

**Board of Directors**  
**Meeting Minutes**  
Math and Science Academy  
Monday, February 23, 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> (Present)	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 (Absent)	Judith Darling, BKDA – <i>Contracted</i> <i>Financial Manager, ex-officio</i> (Present)
Dan Keller (Present)	
Jessie Heydt (Absent)	

**3. Approval of Agenda**

Moved by: Dan Keller                      Second: Joe Burianek                      Vote: Unanimous  
The following items have been added to the agenda, “Items for Discussion and Decision: m.  
Strategic Plan – Technology  
n. Policy 206

**4. Open Forum**

MSA’s 12<sup>th</sup> grade student, Alanna Pundsack, is seeking permission from the BOD to apply for a rebate for third party financing for a solar panel project she is working on for the school. This is lottery-based. It was made clear that the BOD would not be approving any financing. If the solar panel project moves forward with any financing proposal, Alanna will bring this to the BOD for discussion.

**Motion to approve applying for a rebate for third party financing through New Energy Equity.**

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

**5. Approval of Meeting Minutes from January 26, 2015**

Moved by: Dan Keller                      Second: Deb Ledvina                      Vote: Unanimous

Correction: Page 38, add “when it was made” at the end of the last sentence.

**6. Director’s Report**

Bob reiterated the need for any new BOD members to receive the MSBA training within the first year of taking a seat on the Board.

Bob discussed a letter received from MDE indicating that MSA is one of the top 20 highest ranked charter schools in the State of Minnesota. We are on their list to be eligible for an expansion, best

practice award, or replication. We were one of 150 charter schools in Minnesota that made the top 20 list. St. Croix Prep made the list of top 20; Nova did not.

Bob informed the Board that there is a law suit regarding the unfinished the dirt area on the backside of Building B. This area is managed by the company that owns the land. MSA is only named as part of the lawsuit. The notification was delivered approximately 45 days ago and we haven't heard anything since. Our lawyer is working with property owner's lawyer.

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

### Policy Committee

Alice is stepping down as the Policy Committee BOD representative. Deb has offered to take over this role. Deb has done a lot of work in reviewing what MSA has done with the policies and if there is anything missing. She respectfully asked the BOD's permission to remove the policy written by the previous director regarding guidelines on how to do policies. Deb also noted that MSA is missing a few mandatory policies when comparing to the MN School Board Association's list of mandated policies. Deb is looking forward to this new responsibility and said that the BOD will see policy updates at every meeting.

## **8. Items for Discussion and Decision**

### **a. Approval of MSA 2015-16 Enrollment Lottery**

Moved by: Deb Ledvina                      Second: Dan Keller                      Vote: Unanimous

Discussion was on enrollment numbers for 2015-16. We have enlarged the high school fairly consistently. The prediction for the total number of students at MSA full-time, excluding PSEO, is 450 students. We still have adequate space in the high school building for all 8-12<sup>th</sup> grade students. A question was raised on how many people can fill the building. Bob checked and it was noted that 344 is the capacity.

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

Policy 417 was brought to the BOD to discuss the policy and approve at next month's meeting. Deb revised the Chemical Use and Abuse Policy. Most of the changes were technical. There was one subsequent change in the definitions; a-d, the policy did not have the definition of "use". Deb added this. There were some statutory changes as noted in the italic print. The BOD will review all the changes on the document and approve at the next meeting.

It was also noted that what is written in the student manual regarding Chemical Use and Abuse needs to match up with the policies.

Deb suggested that the BOD have a special meeting just for policies. Bob said most schools evaluate three to four policies per year. It is important that the BOD review these policies. MSA's office staff is very limited and do not have the time to review the policies and ensure policies are up-to-date.

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

Policy 205 was already listed on the MSA website. Mona reviewed the changes with the BOD, specifically the wording “we will publish this in the newspaper”. MSBA usually deals with large public schools so they can publish their notices in the paper. We can post information in the school, we use email for these notifications more effectively.

**d. Approval of South Washington County Schools Bus Contract for 2015-16**

Moved by: Deb Ledvina                      Second: Dan Keller                      Vote: Unanimous

**e. Approval of BOD Election Plan**

Moved by: Deb Ledvina                      Second: Dan Keller                      Vote: Unanimous

BOD terms will be expiring in June for the following BOD representatives: Heidi Bardwell (parent), Alice Quammen (community), and Jessie Heydt (teacher). The Parent Team is responsible for the Election Plan. Last year’s election did not bring in many voting results because voting was online. The BOD decided to go back to paper ballots mailed to MSA families. A similar timeline of events from last year will be used again this year.

**f. Program Evaluation**

A previous MSA teacher, who recently resigned, has sent a letter to the BOD Chairperson regarding some concerns about MSA’s math and science programs. Tim noted that this will be discussed with the director and is not Board action item at this time. Bob will follow up and report back to the BOD with a summary.

**g. High Quality Charter School**

High Quality Charter School was reviewed earlier in the meeting in the Director’s report.

**h. Safety Committee**

Discussion was on whether a Safety Committee needs to be added. Bob suggested making this part of the Building Committee. Deb has offered to be part of this committee.

**i. Building B Changes**

Building Committee: Judith noted that we have money that can be used for building changes. As we move forward with a new Director, it is a good time to discuss a larger Director space in Building B. This will be more professional. Bob is suggesting that offices be built at the ends of the hallways on floors 2 and 3 in Building B. We are also looking into adding another classroom in Building A. Bob will get bids and more detail.

**j. Update on New Director Progress**

The BOD revisited the postings. They have decided to change the requirements to “preferences” and specify the mission. Qualifications were slightly revised; requiring three letters of recommendation was removed; revising the deadline to March 31<sup>st</sup>. Posting will be sent to parents, and Alice will send posting to charter school administrators.

**k. World's Best Workforce** Jennifer Reichel spoke about World's Best Workforce. On February 11<sup>th</sup>, MSA had a World's Best Workforce meeting for parents. This was a requirement from MDE (Minnesota Department of Education). Four parents attended the meeting. They went over some information, including what is mandatory to report to MDE. Will continue to update the Board.

**l. Approval of Brand Standards/Style Guidelines**

Moved by: Deb Ledvina                      Second: Dan Keller                      Vote: Unanimous

The Communications Committee has completed a "Brand Standards" document which indicate MSA's logos, colors, mascot, etc. and how these can be used. The "Brand Standards" guidelines were shared with the Board and approved.

**m. Strategic Plan – Technology** Tabled  
for the next meeting.

**n. Policy 206**

Policy 206 "Public Participation in Board of Director Meetings/Complaints About Persons at a Board of Director Meetings and Data Privacy Considerations". Policy 206 was not on the website. The only form that was on the website was the outline for presenting to the BOD. Mona is proposing that this be removed and adopt the new plan based on the MSBA requirements. Policy 206 to be approved at the next BOD meeting.

**9. Future Agenda Items (March 26, 2015; Workshop – 5:00 p.m.; Meeting – 5:45 p.m.):**

- A. Future Plan for technology
- B. All policies from February 23<sup>rd</sup> meeting

**10. Motion to adjourn meeting at 7:30 p.m.**

Moved by: Dan Keller                      Second: Alice Quammen                      Vote: Unanimous

Submitted,

Joell Pundsack, Board Recorder

Reviewed,

Heidi Bardwell, Secretary