

Board of Directors
MEETING MINUTES
Math & Science Academy
Thursday, October 25, 2012
8430 Woodbury Crossing, Woodbury, MN 55125

1. Call to Order by Cheri Howe (Chair) at 6:39 p.m.
2. Roll Call of Members:

Cheri Howe – Chair (Present)	Michelle Kurkoski – Teacher Member (Present)
Sandeep Chandak – Vice Chair (Present)	Lisa Anderson – Member (Present)
Lori Nixon - Treasurer (Present)	Bob Kreischer – Director (ex-officio) (Present)
Rachael Erickson - Secretary (Present)	Judith Darling BKDA – CFO (ex-officio) (absent)
Cyndi Bluhm – Member (Present)	Anish Chandak - Student Rep. (Present)
Ken Thielman (Present)	
3. Approval of Agenda –
Moved by: Rachael Erickson Second: Ken Thielman Vote: Unanimous
New Business Changes:
Under New Business
11.a. - Remove Policies 601 and 807 from the agenda and place on future agenda
11.c. - Add two motions regarding 2012-2013 Budget Revision
 - 1) Motion to approve the Proposed 2012-2013 Budget Revisions – Updated 9-30-12
 - 2) Motion to require Board approval of expenditures in excess of \$3,000 or affect budget for more than one year in additional education fund line budget11.d. - Motion to approve the Preliminary Official Statement for bonding (not Offering)
11.e. - There will be three resolutions under 11.e. as follows:
 - 1) Need to approval general authorizing resolutions for execution of all documents and agreements relating to bond sale
 - 2) Approving adoption of IRS post-closing requirements
 - 3) Approve authorization for execution of use agreement and lease agreement with Chad/Marc LLC and Robert Engstrom CompaniesAgenda stands as corrected.
4. Open Forum – Nothing was discussed.
5. Approval of Meeting Minutes for the meetings of **Thursday, September 17; Thursday, September 20; and Thursday, September 27th**
Moved by: Michelle Kurkoski Second: Lisa Anderson
Vote: **8 approved** (Cheri Howe, Michelle Kurkoski, Cyndi Bluhm, Rachael Erickson, Sandeep Chandak, Lisa Anderson, Bob Kreischer, Lori Nixon) and **1 abstain** (Ken Thielman)
Discussion: Changes to these Minutes were noted by Rachael Erickson to the September 17th, September 20th, and September 27th, 2012 Minutes, which now stand as corrected.
6. Chair's Report – Cheri Howe indicated that 5 parents and 1 teacher stepped forward as candidates for the upcoming BOD election. The Parent Team did great in obtaining these candidates – they hosted a wonderful candidate information session to get more of our community involved and although only a few parents showed up, we know what needs to be done and what works for next spring keeping the Parent Team involved to prepare beforehand. A large article about MSA was printed in the 10-10-12 Woodbury Bulletin about how things are progressing for us - giving MSA even more exposure, which is wonderful!
7. Executive Director's Report – Bob Kreischer pointed out that Ken Thielman completed his successful Charter Board Member Training. Also a reminder that when the new Board members come on board in January, they need to get their training completed. Our Authorizer sent a note to MSA about our achievements stating they will be providing a celebratory lunch on Tuesday, October 30th from 11 a.m. to 12 p.m. inviting both staff/parents on the Board. At the last Board meeting, members asked about what the Director's goals were, which a copy of those goals were handed out to all Board members. The Parent Survey (Jerry Hall) was completed as of 10/16/12 and these responses to the survey included Academic, Building Needs, and Grounds Needs - a copy of which was also distributed to the members.
8. Standing Committee Reports:
 - a. Finance/Budget – Lori Nixon indicated CliftonLarsonAllen, LLP approved the unqualified clean audit. The September financial statements were provided in the Board Members packets for review. See handout.

