

**Agenda**  
**Board of Directors Meeting**  
**Math & Science Academy**  
**Thursday May 31, 2012– 6:30 PM**  
8430 Woodbury Crossing, Woodbury, MN 55125

1. Call to Order by Cheri Howe (Chair) at 6:36 p.m.

2. Roll Call of Members:

Cheri Howe– Chair (Present)

Sandeep Chandak – Vice Chair (Present)

Cyndi Bluhm - Treasurer (Present)

Rachael Erickson - Secretary (Present)

Jerry Hall (Present)

Lori Nixon (Present)

Michelle Kurkoski (Present)

Lisa Anderson (Present)

David Halstead (Present)

Alison Creeger (Student Rep) (absent)

Judith Darling BKDA – CFO (ex-officio) (absent)

Paul Simone –Director (ex-officio) (Present)

3. Approval of Agenda

Moved by: Rachael Erickson

Second: Lori Nixon

Vote: Unanimous

Discussion: At the end of each school year, employees may request additional funds to reimburse educational expenses. Educational funds not claimed by other employees may be used to honor such requests at the discretion of the MSA board. Cheri Howe noted that there were no unused educational funds available to support the 2011-2012 end of year reimbursement requests.

- Under **New Business** add item i: Motion to approve Cyndi Bluhm’s letter of resignation from the MSA Board of Directors.
- Under **New Business** add item j: Motion to nominate a board member as MSA board treasurer.

Agenda stands as corrected

4. Open Forum

**Stacy Bartlett** – MSA teacher. Stacy passed out a document which included a list of questions and answers from her standpoint, regarding the MSA building expansion. Stacy voiced her concerns of MSA moving forward on such a large scale project without, in her opinion, having considered how it will affect the entire MSA community.

5. Approval of Meeting Minutes for the meeting of **Thursday May 17, 2012**

Moved by: Cyndi Bluhm

Second: Lori Nixon

Vote: Unanimous

Discussion: Attach Lori Nixon’s amended motion to the May 17<sup>th</sup>, 2012 Unfinished Business meeting minutes. Thursday May 17, 2012 minutes stand as corrected.

6. Financial Report – **Bonding Project – Refunding and New Money Scenario 5-21-12**

Discussion: No financial report was reviewed, since it was just reviewed at the May 17, 2012 meeting. Paul Simone asked the board members if there were any additional questions regarding the bonding project. No additional comments.

7. Chair’s Report – (Cheri Howe)

Discussion: Cheri reminded the group that the audience can participate during board workshops, however during board of director meetings the audience can only speak during the open forum portion of the meeting.

Cheri noted that the MSA community has had a lot of recent changes which have been both challenging and exciting.

8. Standing Committee Reports:

a. **Budget (Cyndi B/Sandeep C/Lori N):**

Discussion: The 2012-2013 budget was approved at the May 17, 2012 meeting. They will be collecting changes over the summer and a revised budget will be presented to the board at the fall meeting.

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

Discussion: Paul Simone explained that the roof on the main MSA building will need roof repair. The roof was damaged in a recent storm, blowing off shingles. He explained that if it qualifies for insurance reimbursement, the reimbursement amount would be for asphalt shingles; however the building company would use steel shingles for the replacement which would cost more. A company is coming out on Friday June 1, 2012 to provide an estimate. Cheri also reminded the group of the erosion in the back of the building and feels it also needs to be addressed soon. The old mini golf course area also needs to be removed and landscaped however; priority would be to address the erosion with the thought of having students assist with reworking the golf course area.

c. **Enrollment (Rachael E/Michelle K):**

Discussion: No changes in enrollment.

d. **Personnel (Lisa A/Cheri H): New Director Hiring Process**

Discussion: Lisa Anderson made note that the open math position has been posted. The open office staff position is not posted yet. With regards to hiring a new MSA Director – there were over thirty applicants. The committee selected seven applicants for interviews and has since narrowed the candidates down to three. The three candidates will participate in Student, Staff and Parent Forums on Monday June 4, 2012. Each forum has been assigned a time where they will have limited opportunity to ask questions of the candidates and share input. On Tuesday, June 5, 2012 at 5:00 p.m. there will be an open board of directors meeting where the MSA Board will select the finalist. Detail schedules for Monday June 4<sup>th</sup> and Tuesday June 5<sup>th</sup> have been provided to the MSA community via a LISTSERV email and the MSA website.

