

**Agenda - Board of Directors Meeting  
Math & Science Academy  
Thursday August 23, 2012**

5:30 p.m. - Board Workshop (see below), 6:30 p.m. - Board Meeting  
8430 Woodbury Crossing, Woodbury, MN 55125

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1. Call to Order at 6:30 P.M.

2. Roll Call of Members:

Cheri Howe – Chair (Present)  
Sandeep Chandak – V. Chair (Present)  
Lori Nixon – Treasurer (Present)  
Rachael Erickson – Secretary (Present)  
Lisa Anderson (Present)  
Cyndi Bluhm (Present)  
Jerry Hall (Present)  
David Halstead (Present)  
Michelle Kurkoski (Present)  
Judith Darling BDKA – CFO (ex-officio) (Present)  
Bob Kreischer (ex-officio) (Present)  
Anish Chandak (Student Rep.) (Present after seated by the board)

3. Approval of Agenda

Moved by: Rachael Erickson

Second: Cyndi Bluhm

Vote: Unanimous

4. Open Forum

**Mikayla Dalton** and **Ali Creeger**, Students and NHS members, asked for approval of 5k fundraiser on September 15th at Colby Lake. Trail and pavilion are secured and fees will be charged and funds will go to charities that will be decided upon in the future. There will also be things for kids to do. Refreshments will be provided. If rain, the races will still take place. Liability form was distributed to board for review. Flyers to promote the running event were shown. This event will be open to MSA families only. Board unanimously approved.

**Michael Atherton**, parent, talked about a face book page that he created for MSA parents. Mr. Atherton is the owner of the group. Mr. Atherton asked if the board members had any concerns or suggestions about this. He asked that an addition be added to the agenda to discuss whether a facebook page should be started for former MSA students. There are over 400 past students that Mr. Atherton has contact information about, and this could be a good fundraising and networking tool for the school Mr. Halstead asked that Mr. Atherton come to the next technology committee meeting to discuss. There are concerns to be discussed (including MSA name protection). Board asked that this issue be discussed at the technology committee meetings and not at this time. After discussion with the technology committee, it will be put on the board agenda to be formally discussed. Mr. Atherton was invited to the next technology committee meeting by Mr. Halstead.

**Jacob Siekmeier**, student from the MSA Fighting Calculators Robotics team announced the teams recent competition at the Minnesota State Fair and their presence at the upcoming Woodbury Days event. Board thanked Jacob for the information.

**Dan Swanson**, parent, announced his willingness to start an archery club and skeet shooting club. Dan will gather the information and bring back to the board.

**Beth Hartz**, Chair of the MSA Parent Team, announced the upcoming parent team meeting on September 16th, starting with a "roundtable" with parents starting at 7:30. Their Treasurer recently resigned and they are looking for volunteers.

**Bob Kreischer**, MSA Director, talked about a student (Robert Nelson) who wants to do a project as part of his Eagle Scout requirements for the school. Bob did not know that the board needed to review and approve the project. The student would like to show the project to those families attending the MSA Open House and ask for donations toward the project. Board needs to approve the project due to concerns about drainage issues that need to be addressed. Jerry Hall volunteered to address these potential drainage issues. Mr. Halstead will assist. Bob will do the connecting between the student and Jerry. Suggestion made to make the plantings low maintenance and hopefully native. Cheri Howe will assist with this effort.

5. Approval of Meeting Minutes from: **Thurs., 5/31; Mon., 6/4** (as audio recorded [BOD candidate forum]); **Tues., 6/5**

(Open Meeting); and **Tues., 6/26**

5/31: Moved by: Cyndi Bluhm

Second: Lisa Anderson

Vote: Unanimous

6/4 No need to approve because is audio recording and it is not posted to the web page yet

6/5 Moved by: Michelle Kurkoski  
correction made by Cynthia Bluhm

Second: Sandeep Chandak

Vote: Unanimous

6/26 Moved by: Rachael Erickson  
correction made to item 4d Motion by Cynthia Bluhm

Second: David Halstead

Vote: Unanimous

## 6. Financial Report – **June 2012 (Lori N.)**

Discussion: The school budget had a surplus at the end of the year. Financials are preliminary because the audit is not done.

## 7. Chair's Report (**Cheri H.**)

Discussion: It has been a busy summer getting our new Director on board. Want to focus on being positive and moving forward. Some board members attended a national charter school conference. Learned many things. Acting on parents desires for more communication which was a main concern from the parent survey. The board is anxious to get started with the school year. Question asked about setting the goals for the new Director. Setting forth a formal Director evaluation process and its timetable needs to be established. The Director's goals will be a workshop item next month (September).

