

**Board of Directors
MEETING MINUTES
Math & Science Academy
Thursday, April 18, 2013.**

8430 Woodbury Crossing, Woodbury, MN 55125

1. **Call to Order** by Sandeep Chandak (Chair) at 6:36 p.m. *Members were notified that 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:**

Sandeep Chandak- Chair (Present)	Daniel Dawiedczyk (Present)
Susan Mooney- Vice Chair (Absent)	Alice Quammen Lee (Absent)
Ken Thielman- Treasurer (Absent)	Anish Chandak- Student Rep. (Present)
Heidi Bardwell- Secretary (Present)	Bob Kreisler-(ex-officio) (Present)
Lisa Anderson (Present)	Judith Darling BDKA- Contracted Financial
Annie Cardenas (Absent)	Manager (ex-officio) (Absent)
Sarah Burns (Present)	

3. **Approval of Agenda**

Moved by: Lisa Anderson Second: Sarah Burns Vote: Unanimous

- a. Add item 11g: Terminate contract with current cleaning company, Metro Commercial Cleaning Company
- b. Add item 11h: Approve contract with Heits Building Services
- c. Add item 11i: Approve Summer School Courses
- d. Add item 11j: Approve Lease Aid Application
- e. Add item 11k: Approve school nurse contract

4. **Open Forum**

- a. Students Nitali Arora, Andrea Ma, and Anna Terzian are representing the Earth Club which meets every other Tuesday with advisor, Mrs. Howe. They work to increase awareness about climate change and endangered animals, and to raise money for environmental organizations. They would like to raise money for Green Peace. They would like to hold a fundraiser by selling novelty snacks consisting of jelly tubes and jelly cups. They plan to sell them for \$.25-.50 each. With the inventory that they have, they estimate that they will make \$40.00 for their cause. The snacks are peanut free. They would like to sell them on May 9, 10, 16, 17, 23, and 24 in the Great Hall. Their sale may be interrupted on the 23rd because of a field trip. They have asked the BOD's permission to sell these items on the days indicated. **BOD-Approved.**
- b. Parent Jeni Crump, representing the Robotics team, presented to the BOD during the Workshop portion of the evening. The main concern she has brought forward is the need for a change of policies regarding extra curricular activities. There is a need for helping coaches set fees that are reasonable for the activity, and setting expectations for volunteer hours if your child is a member of a team. Other schools have booster clubs which help in these areas, and team members and their families are expected to help out. She talked about the cost that families would have to shoulder if each team member paid a fair and accurate share of the total cost of the Robotics season. Since the cost of being a competitive robotics team is

\$20,000-\$25,000, each student would have to pay \$600-\$800. She reminded the BOD that this team faces unique funding challenges, but offers an inclusive attitude toward students regardless of their ability to pay. She also noted the contribution that the Robotics team has made over the years to MSA in terms of reputation, and to students in the form of opportunities. She has asked the BOD to specifically take the Robotics team into consideration as they are drafting new policies.

5. Approval of Meeting Minutes from Thursday, 4/18/13

Moved by: Lisa Anderson Second: Daniel Dawiedczyk Vote: Unanimous

a. Changes- Page 2 of Workshop notes should say "IT administrator rather than IT guy."

6. Chair's Report- (Sandeep C.) Discussion- The Robotics team had a big win at the Regional Meet. The atmosphere was exciting, and worth attending in the future. The team has demonstrated the robot at Woodbury Days, and other events. Sandeep mentioned that hopefully as the high school population increases at MSA, then some of the financial burdens will be eased. Also, the Site Visit Report was supposed to have been reviewed, but Bob and Sandeep have not been able to meet with Glory, so it has been postponed until next week. The Report should be available at the next meeting. The attendance at the Parent Team meeting was disappointing. Out of 11 people in attendance, five of them were BOD members.

7. Director's Report- (Bob Kreischer)

a. **Enrollment-** We have significantly fewer students leaving at the end of this year than last year. Last year there were 55 students not returning, this year only 23 are not returning.

- 7th grade: Last year: 3 This year: 3
- 8th grade: Last year: 8 This year: 0
- 9th grade: Last year: 30 This year: 18 one student unsure
- 10th grade: Last year: 8 This year: 2
- 11th grade: Last year: 6 This year: 0
- This year we have 90 8th graders. Even if we lost 20 students (which we won't) we would still have 70 9th graders next year. This year we have 54 9th graders.

b. **Changes to be made to current building-**

- Brand new rugs in all the hallways
- Brand new rugs in a few classrooms
- Brand new art room instead of tiny room currently being used
- No cave
- More bathrooms
- Front entryway will be repaired.

c. **Open classrooms-** Once classes were scheduled, there were only four open periods total in the new building. Two of which are the Art Room, and one of which is the music room.

d. **Charter School Contract Education Goals-** We are currently in the 2nd year of a 3 year contract. We will likely be halfway through our 3rd year when we begin to negotiate a new contract.

