

MFA Minutes

7/1/08

7667 10th Street North

Oakdale, MN 55128

1. Welcome/Introduction/Question and Answer 6:00
2. Call to order regular board meeting 6:28
3. Reading of Mission
4. Roll Call: K. Wood, C. Emery, D. Emery, R. Bend, J. Husnik, K. Hunding, D. Ramseth
5. Misc. Attendees: Shawna Traver, Amanda Snyder, Traci LaFerrier, B. Engstrom
6. Approval of meeting agenda
 - Add MSBA membership as new #24
 - Add B. Engstrom to #10
 - Claire motions to approve 7/1/08 agenda, Richard seconds, no discussion, motion passes
7. Review/Approval of minutes from 6/17 and 6/23
 - Richard motions to approve 6/17 and 6/23 minutes, Don seconds, no discussion, Jane abstains, motion passes
8. Treasurer's Report
 - Current balance \$36,997.27
 - Richard motions to accept Treasurer's Report, Claire seconds, no discussion, motion passes
9. Consent for payables
 - Approval of Non-Refundable Deposit for Special Education Directorship Services for 08-09 (\$2,500.00)
 - Approval for Interim Administrator invoice and reimbursements (\$2005.64)
 - Kim motions to pay the payables, Kendra seconds, no discussion, motion passes

OLD BUSINESS

10. Facility-Bob Engstrom
 - Shared interior colors
 - Technology requests
 - Furniture – Kendra and Jane will begin working on this project; Bob and teachers will partner
11. Board membership
 - Richard motions to invite Shawna to join the BOD as teacher, effective September 1, 2008, Don seconds, no discussion, motion passes
 - Kim will continue to serve as board chair until a replacement can be found
 - Jim Tangen-Foster is interested in joining the MFA BOD
12. EdVisions

- Traci requested information from EdVisions about their services (payroll, benefits, networking (professional development opportunities), etc.
 - Compared EdVisions payroll and benefit services to other paycheck and benefit companies; EdVisions is about \$8,000 more than the comparable companies, but provides many additional services
 - Richard motions to authorize execution of a contract with EdVisions to hire our teachers with the condition that the contract not have any non-compete provision, if following termination, we want to hire those teachers ourselves and that it not have any buy-out provisions after termination, Don seconds, no discussion, motions passes
13. Teacher salaries and contracts
- The teacher contracts will be written though EdVisions, but some terms would be up to MFA to determine
 - Richard motions to move #13 to #23, Jane seconds, no discussion, motion passes
14. Enrollment
- 12:1 student to licensed staff members; there will be no more than 20 students in each classroom
 - Enrollment and waiting list will be officially established after July 15th cut-off
15. Director hiring
- The BOD feels the candidate is highly qualified and would be a great addition to MFA
 - Salary should be based on size of school and job responsibilities
 - Richard and Traci will contact EdVisions for assistance on specifying Director responsibilities
 - Jane motions to offer specified candidate the Director position with salaries, benefits and job responsibilities to be determined, Don seconds, no discussion, motion passes

NEW BUSINESS

16. Ordering curriculum/furniture
- Kim motions to approve curriculum spending up to \$7,400, Don seconds, no discussion, motion passes
17. EIC contract approval and expenditures
- Don motions to approve contract and \$1,000 deposit payment for EIC training, Jane seconds, no discussion, motion passes
 - Kim motions to authorize Claire to post an opening on MACS for openings in EIC training, Don seconds, no discussion, motion passes
18. Shipping supplies
- Boxes can be shipped to UPS Store
 - Kim will secure MFA mailing address
19. SPED posting approval
- Don motions to approve SPED posting, Jane a seconds, no discussion, motion passes
20. CSP grant

