

Board of Directors
Meeting Minutes
Math and Science Academy
Thursday, June 12, 2014
8430 Woodbury Crossing, Woodbury, MN 55125

1. **Call to Order** by Sandeep Chandak (chair) at 6:38 p.m.

2. **Roll Call of Members**

Sandeep Chandak – *Chair* (Present)

Dan Keller – *Vice Chair* (Present)

Teri Sue Hitchcock – *Treasurer* (Present)

Heidi Bardwell – *Secretary* (Present)

Lisa Anderson (Absent)

Amy Otteson (Present)

Daniel Dawiedczyk (Absent)

Alice Quammen (Present)

Bob Kreischer – *ex-officio* (Present)

Judith Darling, BKDA – *Contracted*

Financial Manager, ex-officio (Present)

3. **Approval of Agenda**

Moved by: Dan Keller

Second: Alice Quammen

Vote: Unanimous

Additions to the agenda under New Business:

Add 11.k. Motion to approve Clifton Larson Allen as the MSA auditor.

Add 11.l. Motion to approve the BOD meetings calendar for the 2014-15 school year.

Add 11.m. Motion to approve three more staff contracts; 2 Educational Assistants and 1 Art Teacher.

Add 11.n. Motion to accept Sandeep Chandak's resignation from the BOD.

4. **Open Forum**

Michelle Kurkoski, MSA teacher, is seeking BOD approval for an international trip she would like to take students on during the 2016 Spring Break. The trip is "London Essentials" and is planned for March 11 – 18, 2016 which is Spring Break although the exact trip dates are tentative. Fourteen (14) students are interested to date. Chaperone/Student Ratio is 1:6. Parents are able to be additional chaperones, but will be asked to pay for their full trip. Molly Molitor, MSA teacher, is the other confirmed chaperone. Michelle K. has asked other teachers to chaperone as well. The BOD approved this request from Michelle.

5. **Approval of Meeting Minutes from May 15, 2014 and June 2, 2014**

a. **Motion To Approve**

Moved by: Teri Sue Hitchcock

Second: Amy Otteson

Vote: Unanimous

6. **Chair's Report**

Sandeep spoke about MSA's graduation. It was a bittersweet moment with the senior leaders leaving and a new grade will come up to take their place. Sandeep said it was a very well organized evening. Both student and teacher speakers did an excellent job on their speeches.

7. Director's Report

Bob said he is excited to welcome Assistant Director, Jennifer Reichel, She is to begin her role at MSA on July 1st. She has decided to start moving in the week of June 16. There has been some moving already. Bob will move his office over to Building B; Jennifer will be moving into Bob's previous office in Building A. It will be nice to have an administrator in both buildings.

8. Standing Committees

Parent Team recently had a working committee meeting. The Alternative Funding Committee has discussed whether the Parent Team should continue asking for \$35.00 each year from parents. AFC (Alternative Funding Committee) is recommending to the Parent Team that they discontinue this request and AFC will fund them from their annual fundraising. After discussion, many were against this. Several people it was not presented well to parents last year as the form was buried in the new online documents and not well presented. Many parents did not see the form. Justin Gehring is working on resolving this issue for the upcoming school year. It was decided that the Parent Team request will remain as previous years.

The Technology Committee discussed at their recent meeting the 1:1 laptops. We have received our first shipment of laptops and will be receiving the second batch in July. Teri Sue Hitchcock discussed the teacher training this past week (June 10 – 12). Most teachers have updated their teacher profiles on the MSA website. This was suggested from the Communications Committee.

High School League Activities Committee -

We have hired a great Volleyball coach. We will have two middle school teams and a JV team. Over 60 students expressed interest. Track & Field – the track team went to state this year. Congratulations to the team and Tom Church, the coach for a great season. The Trap Shooting Club had a great season as well. They now have 20 students on the team – they are at their max for the team. The Fighting Calculators won the state championship – congratulations on another great year.

A REMINDER to all committees: Please make sure to submit minutes or meeting notes prior to Board meetings so that they can be included in the Board packets for review. This was discussed earlier this year. If there are questions on committee reports, they can be raised at the meeting, but full reports should be in writing.

9. Consent Agenda

No discussions.

10. Unfinished Business

It was mentioned from Sandeep that Bob has not signed his 2014-15 contract. Bob stated that he had not received a copy. Teri Sue Hitchcock will have Bob sign the contract.

