

**Board of Directors**  
**MEETING MINUTES**  
**Math & Science Academy**  
**Thursday, August 22, 2013**  
8430 Woodbury Crossing, Woodbury, MN 55125

1. **Call to Order** by Sandeep Chandak (Chair) at 6:37 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 (Absent)	Bob Kreischer-(ex-officio)(Present)
Heidi Bardwell- Secretary (Present)	Judith Darling BDKA- Contracted Financial
Lisa Anderson (Present)	Manager (ex-officio) (Present)
Sarah Burns (Present)	Teri Sue Hitchcock (Present)

3. **Approval of Agenda**

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

- a. Revise item 11h- Motion to approve \$750 Teri Sue Hitchcock – Fab Lab.
- b. Add item 11 i. - Motion to approve school calendar for 2013-2014.

4. **Open Forum –**

- a. A Boy Scout (Tommy Nelson) presented a full proposal during the workshop which included a detailed plan for fundraising and implementing his Eagle Scout project. **BOD approved.**
- b. A Boy Scout(Aaron Nightengale) with Troop 901 previously proposed a landscaping project to fulfill the requirement for becoming an Eagle Scout. He is asking the BOD to fund the project. The BOD has requested that he contact the Alternative Funding Committee when he has completed some additional planning, funding and provide a detailed proposal of what he has done and still needs to do. At that time the committee will have the authority of the BOD to determine how much money is contributed. To be clear – the student was asked to complete some fundraising on his own which is understood to be part of the required process.

5. **Approval of Meeting Minutes from Thursday, 5/16/2013.**

Moved by: Susan Mooney      Second: Alice Quammen Lee

Vote: **5 Approved:** S. Chandak, S. Mooney, H.  
Bardwell, L. Anderson, A. Quammen Lee, **1 Abstained:** S.  
Burns

June Workshop notes and meeting minutes were discussed and amended.

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

- a. **6<sup>th</sup> grade meet and greet** – was well attended. New families were able to talk with BOD members. The event was well organized by grade level liaison, Deb Ledvina.
- b. **Letter to Parents/ Stakeholders** – A letter went out on August 19, to summarize the goals and performance of Director, Bob Kreischer for the 2012-2013 school year.

7. **Director's Report- (Bob Kreischer)**

- a. **Map of Building A-** Bob handed out a map of Building A with new room numbers and changes to the layout such as the exclusion of “the cave” and the inclusion of the new Art room.
  - b. **6<sup>th</sup> and 7<sup>th</sup> graders’ first day of school-** There was some discussion about 6<sup>th</sup> and 7<sup>th</sup> grade students finding their way on the first day of school. Teachers and staff members will be on hand to help.
- 8. Standing Committee Reports: Please note that moving forward it was suggested that all committee reports be send to Joell in advance to be included in the BOD packet. This will help expedite this reporting time in future meetings.**
- a. **Finance/Budget (Judith) –**
    - 1 We had budgeted a \$100,000.00 surplus, but ended with twice that amount. Revenue came in over budget, and expenses came in under budget.
    - 2 Email Judith if you have questions.
    - 3 Lease aid was approved
    - 4 There was additional discussion.
    - 5 Next Finance Committee meeting should be held near the end of September or early October
    - 6 Judith will arrange for auditor to attend the next BOD meeting.
  - b. **Building Committee/Company (Lisa) –**  
Rachael Erickson has overseen the furniture moving/ coordinating. The plans have been made, and we just need a date for delivery.
  - c. **Enrollment (Bob):**  
Both buildings are already nearly full (schedule-wise) due to retaining more students than in previous years and the need to accommodate the increased number of students.
  - d. **Personnel Committee (Lisa):**
    - 1 Looking for substitute teachers for pool. Otherwise all hiring is done at this time.
    - 2 There was discussion about the frequency of background checks.
  - e. **Technology (Alice/Teri Sue) –**
    - 1 Would like to get approval for all students to get an email account @mnmsa. This would allow students to receive emails from anywhere, but only send emails to other @mnmsa accounts. Students would not have access to social forums such as google chat.
    - 2 Phones, Smartboards, Learn Pads have all been ordered. Projectors will be ordered soon.
    - 3 Looking into refurbished desktops which may be available at half price.
    - 4 Subscription to Adobe Cloud was discussed.
    - 5 Next meeting will be near the end of September.
  - f. **Parent Team (Sarah)-**
    - 1 The Parent Team website has been updated with 2013-14 officer information, liason information meeting dates and tentative curriculum presentations.
    - 2 Beth Hartz submitted an update about summer activities and events information as follows:

- Parent Team suggested donation is \$35/ student or \$50/ family. A potential budget was developed based on the suggested donations. They would like to continue to support the same activities as in the past.
- Grade level liaison, Deb Ledvina organized the 6<sup>th</sup> grade meet and greet.
- Online form has been launched for families to sign up for volunteering and to share time and talents.
- T-shirts designed by student will be for sale in the fall.
- Would like to support dedication of MSA campus on October 3 by sponsoring a dodge ball tournament as part of the event.
- Grade level liaisons are being successfully recruited.

