

**Board of Directors Board of Directors Meeting Minutes**  
**Math & Science Academy**  
**Thursday January 19<sup>th</sup>, 2012 – 6:30 PM**  
8430 Woodbury Crossing, Woodbury, MN 55125  
**Annual Stakeholder Meeting**

1. Call to Order by Craig Creeger(Chair) at 6:32 p.m.
2. Roll Call of Members:

Craig Creeger - Chair (Present)	Michelle Kurkoski (Present)
Michelle Richards – Vice Chair (Present)	Cheri Howe (Present)
Cyndi Bluhm - Treasurer (Present)	Bronwen Williams(Present)
Rachael Erickson - Secretary (Present)	Alison Creeger (Student Rep)(Present)
Julie Runge (Present)	Judith Darling BKDA – CFO (ex-officio) (absent)
PJ Flanigan (Present)	Paul Simone –Director (ex-officio) (Present)
Jerry Hall (New Member) (Present)	Lisa Anderson (New Member) (Present)
Sandeep Chandak (New Member) (Present)	David Halstead (New Member) (Present)
3. Approval of Agenda
  - Addition under 9. *Consent Agenda*, add: Acceptance of monthly Razoo technology contributions and basketball coaching contract for Ronn Hannula. Under 12. *Information*, add: AdvancED NCA progress report.

Agenda stands as corrected.
4. Open Forum

**Jeni Crump**, representing FIRST Robotics group: The FIRST robotics group has a competition in Duluth March 8<sup>th</sup> – 10<sup>th</sup>. Some of the team members will be absent from school on Thursday, March 8<sup>th</sup> which is the first day of the competition. Friday March 9<sup>th</sup> is not a school day. There are approximately 30 students on the team this year. Approximately 15 will travel for the overnight trip, which is covered as a field trip. Robotics is now part of the Minnesota High School League. Students need to have a bus or be transported by their own parents. A coach can drive to the event as long as they have had a background check. Jeni will meet with Paul Simone to ensure the team is meeting the transportation rules.
5. Approval of Meeting Minutes for the meeting of **Thursday December 15<sup>th</sup>, 2011**

Discussion: correct reference of financial report numbers to read \$300,000 versus \$3,000. 11c. motion should include the words “beyond the normal sub hourly rate.”  
Minutes stand as corrected.
6. Financial Report – **December 2011 Financial Statements**

Discussion: Plan to have a budget meeting on February 2<sup>nd</sup> at 3:30 p.m. MSA’s cash account continues to be healthy. Total assets included payment from the state for 40% hold back money due to MSA. The Technology donations from the November Razoo donations were included in the December financial statement. Justin plans to purchase approximately \$15,000 of the needed technology in March and purchase the remainder in July. The current budget was originally based on 356 students and MSA is currently at 352 students.
7. Chair’s Report – (Craig Creeger)  
Discussion: nothing to report
8. Standing Committee Reports: **Establish Committee Assignments for 2012**
  - a. **Budget (Cyndi):**

Discussion: First budget meeting scheduled for February, 2<sup>nd</sup> at 3:30 p.m. Meeting will discuss current school year budget revisions as well as to start the budget process for the 2012-2013 school year.
  - b. **Building/Maintenance (Rachael):**

Discussion: Meeting January 20<sup>th</sup> at noon with a representative from Design Forum, Inc. to discuss architectural plans for the new building.
  - c. **Enrollment (Rachael/Julie R): Enrollment Report included in packet**

Discussion: On Monday, January 23<sup>rd</sup>, one new 9<sup>th</sup> grader and two 7<sup>th</sup> graders will be starting at MSA. 385 students are projected for the 2012 – 2013 school year. The lottery will be held in March.
  - d. **Personnel (Michelle R/Cheri):**

Discussion: Nothing to report

e. **Technology (P.J./Cheri):**

Discussion: Cheri reported on the iPad development project. The Social Studies department is putting together a survey to be filled out by students to aid in selecting student participants. Each department will have a student focus group. On March 22<sup>nd</sup> each department will report back on the iPad project involvement.

f. **Parent Team (Julie):**

Discussion: The Parent Team held a meeting on January 12<sup>th</sup> and had a very good turnout. Some of the parent comments were about the general facilities. Parents are interested in volunteering to have maintenance\painting parties, along with other volunteering tasks in keeping the MSA building and grounds to look better. There was a lot of interest in fundraising and inquiring on what programs MSA is currently involved in for fundraising. Parents requested to have more deliberate information on the website informing people how they can help MSA in fundraising. There was a lot of interest by families new to MSA to have a mentor program, where they can ask questions of other parents who have been with MSA. Several people volunteered to help find a student speaker or speakers with the funds set aside by the parent team for this use. Overall, the meeting was very engaging for all who attended.

g. **Policy (Michelle K): Technology Use Policy**

Discussion: We have reviewed the policy for use of electronic devices during study hall. The policy, 524.1 USE OF PORTABLE ELECTRONIC DEVICES DURING STUDY HALL can be found on the MSA website.

