

**Approved**  
May 29, 2003

**Meeting Minutes**  
**Board of Directors Meeting**  
**Math & Science Academy**

Tuesday, May 1, 2003, 7:30 PM  
8430 Woodbury Crossing, Woodbury, MN 55125

a) Call to order at 7:34 PM by Peter Sadowski (Chair)

b) Roll Call of Members:

Carrie Bartz	Stacy Bartlett	Julie Close
Mary Pat Mesler	Melissa Molin	Alan Moorhead
Peter Sadowski	Darrel Schoeberlein	Ken Thielman
Paul Simone (ex-officio)	Justin Gehring (student rep.)	Andy Price (student rep. elect)

c) Approval of Agenda

Changes: Item 10 a) Approval of budget FY 2003-2004 changed to 11 a)  
Item 10 b) Approval of Staff Handbook 2003-2004 changed to 11 b)  
Item 10 c) Personnel Committee Duties and Processes changed to 10 a)  
Item 11 a) Staff salary discussion changed to 11 c)  
Item 11 b) Copy Machine Lease changed to 11 d)  
Item 10 e) Approval of Employee Contracts 2003-2004 changed to 11 e)

Add item 11 f) approval of MACS special education project

Motion: Approve agenda, as revised

Moved by: Alan Moorhead

Second: Julie Close

Vote: 9-0-0

4. Open Forum:

- Garry Close - Caravan Kids Catering. Mr. Close described the food services provided by Caravan Kids Catering. This will be further discussed at the Parent Team meeting on May 8, 2003.
- Julie Close asked that documents that are presented to the BOD in the future contain revision marks so that changes are easier to note. She would also like to get input from parents and students regarding the music curriculum for the 2003-2004 school year.
- Stacy Bartlett reported that Brain day was a success. Thank you to the Parent Team for providing funding.

5. Approval of Meeting Minutes for the meeting of April 1st, 2003

Motion: Approve April 1st, 2003 Board of Directors Meeting Minutes, as presented

Moved by: Peter Sadowski

Second: Melissa Molin

Vote: 9-0-0

6. Consent Agenda - none

7. Financial Report: Paul Simone presented the FY02-03 lease aid payments, an Income/Expense Statement through 3/31/03, the current FY02-03 budget, and the proposed FY03-04 budget.

8. Chair's Report: Peter Sadowski presented a performance appraisal form to be used for the Director's annual performance review. He also presented a BOD meeting feedback form to be filled out and returned to him at the end of the current meeting.

