

**THE STUDIO SCHOOL**  
**Board of Directors Regular Business Meeting Minutes**  
**Sunday, May 21, 2017**

**Members Physically Present:** Aaron Monson, Jennie Becker, Melanie Mozingo,  
Craig Farmer, Simon Sperl, Wendy Swanson-Choi  
**Members Absent:** Deb Bruers (recovering from surgery)  
**Ex Officio Members Present:** Colleen Brennan  
**Others Present:** Wendy Swanson-Choi, Maria Sperl, Mike Brennan,  
Sharon Brennan, Jeff Stedman, Dan Boschwitz

**AGENDA**

- Read the mission statement
- Meeting calendar update and potential location
- performance framework discussion and review
- realtor agreement review (realtors will arrive at 5:30pm)
- EIN update (Employer ID #)
- Basecamp update
- Executive Director job posting
- other topics as needed

OLD MEETING NOTES (for reference):

[https://docs.google.com/document/d/1RB\\_D-LBgxo9xi7uN5zAbfgoV2zttKRwQN6BU0UKIE7c/edit](https://docs.google.com/document/d/1RB_D-LBgxo9xi7uN5zAbfgoV2zttKRwQN6BU0UKIE7c/edit)

**MISSION STATEMENT:**

The Studio School is a public charter school providing an exemplary problem- and project-based educational program for students in grades 9-12. We offer a studio-based visual arts, media arts, design, and engineering curriculum combined with rigorous, interdisciplinary liberal arts studies, and local, national, and world-wide experiential community service learning opportunities for all students, faculty, and staff. We cultivate students' capacity for creativity, curiosity, empathy, and 21st Century citizenship while supporting the development of their personal creative voice and leadership abilities.

**REALTOR AGREEMENT REVIEW:**

Questions. CF: How does it work to put money down but we haven't gotten funds? JB: Sister looked at the contract and looks standard. We can add an addendum so that we can go in contract with the realtors. Apply for lease aid early 2018. We would need to work with MDE for the updated contract.

**REALTORS:**

Met with CB a few weeks ago to get the basics of the Studio School needs. There is a timeline and we would need to enter into contract in order get everything moving. June/July is when we would get an architect hired in order to get the building up to school code. They have a tour process and added costs. ATS&R (architects) for renovation purposes. Lease proposal is October/November is the basic contract agreements. Evaluate a lease and should have an attorney present and NEO has people look over all lease agreements. January-May is the construction and government approval period. Occupancy in June/July. There will be a discussion to finalize and refine the timeline. KW has people and resources for a variety of building needs. They have an app or board members can be texted and/or called with building space ideas. Space requirements were given to KW by CB and will be used to look for space but it can be adjusted. A buildout may be partially covered by the landlord and some places will amortize the buildout process. Location and buildout are the two biggest factors. If the property owner is for profit, we will pay property taxes. If the property owner is a non-profit then we might not need to pay taxes. The commission will most likely be covered by the property owner and KW plans for the landlord to pay. Motion to have CF sign the realtors agreement. Motion passed 6:24p. Motion to have CF will call, look over the agreement and he will sign and mail it to the realtors prior to June 1st. Motion passed 6:25p. JB and MS is going to reach out to others and invite them to the June 4th meeting for a presentation. Motion for CF to wait until at least one more presentation. Motion passed 7:06p.

#### PERFORMANCE FRAMEWORK DISCUSSION AND REVIEW:

After students are enrolled, we can test. We will be testing ELL in the first or second week of school. Records should be coming through the previous schools. NEO can facilitate information sharing from other school for student information software (skyward, infinite campus, etc.). The information system is to track all student information and assessment data. Tiered tracking for goals. During the first year we will go back to the performance framework to make sure they are meaningful and useful. We can assign someone to finalize the framework. Special Education is different in terms of getting IEP's and 504's for students but our Special Education coordinator will be overseeing laws that we need to follow. We need the MN Secretary of State and Performance Framework needs to be inserted into the contract. Nomination for CB to finalize the Performance Framework. Motion passed 5:21p.

#### MEETING CALENDAR UPDATE AND POTENTIAL LOCATION:

Changes to workshop meeting:

4/1/18 TO 4/8/18

9/2/18 TO 9/9/18

Changes to board meeting:

4/15/18 TO 4/22/18

9/16/18 TO 9/23/18

Coffee Bence for workshop meetings. SS will look into the Boys and Girls Club OR the Mississippi Market for board meetings. Public space for seating.

EIN UPDATE:

CB and MM applied for it last Friday, May 19th so we are a non-profit.

BASECAMP UPDATE:

Gives the board timelines and larger items that need to be attended to. Will help with accountability. MM and CB will share this at our next workshop.

EXECUTIVE DIRECTOR POSITION:

Approve the posting for the executive director position. MM was nominated to correct the Policy Writing document for the board to look at by Tuesday, May 23rd. Motion passed 6:43p. EDpost is the online forum that we will post. MM will be using her regular email to collect information. Save posting (screenshot) on EDpost so that we can use grant money. The position posting will be tabled and we will ratify the posting at the next meeting.

Interviewing committee: Melanie Mazingo, Craig Farmer, Simon Sperl and Aaron Monson  
Committees usually interview 2-3 people

AUTHORIZER COMMENTS (Wendy Swanson-Choi):

What's your "proforma?" (do we know ourselves as an entity?)  
Brand statement (instead of a mission statement)---more tailored to them.....all goes towards the enrollment process; what we're excited about; board members talk about how they "market" the school.

ADDITIONAL BOARD MEMBERS:

Need two more teachers  
Need one more parent/community member

MOTION TO ADJOURN 7:08p

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**Agenda items for 6-4-17**

Executive Director Position posting approval  
Norms  
Realtor Agreement (KW)  
Review other potential realtors for us (invite them to the meeting)  
Board training in July 2017