## 8. Executive Director's Report (**Bob K**)

Discussion: The Director displayed the MSA student ACT scores...something he is very pleased with (they are outstanding). He also talked about the MCA scores. These scores need to be interpreted carefully (i.e. when comparing our school's scores with St. Croix Prep). These scores show that MSA is competitive with the bigger schools. The Director is impressed with the families and the community Bob also stated that the past director was also extremely helpful. He mentioned the loss of the staff and teacher who recently resigned but again, the MSA community is rallying around finding their replacements. Lots of time has been spent interviewing candidates and he thanked everyone (parents and board members) for helping so much. Suggestion made to put the scores on the MSA home page to help with MSA brand.

## 9. Standing Committee Reports:

### a. **Finance/Budget (Lori):**

Nothing new to report.

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

Discussion: There is a new roof. Painting has just been done. Erosion on southeast corner needs to be addressed. Jerry Hall will look at that when reviewing and advising on the Eagle Scout project.

### c. **Building Company update (Cyndi/Rachael):**

Discussion: Need to get a document to the Dept. of Education. Have had a lot of due diligence requests. Standard and Poor is coming out to visit in order determine a bond rating for the bonds for the new building. Classroom size is an issue (see workshop notes for more information). Need to decide whether the new building as planned is going to be good enough in terms of size. Staff will meet in a workshop next week to discuss.

### d. **Enrollment (Rachael/Michelle)**

Discussion: Handout provided. 89 students for 6th, 7th, and 8th grade. For ninth grade total is 384, budget is targeted for 385. Goal is to retain more students for 9th grade.

### e. **Personnel (Lisa/Cheri):**

Discussion: Handout provided. Teri Hitchcock is new and will be teaching math. Dan Pryor was here before as a student teacher at one time and will be teaching science. The office assistant's hours have been increased and the pay increased (see consent agenda item). Three new educational assistants have been hired. Lego robotics coordinator has been hired. We are checking references for the cross country coach and have started the process to hire the lunch attendants.

### f. **Technology (David):**

Discussion: New lab computers have been ordered and will be in place per the technology schedule. Teachers get the old lab computers. Windows 7 has been loaded on more machines and an upgrade to Office 2010 is in process. Yearly maintenance has been completed on the computers. A new server was built to increase speed. Handful of web site changes have been made, based upon results of the parents survey.

Mr. Halstead invites more parents to the meetings. A note will be sent out. They will address social media issues and policies, etc.

- g. **Parent Team (Sandeep):**  
Discussion: Next meeting is September 13th. Meeting calendar will be on the web page. Parent Team is sponsoring a grounds cleanup.
- h. **Policy (Michelle/Lisa):**  
Discussion: Policies will be reviewed and updated. The policies that don't exist anymore or are out of date will be looked at first.
- i. **Student Committee:**  
No action because a student has not been seated to the board yet.
- j. **High School League Activities Committee (Jerry):**  
No update
- k. **Academics Committee (Michelle/Lisa):**  
Discussion: The first meeting will be September 14th. It will be on the website. Everyone welcome.
- l. **Alternative Funding Committee (Jerry):**  
Discussion: Have followed up on action to put something on the website regarding a survey concerning key issues related to raising funds for current operational and programming needs; comment made to plan the "give to the max" day a bit more in advance of the day. More preparation needed. Questions asked concerning what will the money be used for. Jerry Hall will contact Julia Charlsen who organized the event for MSA last year.

10. Consent Agenda - **Approval of:**

- a. **Teacher contracts -- Dan Pryor (Science) and Teri Hitchcock (Math)**
- b. **Educational Assistant contracts -- Jessica Heydt, Jason Jensen, and Renee Nettleton**
- c. **Office Assistant contract -- Joelle Pundsack**
- d. **LEGO Robotics Coordinator contract -- Nate Buck**
- e. **Resignation -- Bruce Monroe -- academic director, and Cami Lyn Wells-Paulson -- Cross Country and Track/Field coach**
- f. **Annual Designation list**

Moved by: Cyndi Bluhm

Second: Sandeep Chandak

Vote: Unanimous

11. Unfinished Business

- a. **Motion (amended, not passed 5/17/12) to approve English Department Curriculum changes and graduation requirements for Language Arts.**

12. New Business

- a. **Motion to approve of seating of new student representative-Anish Chandak; and Oath of Office**

Moved by: Rachael Erickson

Second: Cyndi Bluhm

Vote: Unanimous

- b. **Motion to approve Annual Waiver of Pledge of Allegiance Policy**

Moved by: Sandeep Chandak

Second: Rachael Erickson

Vote: Unanimous

13. Information: **None**

14. Future Agenda Items:

- a. Future agenda Items list: **site plan summary, Executive Director goals, (Jerry's) survey results, academic committee roles and responsibilities**
- b. Regular Board Meeting - Third Thursday of the Month 6:30pm
- c. Date and Time of Next BOD Meeting - September 20, 2012, 6:30 pm \_\_\_\_\_
- d. Date and Time of Next BOD Workshop - September 20, 2012, 5:30 pm \_\_\_\_\_ State policies will be discussed, building update, maintenance fees for insurance coverage changes made (monthly fees).

