

**Board of Directors Board of Directors Meeting Minutes**  
**Math & Science Academy**  
**Thursday February 16th, 2012 – 6:30 PM**  
8430 Woodbury Crossing, Woodbury, MN 55125

1. Call to Order by Craig Creeger(Chair) at 6:30 p.m.
2. Roll Call of Members:

Craig Creeger - Chair (Present)	Michelle Kurkoski (Present)
Cheri Howe – Vice Chair (Present)	Lisa Anderson (Present)
Cyndi Bluhm - Treasurer (Present)	David Halstead (Present)
Rachael Erickson - Secretary (Present)	Alison Creeger (Student Rep)(Present)
Jerry Hall (Present)	Judith Darling BKDA – CFO (ex-officio) (absent)
Sandeep Chandak (Present)	Paul Simone –Director (ex-officio) (Present)

3. Approval of Agenda  
No changes to the agenda

4. Open Forum

**Kyle Bluhm** representing the 8<sup>th</sup> grade. The 8<sup>th</sup> grade class would like to hold an overnight lock-in on Friday March 30<sup>th</sup>. Attendees would only be MSA students from the 8<sup>th</sup> grade along with the assigned chaperones. Cost for attending would be \$15.00 if signed up in advance or \$18.00 at door. The class plans on hiring a DJ, have games, movies, food and order pizza. Mrs. Kurkoski is the teacher sponsor. Not all chaperones are lined up yet. As with any chaperoned event, the list of chaperones must be provided to Mr. Simone 10 days prior to the event. Board approved.

**Mrs. Guerra** would like board approval to take 8th & 9th grade students to an overnight language camp at Concordia on May 18th and return May 19th. She would like approval for the students attending to be dismissed at 1 p.m. on May 18th to allow for travel time. There will be parent chaperones and everyone will be transported via school buses. Board approved

**Luisa Resendiz** representing a group of students concerned for the health of a sick guinea pig. One of Mrs. Bartlett's science room animals was diagnosed with a tumor/cyst in her breast. A vet quoted cost to surgically remove the tumor\cyst at \$750. Students would like to raise money needed for the surgery by asking everyone at MSA to donate at least \$3.00 during lunch or advisory in exchange for a small bag of candy provided by Luisa. Discussion: It was suggested that the group check to see if the Veterinarian school at the U of MN might provide the surgery at a discount. If the entire amount is not raised and the surgery can not be done, the money raised will be donated to Mrs. Bartlett's Pet Club for other animal needs. Approval of the fundraising was approved by the board.

**Abby Nixon** representing NHS. NHS is planning a variety show to be held on the evening of Saturday April 14<sup>th</sup>. The Scholastic Book Fair will also be open at this event. The NHS group is planning to have a Spaghetti dinner at 5:00 p.m. with the variety show starting at 7:00 p.m. The fee would be set at \$10.00. Money raised will be donated to Children's International. Board approved.

**Ken Thielman** read a prepared statement outlining the staff's concerns with the new Performance Improvement Plan (PIP). Board Chair Craig Creeger responded with a prepared statement explaining the PIP from management's perspective.

5. Approval of Meeting Minutes for the meeting of **Thursday January 19<sup>th</sup> 2011**

8.c under Standing Committee Reports should read: 385 (not 372) students are projected for the 2012 -2013 school year. 11.d under New Business – add Cyndi's name to the Budget committee. Minutes stand as corrected.

6. Financial Report – **January 2012 Financial Statements** (Cyndi Bluhm)

Discussion: In addition to the latest budget approved for the year, the Financial Statement for January also includes a proposed revised budget column. The proposed revised budget is on the agenda for approval later in this board meeting. Year to date revenues exceed expenditures by \$753,000. The revenues include the estimated year to date state holdback amount of \$710,320. The Student Activity Accounts, such as Nordic Ski Team will continue to be reconciled.

7. Chair's Report – (Craig Creeger)

Discussion: Three weeks ago, the Olympic committee contacted MSA regarding the use of the word Olympics in the name of the December Dork Olympics event. MSA has been advised to change the event name to not include the word Olympics, or any close variation of the word.

8. Standing Committee Reports:

a. **Budget (Cyndi B/Sandeep C/Craig C): Meeting Update from 2/2/12**

Discussion: At the meeting, the group discussed the 2011-2012 proposed revised budget changes which will be approved in this board meeting. They also discussed items to be considered for the 2012-2013 budget using the projected student enrollment of 385. More discussion is needed on whether staff salaries will all be brought forward to be in line with the salary grid that was developed by the board of directors a few years ago. It was also discussed whether the administration staff salaries should also be increased at this same time. There was also discussion that if salaries are brought forward, the employee benefit package would also need to be reviewed. On March 22, 2012, Dave Stedman from Gallagher Benefit Services, Inc. will attend the next workshop meeting to discuss employee benefits. Renewal of benefits occurs in August so a decision needs to be completed by July. Another budget meeting is scheduled for February 29<sup>th</sup> at 6:30 p.m.

b. **Building/Maintenance (Rachael E):**

Discussion: The new building plans were brought in for review. Building includes 10 classrooms, band room, gym, storage, lockers, administration area and a stage. Design Forum, Inc. will present the building plans at a closed board meeting in March once he has bid numbers. Bid numbers should be available by March 2<sup>nd</sup> to meet the 60-90 day period which started on December 2<sup>nd</sup>, 2011.

