# Board of Directors MEETING MINUTES Math & Science Academy Thursday, February 21, 2013.

8430 Woodbury Crossing, Woodbury, MN 55125

1. Call to Order by Sandeep Chandak (Chair) at 5:00 p.m. *Members were notified the meeting discussions were being recorded for note taking purposes and said recordings would be deleted after notes have been composed.* 

### 2. Roll Call of Members:

Sandeep Chandak – Chair(Present) Susan Mooney – Vice Chair(Present) Ken Thielman – Treasurer(Present) Heidi Bardwell – Secretary(Present) Lisa Anderson (Present) Anne Cardenas(Present) Alice Lee (Present) Sarah Burns(Present)
Daniel Dawiedczyk(Absent)
Judith Darling BDKA – Contracted
Financial Manager (ex-officio)(Absent)
Bob Kreischer (ex-officio)(Present)
Anish Chandak – Student Rep.(Absent)

3. Approval of Agenda -

Moved by: Sandeep Chandak Second: Susan Mooney Vote: Unanimous Add Item 11 b. (New Business) Appoint Bob Kreischer and Ken Thielman to Building Company

Agenda stands as corrected.

## 4. Open Forum

- a. Student, Anna Vitale (present) and Staff Partner with American Cancer Society, Breanne Foster (present) wish to hold a fundraiser to support Anna's participation in Relay for Life. They are thinking a carnival with an educational theme focusing on 4 main areas of cancer prevention: nutrition, tobacco, sun safety, and physical activity. Anna would like to hold the carnival on a Friday during lunches and Study Hall hours. She would like to have it outside with booths designated for educational activities (these would be free). They would also have a booth with luminary bags for sale. The luminaries will be available for a suggested donation and are in honor of or in memory of a cancer survivor. Additional carnival games would be available for a fee, either by game or by purchase of wrist bands for unlimited games. Would like to hold carnival in early May. Anna will seek donations from local businesses and has no anticipated expenses. BOD approved.
- b. Mr. Keller's students: Madison Davis (present) Katarina Happel (present) and Justin Moshrefzadeh (present) wish to hold a carnival as an Econ class project. They would like to have the carnival on Saturday, May 11, 2013 on school grounds. The profits would go to MSA wherever there would be a determined need. The carnival would be open to MSA students, families, and community members. It is the weekend of Mother's day which is also the Woodbury community garage sales, so there is a good opportunity to pull in many customers. There was concern raised that it would be too close to Anna Vitale's Relay for Life carnival, but it was decided that they are two very different events with different target audiences. Mr. Keller also interjected that the closeness of the events could provide an additional educational opportunity for his students. Planning and marketing would need to be adjusted for the students to meet their goals. BOD approved.
- c. Student, William Poor (present) and parent, Mike Poor (present) would like to establish a Trap League at MSA. It is a fast growing sport, and many of the other high schools in the area have trap leagues including East Ridge, Stillwater, Woodbury, and Tartan. Benefits include teaching kids to respect firearms and use them responsibly. If you want to participate in the spring league, the League must be notified of your interest by March 1, 2013. No money is required at that point. A roster must be formed by March 15, 2013. Kids shoot once a week for eight weeks with a state meet in June. Last year 950 kids participated in the state meet. The cost is approximately \$250.00 for the season, and no money is needed from the school. The Minnesota State High School Trapshooting League covers all insurance. A coach is needed, and Mike Poor volunteered

to do that. If more than 10 kids participate, then 2 coaches are required. It is a "virtual" competition meaning that the shooting range that your school attends tracks your scores, and sends them in to the state organization. Once per year there is a state meet where all kids come together. There are 2 seasons available due to popularity. The fall season is 5 weeks long, but the teams that participate in the 8 week spring season are the teams that are eligible for the state meet. The coed sport is open to 6<sup>th</sup> through 12<sup>th</sup> grade students. Participants must have hunter safety certificates. There is ample opportunity throughout the summer for students to obtain these certificates at a minimal cost, and Mike has offered to help students get plugged into programs. Mike has already been in contact with the South Saint Paul Hunt Club where they would be willing to make room for our team in their schedule. Season would start in April. Kids are not allowed to bring the guns used in this program to school or have them anywhere on school property. Since 2008 there have been no infractions to this rule. Students typically ride the bus home from school and a parent will drive them and their gun to the practice. Facilitators of the sport are adamant about following the rules and regulations involved with responsible participation. Sandeep Chandak brought up obvious concern about the safety of the sport. Through discussion it has been noted that perhaps some sort of screening of participants should be put into place. Also noted was the frequency with which the rules of safety are reviewed. Every visit to the shooting range would begin with a review of etiquette and safety. Sarah Burns suggested that some training occur before the kids show up at the shooting range for the first time in addition to the Hunter Safety class. Sandeep Chandak also raised concern about starting this new program by the March 1st deadline without speaking to any of the parents. We need a minimum of 5 students to be a team which there are already at least 5 students interested just by word of mouth. An advantage to starting the team this season is that we will secure our space at the South Saint Paul Hunt Club. In 2014 MSHSL intends to include Trapshooting as an official sport. Mike Poor has volunteered to coach the team without compensation. He anticipates a 20hour per month time commitment. BOD approved. The board referred Mike Poor to Molly Molitor as a next step, and asked Mike to be clear with students that no guns were allowed to be anywhere on school property, neither in the building, nor in a student's car or trunk of a car.