9. Standing Committee Reports:

a) Budget: no committee meeting was held

- b) Building/Maintenance: Thank you to all who helped with the exterior cleanup and gardening work on Saturday April 26, 2003.
  - c) Enrollment: no update
  - d) Personnel (staffing): see 10 a) below
  - e) Technology: Justin Gehring reported that no committee meeting had been held. He also reported that the new computers, server and T1 line are now available. The plan is to switch over to alligencetelecom services on June 10, 2003.
  - f) Parent Team: Sue Porter reported that the MSA garage sale will be May 10<sup>th</sup>, the next Parent Team meeting will be May 8<sup>th</sup> at 7:00pm
  - g) Policy: no meeting was held
10. Old Business
- a) Personnel Committee Duties and Processes.  
 Mary Pat Mesler presented the following as annual responsibilities and deadlines for the Personnel Committee.  
 Present changes to Staff Handbook at the March BOD meeting  
 Present revised Staff Handbook and employee contracts at the April BOD meeting  
 Request approval of Staff Handbook and employee contracts at the May BOD meeting
11. New Business
- a) Approval of FY03-04 budget  
 Motion: Approve proposed FY03-04 budget  
 Moved by: Peter Sadowski                      Seconded by: Alan Moorhead  
 Discussion: Darrel Schoeberlein requested that additional funding be made available for field trips. Discussion of need followed.  
 Motion rescinded by Peter Sadowski  
 Motion: Approve FY03-04 budget after \$2000.00 has been moved from telecommunications to transportation.  
 Moved by: Peter Sadowski                      Seconded by: Alan Moorhead                      Vote: 9-0-0
  - b) Staff Handbook for 2003-2004  
 Motion: Accept the Staff Handbook 2003-2004 school year as presented.  
 Moved by: Ken Thielman                      Seconded by: Peter Sadowski                      Vote: 9-0-0
  - c) Staff Salary Discussion  
 Motion: Take up to 75% of audited annual surplus for FY02-03 and provide each staff member up to a \$1000 bonus, pro-rated for part-time staff.  
 Moved by: Ken Thielman                      Seconded by: none  
 Motion: Use 75% of audited annual surplus for FY02-03 and provide each staff member an equal bonus, pro-rated for part-time staff.  
 Moved by: Alan Moorhead                      Seconded by: Peter Sadowski                      Vote: 9-0-0
  - d) Copy machine lease  
 Paul Simone presented a comparison of current copy machine costs and a new proposal from Cannon. Cannon's proposal would result in a decreased monthly cost.  
 Motion: Allow Paul Simone to sign contract with Cannon Inc. for copy machine lease.  
 Moved by: Alan Moorhead                      Seconded by Peter Sadowski                      Vote: 9-0-0
  - e) Approval of Employee Contracts  
 Motion: Approve employee contracts for Jeanne Brino, Margaret Burggraaff, Julia Douglas, Pat Esparza, Patricia Guerra, Eric Kaluza, James Kojis, Joshua Minsley, Susan Mooney Vare, Steven Pullar, Michelle N. Richards, Gale Samms, Jerry Shelton, Paul Simone, Maria Sustic, and Bronwen Williams.  
 Moved by: Stacy Bartlett                      Seconded by: Melissa Molin                      Vote: 9-0-0  
 Motion: Approve employee contract for Stacy Bartlett

Moved by: Alan Moorhead                      Seconded by: Melissa Molin                      Vote: 7-0-2

Abstentions: Stacy Bartlett, Darrel Schoeberlein

Motion: Approve employee contract for Mary Pat Mesler

Moved by: Stacy Bartlett                      Seconded by: Darrel Schoeberlein                      Vote: 8-0-1

Abstention: Mary Pat Mesler

Motion: Approve employee contract for Melissa Molin

Moved by: Ken Thielman                      Seconded by: Stacy Bartlett                      Vote: 8-0-1

Abstention: Melissa Molin

Motion: Approve employee contract for Darrel L. Schoeberlein

Moved by: Peter Sadowski                      Seconded by: Mary Pat Mesler                      Vote: 7-0-2

Abstentions: Stacy Bartlett, Darrel Schoeberlein

Motion: Approve employee contract for Tate Schoeberlein

Moved by: Alan Moorhead                      Seconded by: Melissa Molin                      Vote: 7-0-2

Abstentions: Stacy Bartlett, Darrel Schoeberlein

Motion: Approve employee contract for Kenneth Thielman

Moved by: Peter Sadowski                      Seconded by: Stacy Bartlett                      Vote: 8-0-1

Abstention: Ken Thielman

f) Approval of the MACS special education project as the MSA special education director

Motion: The MSA Board of Directors makes the decision to request that the Minnesota Charter Schools Special Education Project provide the Special Education Director relationship.

Moved by: Ken Thielman                      Seconded by: Peter Sadowski                      Vote: 9-0-0

## 12. Information

a) MACS Administrative Review - Draft (handout)

b) Dissimination Grant - Application (handout)

c) MACS fax regarding the moratorium on new charter schools and possible reduction in lease aid for FY03-04.

## 13. Future Agenda Items

a) Regular Board Meeting

b) Workshop Meeting – discussion of policies

## 14. Next BOD workshop: May 29, 2003 at 5:30 PM

Next BOD meeting: May 29, 2003 at 7:30 PM

Motion: The next Board of Directors workshop meeting to be held May 29, 2003 at 5:30 PM followed by a regular Board of Directors meeting at 7:30 PM

Moved by: Peter Sadowski                      Second: Carrie Bartz                      Vote: 9-0-0

## 15. Adjourn

Motion: Adjourn

Moved by: Stacy Bartlett                      Second: Mary Pat Mesler                      Vote: 9-0-0

Respectfully submitted,

Carrie Bartz, Secretary