

**Board of Directors  
MEETING MINUTES  
Math & Science Academy  
Thursday, March 21, 2013.**

8430 Woodbury Crossing, Woodbury, MN 55125

1. **Call to Order** by Sandeep Chandak (Chair) at 6:37 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)	Sarah Burns(Present)
Susan Mooney – Vice Chair(Present)	Daniel Dawiedczyk(Present)
Ken Thielman – Treasurer(Present)	Judith Darling BDKA – Contracted
Heidi Bardwell – Secretary(Present)	Financial Manager (ex-officio)(Absent)
Lisa Anderson (Present)	Bob Kreischer (ex-officio)(Present)
Anne Cardenas(Present)	Anish Chandak – Student Rep.(Present)
Alice Quammen Lee (Present)	

- 3 **Approval of Agenda:**

- a Moved by: Ken Thielman      Second: Sarah Burns      Vote: Unanimous
- b Add Item 11c: Cancel November election and postpone it until April. (New Business)
- c Add Item 11d: Extend the terms of current board members: Dan Dawiedczyk, Lisa Anderson, Ken Thielman, and Sandeep Chandak from the end of January to the end of June. (New Business)
- d Add Item 11e: Amend the By-Laws to change the seating of new Board of Directors members to June.(New Business)
- e Add Item 11f: Approve co-op possibility with Nova Classical Academy for baseball.
- f Add Item 11g: Approve Fab Lab as a course.
- g Add Item 11h: Appoint Rachael Erickson and David Loomis to the Building Company.

- 4 **Open Forum**

- a Student, Calvin Johnson (present) would like to organize a school fundraiser in the form of a video game tournament in late May or early June. This gaming tournament, called Geek Gaming, was held 2 years ago, but has not been done since then. It was fun and effective as a fundraiser. Calvin plans to cover the cost of putting on the tournament either on his own or by donations from family members. The cost of putting on the tournament will include video game rentals, gaming system rentals, and food that will be sold at the event. The money that is raised by the event will be donated to general school funds. Calvin would like to use the Great Hall and/ or the computer lab for the event. It will depend on the games chosen for the event, whether computer games or games played on a system. Calvin would like to limit the attendees, both volunteers and participants, to high school students because he would like to include games that are rated T (13 and older). Calvin has not yet been in touch with Justin Gehring. He plans to charge an entrance fee of \$5-\$10. There will be no games with a rating higher than "T," however, there may be games that represent a first person shooter. Mr. Keller is willing to chaperone the event. Calvin was asked if this event was exclusive to MSA students. He said that only MSA students would be allowed to participate, but students from other schools can be spectators as long as they are accompanied by an MSA student. Calvin was reminded to use Authorization Forms for student guests in the same way they must be used for school dances. Since the participants will all be high school students, it was suggested to Calvin that he try to draw attention to a specific need within the existing building in order to attract more participants. Since this is a marketing project, Mr. Keller said that Calvin would research ways to motivate people to participate and try to find a focus for the funds being raised. There is currently not a date scheduled, but the past Geek Gaming event was held the day after the last day of school. Mr. Keller also mentioned that finding a workable date was a marketing problem that Calvin will need to solve. The date can be flexible within the time frame of late May to early June. There is

- no maximum number of participants. Calvin was reminded that May is a very busy month, and he should be sure that there are no conflicts on the school calendar. BOD approved
- b Teacher, Cheri Howe representing the Science Department (present) and teacher, Molly Molitor representing the Physical Education Department (not present) are seeking the Board's approval of taking next year's seventh graders to Eagle Bluff Environmental Learning Camp. Because of the uncertainty of circumstances with the new building in the fall, they are switching the date from MEA weekend to President's Day weekend, February 17 -19 2014. The students, teachers and chaperones would leave the morning of February 17, which is a holiday, and they would return on the afternoon of Wednesday, February 19. Since the BOD has not yet approved the calendar for next school year, it is unclear whether the students would miss 1 or 2 days of school. This trip "is a wonderful opportunity for students to receive educational opportunities that they do not receive here." There are opportunities for outdoor science and physical education such as a high ropes course, snow shoeing, birding etc. that the kids enjoy. The cost is picked up by the student's families, and there is only a small amount of fundraising that is done. There is a small amount of money generated by recycling. This money is used for food on the trip and possibly to offset the cost for students. It is about a 1.5 hour road trip to Lanesboro, MN. It will be the third time for the trip. Sandeep mentioned that his daughter went as a 7<sup>th</sup> grader this year, and his wife was a chaperone. They both really enjoyed the trip. There is a concern about the students making up the school days, and Cheri said that would be a new issue for them. The teachers generally feel that the trip is a worthwhile experience and because they know so far in advance, the missed classroom time has not been an issue. In the past, the trip has taken place over consecutive days off, so there has been a minimal amount of school missed. BOD approved
  - c Student, Han Yong Wunrow representing Spanish Club would like to host a food drive from May 13-24 with proceeds going to the Christian Cupboard Food Shelf. They will have a prize for the Advisory that brings in the most food. In the past, students have just collected the food in Mrs. Guerra's classroom. It was suggested that the students who are organizing the food drive contact the food shelf and find out if there is a specific item or list of items that were needed. BOD approved.

