

Board of Directors
MEETING MINUTES
Math & Science Academy
Thursday, September 19, 2013
8430 Woodbury Crossing, Woodbury, MN 55125

1. **Call to Order** by Sandeep Chandak (Chair) at 6:25 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)	Teri Sue Hitchcock (Present)
Susan Mooney- Vice Chair (Present)	Bob Kreischer-(ex-officio)(Present)
Alice Quammen Lee (Present)	Daniel Dawiedczyk (Absent)
Heidi Bardwell- Secretary (Present)	Judith Darling BDKA- Contracted Financial
Lisa Anderson (Present)	Manager (ex-officio) (Present)
Sarah Burns (Present)	
3. **Approval of Agenda**
Moved by: Susan Mooney Second: Teri Sue Hitchcock Vote: Unanimous
4. **Open Forum –**
 - a. Emma Kosanke spoke for Ines Siepmann seeking approval for a blood drive to be held on Monday, March 3rd. BOD approved.
 - b. Two students of the Junior class would like to change the annual Spaghetti event with a new event called Football Funday on October 13 during the Vikings game. Students and families will be invited. This is a NHS fundraiser with proceeds going directly to MSA. There will be a suggested donation for admission. A student/teacher touch football game is planned and prizes will be awarded. The Alternative Funding Committee asked that the students refrain from soliciting local businesses for prizes. BOD approved.
 - c. Social Studies teacher, Lisa Anderson requested permission to organize the annual trip to Washington DC. She would like to begin taking 7th and 8th grade students every other year instead of taking just 8th graders every year. The group would be bigger and would be appropriate with the Social Studies curriculum for those grades. The trip typically goes from Sunday to Wednesday and approximately 10-15 students attend. BOD approved.
5. **Approval of Meeting Minutes from Thursday, 8/22/13.**
Moved by: Susan Mooney Second: Sarah Burns Vote: Unanimous

August workshop notes and meeting minutes were discussed and amended.
6. **Chair's Report- (Sandeep C.)**
 - a. Sandeep will not be able to attend the event on October 3, 2013.
7. **Director's Report- (Bob Kreischer) –** Discussion regarding JR Computer Associates salary increase from \$1000 to \$1100. The Annual Report will be emailed out on Monday, September 23 to all Board members. Please forward any changes immediately so the report can be approved.
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.** The Committee minutes and reports will be attached as part of the Board minutes.
9. **Consent Agenda –**
 - a. **Motion to approve Educational Assistant Contract.**
Moved by: Alice Quammen Lee Second: Susan Mooney Vote: Unanimous
10. **Unfinished Business – None**
11. **New Business:**
 - a. **Motion to appoint Dan Keller to the vacant seat on the board.**
Moved by: Susan Mooney Second: Teri Sue Hitchcock Vote: Unanimous
Oath of Office was administered by Board of Director's Chair, Sandeep Chandak.
 - b. **Motion to appoint Riti Khandelwal as the student representative.**

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

c. Motion to approve 2012-2013 Financial Audit

Moved by: Terri Sue Hitchcock Second: Lisa Anderson. Vote: Unanimous.

d. Motion to appoint Clifton Larsen Allen as the auditor for year 2013-2014.

Moved: Heidi Bardwell Second: Terri Sue Hitchcock Vote: Unanimous

e. Motion to approve the Staff Handbook.

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

Approved with changes pending.

f. Motion to approve proposal from Academic Committee

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

g. Motion to approve policies 413, 505, and 510.1

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

h. Motion to approve service contract with JR Computer Associates

Moved by: Susan Mooney Second: Alice Quammen Lee Vote: Unanimous

Discussion- Bob Kreischer suggested a \$100.00 pay increase for Justin. It was also discussed that a non- monetary token be considered to express appreciation and acknowledge the contribution that Justin has made at MSA.

12. Future Agenda Items:

a. Continue Board Goals Discussion

b. Director Goals

c. Policies for approval

d. Date and time of next BOD meeting – Thursday, 10/24/13 Workshop at 5pm, Meeting at 6:30pm

13. Adjourn at 7:35p.m.

14. Moved by: Teri Sue Hitchcock Second: Sarah Burns Vote: Unanimous

Submitted,
Amanda Stout, Board Recorder

Approved,
Heidi Bardwell, Secretary