- Goal #1: Participation in MCA testing

- 100% of students will attain achievement level equivalent or greater than proficiency. That is determined through the standards of the state of Minnesota.
- Goal #2: Performance in state assessment test indicating that we are doing better than 3 closest school districts: Stillwater, District 833, North St. Paul
- Goal #3: Nationally normed
 - All students in grades 9-12 will take the PSAT exam
 - Juniors will score in the upper quartile
- Goal #4: At least 80% of the school students will take the ACT, and 90% who take it will meet all 4 college readiness benchmarks.
- Goal #5: Professional Development- we've already completed for this year
- Goal #6: Attendance- School will maintain at least a 95 percent attendance.
- Goal #7: Satisfaction Surveys

8. Standing Committee Reports:

- Finance/Budget (Ken): (Sarah)** – Policy changes were brought to the budget committee. The amount of money that the ski club owes has been brought down to \$1000.00. They are still looking at different funds that will be applied to that debt. There was a \$6300.00 deposit made for the Track program. Expenses related to Track are yet to come. The current budget is on track with most items coming in close to budget. The committee is projecting a surplus of \$102,441.00 for the current year. The committee is looking for a 2% increase proposed for the teacher pay chart. This is being done to keep it from becoming out of date since the current pay chart is 4 years old. For next year, the school's contribution to the family medical will be reduced from 65% to 50% which is more the norm in education. Lots of companies are reducing because health benefits are so expensive.
- Building/Maintenance (Lisa):** Bob addressed the updates in his Director's Report.
- Building Company (Ken):** Construction is still behind schedule, but the Construction Company is still convinced that the time will be able to made up when the weather gets better, by bringing on additional crews and working extra shifts. At this point, the project is about 4 weeks behind. Sandeep asked if anyone had begun a conversation with Bob Engstrom about possibly leasing the property for an additional month or so in case the new construction is not completed on time. The bottom line is that he will want us out if he is able to find a renter who is willing to sign a lease. Bob agreed to give it a try just in case. The last update of the new construction on the website is a couple of weeks old. Bob said he would talk with Dave Loomis to get it updated.
- Enrollment (Susan):** Bob addressed the updates in his Director's Report.
- Personnel Committee (Lisa/Susan):** In the process of conducting interviews. The first Social Studies interviews have been held, and 3 people are being asked to come back. The English Department has had first interviews and are asking for a few people to come back. Special Ed has at least one person that they are very interested in. The Math Department has offered a job to someone. Teachers have done a great job of conducting interviews and sifting through all the resumes. Sandeep was approached by a Tae Kwon Do instructor who had already

approached Molly Molitor about wanting the school to consider using Tae Kwon Do as a replacement for P.E. Molly gave the Tae Kwon Do several reasons that it would not be a good option including The Tae Kwon Do would be offered only 2 days a week, but P.E. is going to be a 3 day per week class. Also, the P.E. instructor would be wasting time by watching the class while someone else taught it.

- f. Technology (Alice):** No update at this time
- g. Parent Team (Sarah/Anne):** The Grounds Cleanup Day that the Parent Team is coordinating has moved the date to May 4th due to the wintry weather. The Parent Team is requesting some funds to be used for landscape maintenance. There are some issues with the rocks around the building. There is no longer any edging, so the rocks are seeping out into the lawn. This issue will need to go to the budget committee because there are no funds set aside. Sarah thanked Anish for his suggestions for the online volunteer service organizers. She is currently using one of them currently for the Grounds Cleanup and it will be linked to the website. Grade level liaisons are being set up to foster a sense of belonging within the MSA community. They will plan and implement opportunities for classmates and their families to gather socially outside of school throughout the school year (fall, winter, spring) They would like to see 2 liaisons for each grade: 6th, 7th, and 8th. And then 2 for grades 9-12. The idea is that the high school kids will form a bond and be able to enjoy interacting with each other without the younger kids. Also the grade level liaisons will be a great way to get involved at MSA, and attend Parent Team meetings and bring new ideas and input. Finally, the Parent Team is wondering if we have a unifying school image. We have the MSA Dragon on the website, the compass on the stationary, the school newspaper has its own logo, and the Robotic's team has the Fighting Calculator. Water bottles are being handed out at the Grounds Cleanup, so the discussion began about what our logo actually is. The water bottles are being printed with the Dragon. There is a rumor that the school had originally wanted the Fighting Calculator as its logo, but the MSHSL said that an inanimate object could not be used, so they went with the Dragon. It was decided that as the Athletic Director, Molly Molitor should be in charge of this decision. Heidi mentioned that this is a decision that should be made soon, rather than letting it sit on the back burner. She noted that it was important to the Strategic Plan moving forward as we make broader connections in the community, we can present ourselves as, e.g., MSA Dragons or MSA Fighting Calculators.
- h. Policy (Heidi):** Heidi is working to pull together an appropriate team of people to form the committee that will address the policy issues. The policies that are currently being addressed will be available for review at the next meeting.
- i. Student Committee (Anish):** Anish reported that the student body was very excited about the Robotics team's success. When they won the regional meet, social media went crazy with people commenting and liking the status updates.
- j. High School League Activities Committee (Dan):** The weather is making it very difficult for the Track team to practice and participate in meets.
- k. Academics Committee (Lisa/ Susan):** The only update is the Summer School classes which were detailed during the workshop.

