

Board of Directors
Meeting Minutes
Math and Science Academy
Monday, January 26, 2015
8430 Woodbury Crossing, Woodbury, MN 55125

1. **Call to Order** by Tim Tydlacka (Chair) at 5:43 p.m.

2. **Roll Call of Members**

Tim Tydlacka – <i>Chair</i> (Present)	Deb Ledvina (Present)
Alice Quammen – <i>Vice Chair</i> (Absent)	Mona Hayashi (Present)
Shannon Froberg – <i>Treasurer</i> (Absent)	Shailaja Radhakrishnan – <i>Student Rep</i> (Present)
Heidi Bardwell – <i>Secretary</i> (Present)	Bob Kreischer – <i>ex-officio</i> (Present)
Joe Burianek (Present)	Judith Darling, BKDA – <i>Contracted</i> <i>Financial Manager, ex-officio</i> (Present)
Dan Keller (Present)	
Jessie Heydt (Present)	

3. **Approval of Agenda**

Moved by: Dan Keller Second: Joe Burianek Vote: Unanimous

4. **Open Forum**

Holly Jones MSA parent presented the BOD with a fundraising and grant proposal. The The FIRST Robotics team is requesting to hold restaurant fundraisers, and apply for educational based grants using the school's name and tax ID number.

Motion to approve FIRST Robotics fundraising and grant proposals

Moved by: Deb Ledvina Second: Mona Hayashi Vote: Unanimous

5. **Approval of Meeting Minutes from December 15, 2014, and January 12, 2015**

Moved by: Dan Keller Second: Jessie Heydt Vote: Unanimous

6. **Director's Report**

Bob's stated that a parent letter from the director will be sent out tomorrow (January 27th).

7. **Standing Committee and Focus Committee Reports**

Communications Committee

Deb Ledvina asked if anyone discussed the MSA alumni at the Communications Committee meeting. Heidi Bardwell stated that the Communications Committee has not been charged with leading the Alumni efforts, but that it will be a continuing discussion between Jenn Reichel and Justin Gehring. A tentative date MSA's 15 year anniversary was set for the Friday before Memorial Day (May 22nd) and alumni will be invited to this event.

Technology Committee

Deb Ledvina asked if the Technology Committee is looking for input on how the roll out of the 1:1 program has gone so far. Joe indicated that they had not worked on getting input mid-year. Deb

Ledvina said it would be helpful to have some feedback before the end of the year and an opportunity to change for next year. Joe will discuss with Technology Committee.

Finance Committee

Judith Darling, MSA's accountant, talked about the discussion at the recent Finance Committee meeting regarding increasing staff salaries by 2%. Judith will bring the enrollment numbers and salaries report back to the Finance Committee for continued review.

Annual Fund Committee

Deb Ledvina noted that she is no longer the chair for the Annual Fund Committee. Alice Quammen will be taking over. Deb said that the 7th grade class had the highest participation on Give to the Max Day. They were the winners of the party (which was held on February 20).

Deb Ledvina will be taking over the Policy Committee.

Bob discussed the importance of sending the Committee Meeting Minutes/reports to Joell one week before the Board meeting. It saves a lot of time if members read through these before the meeting. Deb stated that a short summary with the highlights of each committee at the BOD meeting would be helpful. It was suggested that each committee spend one minute summarizing the highlights of their earlier meeting. **Please note** that the committee reports should still be sent to Joell one week prior to include with the board packet.

8. **Items for Discussion and Decision**

a. **Approval of MSA Logo**

Moved by: Deb Ledvina

Second: Dan Keller

Vote: Unanimous

The new logo had not been officially voted on at the past two meetings. This was officially voted on at the January 26th meeting and passed.

b. **Chemical Use and Abuse Policy 417**

Tabled – Alice will present at the February 23, 2015 meeting.

c. **Open and Closed Meeting Policy 205**

Tabled – Alice will present at the February 23, 2015 meeting.

d. **Building Sign:**

Communication with the Parent Team is still happening regarding the new sign for Building B. Dan Keller said he has communicated with the contractor. Initially, we were only looking at a sign for Building B on the estimate. The sign in the parking lot with the missing letters was added to the sign estimate. The Parent Team will decide on the signs for both buildings. Board suggested that the Parent Team make the decision on the signage.

e. **Starting Time**

Tim Tydlacka received a concern from a parent regarding the school starting time. Bob reviewed that this, once again, was not our decision. Bob has heard a few concerns as well, however he has heard positive comments around the new start time also. We still do not have control over

when this decision. According to Charter School law, District 833 has to bus us, and they decide the time. Dan asked that the BOD put something on the website showing how much money transportation would cost the school if we had our own buses. Judith Darling will send the cost of transportation to Bob, who will then send out in a parent email on January 27th.

f. **Audience Participation**

Discussion was on the audience speaking at BOD meetings. There is a form on the MSA website, “addressing the audience”, but the document on the website was intended for use when addressing the board at Open Forum. Historically this was used more often when students attended Open Forum to get fundraising approval.

If you attend other district BOD meetings, the audience does not to interact with the BOD. Mona Hayashi looked through the MSA website and could not find any information specific to this. The BOD suggested creating a procedure that indicates that amount of time a person can address the BOD and procedure. A time limit should be set, and then the BOD determines if there will be further discussion. Audience members cannot address the Board during the Board meeting unless they are asked a specific question from a BOD member.

g. **Approval of Snow Day – January 7, 2015**

Moved by: Deb Ledvina Second: Jessie Heydt Vote: Unanimous

h. **Director Job Description**

The Director job description was reviewed at the Board Workshop prior to the Board meeting.

i. **Director Job Posting**

The Director job posting was completed by Shannon Froberg and Jessie Heydt. Changes were discussed at the BOD Workshop prior to the meeting.

Hiring process: The candidates will be interviewed (for the first interview) by three separate groups; BOD members, staff members, and parents.

A detailed timeline needs to be worked on for the process of hiring the Director.

Parent Survey: It was discussed that the last time there was a Director search, the BOD sent a survey to parents and staff asking what they would like to see in a Director. The Board discussed and decided that a survey is not needed during this process.

9. **Future Agenda Items (February 23, 2015; Workshop – 5:00 p.m.; Meeting – 5:30 p.m.):**

- A. Approve Strategic Plan – Technology update
- B. Policy 417 – Chemical Use and Abuse Policy
- C. Policy 205 – Open and Closed Meeting Policy
- D. Audience Participation Procedure
- E. Approval of lottery results (from February 20th)
- F. Sample interview questions

10. **Motion to adjourn meeting at 6:36 p.m.**

Moved by: Dan Keller

Second: Jessie Heydt

Vote: Unanimous

Submitted,

Joell Pundsack, Board Recorder

Reviewed,

Heidi Bardwell, Secretary

DRAFT