11. New Business

- a. **Motion to approve the budget for school year 2014-15.**
Moved by: Teri Sue Hitchcock Second: Amy Otteson Vote: Unanimous
- b. **Motion to approve charter contract with Student Achievement Minnesota.**
Alice had questions about Exhibit E and Exhibit I. Exhibit E – she expected to see new school requirements, not the old ones. Glory, our school authorizer, said to keep the old one. Exhibit I – this has not been updated with the roles of administration. Bob will check with Glory on both of the exhibits.
Moved by: Amy Otteson Second: Heidi Bardwell Vote: Unanimous
- c. **Motion to accept Amy Otteson’s resignation.**
BOD members remarked on how they don’t want to see her go. Her resignation will be effective June 30, 2014.
Moved by: Heidi Bardwell Second: Teri Sue Hitchcock Vote: 5
Abstain: Amy Otteson
- d. **Motion to appoint Mona Hayashi as parent representative to the vacant Board seat.**
Sandeep noted that the Board was very impressed with all the candidates and their interest.
Moved by: Amy Otteson Second: Teri Sue Hitchcock Vote: Unanimous
- e. **Motion to approve seating of the new members – oath of office administered by current Board chair.**
The following people will be seated on the Board: Tim Tydlacka (teacher), Shannon Froberg (teacher), Joe Burianek (Community Member), Mona Hayashi (Parent Representative).
Moved by: Amy Otteson Second: Teri Sue Hitchcock Vote: Unanimous
- f. **Motion to appoint Teri Sue Hitchcock as BOD Chair**
Sandeep suggested that we appoint new officers to the Board. Heidi Bardwell nominated Teri Sue Hitchcock for BOD chair.
Moved by: Heidi Bardwell Second: Amy Otteson Vote: Unanimous
- g. **Motion to appoint Alice Quammen as BOD Vice Chair**
Moved by: Sandeep Chandak Second: Amy Otteson Vote: Unanimous
- h. **Motion to appoint Shannon Froberg as BOD Treasurer**
Moved by: Amy Otteson Second: Teri Sue Hitchcock Vote: Unanimous
- i. **Motion to appoint Heidi Bardwell as Secretary**
Heidi would like to continue as BOD secretary.
Moved by: Amy Otteson Second: Alice Quammen Vote: Unanimous
- j. **Motion to approve committee appointments**
The following BOD members will represent the following committees for the 2014-15 school year:
Finance Committee – Shannon Froberg
Building Company Committee – Tim Tydlacka
Communications Committee – Joe Burianek and Heidi Bardwell
Technology Committee – Joe Burianek
Parent Team – Mona Hayashi
Policy Committee – Heidi Bardwell
Student Committee – Shailaja Radhakrishnan
High School League Activities Committee – Shannon Froberg
Academics Committee – Amy Otteson (through June 30, 2014)

Alternative Funding Committee – Alice Quammen

Moved by: Amy Otteson Second: Shannon Froberg Vote: Unanimous

k. Motion to approve Clifton Larson Allen as the MSA auditor.

CLA did a great job this year. CLA completed the MSA tax return last year. Judith (BKDA) will do our tax return next year.

Moved by: Shannon Froberg Second: Amy Otteson Vote: Unanimous

l. Motion to approve BOD meeting calendar for the 2014-15 school year.

The Board decided that BOD meetings will be the third Monday of each month, beginning in August 2014. January 19th and February 16th are holidays. Those dates have been moved to January 26th and February 23rd.

Moved by: Amy Otteson Second: Mona Hayashi Vote: Unanimous

m. Motion to approve three more staff contracts; 2 Educational Assistants and 1 Art Teacher.

Details discussed at meeting workshop. See notes.

Moved by: Heidi Bardwell Second: Amy Otteson Vote: Unanimous

n. Motion to accept resignation of Sandeep Chandak, BOD Chair, effective immediately.

The BOD thanked Sandeep for all of his hard work, effort and dedication over the past few years.

Moved by: Amy Otteson Second: Alice Quammen Vote: Unanimous

12. Future Agenda Items

- a. Next meeting: August 18, 2014
- b. Seating BOD Teacher.
- c. Seating BOD Parent Representative.
- d. Seating BOD Student Representative – Shailaja Radhakrishnan

13. Motion to adjourn (7:59 p.m.)

Moved by: Amy Otteson Second: Shannon Froberg Vote: Unanimous

Joell Pundsack, Board Recorder

Heidi Bardwell, Secretary