Lisa and Cheri expressed thanks to everyone who has been involved in the search and interview process. Lisa questioned the process in determining what kind of a package will be available to offer the selected candidate. Paul Simone explained that if anything within the package needs to be modified, then the board would need to have a closed meeting for this discussion. There was also discussion regarding the new director contracts. Normally contracts run for twelve months starting in August. If the newly hired director needs to start earlier than August, the board will need to decide how the transition start time would be handled. There was discussion of utilizing an hourly rate prior to an August contract start. There was also discussion of starting the contract earlier. No decision was made and will be done so at a closed meeting Tuesday evening after the board selects a candidate.

Cheri Howe gave an update on the transition team - Susan Mooney and Paul Simone have been working on an operations manual. The farewell reception for Paul Simone will be held the evening of June 12, 2012 at the Guardian Angels Church. The group would appreciate attendees to RSVP by going to the MSA website and clicking on the provided link.

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

Discussion: Nothing new to report.

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

Discussion: The parent team has been working on the preliminary 2012-2013 parent team budget which will be presented at the fall meeting.

g. **Policy (Michelle K/Lisa A): Non-Substantive Policy Changes**

Discussion: No additional policy changes.

h. **Student Committee (Alison Creeger): 2012-2013 Student Representative**

Discussion: In Alison's absence, Mrs. Bartlett provided information. Voting for the three candidates who are running for the 2012-2013 student representative position on the board of directors will close Friday afternoon at 3:30 p.m. The student representative will be announced next week.

Alison is in charge of compiling student questions for the director candidate student forum on Monday June 4, 2012. All questions will be reviewed by Mrs. Bartlett prior to the student forum.

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

Discussion: Nothing new to report.

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

Discussion: The committee had an initial meeting on May 21, 2012. They discussed the need to match course descriptions to what is actually taught in the classroom. Lori Nixon mentioned that she received an email from a parent questioning whether the academic meetings could be held in the evenings so they can attend after work hours.

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

Discussion: Jerry Hall will include a power point presentation on MSA brand identity and grant applications at the next board meeting. The goal will be to share the information with the MSA parent community the week of June 11, 2012 so they can begin recruiting funds from their places of employment.

9. Consent Agenda: **Motion to approve non-board member contracts.**

Moved by: Rachael Erickson

Second: Lisa Anderson

Vote: Unanimous

Discussion: No additional discussion.

10. Unfinished Business

a. **2013-2014 English Curriculum Changes**

Discussion: The English department has not had the opportunity to meet to discuss the results of the May 17, 2012 board discussion on this unfinished business item.

Rachael Erickson made a motion to table the 2012-2014 English Curriculum Changes until a fall board meeting.

Moved by: Rachael Erickson

Second: David Halstead

Vote: Unanimous

11. New Business

a. **Motion to approve Amending the MSA By-Laws Section III MEMBERSHIP (3-parent, 4-teachers, 2-community members) Second vote**

Moved by: Cyndi Bluhm Second: Jerry Hall

Vote: **8 Yes** (Cheri Howe, Michelle Kurkoski, Rachael Erickson, Jerry Hall, Sandeep Chandak, David Halstead, Cyndi Bluhm, Lori Nixon) **1 No** (Lisa Anderson), **0 Abstain**

Discussion: Only noted typos on the MSA by-law Section III membership document.

b. **Motion to approve BKDA Contract**

Moved by: Cyndi Bluhm Second: David Halstead Vote: Unanimous

Discussion: The contract with BKDA is for three years. Paul Simone feels BKDA has done a great job overseeing MSA's finances this past year. There was a question as to why the MSA board is approving this contract since it states on the document that it is for Financial Management Services for the MSA Building Company. Paul explained that MSA Building Company gets paid from MSA. The contract is based on projected enrollment and is based on a monthly fee, not per student.

