

Board of Director
Meeting Minutes
Math and Science Academy
Thursday, January 17, 2014
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)
Teri Sue Hitchcock – <i>Treasurer</i> (Present)	Alice Quammen Lee (Absent)
Heidi Bardwell – <i>Secretary</i> (Present)	Bob Kreischer – <i>ex-officio</i> (Present)
Lisa Anderson (Absent)	Judith Darling, BKDA – <i>Contracted</i>
Sarah Burns (Present)	<i>Financial Manager, ex-officio</i> (Absent)
Riti Khandelwal – <i>Student Rep</i> (Present)	Dan Keller (Present)

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

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

Fill in the blanks to appoint Amy Otteson. Motion to appoint Dan Keller at the BOD Vice Chair.

4. **Approval of Meeting Minutes** from Friday, December 21, 2013

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

5. **Chair’s Report** (Sandeep Chandak)

- a. On Thursday, January 9th, Sandeep attended the High School Meeting. The response he received was phenomenal. We had approximately ninety parents and students attend. We had several high school students who spoke at the meeting about their high school experience. Sandeep remarked on how well they spoke. He also stated that Susan and Bob showed the school as very viable.
- b. Enrollment applications are going very well. as a “panel”.
- c. Sandeep sent out a message to teachers regarding an opening on the BOD (since Susan resigned from the BOD last month). Sandeep stated this there were not many volunteers. This is the second time this has happened. He stated that something more needs to be done so that teachers show more interest. He is worked that we won’t have enough teachers to be on the BOD when elections start in a few months. Bob remarked that some of the newer teachers may show interest. Sandeep suggested that they need to encourage more teachers to participate.

6. **Director’s Report**

- a. Bob is working on the electives for the 2014-15 school year. He passed out information on the new electives we are offering next year. There will be four AP (advanced placement) classes. Thirteen students have said they will take the AP Calculus class. A couple students stated at the High School Meeting that they are staying here because of the electives and will not be doing PSEO.

- b. Bob talked about the first “open gym” day. About twenty people were there – parents, staff members, and some students. One student put a survey together to find out how many students would be interested in the open gym.
- c. Sandeep had a question regarding FabLab.

7. 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 24th. The gymnasium floor is complete and looks beautiful. Approximately 200 coat hooks will be installed in the 2nd and 3rd 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 22nd. 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 10th 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.

8. 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.

9. Motion to approve Policy 707 (with changes)

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

10. 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.

11. 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.

12. 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

13. Motion to Adjourn at 7:40 p.m.