l. Alternative Funding Committee (Alice/Anne): No update at this time.

9. Consent Agenda – None

10. Unfinished Business – None

11. New Business:

a. Motion to approve the school’s By-laws. – 2nd vote

Moved by: Lisa Anderson Second: Heidi Bardwell Vote: Unanimous

b. Motion to approve MSA Building Company By-laws. – 2nd vote

Moved by: Lisa Anderson Second: Heidi Bardwell Vote: Unanimous

c. Motion to approve 2013-2014 school calendar.

Moved by: Lisa Anderson Second: Heidi Bardwell Vote: Unanimous

d. Motion to approve IES Contract.

Moved by: Lisa Anderson Second: Heidi Bardwell Vote: Unanimous

- Discussion- This is our contract with our Special Ed services. The person who comes does a great job and is willing to do whatever is needed. The cost is \$10,800.00 per year, and we need to have a down payment of \$2,500.00 by May 15, 2013.

e. Motion to approve new bank signatures.

Moved by: Sarah Burns Second: Dan Dawiedczyk Vote: Unanimous

- Discussion – This will authorize Bob Kreischer and Ken Thielman to be the signatures on the banking rather than Paul Simone and Cyndi Bluhm.

f. Motion to approve the termination of the current cleaning contract.

Moved by: Sarah Burns Second: Heidi Bardwell Vote: Unanimous

- Discussion – In order to give the company a proper 30 day notice, they should be contacted tomorrow.

g. Motion to approve contract with Heits Building Services.

Moved by: Heidi Bardwell Second: Dan Dawiedczyk Vote: Unanimous

h. Motion to approve Summer School.

Moved by: Sarah Burns Second: Lisa Anderson Vote: Unanimous

i. Motion to approve lease aid application.

Moved by: Dan Dawiedczyk Second: Lisa Anderson Vote: Unanimous

j. Motion to approve school nurse contract.

Moved by: Heidi Bardwell Second: Lisa Anderson Vote: Unanimous

12. Information

a. Policies - The idea is to put a policy in place that will cause the coaches, advisors, or anyone else who is spending money on behalf of a team to turn receipts into the office in a timely manner which will alleviate overspending. Furthermore, there is a need for an additional policy that will establish an expectation for teams, clubs, and other extracurricular activities to be self funded.

- Several questions were raised for consideration:
 - Should the policy be airtight so that no one is ever allowed to come to the BOD to ask for money? This would mean that students who were unable to pay their own portion of an activity or event would not be allowed to participate. Under this suggested new policy, the students who went to Italy would have been denied the money for the last minute insurance expense which could have kept them from taking the trip. Bob suggested that fundraising should come into play at that point.

- Sarah suggested that the Parent Team could potentially take on the responsibility of creating and managing a fund to meet scholarship needs that fall outside department budgets.
 - Sarah also asked if anyone knew where to find information regarding what can be required of parents in terms of volunteer hours.
- b. By-laws** – Bob Kreischer will have the By-laws updated and posted to the website.
- c. MSHSL** – Sandeep was reviewing meeting minutes from last April’s BOD meeting (2012) and noticed that, at that time, there had been a motion to approve the MSHSL resolution. Is that something that should be addressed now? Bob said that we would get a notice in the mail if it were necessary. MSA just did this in the fall, so it should not be an issue at this time.

13. Future Agenda Items:

- a. Approval of Strategic Plan**
- b. Approval of Policies**
- c. Approval of Staff Handbook**
- d. Approval of Course book**
- e. Approval of contracts**
- f. Workshop Items**
 - **Strategic Plan**
 - **Staff Handbook**
 - **Course book**
- g. Date and time of next BOD Meeting – May 16, 2013**

14. Adjourn at 8:23p.m.

Moved by: Dan Dawiedczyk

Second: Heidi Bardwell

Vote: Unanimous

Respectfully submitted,
Amanda Stout, Board Recorder

Approved,
Heidi Bardwell, Secretary