- d. Parent, Jeni Crump (present) speaking for the Robotics Team, wishes to have an exception to the general fundraising guidelines due to the great expense of running the Robotics Team. The budget this year is \$25,000.00, so the team would like to have the flexibility to pick up small fundraising projects on short notice to help supplement the larger scale fundraising that is done via 3M and other businesses in the community. Sometimes they become aware of a fundraising opportunity that will take place within a time period that does not allow the team to wait for a BOD meeting to obtain approval. Also, seeking approval to participate in an annual fundraiser with Linder's Nursery. BOD approved. MSA Robotics Team will earn money with every purchase of flowers designated to MSA. It was suggested that in regard to spontaneous fundraising that the Robotics Team run it past the BOD chair, and then coordinate with the Director. BOD approved.
- e. Parent, Kathy Irvine (present) would like to use all funds generated by the Kwik Trip gas cards sales for the Robotics Team instead of splitting it with the Technology Fund as originally intended. The Robotics Team would like to use that money to buy a trailer for hauling the robot and equipment. The trailer could also be used by other teams like Nordic for hauling equipment. There is a connection at 3M who will "shrink wrap" the trailer with the school name and Robotics Team name. The Haland's, a Math and Science Academy family, have offered to store the trailer on their property in Afton. **BOD approved** Robotics team can retain all the money from the gas cards sales. The trailer discussion should be brought to another meeting with specific information about licensing and insurance costs, who would officially own the trailer, and the value of the trailer to the school in regard to the advertising on the trailer.
- Approval of Meeting Minutes for the meetings of Thursday, January 17, 2013
   Moved by: Second: Vote:
   Discussion: There was a miscommunication and the minutes did not get posted. At next meeting, minutes for January and February will be approved.
- 6. Chair's Report **(Sandeep C.)** Discussion: Mentioned that he attended the Open House and personally spoke with 5 families of incoming freshman who expressed concern about making it

through the lottery. This is a good sign given the efforts being made to hold on to the high school student population. Also, Sandeep commented on the success of the National History Day Presentations, and especially the efforts of the student who came before the board to ask permission for her special presentation. In the future it would be good to see the event advertised as a school wide event rather than just to the grades involved. There is something there for everyone.

- 7. Director's Report **(Bob K.)** Discussion: \*Handout Director's Goals- See Workshop Notes for specific information.
- 8. Standing Committee Reports:
  - a. Finance/Budget (Ken) Discussion: \*Handout: January 2013 Financial Statements 1. Last year's hold back has been paid. 2. The report shows a significant increase in the Other Funds balance, but that money is already accounted for, so don't be deceived by looking at the Balance Sheet. 3. Page 6 of 10 State Aids Receivable shows a negative balance because we were overpaid by the State Holdback based on our budget. Based on student numbers, there was likely no overpayment. Highlighted 2012-2013 Budget Revisions found on page 4 of 10 of the handout.
  - b. **Building/Maintenance (Rachael E. & Lisa A.)** Discussion: Rachael has been working with an MSA parent to determine if the right company is being used to provide custodial services. She has been collecting bids and has interviewed 3 companies. The Building/Maintenance committee has a meeting scheduled next week. Have been also collecting bids to repair front entry walkway which is getting worse.
  - c. Building Company (Ken T.) Discussion: Because of delays in getting permits and some other issues, the contractor sent a letter stating that we are approximately 20-24 days behind schedule. They seem to be on schedule for the contracted date of completion sometime in August. They are currently making progress with no setbacks. There are overruns to the budget, but items are being prioritized in the event that there would be leftover money. Backboards for the gym are a top priority. Bob Kreischer has been meeting with all teachers and staff to determine what is needed to be sure the building is usable. Contractor Rusty and Justin of JR Corps have been sitting in on those meetings as well.
  - d. **Enrollment (Bob K)** Discussion: 378 total students with 24 PSEO students leaving a total 354. There are 15 students who do not plan to return next year at this point. Twelve of whom are 8<sup>th</sup> graders going into 9<sup>th</sup>. The Director's goal was to keep the number of 8<sup>th</sup> graders intending to leave at 15 or below. There are 11 students unsure whether or not they will be returning. There are 454 projected students next year, 35 of which are projected to be PSEO. There are 363 applications for admission, 220 of which are for 6<sup>th</sup> grade. We will be taking in 88 6<sup>th</sup> graders and 43 of them are siblings. We are expecting 46 siblings over all.
  - e. **Personnel (Lisa A.)** Discussion: Has been in contact with departments, and available positions will be posted over Spring Break. Susan and Lisa will be working on interview questions. Several new teaching positions will be added. \*Handout of Executive Director Evaluation Process and Timeline. Hope to have a format at next meeting.
  - f. **Technology (Ken T.)** Nothing new to report.
  - g. Parent Team (Sarah B.) The Open House was a success and the crowds moved freely which was pleasant. There were requests for a formal presentation. It was suggested that there be a Q&A area at the end of the tour. College Finance Night was a success. Approximately 70 families in attendance. Done every other year. Cheri Howe got approval for April 2013 "Friend Raiser and Ground Cleanup" Possibly do a BBQ to clean up the school grounds and bond as a school community. They have looked into whether or not there are rules against serving food at something like this, and there seems not to be. Planning on serving Sam's Club type of prepackaged burgers. This is will be an Earth Day event. Earth Day is April 20.
  - h. Alternative Funding (Anne C.) Discussion: \*Handout: MSA Alternative Funding Committee-Summer Programs as a source of revenue: Possibly subletting the building since it will be mostly empty in summer months. Some of the classrooms could be used. Discussion about having a Master Gardener to teach classes which would either generate a small amount of revenue or educate kids with the added bonus of having our grounds cared for throughout the summer. The goal is to have someone to maintain the grounds throughout the summer without having to pay

