

**Approved**  
**November 7, 2002**

**Meeting Minutes**  
**Board of Directors Meeting**  
**Math & Science Academy**

Thursday, October 3, 2002, 6:30 PM  
8430 Woodbury Crossing, Woodbury, MN 55125

1. Call to order at 6:35 PM by Susan Mooney (Chair)
2. Roll Call of Members:

	Melissa Molin(absent)	Julie Close(late)
	Susan Mooney	Maggie Vincent(absent)
	Carrie Bartz	Josh Minsley (absent)
	Paul Simone (ex-officio)	Alan Moorhead
	Peter Sadowski	Justin Gehring (student rep.)
	Mary Pat Mesler	
3. Approval of Agenda  
Motion: Approve agenda  
Moved by: Susan Mooney                      Seconded by: Peter Sadowski                      Vote: 5-0-0
4. Open Forum: none
5. Approval of Meeting Minutes for the meeting of August 8, 2002  
Motion: Approve August 8, 2002 Board of Directors Meeting Minutes  
Moved by: Susan Mooney                      Seconded by: Alan Moorhead                      Vote: 6-0-0
6. Consent Agenda
  - a) Acceptance of Gifts:
    - i. \$241.00 check from Target "Take Charge of Education Program"
    - ii. \$1,000.00 from FORTIS' Charitable Giving Program
    - iii. Special thanks to Ronald Sieczkowski and Home Depot for \$300.00 in gift cardsMotion: Approve consent agenda  
Moved by: Alan Moorhead                      Seconded by: Peter Sadowski                      Vote: 6-0-0
7. Financial Report  
Paul Simone presented a revised 2002-2003 budget . This budget includes more "actual" numbers than the previously approved 2002-2003 budget. The Board of Directors should review this budget in preparation for approval at the November 2002 Board of Directors meeting. The only figures that will change prior to the November meeting will be enrollment.
8. Chair's Report: none
9. Standing Committee Reports:
  - a) Budget: see Financial Report (7.) above
  - b) Building/Maintenance: Paul Simone reported that Pella fixed some of the windows and will return to fix the remainder. The parts are under warrantee, but labor costs will be billed to the school.
  - c) Enrollment: A chair will be appointed to this committee in January after the newly elected Board of Directors are seated.
  - d) Personnel (staffing): none
  - e) Technology: Justin Gehring reported that the new web site will be launched tomorrow (October 4, 2002). One grant application was denied, but we are still waiting for decisions on others.
  - f) Parent Team: No new information. The next meeting will be held on October 10, 2002 at 7:00 PM.
  - g) Policy: Carrie Bartz reported that the committee has begun looking at policies that need revision as well as new policies. The committee is first looking at those policies for which we have be notified of changes from the Minnesota School Board Association. The committee will be reviewing content and language consistency among MSA policies.
10. Old Business
  - a) Vending machine Update – Julie Close presented a proposal from a group of parents which would allow Christine's Full Line Vending, Inc. to take over the existing vending machines (except the pop machine that is owned by the Student Council)as follows:
    - i. Install 1 machine for 100% juice, water and pop
    - ii. Install 1 snack machine for pretzels, cookies, snack crackers, granola bars, dry fruit and nuts.
    - iii. Install 1 machine for sandwiches, milk, etc.

Motion: Approve the installation of machines. Student Council will assist in determining the items to be sold in the machines.

Moved by: Alan Moorhead Seconded by: Julie Close Vote: 6-0-0

- b) Parent team report on Board of Directors Election – Susan Porter reported that four parents have volunteered to work on the election. Parents should send either email or send a written notice to Paul Simone simply stating that they wish to be on the ballot for the November, 2002 Board of Directors Election. The only qualification is that you must have a student attending MSA. October 25, 2002 will be the last day that parents can send notification to Paul Simone. The election will be held the week of November 4, 2002. Parents may vote during the school day November 4 through November 7, 2002 or during the evening on November 6, 2002. All votes must be cast in person by 3pm on November 7, 2002.
- c) MACS accountability project – Paul Simone will invite Scott Flemming from The Minnesota Association of Charter Schools (MACS) to talk to the Board of Directors about the MACS Accountability Project.
- d) Re-approval of: Policy 210.1 (Conflict of Interest) and Records Retention Policy

These policies were approved at the September 2002 Board meeting, however the motions were made by Paul Simone(ex-officio).