c. **Motion to approve 2012-2013 Staff Handbook as amended**

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

Discussion: No discussion.

d. **Motion to approve 2012-2013 Course book as amended**

Moved by: Rachael Erickson Second: Lori Nixon Vote: Unanimous

Discussion: No discussion.

e. **Motion to approve Non-substantive Policy Changes**

Moved by: Michelle Kurkoski Second: Lisa Anderson Vote: Unanimous

Discussion: No discussion.

f. **Motion to approve 2011-2012 Parent Survey**

Moved by: Rachael Erickson Second: Jerry Hall Vote: Unanimous

Discussion: Due to the survey's growing size, Paul Simone suggested that there may be a need to redesign the form to streamline or separate the questions into multiple surveys. 10<sup>th</sup> grade Art is missing from the survey and needs to be added. Paul commented that the response rate has been in the area of 60%.

g. **Motion to authorize the MSA Building Company to engage Piper Jaffray to complete the bonding project not to exceed \$10.5 million in bond proceeds and not to exceed \$745,000 in annual debt service payments.**

Moved by: Cyndi Bluhm Second: David Halstead

Vote: **7 Yes** (Cheri Howe, Rachael Erickson, Jerry Hall, Sandeep Chandak, David Halstead, Cyndi Bluhm, Lisa Anderson) **2 No** (Lori Nixon, Michelle Kurkoski), **0 Abstain**

Discussion: Paul Simone explained that it is important that the board decide whether or not to move forward in a definitive way on this next step. If the motion does not get voted on at this meeting, Paul recommended that the board drops the motion and further movement. The cost to MSA to have Piper Jaffray work on this bonding project is \$120,000 and is not a 100% guarantee of MSA getting the financing. In regards to Stacy Bartlett's comments made in the open forum, Sandeep Chandak noted a certain percentage of students who leave in 9<sup>th</sup> grade due to various reasons, but one being for the lack of rigorous courses offered at MSA. With 9<sup>th</sup> grade turnover and students taking PSEO along with a minimum student requirement to hold a class, MSA has a difficult time offering additional rigorous courses in the higher grades. Sandeep commented that with costs going up each year with a fixed income, the student population must grow to support those costs or each year additional items may need to get cut. Lori Nixon indicated that income did not need to be fixed only on the per pupil aid income and could be increased through alternative funding projects for the school without the funds directed to a building expansion. Cyndi Bluhm commented that for the past four years the working

income has been fixed with no additional alternative income sources. Expanding the student population has been part of MSA's long range plans, as fundraising would need to be consistent to support rising costs. Prior efforts to obtain grants and fundraise have not worked out. Cyndi explained how revenues are increased by adding, for example, 20 students which would then require an additional teacher to be hired. Per pupil aid from the state for 20 student example does not equate to the costs of hiring an additional teacher. David Halstead mentioned that by increasing the family base with additional students would also be increasing the fundraising base. Lisa Anderson understood that the reason for the recent decrease in employee benefits was to help with a building expansion. She questioned whether benefits would be readdressed if the building expansion project did not move forward. Cyndi explained that the benefit reductions were not tied to the building expansion. They may have appeared tied together since both budget and building expansion discussions were going on at the same time. Michelle Kurkoski questioned whether the new director candidates have the ability to pick up this big of a project. The search committee members on the board replied that all three candidates have the qualifications. Some of the candidates have fundraising backgrounds. Michelle asked if the motion was voted yes to move forward and then at a later date, whether it was an option if the board could decide to postpone the start of the building or slow it down. The answer was no. If the board votes yes on this motion, then it must move forward. Lori Nixon reminded the group that all board members need to understand all provided paperwork and information and not rely solely on the financial people to understand and make MSA's financial decisions.

