

APPROVED June 27, 2002 Minutes
Board of Directors Meeting
Math & Science Academy

Thursday, May 30, 2002, 6:30 PM
8430 Woodbury Crossing, Woodbury, MN 55125

1. Meeting called to order by Susan Mooney at 6:34 PM
2. Roll Call of Members:

	Melissa Molin	Julie Close	Ken Gervais
	Susan Mooney	Carrie Bartz	Denise Kapler (late)
	Paul Simone	Josh Minsley	Maggie Vincent
	Jack Bull (ex-officio)		Justin Gehring (Student Rep.)
3. Approval of Agenda
Add to agenda:
New Business
 - d) Contracts for extra-curricular activities
 - e) Amendment to Bronwen Willimas 2001-2002 contract
 - f) Contract for Darrel SchoeberleinInformation
 - f) Sub committee schedules for summer 2002Old Business
 - c) Discuss fundraising brochureMove agenda items:
Information 12 a) Schwarz Williams Companies, Inc. – to allow him to speak when he arrives
Open Forum after Old Business
Motion: Approve agenda as amended
Moved by: Ken Gervais Seconded by: Paul Simone Vote: 8-0-0
4. Approval of Meeting Minutes for the meeting of May 2, 2002
Motion: Approve May 2, 2002 Meeting Minutes.
Moved by: Paul Simone
Julie Close asked that 9 d) be change to read – The second meeting was held to allow parents and teachers to provide input on the process of hiring a new Director.
Paul Simone withdrew his motion
Motion: Approve May 2, 2002 Meeting Minutes as amended.
Moved by: Susan Mooney Seconded by: Maggie Vincent Vote: 7-0-1
5. Consent Agenda: none
6. Financial Report
Jack Bull reported that the May 30, 2002 state aid payment has been received. There is an additional 7% hold back by the state this year. In previous years, the hold back has been 10% but that has been increased to 17%. June state aid payments may be withheld if there's a deficit at the state. It is not yet known if there will be a deficit.

Jack Bull also reported that two potential bond purchasers visited MSA today. Additional potential buyers will be visiting the school next week.
7. Chair's Report: none
8. Standing Committee Reports:
 - a) Budget Committee: Melissa Molin reported that the committee is waiting to present a budget to the Board until after the bond closing. The current 2002-2003 budget shows approximately \$77,000 in surplus. PSEO and some other student counts are approximate. These counts will have an impact on the budget.
 - b) Building/Maintenance: Paul Simone reviewed the proposed custodial contract with staff. Ken Gervais noted that we will soon need two Board members for the Building Company. The Building Company is made up of two Board members and one outside member. The Building Company owns the building and leases it to MSA. The Building Company is non-profit. Julia Douglas pays the trustee directly. The Building Company has approximately \$10,000 in its checking account. Suggested needs are lock-able cabinets for the science department and a maintenance contract for the air conditioner.

- c) Enrollment: We may need to add more 6th graders from the waiting list.
- d) Personnel (Staffing): none
- e) Technology: Linda Prail and Mary Knudsen are consultants who are willing to work with MSA to research and write grants for two technology items – a mobile computer lab and a sound system for the Great Hall. Ms. Prail and Ms. Knudsen presented three approaches for obtaining funding for these items. The Board agreed to review a contract with these consultants at the next Board meeting.
- f) Parent Team: Sue Porter reported on Parent Team activities. The last meeting of the year will be held on June 13, 2002.

9. Old Business

- a) Approval of teach BOD member contracts
 - i) Melissa Molin, Full-time English teacher August 16, 2002 through August 15, 2003.
Motion: Approve contract for Melissa Molin
Moved by: Susan Mooney Seconded by: Maggie Vincent Vote: 6-2-1
 - ii) Joshua Minsley, Full-time Math teacher August 16, 2002 through August 15, 2003.
Four floating paid holidays
Motion: Approve contract for Joshua Minsley
Moved by: Denise Kapler Seconded by: Paul Simone Vote: 6-2-1
 - iii) Margaret Vincent, Full-time English teacher August 16, 2002 through August 15, 2003.
Two floating paid holidays.
Motion: Approve contract for Margaret Vincent
Moved by: Susan Mooney Seconded by: Josh Minsley Vote: 6-2-1
 - iv) Susan Mooney, Full-time Social Studies teacher August 16, 2002 through August 15, 2003.
Motion: Approve contract for Susan Mooney
Moved by: Maggie Vincent Seconded by: Paul Simone Vote: 6-2-1

Denise Kapler tendered her resignation as a member of the MSA Board of Directors

- b) Cleaning services contract
Ken Gervais suggested that we need to look at worker's compensation to make sure that it is covered. We need to check with the insurance company. Item tabled until additional information is available.