Adjourn:8:17 P.M.

Moved by: Michelle Kurkoski

Second: Lori Nixon

Vote: Unanimous

## **BOD Workshop - 5:30pm:**

### **Agenda:**

1. Policies 103, 103.5 and 426 (all approved 5/17 pending edits) (Michelle K)

Discussion: Policies were previously approved but there were many technical changes. No content changes are needed. Policies will be formalized. (not sure if this was the gist of the discussion)

2. Building Expansion – update (Cyndi Bluhm)

Discussion: Building Company meeting was August 16, 2012. Met with construction contractor on August 21, 2012. Received general understanding of building plan and costs. Due diligence for bonding is mostly done. Standard and Poor is coming to visit the school and to determine the bond rating that the school will receive. Would like the bonding to close by mid-November at the latest. Next week is a design meeting. Classroom size is an issue and options for adding space are limited. Part of the space issue in the current building may be resolved by moving students around a bit (scheduling classes differently). So maybe some space issues can be resolved that way. Discussion centered on the question of whether classroom size should be revisited with the design team. Question was asked whether teachers could do what they wanted to do with their classes with the classroom sizes the way they are now. Bigger classrooms result in fewer classrooms and fewer classes offered, however. Decision needs to be made about whether the board is satisfied with the way the classroom sizes are designed for the new building or not. Will get the Mn. Dept. of Education (MDE) Review and Comment document out first. Classroom size will be brought up at the next staff meeting to discuss before the next board meeting. It is still anticipated to have the new building up and ready by August 1, 2013.

3. Board goals - review suggestions and choose 3 priorities to focus on (Cheri H)

Discussion: The top board goal is the building. Other top goals include strengthening the team/stakeholders, fundraising, and academics (received the most votes from the board). Full list of board goals are listed on the attachment, entitled, "BOD goals 2012-2013." Cheri Howe asked the board if these were the correct goals and discussion ensued around how the board would tackle the goals listed. Suggestion made to address the top goals this semester and then the rest of the goals during the second semester. Decision made to make the top four goals listed above will be the boards focus this semester. Discussion about how difficult it is to make changes to the school website because webmaster controls the site, making changes difficult and then untimely. Question asked if web site assistance could be outsourced if needed in order to make web site more up to date with timely information. Concern is that people are referred to web site and web site is not necessarily up to date. Used to have a home page that did not have too much information on it. Balance needs to be struck between providing updates in a timely manner and the amount of information provided on our home page. Technology Committee will address (and members added to it). Webmaster will be involved.

4. Replacing academic director (Cheri H).

Discussion: Bruce Monroe, MSA academic director, recently resigned. Bob Kreisler, new MSA Director, reported on how the loss of this person will be handled. School will move on with just the Director (Bob). Office staff hours were increased in order to assist Bob with the work that Bruce used to do. Concern raised with how parent community will react. Academic director position was seen as a liaison between the parents and the Director. Concern expressed about the extra burden that the Director is (voluntarily) taking on. The new Director's background is in evaluation so he feels very confident that he can fill the academic director role as well as his own. If Bob needs help with these extra tasks, he will let the board know. Discussion occurred about giving the office staff person a raise. The pay raise was minimal (is that right?) Comment made to make sure parents know to let the board know if this arrangement is not working (by not replacing the academic director). Note made to check in with parents, as well as Bob, to see how things are going. Please refer to Consent Agenda portion of the regular board meeting minutes.

5. How to handle iPads that are returned from outgoing staff (purchased with staff development funds in 2011-12) (Cheri H)

Discussion: Not quite sure how to handle returned iPads from staff that resign from the school but are paid for out of staff development funds. Should the device be assigned to another employee? There is no policy. Comment made about other staff development items that employees receive and pay for out of these funds such as training

and books, etc. Is the iPad different? And why is it different? If the iPad goes to another employee, then that employee gets the benefits of the iPad and the benefits of "extra" staff development funds to be used as he/she wished. Discussion ensued whether a policy that iPads are and remain the property of MSA was, in fact, agreed to or not at a past staff meeting. Judith Darling (District Rep) commented that she will check with the District but she thinks that assets/tangible equipment belongs to the organization/school. Question sent to technology committee for discussion and to come up with a policy and process to communicate the policy among staff.