

**Board of Director**  
**Meeting Minutes**  
Math and Science Academy  
Thursday, November 21, 2013  
8430 Woodbury Crossing, Woodbury, MN 55125

1. **Call to Order** by Sandeep Chandak (chair) at 6:35 p.m.

2. **Roll Call of Members**

Sandeep Chandak – <i>Chair</i> (Present)	Daniel Dawiedczyk (Present)
Susan Mooney - <i>Vice Chair</i> (Present)	Alice Quammen Lee (Present)
Teri Sue Hitchcock – <i>Treasurer</i> (Absent)	Bob Kreischer – <i>ex-officio</i> (Present)
Heidi Bardwell – <i>Secretary</i> (Present)	Judith Darling, BKDA – <i>Contracted</i>
Lisa Anderson (Present)	<i>Financial Manager, ex-officio</i> (Present)
Sarah Burns (Present)	Dan Keller (Present)
Riti Khandelwal – <i>Student Rep</i> (Present)	

3. **Approval of Agenda** (No changes to the agenda)

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

4. **Open Forum**

Julia Ing (11<sup>th</sup> grade student) informed the Board of the Book Fair that will be at MSA from February 24-28<sup>th</sup>. The Book Fair will be in Building B, lower level. National Honor Society is in charge of this fair. Alternative Funding needs to approve any fundraising happening at MSA. Julia will complete the form.

5. **Approval of Meeting Minutes** from Thursday, October 24, 2013

6. **Chair's Report** (Sandeep Chandak)

- a. The last Parent Team meeting showed the demonstration of FabLab. The course offering has been amazing, and the students are doing well.
- b. Give to the Max on November 14<sup>th</sup> was successful. Even though the Give to the Max website was unavailable for most of the day, we still raised \$43,000. The goal was \$50,000 (and we have more donations coming in). Participation was amazing. Thank you to Julia Charlsen who spearheaded the Give to the Max campaign. The 6<sup>th</sup> grade students participation was 76%. This was due to Deb Ledvina and Laura Johnson (6<sup>th</sup> grade parent liaisons), who have hosted several 6<sup>th</sup> grade events.
- c. Parent/teacher conferences on November 14<sup>th</sup> and 15<sup>th</sup> went well.

7. **Director's Report**

- a. MDE (Minnesota Department of Education) will require a teacher evaluation process in all charter schools beginning next year. On November 20<sup>th</sup>, Mr. Kreischer attended a meeting at MDE regarding the teacher evaluation process. He noted that MSA is in good shape regarding teacher evaluations, and that we are doing most already. MSA will not have much to complete if MDE decides to make changes to their teacher evaluation process.

8. **Standing Committee Reports**

**Finance/Budget** (Teri Sue) – Page 13

**Building Committee** (Lisa) – Page 14-15

**Building Company** (Lisa) – Page 16

- a. One question about the Building Company meeting minutes. Change “Building Committee” to “Building Company”.
- b. The November 18, 2013 minutes – number 23. Question was about the time capsule. We have had a time capsule before.
- c. Final bucket list for Building B? When will the building be fully done? Mr. Kreischer noted that a final completion date has not been said. Mr. Kreischer noted that certain things need repair; toilet leaking, lights go off, etc. The keypad on the doors still need to be installed and still more than needs to be done. The gym should be ready for use on Monday, November 24<sup>th</sup>. The gymnasium floor is complete and looks beautiful. Approximately 200 coat hooks will be installed in the 2<sup>nd</sup> and 3<sup>rd</sup> floor hallways.
- d. The contract with Rochon (MSA’s building contractor) will expire when the building is completely finished.
- e. Dan Keller will contact city officials regarding putting a sign “Math and Science Academy” on Building B. What is the cost? What needs to be done to make this happen?

**Communications Committee Meeting** (Susan) – Page 17-18

**Enrollment** (Bob) – Page 19

**Personnel Committee** (Lisa)

**Technology** (Teri Sue) – Page 20

**Parent Team** (Sarah) – Page 21-22

**Policy** (Heidi)

**Student Committee** (Riti)

**High School League Activities Committee** (Dan)

- a. Girls Basketball starts Friday, November 22<sup>nd</sup>. Volleyball and soccer have potential interests. First Aid training is moving ahead.

**Academics Committee** (Susan)

**Alternative Funding Committee** (Alice) – Page 23-24

- a. Give to the Max was successful this year. One of the reasons why is because parents could see where the money will go and where the money went last year.
- b. Parent Team budgeting. The Parent team is down from the donations they received last year. Parents couldn’t find the parent donation form on Skyward. Question may be that if a parent is giving to Give to the Max, then why give to the Parent Team?
- c. Teacher Grants. Now that enough money has been raised through Give to the Max, the teachers can write grants. Should all grants be due at the same time so we know where they go? Once the teachers have the money, it should not be the Alternative Funding Committees responsibility. The Academic Committee should be responsible for this. Their next meeting is December 10<sup>th</sup> and they will work on developing a rubric. A clear definition should be defined as to how this will be used. Elizabeth Hartz will share with Julia Charlsen on how other districts develop their grants.

**9. Approval of Amended Budget**

Moved by: Susan Mooney

Second: Judith Darling

Vote: Unanimous

Initial budget was approved last summer. Most of the additional funds were spent in August. Technology needed \$10,000 more for software.

Page 5, balance sheet - \$57,000 will be coming back from the City of Woodbury.

Line of credit is available, but do not need this because we are sitting strong.

MDE complicated more by 6, 7, 8 profit and loss. MDE codes – accounts payable complained that they were using different codes (the office staff at BKDA).

Annual fund – added \$50,000.

#### **10. Motion to approve Policy 707 (with changes)**

Moved by: Lisa Anderson

Second: Susan Mooney

Vote: Unanimous

#### **11. English Standards**

English changes were made. Mr. Kreischer wants the record to indicate that the two years of required “writing” and “literature” can be completed in one year of PSEO. MSA wants to avoid this and ensure that we have the kind of things that could have students stay at the school.

#### **12. Math and Science Academy Tax Return 990**

Judith Darling passed copies of the school’s tax return 990. One tax return is completed for the Building Company and one for the school. Judith indicated that she would need to be informed if the school received any unusual money over \$50,000, had any special events, or big budget items.

#### **13. Future Agenda Items**

- a. Date and time of next Board of Directors Meeting – Thursday, December 19, 2013 (Workshop – 5:00 p.m., Meeting – 6:30 p.m.)
- b. Policies
- c. Sign issue for Building B
- d. Raising funds for the sign on Building B (with the possibility of a new logo)
- e. MSA logo

#### **14. Motion to Adjourn at 7:40 p.m.**