

Board of Directors
MEETING MINUTES
Math & Science Academy
Thursday, December 20, 2012 – 6:30 p.m.
8430 Woodbury Crossing, Woodbury, MN 55125

1. Call to Order by Sandeep Chandak (Vice Chair) at 6:30 p.m. *Members were notified the meeting discussions were being recorded for note taking purposes and said recordings would be deleted after notes have been composed.*
2. Roll Call of Members:

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| Cheri Howe – Chair (Absent) | Michelle Kurkoski – (Present) |
| Sandeep Chandak – Vice Chair (Present) | Lisa Anderson – (Present) |
| Lori Nixon - Treasurer (Present) | Bob Kreisler – Director (ex-officio) (Present) |
| Rachael Erickson - Secretary (Absent) | Judith Darling BKDA – Financial Manager (ex-officio) |
| (absent) | |
| Cyndi Bluhm – Member (Present) | Anish Chandak – Student Rep. (Present) |
| Ken Thielman (Present) | |
3. Approval of Agenda –
Moved by: Cyndi Bluhm Second: Lori Nixon Vote: Unanimous
New Business Changes: Remove 11.b. Motion to approve **Organization Chart** - No motion and no action taken.
Agenda stands as corrected.
4. Open Forum – Many students were present to request events they wish to host for the BOD's consideration and those in attendance were as follows:
 - a. Shawn Ramberg of the Asian Club wishes there be a Movie Night on January 18th from 6-10 p.m. at \$5/person as a suggested donation and all funds would go to Heifer International. Advisor, Mrs. Erickson supports this event. The choice of movie(s) will be by January 7th and will be either a PG and/or PG-13 selections (which would need parent approval/signature). No BOD member was opposed.
 - b. Mr. Keller's 8th Grade Action Projects – listed separately below each student who spoke on behalf of their project:
 - * Ellie Stevenson, Jenny Freund (present) and Bo Szackman (not present) wish to construct fleece blankets and have a collection of fleece fabric, money donations, book, movie, and toys for children affected by cancer at Children's Hospitals of Minneapolis. A promised donation of fleece fabric will be donated by ArtStart of St. Paul and a grant provided by MS Hope will help with costs for supplies for making the blankets. It was asked if they can hang an event poster for this effort and if they could collect money donations at lunchtime and a collection box located outside the office for donations. The effort ends January 18th they wish to begin as soon as possible – after break and continuing through January 14th. It was recommended they get their poster into Mr, Kreisler for approval before they are displayed and money donations collected at lunchtime should be held in the office for safe keeping. BOD approved.
 - * Margaret Schultz, Andrea Ma (present) and Julia Pearson (not present) wish to do a fundraiser/collection of toys and money for research at the Children's Hospital of St. Paul involving a raffle on Friday, January 11th. Sandeep offered that due to state guidelines, a silent auction would be best due to gambling license requirements for a raffle. BOD approved.
 - * Navya Miryala and Meghana Kethineni wish to oversee a fundraiser selling cookies, hot chocolate, and miscellaneous items (candles, hand sanitizers, pencils, etc.) from January 7th through 18th outside during Advisory, proceeds to go towards the American Cancer Society. It was mentioned that this may conflict with the effort currently approved for 11th Grade Anna Vitale/Relay For Life, occurring each month now through June on Thursdays and Fridays during Advisory. It was agreed Navya and Meghana's fundraiser could be held Mondays through Wednesdays during those dates indicated. BOD approved.
 - * Nathan Liu wishes students have more physical activity outside during lunch time as long it is in a safe manner. Nathan indicated it is recommended all children do at least one hour of activity every day based on his research and MSA students currently received 90 minutes of PE activity every 2 weeks. Mr. Kreisler was not present at this part of the meeting, which would have been helpful as he is key in making decisions such as this and he is very supportive in having more physical activity for the students. Ken Thielman mentioned that with the new school building being constructed, there's the 1 acre vacant lot that will have a grassy surface when completed on the opposite side we have been given approval for students to utilize for play or activity as long as it is vacant. Nathan will represent to the board when the new building is finished.
 - * Rachel Miller wishes to do a collection drive of new or lightly used gloves/hats/mittens/coats from January 10-18, all donations will go to Lutheran Social Services for needy individuals. Collection boxes for new or lightly used donations would be placed outside the office. BOD approved.