- b. Building/Maintenance – Rachael Erickson mentioned the Eagle Scout project is now complete. A Give to the Max meeting was just held and it was discussed what our priorities would include building maintenance – which has lots of things that need to be done. Ken Thielman and Bob Kreischer made a priority list in that meeting with Mrs. Charlsen, Mrs. Ledvina, Anne Cardenas, Rachael Erickson, Cheri Howe, and Mr. Kreischer. Most of the funds will go to repair the building, mainly things that impact to the school. A few main projects mentioned include: carpeting, painting, floor tile, and adding another bathroom to the main building. We do have many good goals and improvements needed; these improvements would be greatly appreciated by the teachers, students, and parents.
- c. Building Company – Cyndi Bluhm informed the board that the Building Company would be reviewing bids from three different construction companies to get the construction costs nailed down. Later in the meeting the BOD will be voting on the Preliminary Official Statement (POS) for bonding, Authorizing Resolution, adopting the IRS Pro-Closing requirements, and the authorization for execution of use agreement and lease agreement with Chad/Marc LLC and Robert Engstrom Companies.
- d. Enrollment – Rachael Erickson provided numbers to the Board with student enrollment for the year 2012-2013, which shows the actual head count of the students in each grade. See attachment.
- e. Personnel – Lisa Anderson indicated a flow chart has been worked on (copy provided to the BOD members) and a few additions were added tonight involving Admin. pay function – Originally it was thought the Board would be looking at this chart in November, but it is not going to be discussed until the December meeting. See attachment.
- f. Technology – Ken Thielman stated there was not a meeting held this past month. Nothing new to report.
- g. Parent Team – Sandeep Chandak indicated that there was a good turnout of candidates for the upcoming election and mentioned, as Cheri Howe did, that the parent team did an excellent job with the round table.
- h. Policy – Michelle Kurkoski indicated that we will be voting on policies 412, 609, and 801 as amended later in the BOD meeting, others will be presented at a later BOD meeting.
- i. Student Committee – Anish Chandak indicated the following events have been scheduled: Spirit Week, Fright Night, Decade Dance in January, Semi-formal Dance, Valentine's Dance in February, Spring Fling in May, and Prom scheduled for May 18th.
- j. High School League Activities Committee - Sandeep Chandak stated that cross country was coming to a close and boys basketball would be starting soon.
- k. Academics Committee – Michelle Kurkoski indicated that according to one of the newer policies - the three policies we will be reviewing, if possible to have a student member on the academic committee and some discussion of how to solicit that, whom, or if a rotation of a student would work and the consistency of doing that – they will be making those changes, thus calling them the Academic Committee Student Representative.
- l. Alternative Funding Committee – Cheri Howe spoke on behalf of Julia Charlsen who was not able to attend. The Give to the Max deadline is November 15th and the site should be open sometime November 1st. For those who don't make a lot of money or are out of work – they will still have an opportunity for them to somehow give as well. If they have questions, they will go to Bob Kreischer for answers. There is hope for a minimum donation of \$15/family or a suggested donation of \$150/family, with a goal of 100 percent participation. The goal for these funds would be for building beautification using the suggestions given by staff, parents, and Jerry Hall in his alternative funding survey. If the committee isn't able to meet the challenge, that committee will look to the Board for help which could possibly involve phone calling. It was also brought up that technology has to go back to the budget for next year, but there is some balance remaining in this year's budget for technology (\$35,000 is currently budgeted and \$16,576 spent to date). Finally, the foundation cannot be a capital campaign any more - it has to be an endowment or is it going to be an education foundation – that hasn't yet been decided.

9. Consent Agenda – Approval of:

- Staff Contract: Joyce Lawrence - \$19.50/hr.
- Service Contract: BOD recorder – Vickie Armstrong \$20/hr.

Moved by: Cyndi Bluhm Second: Michelle Kurkoski Vote: Unanimous

10. Unfinished Business – Nothing was discussed.

11. New Business

- a. Motion to approve Policies 412, 609, and 801 as amended
Moved by: Ken Thielman Second: Cyndi Bluhm Vote: Unanimous
- b. Motion to approve 2011-2012 Financial Audit
Moved by: Rachel Erickson Second: Lori Nixon Vote: Unanimous
- c.1. Motion to approve the Proposed 2012-1013 Budget Revision – Updated 9-30-12
Moved by: Cyndi Bluhm Second: Lori Nixon Vote: Unanimous
- c.2. Motion to require Board approval of expenditures in excess of \$3,000 or affect budget for more than one year in additional education fund line budget
Moved by: Rachael Erickson Second: Lisa Anderson Vote: Unanimous

