

**Board of Directors
MEETING MINUTES
Math & Science Academy
Thursday, May 16, 2013**

8430 Woodbury Crossing, Woodbury, MN 55125

1. **Call to Order** by Sandeep Chandak (Chair) at 6:38 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 (Absent)
Susan Mooney- Vice Chair (Present)	Alice Quammen Lee (Present)
Ken Thielman- Treasurer (Present)	Anish Chandak- Student Rep. (Present)
Heidi Bardwell- Secretary (Present)	Bob Kreischer-(ex-officio) (Present)
Lisa Anderson (Present)	Judith Darling BDKA- Contracted Financial
Anne Cardenes (Absent)	Manager (ex-officio) (Absent)
Sarah Burns (Present)	

3. **Approval of Agenda**

Moved by: Lisa Anderson Second: Susan Mooney Vote: Unanimous

- a. Add item 11g: Approve \$28,234.00 bonus payout for staff.

4. **Open Forum** - None

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

Moved by: Sarah Burns Second: Lisa Anderson Vote:

Sandeep Chandak- Chair (Yes)	Daniel Dawiedczyk (Absent)
Susan Mooney- Vice Chair (Abstain)	Alice Quammen Lee (Abstain)
Ken Thielman- Treasurer (Abstain)	Anish Chandak- Student Rep. (Non-voting)
Heidi Bardwell- Secretary (Yes)	Bob Kreischer-(ex-officio) (Non-voting)
Lisa Anderson (Yes)	Judith Darling BDKA- Contracted Financial
Anne Cardenes (Absent)	Manager (ex-officio) (Absent)
Sarah Burns (Yes)	

6. **Chair's Report- (Sandeep C.)**

- a. **Director evaluation** -Forms have been emailed, and Sandeep is going to send out instructions and helpful tips on how to select the rating. The evaluation was designed by the committee with Mr. Kreischer's input as well as input from our Authorizer.

- b. **Student Achievement Minnesota**- Student Achievement Minnesota (SAM) representative, Glory Kibbel, was on site April 21 to review the site visit that was conducted earlier in the school year. The report was difficult to understand because there was quite a bit of old information on it. At first glance, it did not look as if there was much good to say about MSA. However, after discussion, it was found that many of the comments related to previous years, and were no longer valid issues. Glory will update the report to reflect only the current issues. The Site Visit Report noted MSA's commitment to providing quality education, and also Mr. Kreischer's "commitment to data driven instruction." The items from the report which require action are:

- The charter school statute requires that Mr. Kreischer be evaluated in some specific areas because he does not hold an administrator's license. The

evaluation mentioned above in part 6a will focus on those areas. The director is also required to establish a development plan, which has been completed. As soon as the evaluations have been sent, MSA will be in compliance with all requirements of SAM

- c. **Carnival** – The carnival was well attended. Teachers as well as students had a fun time.

7. Director's Report- (Bob Kreischer)

a. Enrollment-

- Since the 2011-2012 school year, enrollment of incoming 9th graders has increased from 43 to 70. We received 26 applications for incoming 9th graders and 2 new students were enrolled. We could potentially add 10 more students to 9th grade. Attention is being paid to forecasted enrollment numbers. The goal is to gradually increase enrollment.
- Seniors attending PSEO has decreased significantly. During the 2012-2013 school year, 85.7% of seniors went PSEO. At the start of the 2013-2014 school year, we will only have 53.8% of seniors attending PSEO. 2013-2014's numbers: 8 seniors full time PSEO, 6 seniors part time PSEO, 12 seniors not going PSEO at all.
- Juniors attending PSEO has also decreased. 2012-2013 school year had 72% of our juniors attending PSEO. 2013-2014 will have 20% of our juniors attending PSEO. 2013-2014's numbers: 7 juniors full or part time PSEO, 24 juniors not going PSEO at all.

Moving forward, if we continue to keep this many seniors, we will have to reduce the numbers accepted in lower grade levels so we do not over enroll. Our enrollment cap is 450 students. It was noted that the incoming 11th graders are a socially tight knit group of kids who had already made a commitment to each other to stay at MSA for high school. This is to say that we should not assume future classes will make the same choice. Sarah Burns noted that the Parent Team is currently working to help form a similar sense of community within the rest of the grade levels via grade level liaisons.

