

Cannon River STEM School
Special Meeting
Sunday, June 21, 2009

Present: Erica Zweifel, Penny Kelly, Chris Broden, Rob Hardy; Nalani McCutcheon,
Executive Director (ex officio)

Absent: Gary Engstrom

Called to order at 7:00 pm

1. No public comment.
2. Board Report. Nalani presented on preparations for the school's Ready to Open meeting with the sponsor and a representative from the MDE. The meeting will be held on Tuesday, June 23, from 3-5 pm, in St. Paul.
3. Committee Reports.
 - a. Facilities.
 - i. Shattuck-St. Mary's School has a signed purchase agreement for the St. James Campus, with closing set for June 30.
 - ii. A conditional use permit is required to use the facility as a school; a meeting is scheduled for this week with representatives from the City of Faribault to discuss this.
 - iii. Nalani will look into general liability insurance before school property is moved into the facility.
4. Fund Balance Policy. A motion was made to approve a fund balance policy (attached). C. Broden moved and R. Hardy seconded. Motion carried unanimously.
5. Budget.
 - a. Nalani presented her proposed changes to the FY10 budget, which adds part-time specialists in music and art, restores a full-time office manager (\$30,000), reduces furniture and technology by \$10,000 each, and removes the Executive Director's bonus. Several questions were raised:
 - i. Is it reasonable to be spending 48% of the budget on salaries? Nalani indicated that neither Mike Pocrnich nor the budget specialist at the MDE saw this as a red flag when the budget was reviewed.
 - ii. There was discussion of the responsibilities of an office manager.
 - iii. There was discussion of contingency plans if enrollment projections aren't met.
 - b. R. Hardy moved and C. Broden seconded that the FY10 budget, as presented, be approved. Motion carried, with P. Kelly abstaining.
6. The CSP implementaiton grant is now due August 26, and must include a projected 10 month budget, to be spent by June 30, 2010.
7. SERVS training. Nalani explained that SERVS is to provide increased accountability for federal funds, and will be used to apply for and administer all federal funding.
8. Director's Training. Nalani reported on her week at the MDE.

9. Office Manager. To avoid a conflict of interest, C. Broden did not take part in the discussion, since his spouse is a candidate for the office manager position.
 - a. Nalani asked that the Board authorize her to make an offer so that an office manager could start on July 1. She would ask for approval of a contract at the July 14 meeting. Nalani believes there is a pressing need to have an office manager in place by July 1 to receive training and to begin compiling student records on the TIES database.
 - b. Penny raised concerns about the length of time the job was posted before interviews took place, which was shorter than for other positions. Nalani indicated that several qualified candidates had been identified, and she was comfortable proceeding with interviews based on the pool of applicants.
 - c. Rob and Penny raised concerns about the sequence of the approval process, and the inadvisability of having an employee start work on July 1 without an approved contract.
 - d. The chair and vice-chair of the Board (E. Zweifel and R. Hardy) will approve the contract on behalf of the Board before July 1.
 - e. In reviewing its staffing and hiring policy, the Board will consider adding a minimum posting time for job postings to insure complete uniformity in the process.
10. Friends of CRSS. The need for a Friends groups was briefly discussed, and E. Zweifel indicated her interest in being involved in such a group after her tenure on the Board.

Adjournment. C. Broden moved, P. Kelly seconded. Meeting adjourned at 8:20 p.m.

Next regular meeting: Tuesday, July 14, 2009, 12:00 noon, at the school.

Rob Hardy
Acting Secretary