# **Approved** March 10<sup>th</sup>, 2005

# Minutes Board of Directors Meeting Math & Science Academy

Thursday, February 3rd, 2005, 6:30 PM 8430 Woodbury Crossing, Woodbury, MN 55125

- 1. Call to order at 6:34 PM by Alan Moorhead (Chair)
- 2. Roll Call of Members:

Carrie Bartz Michelle Richards
Patricia Guerra Bhaskar Velemakanni
Laura Hutt Bronwen Williams

Eric Kaluza Kristen Moravetz (Student Rep.)

Josh Minsley Paul Simone (ex-officio)

Alan Moorhead

3. Approval of Agenda

Add items: Consent Agenda – Acceptance of \$344 Pay It Forward Grant; Artistic Director contract 11 d) Required Audit Actions

Motion: Approve agenda as amended

Moved by: Josh Minsley Second: Laura Hutt Vote: 9-0-0

4. Open Forum:

- Jamie Eggerss described plans for the Senior class trip which is planned for April 6 10<sup>th</sup>,
   2005. She requested that the Seniors attending the trip be given an excused absence on April 7<sup>th</sup>, 2005. The BOD agreed to the excused absence.
- 5. Approval of Meeting Minutes for the meeting of January 6th, 2005

Correct the spelling of Elis Byrne's name.

Motion: Approve January 6th, 2005 Board of Directors Meeting Minutes, as corrected.

Moved by: Bhaskar Velamakannni Second: Alan Moorhead Vote: 9-0-0

6. Consent Agenda – Acceptance of \$344 Pay It Forward Grant; Approval of Artistic Director contract Motion: Accept consent agenda

Moved by: Laura Hutt Second: Carrie Bartz Vote: 8-0-1

- 7. Financial Report Monthly financial statement. Paul Simone described the governor's budget proposal for K-12 education. He described the basic formula allowance for the biennium which increases each year. The per pupil unit weights would be eliminated in FY 2007 with a flat \$936 in additional funding for students in grades 7-12. The budget proposes a change in categorical aids staring in 2006. Q-comp would become available in 2006 for schools that submit an approved alternative pay scale. In 2007 there would be a \$155/student set aside and an opportunity for additional levy funding. Paul has asked for budget specifics relating to charter schools.
- 8. Chair's Report: Alan Moorhead welcomed new BOD members and noted that we will be dealing with funding challenges again this year. The BOD should continue to focus on ways to improve the school.
- 9. Standing Committee Reports:
  - a) Budget: Laura Hutt reported that the Budget Committee will meet on the fourth Thursday of each month at 6:30 pm. Members are Josh Minsley, Ken Thielman, Alan Moorhead, Paul Simone and Laura Hutt.
  - b) Building/Maintenance: none

- c) Enrollment: Paul Simone reviewed the enrollment forecast for the 2005-2006 school year. The staff recommendation for 2005-2006 enrollment is to have 280 in the building, accept 55 sixth graders only. The lottery for 2005-2006 will be held on March 10<sup>th</sup>, 2005. It will be conducted by Mathematica this year.
- d) Personnel: none
- e) Technology: Josh Minsley reported that the Technology Committee will meet on the 3<sup>rd</sup> Thursday of each month at 6:30 pm. The mailing for the laptop fundraiser will go out on February 4<sup>th</sup>, 2005. There has been a minimal response thus far.
- f) Parent Team: Sarah Lilja reported that the last Parent Team meeting was brief to allow time for the "High School at MSA" presentation by Melissa Molin and Darrel Schoeberlein. The presentation was well attended. Margaret Stone has coordinated a presentation on Healthy Relationships and Self-Defense for girls to be held at MSA on February 13<sup>th</sup>, 2005. Next year the presentation will be made for boys. On March 1<sup>st</sup>, 2005, there will be a speaker on investing in your child's future and financial planning. There is a parent working with ISD 833 Transportation to try to resolve the late arriving bus issues. We had a fabulous open house in January.
- g) Policy: Carrie Bartz reported that the committee will next meet on February 24<sup>th</sup>, 2005 at 3:30pm. The committee will review the policy revisions from MSBA and then email the revised policies to the BOD. The BOD would like a copy of the MSBA document which describes the changes in the policies. Members: Carrie Bartz and Maggie Burggraaff.
- h) Expansion Committees: Vincent King was appointed to the position of Overall Chairman. Vincent will provide general coordination and leadership to the committees and act as BOD liaison.

### 10. Old Business

none

#### 11. New Business

- a) 2005-2006 course handbook. The handbook will be discussed at the March workshop.
- b) Expansion committee recommendations (from workshop)
- c) 2005-2006 YMCA lease
  - Motion: Approve the YMCA lease agreement for September 6, 2005 to June 30, 2006. Moved by: Bhaskar Velamakanni Second: Eric Kaluza Vote:8-0-1
- d) Required Audit Actions
  - 1. Designation of Depository: Has each depository of public funds been designated by the charger school's governing body? MSA School uses Anchor Bank for banking needs Checking & Savings. The State Aid payments are sent to US Bank-Trustee for the Bonds they take out the bond payment then forward the balance to Anchor Bank.
  - 2. Insuring or Securing Deposits: If a charter school deposits an amount in excess of the FDIC insurance, it must obtain a bond or collateral which shall be at least 10% more than the amount in excess of the \$100,000 (FDIC). *MSA has this thru Anchor Bank*
  - 3. Broker Acknowledgment Certification: Prior to completing an initial investment transaction with each broker, there must be a written statement of investment restrictions. *MSA has no investments at this time*.
  - 4. Electronic Funds Transfer:
    - a. Delegation of authority to make electronic funds transfers to a designated business administrator(s). *Paul Simone and Julia Douglas*
    - b. Delegation of authority to make electronic funds transfers to make payments i.e. Payroll, vendor payments, payments of bond principal, bond interest. *MSA has only two vendors who are paid by electronic funds Blue Cross Blue Shield and ADP payroll*
  - 5. There must be a declaration on every declaration for payment that says:

"I declare under the penalties of law that this account, claim or demand is just and correct and that no part of it has been paid.

(Signature of Claimant)"

The check by which the claim is paid may have printed on its reverse side, above the space for endorsement the following statement: "The undersigned payee, in endorsing this check declares that the same is received in payment of a just and correct claim against the [name of Charter School], and that no part of it has heretofore been paid." When it is endorsed by the payee named in the check this statement shall be deemed sufficient as the required declaration of the claim.

## MSA has this statement on the back of checks.

Motion: Approve audit actions for FY 2005.

Moved by: Alan Moorhead Second: Laura Hutt Vote:9-0-0

12. Information

# 13. Future Agenda Items

- a) Regular Board Meeting
- b) Workshop Meeting
- c) March enrollment lottery
- d) Enrollment recommendation
- e) 2005-2006 Course Handbook
- f) YMCA membership
- g) Policies
- 14. Next regular BOD meeting: March 10th, 2005 at 6:30 PM

Next workshop meeting: March 10th, 2005 at 5:30 PM

Moved by: Josh Minsley Second: Patricia Guerra Vote: 9-0-0

15. Adjourn

Motion: Adjourn at 7:53 PM

Moved by: Josh Minsley Second: Laura Hutt Vote: 9-0-0

Respectfully submitted,

Carrie Bartz, Secretary