- b. **Hiring of new teachers-** Lisa Anderson has done a great job of assisting all the departments during the hiring process and has made it much easier for the teachers to do their part in going through applications and interviews. We had many applications come through and were forced to make difficult decisions. We are replacing a science teacher, a math teacher, and two special ed teachers. We will have a total of 8 new teachers next year. There will be a mentoring program in place to help all of the new teachers become acclimated.
- c. **Next Year's scheduling-** Students are scheduled for next year's classes. Teachers know their classes and the approximate number of students.
 - **Teacher Evaluations-** Mr. Kreischer is finishing up teacher evaluations.

8. Standing Committee Reports:

a. Finance/Budget (Ken)(Sarah) –

- A motion will be made to approve \$28,000.00 for teacher bonuses.
- Another motion will be made to approve the 2013-2014 budget.
- The April 2013 Financial Statement was reviewed. Page 6 of the Financial Statement shows a negative amount of \$633.00 under Miscellaneous

Revenues/Sales of Equipment. This represents a deficit from last year's baseball program. In response to this situation, the BOD made changes to our policies regarding reimbursement for extracurricular activities.

b. Building/Maintenance (Lisa):

- Carpet will be installed when school ends.
- Still working out some issues with Building Company
- Deb Ledvina is still getting bids for repairs to main entrance
- A few kinks with the new cleaning company are being worked out. A miscommunication occurred between the boss and the employees regarding how often the rooms were to be cleaned. The employees thought that the rooms were to be cleaned every other day, but in fact, are to be given a thorough cleaning everyday, and a spot cleaning each day.

c. Building Company (Ken):

- At some point in the near future, there will be an effort to merge the Building/Maintenance committee with the Building Company committee.
- Construction is still 4 weeks behind schedule, but the construction company is still confident that the work will be done by August, although they would not commit to a completion date by August 15. They have said they would be bringing on additional crews and working extra shifts to get the job done. Bob Engstrom has said that he would continue to rent us the current high school building for a fee if we need it, and if he does not have another tenant lined up.

d. Enrollment (Susan): Nothing new to report.

e. Personnel Committee (Lisa/Susan): All of the hiring is done except we are still in need of a deaf/hard of hearing teacher to teach sign language to a student who is losing hearing. This position is only 1 hour per day, so it is difficult to fill.

f. Technology (Alice): (Sandeep) Bob and Sandeep met with Justin just before the BOD meeting. They talked about identifying a budget and a technology plan. Justin will present the plan to the BOD who will in turn decide what we can afford. There will be a separate group who will work with the communication committee to make the website more user friendly.

g. Parent Team (Sarah/Anne):

- The current Parent Team Officers have all indicated that they would like to be done with the positions that they are holding. The final meeting of the year is in one week, so there is only a week to find replacements. The problem is that the parent team does not have regular attendees, so there is no guarantee that people will be at the meeting to accept the positions. Mr. Kreischer asked if anything has gone out regarding the issue. Sandeep agreed that a formal announcement should have been made. Sarah did say that one announcement was made on Tuesday via listserv along with some other announcements. Sandeep mentioned that a special listserv should go out containing only this information. It should list the positions available along with the job responsibilities and the time commitment. Sarah said she would mention it to the Parent Team again.
- The Grounds Cleanup was a big success, and a lot of kids came out to help. It was suggested that maybe in the future there could be some simple tasks

available for the 6th, 7th, and 8th graders to perform without parental supervision. Although it ended up on a Friday afternoon by default due to bad weather conditions, it may be planned that way intentionally in the future. It seemed to be pretty convenient for many families who were there to pick up their kids anyway.

h. Policy (Heidi):

- Heidi is still working out the process that needs to be established/ followed. There are quite a few changes to be made because there was no access to the website for a while. Heidi suggested that maybe the changes should go out electronically because there are so many. She also suggested keeping a binder of the policies available in the office. There was discussion about the primary importance of the accuracy of the policies on the website as well as having an updated paper copy available in the office.
- Mrs. Mooney noted that she had been looking at minutes from BOD meeting last March, and was displeased to find that some things had been omitted from the official minutes. These were remarks that had been made and a specific request had been made that they be attached to the minutes. Attachments had been referenced in the minutes, but the attachments were nowhere to be found. Sarah mentioned the importance of following up with whoever is responsible for updating the website documents to be sure that everything posts accurately.
- The policies from the last meeting were amended, but did not make it into the packet, so they will be added next meeting also.