- * Natalia Arora wishes to host a Cultural Festival sometime in May during Ms. Howe's Study Hall utilizing Ms. Howe's classroom requiring her to give up her class to move for one class period to host this event in that classroom. She would utilize the tables, one with each country featured. It would feature maps, games, music, artifacts, activities, and food – for the enjoyment of students, teachers and parents. It was recommended no food items be present at this event. No BOD member was opposed, but it is suggested Natalia get confirmation from Ms. Howe if she is willing to make her room available for this event, and get details, date firmed up, and volunteers committed by the end of April/early May. It was requested she get permission and details in order, and Natalia can come to the next BOD meeting with her plans for the BOD's consideration.
 - * Sahana Iyer and Yuyi Guan (present) and Andrew Jeyackandran and Noah Adams (not present) wish to host a BYOD (bring your own devices) to MSA. The intent of their request is to make MSA classes more device friendly environments, of course with rules. It would allow students to utilize their laptops/iPhones/cell phones/internet/eBooks during class times on homework and/or classroom projects and monitored by the instructor/teacher. Ms. Burggraaff supports this alternative and would be willing to sample this as a pilot program in her classroom. Currently our school has an Internet Policy and MSA does not allow cell phone/technology use in school during the school day. Sandeep indicated that the school has a policy which limits (based on teacher's discretion) the use of these technologies (currently limited to Study Halls on Fridays). Lisa Anderson suggested that these students discuss with Mrs. Burggraaff in greater detail her willingness to conduct a test pilot of this program, which feedback should come to the BOD and/or Mr. Kreisler for further consideration. Ken Thielman asked what students would do who can't afford this kind of technology. Sahana and Yuyi stated a paper option of this technology would be available as an alternative for those students who do not have said technology. This pilot may change policy if it is successful and recommended by Mrs. Burggraaff and the students, and if said policy is established, it may indicate limitations by allowing certain days allotted with teacher's discretion. Students are asked to discuss this in greater detail with Mrs. Burggraaff and the BOD was not opposed to a pilot being done within her class if she is willing to oversee said program.
 - * Jason Everson presented for his group wish to collect money donations for animal shelters (i.e., Woodbury Human Society) by doing a collection at Kowalski's and Walgreen's in Woodbury during winter break on the Tuesday, Friday, and Saturday from 10 a.m. to 1 p.m. after the Salvation Army bell ringers are done for the season. It was requested they create a poster for display at the collection sites, but a rough draft should be presented to Mr. Kreisler on Friday, December 21st for review/approval. It was asked if they could state this collection is being conducted by MSA's students, but NOT a MSA sponsored event. Salvation Army red kettles will be done by the end of the week prior to Christmas. BOD approved.
 - * Skylar Wolfe wishes to request to implement a more strict dress code at MSA. It currently limits the dress code to nothing that is distracting, but that is left to interpretation of each individual. It was mentioned that this is a policy issue and should be presented to the Policy Committee and if approved, then to the BOD for consideration.
 - c. Anish Chandak (present), Bobby Nelson, and Sydney Huntley (not present) spoke on behalf of NHS wishing to host a fundraiser for Victims of Hurricane Sandy – something like Give to the Max – their goal is to earn \$1,000. They wish to have Santa present tomorrow, Friday, December 21st, which the Board indicated this was not appropriate for an in-school activity. However, the BOD reminded Anish that earlier this school year NHS committed all fundraising monies earned this year will go towards the building project. If NHS wishes to host a fundraiser, it was suggested they considered be done after January 18th. It was requested Anish discuss with the rest of the group other options and present their suggestion at a future BOD for consideration. Activity not approved.
5. Approval of Meeting Minutes for the meetings of **Thursday, November 15, 2012**
 Moved by: Michelle Kurkoski Second: Lori Nixon Vote: Unanimous
 Discussion: Changes to these Minutes were noted by Vickie Armstrong, which now stand as corrected.
 6. Chair's Report – Cheri Howe was absent. Sandeep Chandak shared what has occurred the past month, which included the groundbreaking ceremony. Several individuals, including two BOD members, as part of the building company were thanked for the enormous amount of work spent on this project. Press coverage of the groundbreaking including photographs were in the Woodbury Patch. Give to the Max occurred also, which was not as successful as hoped. However, a lot of money was raised which will be utilized to get the needed items completed as expected in the existing school. Parents will notice those changes the next time they come into the school.
 7. Executive Director's Report – Bob Kreisler indicated construction is under way and they are planning on building 7 classrooms and an office for the 6th and 7th grade keeping those grades in a more tightly knit and in one location. The new building will also house PE and a science lab. For grades 8 through 12 they will have a 7 period day – with 7 periods and 2 lunchtimes, with no block days (not certain about 6th and 7th grades at this time) – classes approximately 50-52 minutes each. 8th through 12th will be able to select their electives. He has already surveyed the