c. **Enrollment (Rachael E/Michelle K): Enrollment Report included in packet**

Discussion: Enrollment sign-up to be included in the March lottery ends February 20<sup>th</sup>. The lottery will occur the first week of March. Lottery results will be approved at the March 22<sup>nd</sup> board of directors meeting. Lisa Boelter performs the lottery while witnesses are present.

d. **Personnel (Lisa A/Cheri H):**

Discussion: Cheri –

Marilyn Kaplan is planning to go part time next year and would like to job share the position. A discussion highlighted that job sharing is a great option depending on the job. EA's have done some job sharing, however it was felt that there were continuity concerns of certain things falling through the crack as well as a breakdown of communication with parents, etc.

Hiring internally – the staff would like to see a job posting process where jobs are first posted internally for a number of days before looking outside of MSA. This would allow interested staff the ability to interview for the posted jobs. The board agreed that a job posting process should be created.

e. **Technology (David H/Cheri H):**

Discussion: Cheri – Plan to send out details regarding a technology meeting soon. Each department is in the process of putting together a plan to get feed back from students participating in researching use of iPad's in the classroom.

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

Discussion: Sandeep send a notice to the Parent Team committee to review the frequency of the committee meetings after a group of parents highlighted that the current schedule was not frequent enough. Currently, the Parent Team holds open meetings three times a year - September, January and April. On May 8<sup>th</sup>, there will be an information session for parents and family members on adolescent depression & suicide. The session is provided by South Washington County.

g. **Policy (Michelle K/Lisa A): Update to Internet Use Policy**

Discussion: Michelle reviewed state revision changes to policy 524 Internet Acceptable Use and Safety Policy. As reviewed and discussed by the board, some of the new revisions will be included in MSA's version of the policy.

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

Discussion: The guest form for student dances has been updated and still needs teacher approval. Attendance at the Valentine dance, hosted by the Spanish Club, was low. The juniors are planning a Sadie Hawkins dance on March 24<sup>th</sup>. The Spring Fling dance, hosted by the seniors is planned for May 19<sup>th</sup>.

i. **High School League Activities Committee (Jerry H):**

Discussion: Nordic banquet going on this evening. Rachael plans to get Jerry a list of contact names for future updates.

j. **Academics Committee (Michelle K/Lisa A):**

Discussion: Nothing to report.

k. **Alternative Funding Committee (Jerry H):**

Discussion: Paul Simone talked with members from the College of Business at the University of St. Thomas. A preliminary agreement which stated the capital campaign funding issue along with the deliverables to be provided by the students was signed by the participating students and Paul. The consulting team of students from the University of St. Thomas would develop a Marketing Strategy for MSA's capital campaign to fund the building expansion.

9. Consent Agenda: **none**

Moved by:

Second:

Vote:

10. Unfinished Business

- a. No unfinished business to discuss at this meeting.

11. New Business

a. **Motion to approve 2011-2012 Budget Adjustments**

Moved by: Cheri Howe

Second: Sandeep Chandak

Vote: Unanimous

Discussion: The budget adjustments were reviewed in the board workshop preceding this meeting. With the approval of the budget adjustments, the Projected Surplus since the August 23, 2011 board meeting increases by \$34,177 for a total projected surplus of \$62,178.

b. **Motion to approve Updated Internet Acceptable Use and Safety Policy 524**

Moved by: Rachael Erickson

Second: Lisa Anderson

Vote: Unanimous

Discussion: The motion includes approval to make the small agreed upon changes as previously discussed.

c. **Motion to approve close session to discuss staff review process.**

Moved by: Cyndi Bluhm

Second: Cheri Howe

Vote: Unanimous

Discussion: The BOD was made aware of the staff's anxiety towards the new Performance Improvement Plan (PIP). In an effort to allay fear of the new PIP, the BOD has agreed to review the employment review process with the Academic Director. Rachael Erickson will coordinate this activity. The goals are two-fold; first, identify any possible areas for improving the forms and the process, and to communicate the process to the MSA staff. The BOD has also acquiesced to reviewing all outstanding PIP's. The process for examining the substantive content of the PIP is as follows: the Board Chair, a teacher representative on the Board, the Academics Director, and the HR consultant will meet to ensure that all content in the PIP is valid and desired behaviors are measurable.

12. Information: **University of St. Thomas Small Business Project**

Discussion: On May 15<sup>th</sup> the consulting team of students from the University of St. Thomas will present their capital campaign funding project to the board of directors. They will be sending updates to Paul along the way. They will be asking for assistance from the MSA community.

13. Future Agenda Items:

- a. Future agenda Items list:

b. Regular Board Meeting - Third Thursday of the Month 6:30pm

c. Workshop Meeting – TBD Dave Stedman at workshop. 12/13 budget review. Closed session if building costs come in.

d. Date and Time of Next BOD Meeting – March 22, 2012 at 6:30 p.m.

e. Date and Time of Workshop - March 22, 2012 at 5:30 p.m.

14. Adjourn by Craig Creeger at 9:58 P.M.

Moved by: Michelle Kurkoski

Second: Cyndi Bluhm

Vote: Unanimous