12) Information

- a) Schwarz Williams Companies, Inc – Insurance Brokers
Ray Velasco from Schwarz Williams Companies, Inc. described the services that are available from his company. Discussion of pros and cons of changing insurance brokers.
Motion: Switch insurance brokerage firms for Health, Dental, Long Term Disability, Short Term Disability and Life Insurance to Schwarz Williams Companies, Inc.
Moved by: Paul Simone Seconded by: Melissa Molin Vote: 8-0-0

9) Old Business

- c) Fundraiser Brochure
The brochure was reviewed and discussed. Several changes were suggested. Susan Mooney will give those changes to Stacy Bartlett. Stacy should then take the revised brochure to the Parent Team for review.
Suggestion: Board sanctioned fundraising committee for school year 2002-2003.

10) Open Forum

- a) Several parents spoke about their preferences for Sexual Education curriculum. Jack Bull noted that we need to have a Health teacher before we can determine curriculum. After the new YMCA Director has been hired, discussions regarding who will employ the Health teacher can take place. Board review of curriculum must be in July or August.
- b) Ken Gervais noted that we need a new treasurer
- c) Kelly Baranick asked for an explanation of the process for appointing interim Board of Directors members.

11) New Business

- a) Student Course Handbook – no discussion at this time
- b) Administrative contract
Motion: Approve contract for Paul Simone as Director of MSA August 16, 2002 through August 15, 2003
Moved by: Susan Mooney Seconded by: Ken Gervais Vote: 7-0-1
- c) Contract for special education aide, Gale Samms – tabled
- d) Contract amendments for extra-curricular activities
Kenneth Thielman – Robotics

Steven Pullar – Science Olympiad Coordinator

Julie Barnett – 504 Coordinator

Stacy Bartlett – Student Council

Melissa Molin – Yearbook Coordinator

Motion: Approve contract amendments for Kenneth Thielman, Steven Pullar, Julie Barnett and Stacy Bartlett

Moved by: Susan Mooney Seconded by: Melissa Molin Vote: 7-0-0

Motion: Approve contract amendment for Melissa Molin

Moved by: Susan Mooney Seconded by: Paul Simone Vote: 6-0-1

- e) Contract amendment for Bronwen Williams for \$250

Motion: Approve contract amendment for Bronwen Williams

Moved by: Susan Mooney Seconded by: Maggie Vincent Vote: 8-0-0

- f) Contract for Darrel Schoeberlein

Motion: Approve contract for Darrel Schoeberlein as full-time Social Studies teacher, August 16, 2002 through August 15, 2003.

Moved by: Susan Mooney Seconded by: Paul Simone Vote: 7-1-0

Motion: Approve contract amendment for Darrel Schoeberlein - 50% Student Council Coordinator

Moved by: Susan Mooney Seconded by: Maggie Vincent Vote: 8-0-0

- g) Approval of revised Administrative calendar for school year 2002-2003

Motion: Approve proposed Administrative Calendar for school year 2002-2003

Moved by: Paul Simone Seconded by: Susan Mooney Vote: 8-0-0

- h) Approval of the revised Staff Handbook

Motion: Approve the revised Staff Handbook

Moved by: Paul Simone Seconded by: Josh Minsley Vote: 8-0-0

- i) Appoint the chair and/or Ken Thielman as official signators for bond documents.

Motion: In the event that the Board Chair is not available at the time of the bond signing, the chair will appoint Kenneth Thielman as official signator

Moved by: Ken Gervais Seconded by: Paul Simone Vote: 8-0-0

- j) Appoint Larson, Allen as auditors for fiscal year 2002

Motion: Appoint Larson, Allen as auditors for fiscal year 2002

Moved by: Ken Gervais Seconded by Susan Mooney Vote: 8-0-0

- k) Authorize director to dispose of broken or obsolete equipment according to state regulations

Motion: Authorize director to dispose of broken or obsolete equipment according to state regulations

Moved by: Susan Mooney Seconded by: Maggie Vincent Vote: 8-0-0

- l) Appoint Board Treasurer

Motion: Nominate Melissa Molin as Treasurer of the Board of Directors

Moved by: Paul Simone Seconded by: Susan Mooney Vote: 7-0-1

12) Information

- b) CFL Letter, re: Follow-up report of the review of MSA Special Ed. Programs –

c) First draft of the MACS accountability plan

d) Bond closing projected prior to June 30th but not finalized

e) The outside air conditioning unit has 6 condensers, 1 of which has shorted out. Climate Makers has been contacted and will contact the manufacturer.

13) Future Agenda Items

a) Regular Board Meeting

b) Workshop Meeting

14) Next BOD meeting

Motion: The next BOD meeting will be June 27, 2002 at 6:30 PM

Moved by: Susan Mooney Seconded by: Josh Minsley Vote: 8-0-0

15) Adjourn

Motion: Adjourn at 9:36

Moved by: Paul Simone Seconded by: Maggie Vincent Vote: 8-0-0

Respectfully submitted,
Carrie Bartz, Secretary