for it. Give to the Max Day: 6<sup>th</sup> and 7<sup>th</sup> grade families gave the most money. Goal to educate population about what a charter school is and how little money we receive compared to other schools in the county. Carpet is going to be a bigger expense than anticipated. The money made will be used quickly to cover carpet expenses. Not sure where the money will come from to fix the sidewalk entryway. Box top drives to go to specific needs were discussed. Contact Mrs. Yapp about a Youtube clip to motivate kids and families to save box tops.

We want to find ways to take advantage of this one time opportunity to pull in the community members using the new building to entice curiosity. We can use this opportunity to let people know who and what we are, and pull in contributions at the same time. Go to alumni and to the community. Is sponsorship appropriate (Allina, Dick's etc.) Need to reeducate and revision.

- i. Policies (Heidi) Nothing new to report. Heidi will follow up with Michelle Kurkoski for March.
- j. Student Committee (Anish C.) No Report.
- k. High School League Activities Committee (Dan D.) No Report.
- I. Academics Committee (Michelle/Lisa) \*Handout: Academics Committee Minutes: See handout for details of meeting. Also, Joy Wenzel is working to gain support from teachers and families for Bridging and Enrichment classes to be held at MSA in the summer. "Bridging" is a term used to describe a type of remedial course, for instance if a student is not quite ready for the next level of math class, they would be able to study at MSA over the summer where the content of the class could be specific MSA curriculum. She is doing this by first surveying teachers to see if there is interest in teaching the classes, and if there is, then she will send out a survey to parents. Will talk more at next meeting.

## 11. New Business

- a. Motion to approve proposed revision of the 2012-2013 budget as presented with projected General Fund Revenues of \$3,505,426.00 and General Fund Expenditures of \$3,402,186.00.

  Motion: Ken Thielman Second: Lisa Anderson Vote: Unanimous
- b. Motion to approve the replacement of Dave Loomis and Rachael Erickson with Bob Kreischer and Ken Thielman on the Building Company.

Motion: Ken Thielman Second: Sandeep Chandak Vote: Unanimous Discussion: This is being done as a technicality to stay in conformance with the By-laws. The current By-laws of the Building Company mandate that two of the members must be members of the MSA Board of Directors. There will be future discussions to change the By-laws. Both Dave Loomis and Rachael Erickson want to remain on the Building Company. Since the Bonding people are involved it is a more complicated process. A long term solution could include making the Building Company 5 members. It is most important to stay in conformance with the Bonding documents that were recently signed. The Building Company is meeting on Friday afternoon, February 22<sup>nd</sup> at which point everyone will be notified. The minutes from this meeting will serve as adequate documentation for the change.

### 12. Information

- a. The Burn's family's foreign exchange student, Natalie came and presented to World History classes. She was very happy with her experience at MSA. She found the students to be very courteous and friendly. She was approached by people she did not know asking questions and attempting to get to know her. This was very surprising based on her experience as a student at East Ridge High School where they barely cared that she had been missing for the day.
- b. Financing Committee Mtg. on Tuesday at 7pm

## 13. Future Agenda Items:

- a. Update on Bridging classes- possible action
- b. Enrollment Lottery Approval
- c. Review By-laws at Workshop
- d. Review Strategic Plan at Workshop
- e. Building Company- possible action
- f. Policies
- g. Date and Time of Next BOD Meeting Thursday, March 21, 2013 at 6:30 p.m.
- h. Date of Time of Next BOD Workshop Thursday, March 21, 2013 at 5:00 p.m.

Adjourn by at 8:34 p.m.
 Moved by: Susan Mooney

Respectfully submitted, Amada Stout, Board Recorder

Approved, Heidi Bardwell, Secretary

Second: Heidi Bardwell Vote: Unanimous