10th graders and now surveying the 11th graders to see what kind of classes they would like to see at MSA (i.e., Calculus II, etc.). He plans to survey the 9th graders after break about what made them stay at MSA, followed by some of the 8th graders and then get some of the seniors involved afterwards. Some electives that are very likely for next year are Spanish 1, 2, 3, 4; Spanish lit class; the High School would like the F.A.C.'s class be included in the high school; Lifetime Sports, Statistics class, Economics class; most likely 1 or 2 of the following: Astronomy, Anatomy and Physiology class, and/or a Biomedical and Technology class. One of the largest goals is to keep our High School students here. Hopes are that in the next 2-3 weeks all dirt will be leveled out in the site. No decision has been made yet if there will be lunch located in the new building for those grades and currently there is no plan of building a lunch room as part of the new construction. A reason block days were decided to be removed was because several complaints came in that students were having 2 – 90 minute study halls back to back on block days, just to name some of what had to be considered – this change will give more instructional time for each class/teacher. Questions came up about an increase in the amount of homework with the removal of block days and it was stated this change should not really affect the students because the teachers will utilize time for classes and it shouldn't necessarily be a concern for most or all classes. The new school will not be connected with the current bell system, so they may have class hours and schedules separate than the existing building's class hour schedule. Study hall(s) will be an elective choice for students.

8. Standing Committee Reports:

- a. Finance/Budget (Lori) – A copy of the November 2012 Financial Statements was distributed for review. On page 5 – under “Due from Other Funds” that figure will go down \$128,000 which will be reimbursed upon bond closing at the end of the month. Working with Judith, a few minor word changes were made. Under “Activity Cash Accounts” it was noted under Baseball there is negative balance of -\$705, which Lori mentioned she talked with Molly Molitor and Bob Kreischer about this and Molly indicated she is having difficulty communicating with the coach, and that it is the BOD or Director's position to deal with a negative amount such as this. State holdback has decreased and we are going to receive a large catch-up payment next week, greatly improving our cash flow. Judith had requested her title be changed from CFO to Contractual Financial Manager, under Bob Kreischer's advice, the BOD had no objection to changing her title. Under General Fund, Local Revenues there is a figure of a negative -\$1,905 which was put back into the Prom Fund under Student Activity Cash Accounts. Give to the Max monies will be accounted for on the next Financial Statement.
- b. Building/Maintenance (Rachael) – Nothing was reported.
- c. Building Company (Cyndi) – Since the last meeting bond pricing was great. We issued \$9,950,000 in bonds proceeds. With that we do have a comfortable contingency on the construction, so there is some significant money set aside and available for the existing building. Working on the contractor's to do list to prioritize, hire, and get some projects completed using some of the Give to the Max money. The contingency on the construction is going to sit for a while until late January. The closing took place on November 29th and pre-closing was on November 28th - it was long and difficult, primarily because of the neighbors. The first architect meeting was on December 3rd. The hope is to pour footings on the first week of January. Ken reminded everyone MSA's point of contact is Bob Kreischer (and Rusty) and no one else should be giving instruction to the contractors.
- d. Enrollment (Michelle) – Enrollment numbers have not dropped since last month's report, with a total of 413 students to date.
- e. Personnel (Lisa) – Nothing was reported.
- f. Technology (Ken) – Ken had nothing to report, however Michelle reported that the policy involving what to do with capital equipment when a teacher leaves where does it go? was discussed. Sandeep indicated a webcam may be installed so parents/students can watch the progress of the building's construction. It is the hopes it can be mounted high above street level looking down onto the site so no vehicles can get in the way of the view of construction.
- g. Parent Team (Sandeep) - The Parent Team continues to sponsor and organize various activities (i.e., pizza day, etc.) and such as planning grade level dinners and a few grades have hosted dinners to date. The Community Roundtable Meeting is scheduled for Thursday, February 28th and the Stakeholders Meeting is scheduled for January 10th.
- h. Policies (Lisa/Michelle) – there were two policies reviewed earlier tonight. After break, Michelle will check with Bob as early as January as late as March on policy updates.
- i. Student Committee (Anish) – Dorkathon is scheduled for tomorrow, Friday, December 21st and well anticipated by students and teachers.
- j. High School League Activities Committee (Sandeep) – Board members were given a handout explaining who heads this committee, whom the committee reports, and what responsibilities and monthly time commitments are expected of committee members. Otherwise, nothing else was reported.
- k. Academics Committee (Michelle/Lisa) – Lisa presented a Summer and/or Online Course proposal which each of the BOD members received. She indicated staff is putting their core course online hopefully on this fall. There are some 11th graders who didn't have a writing class or another class and Mrs. Burggraaff has agreed to teach a

