director (top paragraph, page 2) and that the referred title at the bottom of page 2 is not the same title as the document presented.

### f. **Motion to Building Company Appointments – Ken Thielman, Paul Simone, David Loomis**

Moved by: Lisa Anderson

Second: David Halstead

Vote: Unanimous

Discussion: Paul explained that charter schools can not own property. The MSA building company is a separate company that owns the MSA building/property to pay bills. This same arrangement would be in place with the new MSA building. MSA then leases from the MSA building company. Paul Simone will stay on with the building company. Cheri Howe questioned whether a new director would care about a former director's involvement with the building company. The appointments serving on the building company are voted in on an annual basis starting from the date of the prior year MSA board vote, thus tonight's appointments will serve until April 2013.