Motion: Adopt Policy 210.1 – Conflict of Interest and the MN Department of Administration School District General Records Retention Schedule

Moved by: Julie Close Seconded by: Carrie Bartz Vote: 6-0-0

#### 11. New Business

- a) Air conditioning compressor work order and cost  
Paul Simone presented two proposals from Equipment Supply, Inc. (St. Paul, MN).
  - i. Replace the defective compressor on the York Chiller - \$9495.00.
  - ii. Install York Chiller compressor heater kit. - \$2240.00 plus labor at \$85.00 per hour.Motion: Approve proposal to replace defective compressor and proposal to install compressor heater kit.  
Moved by: Peter Sadowski Seconded by: Mary Pat Mesler Vote: 6-0-0
- b) Snowplowing authorization  
Board recommendation: Paul Simone is directed to investigate proposals for snow removal and bring information to the November 2002, Board of Directors meeting. Question – Does the \$7,350.00 in the budget for snowplowing reflect the actual bills for last year or is it an estimate?
- c) Review of MSA By-Laws  
The current By-Laws were distributed to members. Changes are not required, but should be reviewed for the November, 2002 meeting.
- d) Authorization to divide student Intern contract  
Paul Simone reported that we currently have two student Intern contracts for 2002-2003, each for 15 hours per week. One student Intern is only working 11 hours per week. He proposed that we reduce one contract to 11 hours per week and approve two new student Intern contracts, each for two hours per week. One of the new contracts would be to perform minor repairs to the premises and the other would be for a computer technology assistant. The Board directed Paul Simone to bring the three contracts to the November, 2002 Board of Directors meeting.
- e) Concordia Language Villages  
Sandy Walsh, parent, reported that the MSA Spanish teachers asked her to research and present to the Board of Directors a proposal for MSA students to participate in a Spanish Weekend. The Language Villages present a cultural immersion program for students at any language skill level. This activity would be open to 24 students from grades 6 through 12. The Language Villages are located near Bemidji, MN. The cost would be \$125.00 plus transportation. Students would leave school mid-day on Friday and return Sunday.  
Motion: Approve a MSA sponsored trip to Concordia Language Village Weekend for students with a year-to-date GPA of 2.5 or higher.

Moved by: Susan Mooney Seconded by: Peter Sadowski Vote: 6-0-0

#### 12. Information

- a) 2003 Graduation – Discussion was held regarding date and location. Graduation will be held the evening of Friday, June 6, 2003 at Central Park in Woodbury. Rental cost is \$100 per hour for the auditorium (2 hour minimum) and \$45 per hour for the reception area.
- b) Paul Simone visited the South Washington County's School Board (ISD 833)
- c) MSA is now fully accredited by the North Central Association Commission on Accreditation and School Improvement.

#### 13. Future Agenda Items

- a) Regular Board Meeting
- b) Workshop Meeting

#### 14. Next BOD meeting: November 7, 2002 at 6:30 PM

Next BOD workshop meeting: November 7, 2002 at 5:30 PM

Motion: The next Board of Directors workshop meeting to be held November 7, 2002 at 5:30 PM, to discuss the 2002-2003 budget. The next regular Board of Directors meeting to be held November 7, 2002 at 6:30 PM.  
Moved by: Susan Mooney                      Seconded by: Carrie Bartz                      Vote: 6-0-0

15. Adjourn

Motion: Adjourn

Moved by: Alan Moorhead                      Seconded by: Susan Mooney                      Vote: 6-0-0

Respectfully submitted,

Carrie Bartz, Secretary