

The Cannon River STEM School

Minutes of the Special Board Meeting: May 31, 2009

	Name	Responsibility
P	Chris Broden	Director
P	Gary Engstrom	Secretary
P	Rob Hardy	Director
P	Penny Kelly	Treasurer
P	Catherine McBride	Director
P	Erica Zweifel	Chair
P	Nalani McCutcheon	Ex-officio

A	Katie Kleese	Sponsor Rep
A	Mike Pocrnich	Vendor - BKDA

Call to order, 3:47 p.m. by Erica Zweifel

Agenda

1. **Approve minutes from May 17:** Chris Broden moved and Gary Engstrom second: To approve minutes as amended.
2. **Approve Agenda:** Chris Broden moved and Rob Hardy second to approve the agenda. Motion passed.
3. **Public comment period** – None
4. **Board:**
 - a. Board/Sponsor Report: Erica solicited question for Katie Kleese. There were none.
 - b. **Motion:** Chris Broden moved and Gary Engstrom second: To accept with much appreciation for her dedicated service Catherine McBride's Resignation, effective May 31. Motion passed.
 - c. Office keys: Board members turned in their office keys.
5. **Committee Reports:**
 - a. Facilities: Chris Broden – The lease is signed and the lease-aid package has been submitted.
 - b. Budget: Penny Kelly –
 - 1) Budget Report – We have a new budget from BKDK. We need to still make some improvements. Next meeting the budget committee will present the current budget and next years budgets for Board approval.
 - 2) Budget modification - Chris Broden: Our planning budget has been approved with only some minor changes in the narrative needed.
6. **Director Reports:** Nalani McCutcheon –
 - a. Special Ed: After considering three vendors, Nalani recommended that we contract with Designs for Learning for Special Ed services. **Motion:** Chris Broden so moved and Rob Hardy second. Motion passed.
 - b. Office Manager: The position has been posted and there three applicants so far. Hoping to fill the position with a start date of July 1.
 - c. After consideration of several vendors, Nalani recommends that we contract with TIES for data management services. **Motion:** Catherine McBride so moved, Rob Hardy second. Motion passed.
7. Teacher contracts - **Motion:** Chris Broden moved and Gary Engstrom second: To approve a teaching contract for Deb Scheil. Motion passed.
8. School lunch – Nalani McCutcheon: We have several bids in now with a deadline of June 1. She will update the board next meeting.
9. Recruitment plans – Because wait lists are starting to shrink we will need to have another recruitment event. Nalani will present a plan at the next meeting.

10. **Enrolment update:** Enrollment projections due June 11th. We only have enrolment packages for 36 of 140 potential students currently. Feeder school districts are demanding enrolment data from us. Most on the Board took the position that we can only release the information that we actually have – the 36 enrolments. **Motion:** Catherine McBride moved and Penny Kelly seconded: To authorize Nalani McCutcheon to release student data to the feeder schools for those students who have completed enrolment forms. Motion passed.
11. **Open House, Recap:**
 - a. Nalani reported that she is even more excited about the teachers now than when she did the hiring. Many parents also expressed excitement about the teaching staff. The teachers themselves shared that they felt welcome and appreciated. Many parents expressed interest in helping out, making it all the more important to put a volunteer coordinator in place. The teaching staff is putting together a list of things parents can donate. Rob will post this list on the web site and send out an email.
12. **Transportation Report:** Chris Broden – Should have a Nothfield to Faribault transportation report completed by the end of next week.
13. **501(3)(c) status:** Rob Hardy – The best guess estimate is that we might get our approval in September.
14. **Web Access:** Chris Broden – Our best bet will be to work with SSM and piggyback off of their work.
15. **Other Business:**
 - a. Donation - Rob Hardy moved and Penny Kelly second: To accept a \$22 donation from Melaleuca. Motion passed.
 - b. Director Training – Nalani will be attending Director Training June 15-19. Ginger will attend with her June 15, Rob on June 16, Mike (BKDA) on June 17, someone from Designs for Learning on June 18, and Erica on June 19.
16. **Next Meeting:**
 - a. Regular Meeting: June 9, 2009, at 12:00 p.m. at the school site – 1800 14th Street NE, Faribault, MN.
17. **Motion:** Chris Broden moved and Penny Kelly second: To adjourn meeting. Motion passed.

Respectfully submitted,
Gary Engstrom