**h. Motion to approve board member contracts (separate motion for each):**

**Motion to approve Cheryl Howe's contract**

Moved by: Cyndi Bluhm                      Second: Jerry Hall

Vote: **8 Yes** (Rachael Erickson, Jerry Hall, Sandeep Chandak, David Halstead, Cyndi Bluhm, Lisa Anderson, Lori Nixon, Michelle Kurkoski) **0 No, 1 Abstain** (Cheri Howe)

**Motion to approve Michelle Kurkoski's contract**

Moved by: Lori Nixon                      Second: Sandeep Chandak

Vote: **8 Yes** (Rachael Erickson, Jerry Hall, Sandeep Chandak, David Halstead, Cyndi Bluhm, Lisa Anderson, Lori Nixon, Cheri Howe) **0 No, 1 Abstain** (Michelle Kurkoski)

**Motion to approve Rachael Erickson's contract**

Moved by: Cyndi Bluhm                      Second: Lori Nixon

Vote: **8 Yes** (Michelle Kurkoski, Jerry Hall, Sandeep Chandak, David Halstead, Cyndi Bluhm, Lisa Anderson, Lori Nixon, Cheri Howe) **0 No, 1 Abstain** (Rachael Erickson)

**Motion to approve Lisa Anderson's contract**

Moved by: Sandeep Chandak                      Second: Cyndi Bluhm

Vote: **8 Yes** (Michelle Kurkoski, Jerry Hall, Sandeep Chandak, David Halstead, Cyndi Bluhm, Rachael Erickson, Lori Nixon, Cheri Howe) **0 No, 1 Abstain** (Lisa Anderson)

**Motion to approve David Halstead's contract**

Moved by: Jerry Hall                      Second: Michelle Kurkoski

Vote: **8 Yes** (Michelle Kurkoski, Jerry Hall, Sandeep Chandak, Lisa Anderson, Cyndi Bluhm, Rachael Erickson, Lori Nixon, Cheri Howe) **0 No, 1 Abstain** (David Halstead)

**i. Motion to approve the resignation of Cyndi Bluhm from the MSA Board of Directors effective June 9<sup>th</sup>.**

Moved by: Rachael Erickson                      Second: Sandeep Chandak

Vote: **8 Yes** (Michelle Kurkoski, Jerry Hall, Sandeep Chandak, Lisa Anderson, Cyndi Bluhm, Rachael Erickson, Lori Nixon, Cheri Howe) **0 No, 1 Abstain** (Cyndi Bluhm)

Discussion: Board members thanked Cyndi for her dedication and hard work.

**j. Motion to nominate and approve Lori Nixon as MSA Board of Directory Treasurer as of June 9<sup>th</sup>**

Moved by: Cheri Howe                      Second: Cyndi Bluhm

Vote: **8 Yes** (Michelle Kurkoski, Jerry Hall, Sandeep Chandak, Lisa Anderson, Cyndi Bluhm, Rachael Erickson, Cyndi Bluhm, Cheri Howe) **0 No, 1 Abstain** (Lori Nixon)

Discussion: Lori Nixon was nominated. Currently, the treasurer handles the MSA deposits. If voted in as treasurer, Lori stated that other options would need to be looked at in this area as she would not be handling the MSA deposits. Lori reminded the board members that they all need to take responsibility of the schools money and not rely on her to make the financial decisions.

12. Information:

Discussion: Paul Simone reminded the group of graduation next Thursday evening. All board of director members are recommended to be there by 5:45 p.m. The ceremony generally lasts 1 hour and a reception is held afterwards.

13. Future Agenda Items:

- a. Future agenda Items list: for Tuesday meeting-vote on director, discuss package(closed meeting), review power point. Future board meeting – review of Policy 201.
- b. Regular Board Meeting - Third Thursday of the Month 6:30pm
- c. Workshop Meeting – no workshop
- d. Date and Time of Next BOD Meeting - June 5<sup>th</sup> 5:00 p.m.
- e. Date and Time of Workshop - no workshop

14. Adjourned by Cheri Howe at 8:12 p.m.

Moved by: Lori Nixon

Second: Sandeep Chandak

Vote: Unanimous