**5 Approval of Meeting Minutes for the meetings of 1/17/2013 and 2/21/2013**

- a Moved by: Susan Mooney Second: Ken Thielman Vote: Unanimous
- b Discussion: Meeting Minutes are labeled, "Agenda." Heidi made a note to change it.

- 6 Chair's Report – (Sandeep C.)** Discussion: Since the last meeting, we have had a site visit with a Student Achievement Minnesota (SAM) representative. As an Authorizer, they perform a site visit every year and identify things that we need to work on. The information from the visit is used to determine whether they are going to renew our contract. During the information section, Glory Kibbel will talk about how the site visit information will be used. Glory will meet with BOD Chair, Sandeep Chandak, and Director, Bob Kreischer, and go over the report which will, in turn, be presented at the next meeting. The BOD will then have to take action on it. There will be action items that need to be addressed.

**7 Director's Report – (Bob K.)**

- a The Italy trip was a huge success, and Bob acknowledged the amount of work that had to be done by chaperones, Ken Thielman and Cheri Howe, and thanked them for their efforts. The kids came back very happy, saying they learned a lot and had a great time.
- b Bob also acknowledged teacher, Dan Keller. He has been very active with the students in teaching marketing skills and volunteerism. It is encouraging to see his continuing efforts with the students.
- c Also, MSA received Minnesota Department of Education's School Finance Award. The criteria were: timely submission of financial data, presence of selected indicators for fiscal health, and accuracy in financial reporting. Bob acknowledged that Judith Darling does a great job, and this is the 2<sup>nd</sup> year in a row for this award.

- d Enrollment for next year: As of now, there are only 21 students who are not returning for next year. That is less than the number of 9<sup>th</sup> graders who left last year. Of the students who plan to leave for the next school year, there are 2 seventh graders, 2 tenth graders, and 17 ninth graders. Bob's goal was to keep the number of student's leaving MSA for next school year below 30. Another component of that enrollment number is that the number incoming 9<sup>th</sup> graders is higher than last year, so we will still have significantly more 9<sup>th</sup> graders even though we are losing some. As Bob has talked with the students who are leaving, he found that most were leaving for good reasons such as swimming and other specific reasons. Much of the credit goes to Susan Mooney and all the teachers who came up with the electives that made it possible for the students to stay. Of next year's Senior class, 16 full time PSEO, 8 part time PSEO, and 2 who will not be doing PSEO. Out of 34 incoming Juniors, 26 of them will not be doing PSEO. This is largely due to the work that Susan Mooney has been doing with the students to show them their options. If we move into next year with at least 20 students [in 11<sup>th</sup> and 12<sup>th</sup>] and then duplicate that the following year with the 10<sup>th</sup> graders moving up, this will go a long way in making high school a viable option for MSA.
- e Lisa Anderson has done a lot of work getting ready for interviews to fill the positions for next year. She has gone through many applications, and interviews will begin as early as next week, and continue into next month.
- f The building construction is still 3 weeks behind. Bob asked the teachers at the beginning of the school year what they needed in terms of a classroom to be able to run the classroom. He anticipated the teachers would comment on the size of the classrooms. MSA has comparatively smaller classrooms than other charter schools. But the biggest concern was that teachers don't like going from room to room. Almost every teacher teaches in a different room at some point during the day. Bob acknowledged that the trek back and forth across the parking lot to the other building has been particularly treacherous this winter. Out of 26 teachers, not counting Special Ed, and not counting Susan Mooney, who will only be teaching 1 class next year, 17 of them will be in the same room all day. Only 7 teachers will have to move between buildings, and that is only because the teacher wanted to teach middle school and high school.
- g Since we will likely be entering a co-op with Nova, 4 boys will be able to play baseball this year. We are putting out a survey to parents to gauge interest in sports for next year. Students are often misguided in their assumptions about what they will be involved in a year from now. The most accurate estimate will come from parents. There is also a level of commitment involved when it comes from the parents.
- h With next year's scheduling, everyone in grades 6-9 will have physical education every other day. In grades 7 and 9, this will be coupled with Health class. The question has been raised, because of the every other day pattern, whether students would be allowed to get a waiver for Health. In the past, we have offered physical education waivers for high school students who participate in a significant athletic activity outside of school. Some schools, such as St. Paul Academy, have offered waivers for kids on the school football team. We have restricted it to activities outside of the school setting. The reasoning behind it was to allow the student the opportunity to take another elective or another core class. In discussion with Susan Mooney and Molly Molitor, it was decided that we would allow the Health waiver. The stipulations being: the phy ed waiver would have to be approved first, and the student would be required to take an approved health class elsewhere, whether at Century College, or a community health class. The final option would be to do a summary of each of Molly's Health units, and pass a test. This way, the student would not be simply avoiding Health class, but would be able to do more with the scheduling here. This is not an option for 7<sup>th</sup> graders, only 9<sup>th</sup> graders.

