

**Board of Directors Board of Directors Meeting Minutes**  
**Math & Science Academy**  
**Thursday March 22<sup>nd</sup>, 2012 – 6:30 PM**  
8430 Woodbury Crossing, Woodbury, MN 55125

1. Call to Order by Craig Creeger (Chair) at 6:38 p.m.

2. Roll Call of Members:

Craig Creeger - Chair (Present)  
Cheri Howe – Vice Chair (Present)  
Cyndi Bluhm - Treasurer (Present)  
Rachael Erickson - Secretary (Present)  
Jerry Hall (Present)  
Sandeep Chandak (Present)

Michelle Kurkoski (Present)  
Lisa Anderson (Present)  
David Halstead (Present)  
Alison Creeger (Student Rep) (Present)  
Judith Darling BKDA – CFO (ex-officio) (absent)  
Paul Simone –Director (ex-officio) (Present)

3. Approval of Agenda

- Add item under **New Business h**: Approve 2012-2013 school calendar.
- Agenda stands as corrected

4. Open Forum

**Lisa Crump** representing the MSA FIRST Robotics team, Fighting Calculators. The team recently competed in a FIRST Robotics competition in Duluth. They were bumped out in the elimination round. Lisa presented a team Cooperation trophy to the board. The Cooperation award is presented to a team which demonstrates cooperation within their own team as well as with other teams. The Fighting Calculators team would also like board approval to sell apparel to raise money for team costs. Board approved. The team plans to sell the apparel until April 11<sup>th</sup>. The First Robotics regional competition will be held at the University of Minnesota Mariucci Arena March 29-31, 2012.

**Jon Campbell** representing the MSA seniors. The class is requesting board approval to hold a dodge ball tournament on April 21<sup>st</sup> to fundraise money for the class lock in. Tournament will be held at the YMCA and cost for team participation is 25\$ per team. The class plans to sell snacks and have a silent auction. Board approved.

**Han Yong Wunrow** representing Spanish Club. The club is requesting board approval to sell Freezer Pops in May. The healthy snack option planned is apples. Board approved. Spanish Club is also requesting to hold a lock-in on May 11<sup>th</sup> for the club members. The board did not approve this activity due to the MSA building being already booked on that date by a parent group. May 18<sup>th</sup> is also not an option as that date is booked for another event. The Spanish Club will discuss their options and come back to the board with another date option.

**Sandeep Chandak** passed out a document titled *The Change Cycle™ Model* which discusses six stages people go through when reacting, responding and adjusting to any kind of change in work or their personal lives.

5. Approval of Meeting Minutes for the meeting of **Thursday February 16th, 2012**

Cyndi noted minor changes. Minutes stand as corrected.

6. Financial Report – **Budget information** (Cyndi Bluhm)

Discussion: No financial statement reports at this meeting due to timing. Most student activity accounts have been reconciled. The Nordic Ski Team account is negative by approx. \$2500. The board needs to decide what action to take on this. Michelle Kurkouski mentioned that Justin Gehring had donated \$100 to Newspaper activity fund last fall yet the amount has not been reflected in the account. Cyndi felt that it may have been mistakenly applied to the Computer club and will look into this. Judith passed along information that the Department of Education decided to give back 64.3% versus 60%, thus this resulted in an extra payment to the school.

7. Chair's Report – (Craig Creeger)

Discussion: nothing to report.

8. Standing Committee Reports:

a. **Budget (Cyndi B/Sandeep C/Craig C): Meeting Update from 2/2912**

Discussion: Cyndi presented the 1<sup>st</sup> draft of the MSA Long-Range Budget Projection Model which includes projected numbers for the next three academic years. This draft includes projections of rising student enrollment numbers and staff. The projection model draft includes staff benefit expenses to be 43% of projected salaries which follows the current budget. Generally, benefit expenses are 22-33% of salaries. This Long-Range Budget Projection model will be worked on again at the next budget meeting, not yet scheduled, in April.