comp. class second semester this year. Joy Wenzel is very excited and would like to offer some online classes in place of some of our electives and there was quite a lot of debate about that. She plans to talk to Mr. Kreischer about possibly coming up with some kind of pilot project that she might bring before the next Academic Meeting and then the following BOD meeting. Joy wishes to help with a bridging class for students who are struggling in 7th grade – summer opportunities like a small group opportunity to work towards their 8th grade classes.

- I. Alternative Funding Committee (Cheri) – Nothing was reported.

9. Consent Agenda – None

10. Unfinished Business – None

11. New Business

- a. Motion to approve **On-Line Course Proposal**

Motion: Lisa Anderson Second: Michelle Kurkoski Vote: Unanimous

Discussion: This proposal is to better oversee how MSA offers online courses.

- b. Motion to approve **MSA Course Withdrawal**

Motion: Lisa Anderson Second: Michelle Kurkoski Vote: Unanimous

Discussion: This proposal is to establish a policy/procedure to better explain guidelines in dropping a class or PSEO/CIS course -and- Withdrawing from an MSA class or PSEO/CIS course. This policy will be effective immediately on ad hoc basis.

- c. Motion to approve **Dan Dawiedczyk to be appointed as the Community Member on the BOD**

Motion: Lisa Anderson Second: Cyndi Bluhm Vote: Unanimous

Discussion: All candidates were well qualified, but Dan was chosen for this position due to his industry background and the expertise he brings being with a division of a company would be a great addition for this position and Board.

- d. Motion to approve **Committee Appointed to do Director Evaluation**

Motion: Michelle Kurkoski Second: Lisa Anderson Vote: Unanimous

Discussion: Goal is to establish/create a committee of three members of no less than two different groups – and preferably one from each group (parents, teachers, and community) to evaluate the Director (one not required to be the Board Chair).

- e. Motion to approve **Policies 601 and 807** as amended.

Motion: Michelle Kurkoski Second: Cyndi Bluhm Vote: Unanimous

Discussion: Nothing was discussed.

12. Information

- a. Making high school sustainable – 2 years (Bob)
- b. Annual meet – State of the School – January 10th

13. Future Agenda Items:

- a. Seat new BOD members
- b. Elect officers
- c. Review By-laws
- d. Review Strategic Plan
- e. Academic Probation Policy (Bob)
- f. Parent Comments at Conferences (Bob)
- e. Date and Time of Next BOD Meeting – Thursday, January 17, 2013 at 6:30 p.m.
- f. Date of Time of Next BOD Workshop – Thursday, January 17, 2013 at 5:30 p.m.

14. Adjourn by at 8:45 p.m.

Moved by: Michelle Kurkoski Second: Sandeep Chandak Vote: Unanimous

Respectfully submitted,

Vickie Armstrong, Board Recorder

[read and approved by Sandeep Chandak, BOD Vice Chair]