## 8 Standing Committee Reports:

- a **Finance/Budget (Ken)** – Discussion: \*Handout: February 2013 Financial Statements The report is almost the same as last month with the exception, we received more money from the state. Because they are paying so much ahead of time, and the holdback is reduced, Judith changed the way she recorded it. You will see a negative sign in one of the revenue corners. It doesn't mean we have negative revenue, it just means that if everything ended today, we would have to pay that money back to the state because they have given us all of our money for the year. Ken was asked to clarify why, if we are 66.7% through the fiscal year, does it appear that we have used e.g., 70.4% of a certain budget allowance. He clarified by explaining that the numbers are directly influenced by the timing of a particular pay out. We may pay monthly for Employee Benefits, but the Salaries and Wages are paid a week behind. This would cause it to look like they are out of proportion, but they are not.
- b **Building/Maintenance (Lisa A.)** – Discussion: They are currently looking at carpet, which will be replaced over the summer. They are also currently comparing cleaning companies.
- c **Building Company (Ken T.)** – Discussion: The foundation of the new building is "substantially complete." According to the construction manager, we are probably past the biggest issues that could cause a cost overrun or unexpected expenses. There was well that was not anticipated, and that will cost \$10,000-\$15,000 to cap. They hit water in the elevator shaft, and needed to add a sump pump and additional water proofing. This was a substantial additional cost as well. Early in the process there were some structural and design issues that cost tens of thousands of dollars. We have also had some paybacks. Some days have been lost because of the weather, but the construction manager is confident that as soon as the weather warms up, they will be able to make up the time. They are still confident that we will be able to be in the building in August. David Loomis is putting regular updates on the website, and will also send a listserv message to notify people who do not regularly visit the website.
- d **Enrollment (Bob K)** – Discussion: Susan reviewed the enrollment lottery process: On March 7, 2013, Lisa Bolter has a spreadsheet for each grade, which assigns every person a number. Working with Justin Gehring, they designed a process in which the numbers are scrambled three times. She then saves the outcome and forwards a copy to Bob. Siblings are not included in the lottery process. Once the process is approved, the notification letters will be sent out. It was suggested that we add a notice on the website for prospective students who are looking for lottery results.
- e **Personnel (Lisa A.)** – Discussion: Currently working on hiring and staff handbook. Susan noted that Lisa has been handling the organizing of interviews herself. She is scheduling the first rounds of interviews, and will then be handing it off to the respective departments. An email has been sent out asking the staff to review the handbook, and provide feedback after the April staff meeting. The handbook will then be presented to the BOD with proposed changes at the May meeting.
- f **Technology (Alice)** – Nothing new to report. Sandeep talked to Alice about the possibility of hiring someone to update the website more frequently. Justin has not been able to keep up on a regular basis. Alice offered Beth Hartz's suggestion of using alumni who still have ties to Justin in some way.
- g **Parent Team (Sarah B.)** – It was a very well attended meeting. They had expected about 10 people in attendance, but were pleasantly surprised to see many more. They discussed the Open House and the College Finance meeting.
  - They are working on teacher appreciation and some small maintenance projects for box tops, pizza day, etc. There was a great discussion on summer grounds maintenance.
  - There was talk of putting together a database of resources and skills that our own student families would be willing to share. A resource pool of this nature could be potentially beneficial for just about any need that could arise within the school. The Parent Team is looking into whether or not it is legally allowed, who would have access to it, and how exactly would it be implemented.

- Earth Day/ Friendship Day: Julia Charleson came up with this idea as an extension of the Parent Team Vision to bring back a community atmosphere to MSA. Friendship Day will be a community event where everyone will have the opportunity to come help clean up the grounds, and get everything ready for spring. There will also be a BBQ on that day. They talked about continuing that on through the summer either by grade level or by clubs. The goal is to have the grounds kept up over the summer, without cost, while promoting community and a sense of ownership among the MSA students and families.
- It was noted at the meeting that the sense of ownership and stewardship is lacking in comparison to what it once was. The maintenance of the school used to be something that the students really owned. One of the goals that the Parent Team would like to accomplish is to bring back some of these types of things that really made MSA unique to begin with.
- The Parent Team discussed the critical role that effective communication will play in re introducing a sustained community atmosphere rather than for only a day. The wish list would include the database mentioned earlier, possible online scheduling for maintenance volunteering opportunities, and grade level communication via liaisons. There was discussion about contacting each 6<sup>th</sup> grade family and providing an opportunity to share information that will be helpful to them. The next level of that process would be to help them establish and maintain communication throughout their years at MSA. The purpose behind this is to form a cohesive group of not only students, but parents as well.
  - Student Representative, Anish Chandak offered input regarding the online signup. He will provide them with a web address where they will be able to use scheduling tools and email reminders.
- The Parent Team and the Alternate Funding Committee are collaborating on some common goals.