- Amanda, Shawna, and Traci will begin work
 - Claire motions to hire Shawna to begin work on the CSP grant for \$20/hour, Jane seconds, no discussion, motion passes
21. Outdoor facilities
- Jane will meet with Jim Tangen-Foster to discuss the design and construction of the adventure playground
 - Jane will arrange a July 19th parent volunteer outdoor facility work day
22. Announcements: YMCA, board retreat (Jane)
- Jane met with YMCA and received a proposal from them about a partnership to accommodate MFA movement activities; classroom available for \$30/hour; gymnasium is \$60/hour; swim lessons \$60/child for a 7 week session; open swim availability for \$70/hour; use of meeting room for PAC meeting; could offer before and after school program at MFA
 - Board retreat (part board training, part team-building)
23. Teacher salaries and contracts
- Need to be determined based on level of experience and education, taking into account MFA is a first year charter school
 - Traci will look into \$40,000 salaries with single medical coverage
24. MSBA membership
- Will discuss at next meeting
25. Food vendor
- If we will be applying for federal and state reimbursement, there is a deadline
 - Amanda will send free and reduced lunch forms out to families when she receives the enrollment packet and enrollment confirmation forms
26. Committee reports
- Parent Council-Jane
 - Facilities-Don or Dick
 - Finance-Don
 - Curriculum-Claire; next meeting date 7/8/08, Woodbury Central Park, 6pm
 - H.R.-Kim
 - Technology-Don; new teachers will be getting new MFA email account;
 - Marketing-Kendra
27. Sponsor update
- n/a
28. Next meeting date
- Tuesday, July 7 7:00pm
 - Woodbury Central Park
29. Adjourn or continue
- Meeting will be continued on 7/7/08

MFA Minutes
7/8/08-Continued Meeting
Woodbury Central Park

1. Continued meeting called to order at 7:15pm
2. Roll Call: C. Emery, K. Wood, D. Emery, K. Hunding, J. Husnik
3. Miscellaneous Attendees: Amanda Snyder, Shawna Traver, Elaine Swanson, Traci LaFerrier, EdVisions representatives
4. EdVisions representatives met with teachers to discuss insurance and benefits pieces
5. MSBA Membership
 - Don motions to join MSBA at cost of \$599 for the general membership fee and \$925 for 1 time policy manual fee, Jane seconds, no discussion, motion passes
6. EIC training posting
 - Amount per attendee \$230
 - Claire will post on MACS
7. Committee Reports
 - Curriculum Committee-next meeting 7/22/08, Woodbury Central Park, 6:30pm
 - Technology Committee-next meeting 7/9/08, Woodbury Central Park, 7:00pm
 - PAC
 - Parent meeting 7/14/08, YMCA, 6:30-8:00pm
 - MFA Picnic and Hike 7/17/08
 - MFA Work Day 7/19/08
 - HR-Kim contacted candidate for Director position to report interest and next steps (benefits and salary)
 - Marketing
 - Float in Woodbury Days Parade
 - Student created MFA sign
8. Consent for Payables
 - Sprint-\$108.31
 - MDE (MARSS training)-\$100.00
 - MSBA membership-\$1524.00 (total)
 - Curriculum (Rigby reading materials)-\$940.64
 - Jane motions to approve consent for payables, Claire seconds, no discussion, motion passes
9. Teacher Salaries
 - Traci shared input after calculating benefits information
 - Discussion about salary options
 - Flat salaries
 - Less \$ at beginning of school year, extra at end
 - More \$ at beginning of school year, risk of pay cut for 2009-2010 when additional staff is added
 - MFA will pay minimum of EdVisions benefits
 - \$200,000/cut position/maximize 2008-2009 salaries
 - \$35,000/year (base salary)

- \$5000/year for work on start up tasks (curriculum writing, MARSS reporting, administrative duties, etc)
 - Kim motions to set 2008-2009 base teacher salaries at \$35,000 with additional \$5,000 per teacher to compensate for work on start-up tasks; teacher's start date of August 11, 2008; Jane seconds, no discussion, Kendra abstains, motion passes
10. Meeting Adjourned at 9:00pm