i. Student Committee (Anish):

- Anish reported that the students are upset about the enforcement of the dress code. The students feel that they are being publicly embarrassed by teachers who single them out for inappropriate dress. Anish conveyed that some students are afraid to talk to their teachers after school because they don't want to be sent to Mr. Kreisler's office. Anish also asked if the dress code applied only to school hours or if it is in effect anytime a student is in the building. Lisa Anderson offered the suggestion that if a student is present for a school activity, they should follow the dress code.
- Anish also expressed that the students are concerned that the school is losing its small school feel. Students feel that things are changing too fast. Sarah asked if there was improved communication with students if it would help ease the transition. Several BOD members noted the efforts being made to communicate with the student body as well as the importance of open communication. It was suggested that students sign up on the listserv.

j. High School League Activities Committee (Dan): Not present

k. Academics Committee (Lisa/ Susan): There was only enough summer school interest to fill one math class with 5-6 students. They will be offering it again next year and will get the enrollment out sooner (February). There was also a question about whether or not the cost was a deterrent.

l. Alternative Funding Committee (Alice/Anne): No Update

9. Consent Agenda – None

10. Unfinished Business – None

11. New Business:

a. Motion to approve – Approval of 2013-2014 Non – BOD Teacher Contracts

Moved by: Sarah Burns Second: Alice Quammen Lee Vote: Unanimous

- Discussion- The contracts include all teaching positions except for the teachers who are BOD members. The educational assistant contracts are also included. There are no extra curricular contracts included. There are two people who are doing 1 period overloads because we could not hire someone to do just one class. The overload classes are Physical Education (PE) and Spanish for kids in grades 7-10 who need to catch up to their grade levels. Teachers not returning next year are Dan Pryor, Christa Bren, Marilynn Kaplan, and Mary Cedarleaf.
- Susan Mooney expressed a concern about teachers who are being paid above the pay grid. She said there are several teachers: Christa Bren, Lauren Zachman, Ken Thielman, who for some reason are being paid above the agreed upon fair amount. Susan researched and said there was no record of an explanation for the increased pay rate. Sandeep said he spoke with Cyndi Bluhm, who was the treasurer last year. She said that Paul Simone made the decision to hire Christa Bren at a higher rate. Cyndi said that everyone else was matched up on the pay grid according to the information she was given regarding their education and years of experience. If anyone falls outside the grid, then the information she was given was incorrect.
- Susan's concern is that we should not be approving contracts in bulk without checking to be sure that the pay increases are staying within the guidelines.
- Christa Bren's contract is a non issue because she will not be returning.
- Lauren Zachman's proposed contract does not include a pay raise. Her salary will not increase until she is at the proper rate within the grid.
- During the workshop it was noted that most of our Educational Assistants (EA) currently earn \$18 per hour rather than the \$12 per hour that is typical for this position. One EA makes less and has been here longer than the other two. She is the only one who will receive a pay increase with this contract. It was also noted, since the EA's had asked for additional paid days off, that the increased hourly wage of \$18 per hour instead of \$12 per hour was equivalent to 57 additional days of pay.

b. Motion to approve BOD Member 2013-2014 Teacher Contract – Susan Mooney

Moved by: Sarah Burns

Second: Ken Thielman

Vote: **6 Approved:** S. Chandak, K. Thielman, H.

Bardwell, L. Anderson, S. Burns, A. Quammen Lee

1 Abstain: S. Mooney

- Discussion- Susan's pay is within the grid

c. Motion to approve BOD Member 2013-2014 Teacher Contract – Ken Thielman.