h. **Student Committee (Alison Creeger):**

Discussion: There have been some concerns regarding the recent dance forms required for non-MSA guests. A lot of attendees of the dances are past MSA students. A new form required from non-MSA students has to be turned into MSA by 3 p.m. on the dance day and requires the signature of both the visiting student's parent and their school principal to show that the student is in good standing and to verify that they are actually a student at the school they attend. The feeling is that this new form is harming revenue and the students suggest going back to the original signup form and having the chaperones validate that list. The Fright Night dance created an issue with a lot of visitors showing up that the chaperones did not know, increasing security concerns. This new form is used by other schools for all outside visitors of school events such as dances. The MSA Decade dance was the first dance to use this new form and there was feeling that not enough communication regarding the form, caused confusion. Some people coming to the dance after 9 p.m. were turned away. This is the first dance they were turned away when showing up after 9 p.m. Some visiting students then snuck in even though they didn't have a form. so this caused some additional issues. The chaperones were not informed on how to prevent this and what to do once these students were found. Student council should review the form and the staff needs to review their changes.

i. **High School League Activities Committee (Rachael):**

Discussion: Basketball season goes until March. They recently beat St. Paul Prep. Nordic skiing has been placing very well and the students really like the coach. FIRST Robotics kicked off with their project.

j. **Academics Committee (Michelle K):**

Discussion: Nothing to report.

k. **Alternative Funding Committee (Michelle K.):**

Discussion: Nothing to report.

9. Consent Agenda: **Acceptance of monthly Razoo technology contributions and basketball coaching contract for Ronn Hannula**

Moved by: Cyndi Bluhm

Second: PJ Flanigan

Vote: Unanimous

10. Old Business

- a. No old business

11. New Business

a. **Motion to approve Seating of New Board Members – Oath of Office administered by Current Board Chair Craig Creeger**

Moved by: Rachael Erickson

Second: Cyndi Bluhm

Vote: Unanimous

Discussion: The following new board members were sworn in:

Jerry Hall (community)

Sandeep Chandak (parent)

Lisa Anderson (teacher)

David Halstead (teacher)

Outgoing members:

PJ Flanigan (community)

Julie Runge (parent)

Michelle Richards (teacher)

Bronwen Williams (teacher)

- b. **Motion to appoint New Officers for 2012 - Board Chair; Vice Chair; Treasure; Secretary**  
 Moved by: Sandeep Chandak                      Second: Michelle Kurkoski      Vote: Unanimous  
 Discussion: Board of Director Officers: Craig Creeger Board Chair, Cheri Howe Vice Chair, Cyndi Bluhm  
 Treasurer, Rachael Erickson Secretary.
  
- c. **Motion to approve Student Technology Use Policy 524.1 as amended**  
 Moved by: Cyndi Bluhm                              Second: Rachael Erickson  
 Vote: **8 approved** (Craig Creeger, Cheri Howe, Cyndi Bluhm, Rachael Erickson, Michelle Kurkoski,  
 Sandeep Chandak, David Halstead, Lisa Anderson) **1 abstain** (Jerry Hall)  
 Discussion: Refer to Policy 524.1 Use of Portable Electronic Devices During Study Hall, published on the  
 MSA website.
  
- d. **Discussion: Assignment of new board committee members:**  
 Budget committee: Cyndi Bluhm and Sandeep Chandak, Building: Rachael Erickson and Lisa Anderson,  
 Enrollment: Rachael Erickson and Michelle Kurkoski, Alternate funding: Jerry Hall, Personnel: Cheri Howe  
 and Lisa Anderson, Technology: Cheri Howe and David Halstead, Parent Team: Sandeep Chandak, Policy:  
 Michelle Kurkoski and Lisa Anderson, Student Liaison: Alison Creeger, High school league: Jerry Hall,  
 Academics: Michelle Kurkoski, Lisa Anderson and David Halstead.

12. Information:

**Annual By-Laws Review (By-Laws included in packet):** The by-laws need to be reviewed on an annual basis. The board will review and discuss the by-laws at the next workshop. A reminder to the board members that it takes two votes to change something within the by-laws.

**PSEO/High at MSA School meeting:** Meeting planned for Saturday 2/18/12 at 11 a.m. and scheduled for 4 hours. The meeting is open to all MSA families and students, but is most beneficial to those with students in grades 9<sup>th</sup> and up looking at PSEO options. Parts of the meeting will be filmed and posted on the MSA website. Paul Simone is working with the Parent Team to provide snacks.

**AdvancED NCA progress report:** Two years ago AdvancED performed a five year assessment of MSA. From this review, they had 3 recommendations: 1. Revise mission statement. 2. Create a long range plan. 3. Review academics. In order to keep its accreditation status, MSA needs to demonstrate action of continuous improvement by addressing these recommendations. Two of the three recommendations have been completed and the third is in progress. Another update to the NCA is required by December 2012.

13. Future Agenda Items:

Future agenda Items list: 1) Math Scope and Sequence – Geometry Elective/Algebra III; 2) Long Range Plan Update – enrollment and Budgeting; 3) By-Law Review – suggested changes; 4) Budget Discussion

- a. Regular Board Meeting - Third Thursday of the Month 6:30 p.m.
- b. Workshop Meeting – review of the by-laws
- c. Date and Time of Next BOD Meeting - February 16<sup>th</sup> , at 6:30 p.m.
- d. Date and Time of Workshop – February 16<sup>th</sup> , at 5:30 p.m.

14. Adjourn by Craig Creeger at 7:26 p.m.

Moved by: Michelle Kurkoski                      Second: Sandeep Chandak                      Vote: Unanimous