- b. **Building/Maintenance (Rachael):**  
Discussion: A meeting is scheduled for March 30th at 8:30 a.m. with Bob Engstrom and his architect to review the proposed new building drawings and costs. The group of students from the University of St. Thomas working on the building Capital Campaign project will also be present.
  - c. **Enrollment (Rachael E/Michelle K): Enrollment Report included in packet**  
Discussion: The student lottery was completed and Rachael witnessed the lottery process.
  - d. **Personnel (Lisa A/Cheri H):**  
Discussion: Personnel committee plans to meet next week. They will discuss the process of posting MSA job openings both internally and externally. They also plan to discuss the search process for a new school Director.
  - e. **Technology (David H/Cheri H): Meeting update from 3/7/12**  
Discussion: Cheri – new laptops & cart purchased with some of the Technology Fundraiser money were delivered over spring break. An order for desktops will be submitted sometime this summer. The desktops spend 4 years in the computer lab and then are rolled out to the teachers for another 4 years. A question was raised as to why the school does not use laptops in the computer lab. Paul Simone explained that they prefer the desktops for student testing (MCA's) and felt that desktops are cheaper than laptops. iPad research continues. The technology committee plans to have a meeting next month with the focus groups.
  - f. **Parent Team (Sandeep):**  
Discussion: April 12th<sup>is</sup> the next scheduled parent meeting. The team will discuss the suggestion of having more frequent meetings. CPR event: The parent team did not feel they were the right people to organize a CPR training event. NHS is too busy to organize the event. Dave Halstead will talk to Mrs. Molitor to decide which of the two will organize a CPR training session.
  - g. **Policy (Michelle K): Technology Use Policy**  
Discussion: no new policies, no new updates from the state. All MSA policies are current.
  - h. **Student Committee (Alison Creeger):**  
Discussion: Theater has increased the participation fee in the musical to \$100 per person. The students were not aware of this amount before auditions. The past few years the student cost for the participation fee has been \$50. Board discussion on the matter highlighted that the theater group has \$1200 in their budget. The board decided that Paul would talk to Mr. Shelton & Mrs. Burrgraff to see where the remaining funds plan to get used. There was also discussion of the theater funds being used and then supplemented by money from the general fund to allow the students' out of pocket cost to be \$50 this year. The student revised dance form for non MSA guests provided to staff last month has not yet been updated\approved by the MSA staff. There is a dance this weekend – the old form\policy will be used.
  - i. **High School League Activities Committee (Jerry H):**  
Discussion: Molly said that the track teams are off to a strong start and baseball is also starting up.
  - j. **Academics Committee (Michelle K/Lisa A):**  
Discussion: Currently trying to complete the paperwork for teacher AP training this summer. With this training, the school can then offer more AP courses. The committee is also looking at the academic standards.
  - k. **Alternative Funding Committee (Jerry H):**  
Discussion: Jerry received a note from parent Julia Charlsen stating that she is interested in serving on the committee. On May 15<sup>th</sup> there will be a meeting with the University of St. Thomas Business students. The students will be doing a presentation on their MSA capitol campaign project. The target date for the new building to be operational, if built, would be the 1<sup>st</sup> day of school, September 2013 - the day after Labor Day. The goal would be to have access to the building before then to move in.
9. Consent Agenda: **Approval of Extra-curricular contracts for: Scott Miller – \$2500.00 Head Boys Baseball Coach; Cami Lyn Wells- Paulson - \$2500.00 Head Boys and Girls Track Coach; Donation of supplies and equipment from Thomas Crump**

Moved by: Rachael Erickson

Second: Cheri Howe

Vote: Unanimous

10. Unfinished Business

Discussion: No unfinished business to discuss at this meeting.

11. New Business

a. **Motion to approve 2012-2013 Lottery Results**

Moved by: Cyndi Bluhm Second: Michelle Kurkoski Vote: Unanimous  
Discussion: Rachael witnessed the student lottery. 35 of the 2012-13 6<sup>th</sup> graders are MSA siblings plus 50 from new families = 85 total 6<sup>th</sup> graders and 1 ninth grader sibling. Total of 385 students for the 2012-2013 school year.

b. **Motion to approve School Cost Reimbursement Resolution**

Moved by: Sandeep Chandak Second: Cyndi Bluhm Vote: Unanimous  
Discussion: This is the cost reimbursement resolution by MSA in conjunction with issuance of qualified tax-exempt lease revenue bonds by the city of Woodbury, MN. Board approval of the document approves technical corrections to the originally adopted resolutions. The board voted on the original document at the December meeting. After changing the Date to December and changing the XXX in the title to MSA, the board approved.

c. **Motion to approve Special Education Contract with Innovative Special Education Services (ISES)**

Moved by: Rachael Erickson Second: Lisa Anderson Vote: Unanimous  
Discussion: Every year this contract must be setup. MSA has used this firm since the school started. The school gets reimbursed by the state for the payment of this contract.

d. **Motion to approve Director's 2012-2013 Letter of Intent**

Moved by: Rachael Erickson Second: Cyndi Bluhm Vote: Unanimous  
Discussion: Paul Simone, Director of MSA has decided not to renew his contract for the next school year. Paul discussed his decisions and noted some of his observations on other charter schools. Nova Classical Academy made positive changes by taking advantage of leveraging the community outside of their school beyond the families and staff. They changed their board configuration which helped them move forward. Paul suggested that the MSA board review its current mix and consider adding more community members by reducing the number of teachers on the board resulting in a board makeup mix of 3 teachers, 3 parents and 3 community members. Paul feels that the school would benefit from this mix by bringing in outside ideas and resources. Paul also noted that other charter schools have foundations which bring in outside money to the school. Paul feels that MSA will need to change in order to compete.