- d. Motion to approve the Preliminary Official Statement (POS) for bonding
 Moved by: Cyndi Bluhm Second: Ken Thielman
 Vote: **8 approved** (Cheri Howe, Michelle Kurkoski, Cyndi Bluhm, Rachael Erickson, Sandeep Chandak, Lisa Anderson, Bob Kreisler, Ken Thielman), **1 no** (Lori Nixon) and **0 abstain**
 Discussion: Regarding the reference to charter school on page A.16, it should say MSA rather than charter school.
- e. Motion to approve final building resolutions and necessary agreements
- 1) A motion to approve the general authorizing resolution for execution of all documents and agreements relating to bond sale
 Moved by: Lisa Anderson Second: Cyndi Bluhm
 Vote: **8 approved** (Cheri Howe, Michelle Kurkoski, Cyndi Bluhm, Rachael Erickson, Sandeep Chandak, Lisa Anderson, Bob Kreisler, Ken Thielman), **1 no** (Lori Nixon) and **0 abstain**
 Discussion: This document allows a chairperson or director to sign at closing, etc. The numbering on the resolution was of concern because the numbering on page two was off, but it was clarified that the appropriate items on the document in hand were correct, that a number was missing due to the hole being punched in that location. The original document will be reprinted before signing just to reaffirm that this is the full correct document and properly numbered. It will be noted that correct number of 8 documents. Academy should be change to reflect MSA or Charter School. We amended the lease agreement about a year ago to add an additional \$.75/per sq. ft. from maintenance money. That was the first amendment. Rachael Erickson will need to sign this document.
- 2) A motion approving adoption of IRS pro-closing requirements
 Moved by: Rachael Erickson Second: Lisa Anderson
 Vote: **8 approved** (Cheri Howe, Michelle Kurkoski, Cyndi Bluhm, Rachael Erickson, Sandeep Chandak, Lisa Anderson, Bob Kreisler, Ken Thielman), **1 no** (Lori Nixon) and **0 abstain**
 Discussion: This requirement wasn't required a few years ago. All voting members of the board will be signing this resolution.
- 3) A motion to approve the authorization for execution of use agreement and lease agreement with Chad/Marc LLC and Robert Engstrom Companies
 Moved by: Rachael Erickson Second: Cyndi Bluhm
 Vote: **8 approved** (Cheri Howe, Michelle Kurkoski, Cyndi Bluhm, Rachael Erickson, Sandeep Chandak, Lisa Anderson, Bob Kreisler, Ken Thielman) **1 no** (Lori Nixon) and **0 abstain**
 Discussion: This resolution refers to the negotiations update with Chad/Marc LLC - the owners of the property to the north. Ken Thielman stated the city is requiring us to have the entrance to the parking lot entrance go around the back of the building and come out the other side creating a loop around the building. In doing so, that loop will encroach on a part of the neighboring property owned by Chad/Marc LLC. In order to do that, we need to have an easement to get onto their property. As part of those negotiations it came to our attention that they have an easement on our property to get to their property. A use agreement among the parties (MSA Building Company, Chad/Marc LLC and Robert Engstrom) covering the encroachment, the lease and sharing the costs for the driveway and utility extensions on the east edge of the property has been negotiated as to essential points, but is not yet in formal form for signature. The use agreement provides that Robert Engstrom Companies pay 1/3 of the cost of the east driveway and utility extension and a reduction in the purchase price of the property by \$10,000 (to \$416,810). The Academy is not a party to this agreement. All costs arising from the transactions described above are included in the financial data prepared by BKDA for the Bond Documents and FY 2013.
12. Information: Policies 603 and 616 – These were held for future agenda items
13. Future Agenda Items:
- Future agenda items list: Policies 616, 603, 601 and 807
 - Regular Board Meeting – Third Thursday of the Month at 6:30 p.m.
 - Date and Time of Next Board Meeting – 6:30 p.m. 11/15/12
 - Date and time of Next Workshop Meeting – 5 p.m. 11/15/12
14. Adjourn by Cheri Howe at 8:20 p.m.
 Moved by: Rachael Erickson Second: Sandeep Chandak Vote: Unanimous

Respectfully submitted,

Vickie Armstrong, Board Recorder
[read and approved by Rachael Erickson, BOD Secretary]