

ST. CLOUD MATH AND SCIENCE ACADEMY

Founding Board Meeting Minutes (Draft)

March 24, 2014

Caribou Coffee – 4135 Division St. St. Cloud

VISION:

St. Cloud Math and Science Academy will provide success for all students as an academically superior STEM charter school.

Members present:

Paula Foley
Deborah Adair
Sarah Klinnert
Abdi Cilmi
Dr. Carolyn Williams
Britt O'Neal
Dr. Margaret A. Owuor

Non-members present:

Dr. Brian Ingvalson
Nick Novak
Kara Gaffy, CPA
Amanda Haag
Leah Haugen
Dori Lindsay

Members Absent:

Shannon Dyrud
Susan Roberts, J.D.

Meeting called to order at 5:08 PM.

A quorum was present at the meeting.

New board members

Those visiting (Amanda, Leah and Dori) will possibly become new board members. They need an application, resume and background check (current one will suffice).

Gungho

Brief explanation for new people – required to read book.

Basecamp

Dori Lindsay will be our Basecamp Coordinator (a responsibility as one of our startup coordinators). Please go one Basecamp and view MDE and NEO checklists

CSP Grant (Dr. Ingvalson)

A new round of applications will be taken in the 1st week of May. This gives us 6 weeks to revise our application. The requirements of the application have been changed, due to many complaints. Dr. Ingvalson requests that we send him info about STEM curriculum (K-8) and assessments; also regular curriculum info regarding publisher and sequence in each content area, how it ties in with STEM and how STEM will improve our curriculum (¼ page on each area). He will work on revising our application. **(Curriculum committee will meet and work**

on this, Debbie will send info about STEM support website).

Dr. Ingvalson on 2 critical areas for success:

- Administration and Leaders of school must be 100% sold on the STEM focus of the school.
- Professional Development must be utilized to pass on same vision to the rest of the staff. (Put \$ in budget for a STEM Coordinator).

Dr. Owuor on STEM and Curriculum

We should not just copy someone else's curriculum; ours needs to be unique and special. Teachers must be trained in STEM; we can use staff development for this.

Recruitment, PR and fundraising

Amanda Haag will be responsible for this as one of our startup coordinators. She will be getting together with Paula and Abdi to discuss this. Who are our target audiences for recruitment of students? Ideas: Somali Community, Boys & Girls Clubs, Parents who want to send their children to a charter school, Parents who like the idea of STEM, Headstart, Childcare providers, average non-immigrant family, homeschoolers, workplaces. Janet Lore, former AAUW President, has many connections for fundraising.

Logo, Website, Brochure, Vision/ Mission Statement (Britt)

Justin has requested a bio from each board member (same amount of characters or words for each one.) The more "document" we can give him, the less it will cost us. For example, to do the brochure he wants us to send him the text, he will put it together. Our domain name for the website is too long (too expensive), have to figure out a shorter one. Also, it is recommended that we get Facebook and Twitter accounts, as well.

Nick Novak re: the building we are looking at leasing

Two sections of the building totaling 17,200 sq. ft.

The owner is offering:

- 5 year lease
- \$15/sq. ft. (includes insurance and real estate taxes)
- To provide all paint that we specify (we provide labor)
- CAM (Common Area Maintenance) (?)
- To put a door between the two sections
- We can use the cubicle desks that are in the other section
- To take care of all the planning and zoning requirements by the city of Waite Park.
- Owner will maintain boiler (with on-call maintenance at all times)

We will be responsible for utilities, snow plowing and repairs. We need to make a counter offer (ask landlord to be responsible for painting, playground, kitchen appliances etc.)

Kara Gaffy on offer

Try to write the lease so we never end up paying more than 10% of the general education fund. Also, try to get CAM included in the lease because we will get reimbursed for it through lease aid from the state (we have to pay \$1/sq. ft. for utility costs according to state law).

Kara will help with the language of the lease. Also, make sure we know and satisfy the city, county and state safety requirements.

Other considerations regarding the building :

- We will need all entrance doors locked with panic bars except front door with buzzer or guard.
- Janitor service – we can do a lot of it. We will need to hire someone for bathrooms, cafeteria, hallways, etc.
- Bus pick-up, drop-off – There is adequate space to drop students off at the curb, and buses could even take a circular (one-way) route.
- Paramount is interested in providing an artist-in-residency program to paint murals on walls.
- We can get a deal from the milk supplier for a milk cooler to use.
- We will need an inspection for the kitchen facility from the county.
- The Caterer could possibly provide warmers.
- We will need a new sign for the school.

DR. Ingvalson on building

As of July 1st, we should see if we can rent office space with phone, internet, printer and copy machine in the building and for the startup coordinator and the director to work out of. Also, see if we could use the building to host a meeting with parents in May.

Tour of building – April 7th at 4:30 (before work session)

So Kara can see it, and anyone else who wants to

Bank Account

Dr. Carolyn Williams moved that we have Plaza Park Bank as our suppository. Dr, Margaret Owuor seconded the motion. Discussion: We are a non-profit organization, and they will work hard to keep fees as low as possible for us. Unanimous vote in favor - None opposed. - Motion approved

Signers for the account

Dr. Carolyn Williams moved that we have three designated signers for our account at Plaza Park Bank: The Board Treasurer, President and Vice-president, and that every check will require two signatures. The motion was seconded by Sarah Klinnert. Unanimous vote in favor- None opposed – Motion approved.

All spending should be run through Kara. The Treasurer will have the checkbook.

Sped

Paula will email Karen Kennedy about coming to talk to the board regarding providing this service.

Lunch Program

RFP due soon.

Insurance

Kara will ask Jenny to come and talk to us regarding providing this service. (Next board meeting, RFPs will be back on the agenda).

Transportation Report overdue?

Dr. Carolyn Williams asked Abdi to remind the Dist. #742 Superintendent that we are planning to open our school this fall, and also to meet with the Transportation Coordinator to give him a list of every student and their addresses.

Dr. Ingvalson on 501c3

If it was filed in 2014, expect it to take 18 months to be processed and to receive the Letter of Determination. Hopefully, they will send us the # sooner.

Upcoming Meetings

April 7

- **4:30 – Tour of building (132 Division St., Waite Park)**
- **5:00 – Work Session at Caribou Coffee (in front of Crossroads)**
(Paula will not be here; Kara will be)

April 14

- **5:00 Board Meeting at Caribou Coffee (in front of Crossroads)**
(Dr. Ingvalson will be here)

Motion to adjourn the meeting. Dr. Carolyn Williams moved, Abdi Cilmi seconded, unanimous in favor, motion approved. Meeting adjourned at 7:43 PM.

Respectfully Submitted,

**Deborah Adair
Secretary**