e. **Motion to approve 2012-13 Eagle Bluff trip (2012 MEA weekend)**

Moved by: Cheri Howe Second: David Halstead Vote: Unanimous  
Discussion: The group had a great trip earlier this year to Eagle Bluff. Cheri would like to organize a 7th grade fall trip to Eagle Bluff. The planned trip would be October 17, 18 and 19th 2012. Students would only lose ½ day of school since they would leave on the MSA conference day that school is only in session ½ day. There is not school the other two dates due to the Minnesota Professional Teacher Conference meetings. Cheri Howe, Molly Molitor and a 3rd teacher would be the teachers making the trip.

f. **Motion to approve Italy Trip (Spring Break 2013)**

Moved by: Cyndi Bluhm Second: Michelle Kurkoski Vote: Unanimous  
Discussion: Tentatively, the group signed up for the Italy trip would leave March 7<sup>th</sup> 2013. The students and teachers would miss 1 day of school on Thursday March 7<sup>th</sup>. Friday March 8<sup>th</sup> is a teacher work day. The group plans to return on Friday March 15<sup>th</sup>, 2013. MSA's spring break is March 11<sup>th</sup> – 15<sup>th</sup>, 2013. 15 students are signed up and chaperones are Ken Thielman and Cheri Howe. The group will be part of a public tour since not enough students signed up to justify the private tour. It was recently brought to Cheri's attention that MSA's property liability insurance company requires \$2500 liability insurance /per year to cover school liability for students traveling. The school has not had this for previous trips. Since this came up out of the blue and was not planned for in the student costs of the trip, Cheri is asking the board to have the insurance amount covered by the school. Someone suggested an option of the students involved in the trip fundraise the cost for the insurance. Cheri explained that the group is already trying to do fundraising for the trip itself. Cyndi will add the expense of this into next year's budget.

g. **Motion to approve the all school speaker.**

Moved by: Rachael Erickson                      Second: David Halstead                      Vote: Unanimous  
Discussion: On May 8<sup>th</sup> Dr. Dan Reidenberg, Executive Director of SAVE - Suicide Awareness Voices of Education will be talking about mental health. The speaker event will be held in the evening and is open/optional to the entire MSA community. The cost for the speaker is being provided by a grant along with funds from the parent team. The board needs to approve the speaker event since the speaker will discuss suicide.

h. **Motion to approve 2012-2013 school calendar.**

Moved by: Cyndi Bluhm                      Second: Lisa Anderson                      Vote: Unanimous  
Discussion: It has been tradition that MSA's academic calendar has been 3 days shorter than South Washington County, District 833. MSA exceeds the required number of academic hours by the state. Someone questioned whether the shorter academic calendar should be addressed as there has been staff discussion on not having enough time to cover some class material.

i. **Motion to have the theater group spend down their activity account and then have additional dollars come out of the MSA General fund in order to reduce the out of pocket participation fee of each student participating in the school musical to \$50 each.**

Moved by: Craig Creeger                      Second: Cheri Howe                      Vote: Unanimous  
Discussion: Student participation costs have been \$50 the past few years. Students were not informed up front of the participant fee increase to \$100 for this year's musical.

12. Information:

**Social Studies Curriculum change:** There are new state standards which will require MSA to change 7<sup>th</sup> grade Social Studies and then the following year, 8<sup>th</sup> grade will need to include Global studies. MSA will need to purchase 7<sup>th</sup> grade Social Studies text books.

**Meeting with builder:** Friday March 30<sup>th</sup> at 8:30 a.m. to review new building plans and costs. Shortly after this meeting, there will be a closed building meeting with the MSA board to discuss the plans and the costs.

**University of St. Thomas Capital Campaign Team 3/30/12:** at the same Friday March 30<sup>th</sup> 8:30 a.m. meeting the UST students will be presenting their Capital Campaign project.

13. Future Agenda Items:

- a. Future agenda Items list:
- b. Regular Board Meeting - Third Thursday of the Month 6:30pm
- c. Workshop Meeting – Discuss changing the MSA board structure for the benefit of the school long term.  
Discuss bylaws, healthcare, review strategy for hiring a new school Director.
- d. Date and Time of Next BOD Meeting – April 19<sup>th</sup>, at 6:30 p.m.
- e. Date and Time of Workshop - April 19<sup>th</sup>, at 5:00 p.m.

14. Adjourn by Craig Creeger at 8:44 p.m.

Moved by: Rachael Erickson                      Second: Sandeep Chandak                      Vote: Unanimous