

MFA Minutes

6/3/08

7667 10<sup>th</sup> Street North

Oakdale, MN 55128

1. Welcome/Introduction/Question and Answer
2. Call to Order 6:38pm
3. Reading of Mission/Vision
4. Role Call: J. Husnik, K. Wood, C. Emery, R. Bend
5. Misc. Attendees :Jane Hare, Dale Shimek , Bob Engstrom
6. Approval of Meeting Agenda  
Jane motions to approve 6/3/08 agenda, Dick seconds, no discussion, motion passes
7. Review/Approval of Minutes from 5/20, 5/27, 5/28  
Jane motions to approve 5/20 minutes, Kim seconds, no discussion, motion passes  
Claire Motions to approve 5/27 open and closed session minutes, as corrected, Kim seconds, no discussion, motion passes  
Kim motions to approve 5/28 minutes, Richard seconds, no discussion, motion passes
8. Treasure's Report – N/A
9. Consent for Payables  
Kim/Don will arrange to have Laurel's check cut

**Old Business**

10. Board Membership  
New teachers – at 2<sup>nd</sup> interviews request presence of new teachers at BOD meetings  
Prospective members
11. Office Space  
Administrative assistant-we will need an office space if potential individual cannot work out of his/her home

**New Business**

12. Allocation of Board responsibilities that were interim coordinators  
Phone - Richard shared Communication Report  
Enrollment – Compared and updated info based on parent confirmation phone calls  
Enrollment Packets – Richard will handle preparing and sending out enrollment packets  
Richard motions to give Don the authority to approve expenditures incurred by the BOD for postage, copies, or other necessary expenses, in line with the federal grant, upon receipt of a requisition, reimbursement will be made based upon submission of original receipts, Claire seconds, no discussion, motion passes

### 13.B. Engstrom

Shared plans TV/VCR/computer outlets/SmartBoards

Jane shared parent questions pertaining to building

- glass door for music practice room?
- alarm system?

Dale and Facilities Committee will work to determine security measures (camera, keypad, buzzer)

### 14.Information Flow/Communications

Richard is working with John so each BOD member can access an editable version of the enrollment list

### 15.Administrative Assistant/Non-Director Staff Member

HR Committee will consider and ask teacher candidates about interest in administrative duties

### 16.Budget/Teacher Salaries

Discussed teacher salaries

Discussed additional teacher interview questions-salary

### 17.Upcoming and Previous Trainings

June 16-20 Director's Summit

- Monday-Kim
- Tuesday-Richard
- Wednesday-Kim
- Thursday-Claire
- Friday-Traci

Jane will contact Laurel to get information about MnStep Training

### 18.Teacher Interviews

Kim will contact candidates and HR Committee will hold 2<sup>nd</sup> interviews on June 10<sup>th</sup>/Woodbury Library/4:30pm

### 19.Teacher Contracts

Claire will obtain teacher and EA contracts and send to Richard

### 20.Committee Reports

Parent Council Updates/Questions/Comments

- Play date was successful
- Parent Councils are being formed—Transportation, Nutrition and Lunch, School Handbook, play dates and social events, parental involvement, Excursions/Field Trips, Fundraising, Technology, Uniforms
- Parents want teacher hiring
- Nurse, nebulizers, medications
- Suzuki teacher hiring
- Laurel's personal email on website so parents can contact her
- Safety/Security Plan

- Charter Document-how do they access?
- Parents who attended were very positive, enthusiastic, and excited about their involvement in MFA
- Parent Committees are interested in creating surveys and will send surveys to Jane to forward to all parents to gather input

Facilities – See #13

Finance - no report

Curriculum-Next meeting date 6/24, Woodbury Central Park, 6:00pm

H.R.-See #18

Technology

- Don, Richard, and John had a conference call to determine John's position on the Technology Committee; he is willing to continue working
- Traci will get quotes for student management systems

Marketing

- Review enrollment in July and determine if we need to do a mailing

#### 21.Board/Sponsor Discussion

Richard has talked to Steve Dess and he is confident in the BOD abilities

#### 22.Richard motions to allow only the BOD and John Cavalieri access to MFA enrollment spreadsheet, Jane seconds, no discussion, motion passes

#### 23.CMERDC approval for R. Bend to sign contract for Smart Finance

#### 24.Meeting will be continued on Wednesday, June 11, 2008

Woodbury Central Park

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Woodbury Central Park

#### 25.Call to order 7:15pm

#### 26.Members Present: R. Bend, K. Wood, C. Emery, D. Emery

#### 27.Approval of 6/11/08 agenda

Richard motions to approve the agenda, Don seconds, no discussion, motion passes

#### 28.EdVisions vs. alternative methods for payroll

Considered outsourcing payroll

Don motions to authorize Richard to request from EdVisions a proposal to work with MFA next year as well as a list of their competitors, Claire seconds, no discussion, motion passes

#### 29.Enrollment report to MDE

Kim will pick up report from Richard and she will deliver them to MDE

Enrollment packets went out to families on Monday

30. Coverage for MDE Seminar

See below

31. Administrative Assistant

Amanda Snyder is willing to be hired as the interim administrator

Richard motions that based on the recommendation from the HR committee and their report on the candidates for the position, we offer a position to Amanda Snyder for \$20/hour subject to her being able to attend the MDE training next week, Claire seconds, no discussion, motion passes

32. Teacher Hiring

Kim will contact top 4 candidates to inform them of our intent to hire and that student enrollment is proceeding as expected

33. SPED Posting

Kim and Claire will meet to write posting for SPED and Outdoor Education teacher

34. Director/Interviewing

The BOD and Traci should all be present for Director interviewing

Kim will contact candidates to set up interviews

35. FAQ's

Claire will send them to John to post

36. Next Meeting Date: June 17<sup>th</sup>, Platinum Bank

37. Meeting Adjourned: 9:00pm