- Discussion- In answer to Susan Mooney's concerns about teachers being paid above the grid, Ken explained that when his contract was being renewed for the 2010-2011 school year, and the school was adopting the "step and lane" pay policy, he wrote a letter to the BOD stating that he did not agree with the policy. The letter referred to the time when he was

being hired by MSA, and highlighted his past experience as a teacher at a submarine school, and his experience in adult education as a civilian. Based on these qualifications, St. Paul Public Schools was prepared to offer him a position at level 6 on the pay grid. Using this as a starting point for MSA in addition to the actual years of experience, he landed in the 17-19 year range at that time. Ken stated that he accepted that it was all above board because it is what he has been paid ever since. Susan pointed out that there was no mention of the letter or any discussion in the meeting minutes from that time. Ken presented a copy of the letter to the BOD tonight. The letter is not dated because Ken was not sure when the BOD meeting would be held. Based on Susan's earlier comment about missing information and attachments from previous years' BOD meeting minutes, it was no surprise that there was no physical record of the letter. Susan noted that there were other teachers, her included, in the same situation, but no accommodations were made for them. There were also teachers with more years of experience who were being paid less. It was realized that Ken would need a salary freeze of 6 years to get back within the grid. Ken's proposed contract for 2013-2014 includes a 1.1% pay increase. Alice commented that the BOD should make a recommendation that Ken's pay stay at the current rate until he is back within the grid. Sandeep asked Bob to clarify what kind of teaching experience counts for placement on the pay grid. Bob said only K-12 teaching experience and generally, no credit is given for student teaching or long term substitute teaching.

- An amendment to the motion is being made to reflect the BOD decision that Ken Thielman's contract will not include an increase because he is off the grid.

d. Motion to approve the amendment to Ken Thielman's contract– There will be no pay increase in Ken Thielman's contract because he is off the grid.

Moved by: A. Quammen Lee Second: Heidi Bardwell
Vote: **4 Approved:** S. Chandak, H. Bardwell, S. Burns, A. Quammen Lee
3 Abstain: L. Anderson, S. Mooney, K. Thielman

e. Motion to approve the amended motion - BOD Member 2013-2014 Teacher Contract – Ken Thielman.

Moved by: A. Quammen Lee Second: Heidi Bardwell
Vote: **4 Approved:** S. Chandak, H. Bardwell, S. Burns, A. Quammen Lee
3 Abstain: L. Anderson, S. Mooney, K. Thielman

f. Motion to approve BOD Member 2013-2014 Teacher Contract – Lisa Anderson.

Moved by: Heidi Bardwell Second: A. Quammen Lee
Vote: **6 Approved:** S. Chandak, S. Mooney, K. Thielman, H. Bardwell, S. Burns, A. Quammen Lee
1 Abstain: L. Anderson

g. Motion to approve BOD Member 2013-2014 Teacher Contract – Anne Cardenas.

Moved by: Susan Mooney Second: A. Quammen Lee Vote: Unanimous

h. Motion to approve Minnesota State High School League Membership

Moved by: Susan Mooney Second: Lisa Anderson Vote: Unanimous

Discussion- Without membership in the MSHSL we would not be allowed to participate in post season competitions. Also we would not be covered by the insurance that is included in membership.

i. Motion to approve a one time staff expenditure of \$28,000.00 out of the current year budget.

Moved by: A. Quammen Lee Second: Heidi Bardwell

Vote: **4 Approved:** S. Chandak, H. Bardwell, S. Burns, A. Quammen Lee

3 Abstain: L. Anderson, S. Mooney, K. Thielman

- Discussion- The expense is fixed, and it will be divided evenly across the employees based on their full or part time status.

j. Motion to approve 2013-2014 budget.

Moved by: Lisa Anderson Second: Ken Thielman Vote: Unanimous

- Discussion- The budget will need to be revised as always to accommodate new legislation and medical information.

12. Information

- a. Policies** – At the next meeting there will be a large number of new policies to be discussed.
- b. Technology Committee** – A meeting will be held next week. Justin is looking for teachers and parents to be on the committee. If you know someone who is interested, contact Justin or Alice.
- c. Director Evaluation** – Email will go out tonight containing instructions to complete the evaluation. Part of the next meeting will be “closed.”
- d. Strategic Plan** – Send individual updates of Strategic Plan to Joell, and we will finalize the document at the next meeting.

13. Future Agenda Items:

- a. Approval of Strategic Plan Finalization**
- b. Approval of Policies**
- c. Decide who will oversee that information and attachments from BOD meetings are being posted to the website.**
- d. Director’s Review (closed portion of meeting)**
- e. Date and time of next BOD Meeting – Thursday, June 20, 2013**
 - **Workshop 5p.m.**
 - **Meeting 6:30p.m.**

14. Adjourn at 9:09p.m.

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

Respectfully Submitted,
Amanda Stout, Board Recorder

Reviewed,
Heidi Bardwell, Secretary