**g. Policy (Heidi):**

- 1 Policies 103, 202, and 205 have been revised and are included in the board packet for review.
- 2 They will be added to New Business for approval as item 11 j.

**h. Student Committee-**

There is currently no student rep.

**i. High School League Activities Committee (Dan):** No report

**j. Academics Committee (Lisa/ Susan):** No report

**k. Alternative Funding Committee (AFC) (Alice/Anne):**

- 1 AFC has been listening to Technology Committee and setting priorities.
- 2 Designing presentation or flyer to be shared at orientations.
- 3 Compiled a list of everything that was accomplished through Give to the Max campaign.
- 4 Compiled a list of all dollars generated that were not budgeted.
- 5 Monitoring all donations to see that they are appropriately accounted for.
- 6 Give to the Max goal is being set.
- 7 AFC is being officially named MSA Annual Fund Committee.
- 8 Looking into donations for some lab equipment.
- 9 Give to the Max expense report is included in board packet.
- 10 Would like to take over the approval of various fundraising efforts by students/ student groups to track and avoid wearing out MSA community and local contributors.
- 11 There was additional discussion regarding planning of the October 3 Celebration event.

**9. Consent Agenda –**

**a. Motion to approve contracts for activities/sports/athletic director/receptionist/504 coordinator.**

**Vote:**

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

**Abstained:** L. Anderson

**b. Motion to approve annual designation list.**

**Vote: Unanimous**

**10. Unfinished Business – None**

**11. New Business:**

**a. Oath of Office – Teri Sue Hitchcock**

Oath of Office was administered by Board of Director’s Chair, Sandeep Chandak.

**b. Motion to accept Ken Thielman's resignation**

Moved by: Susan Mooney      Second: Alice Quammen Lee      Vote: Unanimous  
Discussion – Ken Thielman has been associated with MSA since the day the school started. His contribution has been great, and the BOD is thankful for his service.

**c. Motion to appoint Teri Sue Hitchcock BOD Treasurer**

Moved by: Sarah Burns      Second: Susan Mooney      Vote: Unanimous  
Discussion- Teri Sue Hitchcock said that she would like to take the position of Treasurer for the MSA BOD.

**d. Motion to approve the Annual Waiver of Pledge of Allegiance Policy**

Moved by: Susan Mooney      Second: Alice Quammen Lee      Vote: Unanimous  
Discussion- There was brief discussion about the policy to clarify.

**e. Motion to approve EA/sub rate at \$15.00 per hour**

Moved by: Susan Mooney      Second: Teri Sue Hitchcock      Vote: Unanimous

**f. Motion to approve BOD Meeting Calendar**

Moved by: Susan Mooney      Second: A. Quammen Lee      Vote: Unanimous  
Discussion- Add August 22, 2013 to the list.

**g. Motion to approve \$500.00 per mentor for a total of 10 mentors**

Moved by: A. Quammen Lee      Second: Susan Mooney  
Vote: **6 Approved:** S. Chandak, H. Bardwell, S. Burns, A. Quammen Lee, L. Anderson, S. Mooney  
**1 Abstain:** T.S. Hitchcock

Discussion- There was a brief discussion.

**h. Motion to approve Teri Sue Hitchcock for Fab Lab for \$750.00.**

Moved by: Susan Mooney      Second: Lisa Anderson  
Vote: 6 Approved: S. Chandak, H. Bardwell, S. Burns, A. Quammen Lee, L. Anderson, S. Mooney  
1 Abstain: T.S. Hitchcock

**i. Motion to approve school calendar as proposed.**

Moved by: Lisa Anderson      Second: Susan Mooney      Vote: Unanimous  
Discussion to add the following dates to the 2013-14 School Calendar: 12/2/13, 1/2/14 & 1/3/14; 3/7/14/ Last day of school will be 6/6/14.

**j. Motion to approve policies 103, 202, and 205.**

Moved by: Susan Mooney      Second: Lisa Anderson      Vote: Unanimous  
Discussion- There was discussion for clarity.

**k. Motion to approve \$500.00 stipend for ski club coordinator, Molly Molitor**

Moved by: Susan Mooney      Second: Sarah Burns      Vote: Unanimous

**12. Future Agenda Items:**

**a. Employee Handbook**

**b. Approval of Tech Policy**

**c. Set BOD goals**

**d. Date and time of next BOD Meeting – Thursday, September 19, 2013.**

**1 Workshop 5p.m.**

**2 Meeting 6:30p.m.**

**13. Adjourn at 9:09p.m.**

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

Submitted,  
Amanda Stout, Board Recorder

Approved,  
Heidi Bardwell, Secretary