h **Policy (Heidi)** – Nothing new to report.

i **Student Committee (Anish C.)** – In regard to scheduling classes for fall, students were able to look at the online course guide to see the course description for electives. When it came to core classes, there were no course descriptions available. Susan said that as students were registering for next year's classes, the Academics Committee was simultaneously restructuring some of the core classes, and adding some new ones for which they did not have full course descriptions. Rather than confusing students with outdated or incorrect information, the committee opted to leave out the information. It seems there was not a perfect solution; however it shouldn't be an issue in the future.

j **High School League Activities Committee (Dan D.)** Dan contacted Molly Molitor and there was nothing new to report.

k **Academics Committee (Lisa/Susan)** – \*Handout: Academics Committee Minutes: The Committee met for the final time this year because they have nothing new to discuss. There are some follow up issues to address:

- The committee delved back into the math issues because of concerns about meeting requirement. Ken provided some information, and also went to the Dept. of Education website to pull up the standards. It seems that the parents were satisfied regarding the Geometry issue and Algebra question.
- Summer Bridging/ Enrichment courses- Mrs. Wenzel is working hard to get that up and running. There are several teachers who are interested in offering the summer courses. All of the disciplines will be represented. Since it is a new project there was a need to focus the efforts, so the courses will be offered to middle school students only. Susan is taking the lead and the committee will not be meeting again.
  - Does the BOD need to approve Summer School courses? Glory Kibbel noted that the Dept. of Education now requires the Authorizer to look at any kind of programming that is being offered outside the school day. It is considered part of the school even though there is no funding for it. In light of this, the BOD should approve anything that is being done outside the school day.

- Can we charge for the summer courses? Glory said that we can charge for the courses as long as we are not receiving funding for them. The classes will still have to become part of the next contract. This will be true for every school. Susan said she will be back at the next meeting for BOD approval.

I **Alternative Funding (Anne and Alice)** – Discussion: A core group has been established. With so much to do, efforts are being made to focus in on specific tasks.

- The first thing is to establish an Annual Fund of \$50,000.00 by holding various fundraising events such as Give to the Max.
- Systematically appealing to potential donors by focusing in on areas they are most connected with. For example, appealing to alumni by concentrating on the needs of the old building because it is MSA to them. Comparatively, the families of 6<sup>th</sup>-8<sup>th</sup> graders will be more inclined to donate to the new building.
- Mission Statement, objectives, and goals have been established.
- There will be an Open House when the new building is complete.
  - Alumni will be invited and engaged by:
    - asking them to “bring things”
    - presenting plaques such as “\_\_\_\_ was made possible by the Class of 2009”
- The Alternative Funding Committee plans to take advantage of the excitement of the new building to bring back the support of alumni and set a precedent of giving for new and existing families.
  - The Committee has conscientiously designed the plan to be sustained over the course of many years. The term “Annual Fund” is used as a reminder to revisit the goals each year and update them according to increasing or specific demands.

9 **Consent Agenda** - None

10 **Unfinished business** – None

11 **New Business**

a Motion to approve **2013-2014 lottery results.**

Moved by: Susan Mooney                      Second: Heidi Bardwell                      Vote: Unanimous

- Discussion: 43 new families will be enrolled for the 2013-2014 6<sup>th</sup> grade class, and nearly the same number of siblings of current students will also be entering 6<sup>th</sup> grade. There will be waitlists in every grade except 11<sup>th</sup> and 12<sup>th</sup>.
- There were 219 applications for 6<sup>th</sup> grade with room for 43 new, non-siblings, 65 applications for 7<sup>th</sup> grade with 2 current students withdrawing, 32 applications for 8<sup>th</sup> grade with no current students withdrawing, 26 applications for 9<sup>th</sup> grade with 17 current students withdrawing, 12 applications for 10<sup>th</sup> grade with 1 current student withdrawing, 6 applications for 11<sup>th</sup> grade, and 1 application for 12<sup>th</sup> grade.
- All of the spaces created by withdrawn students will be filled by applicants.
- We will have 13-15 more incoming 9<sup>th</sup> graders next year than this year due to the fact that fewer students are withdrawing. This is the first year that we have reversed that trend. In the past 3 years, we have lost 25-30 ninth grade students each year compared to the 17 would-be ninth graders who plan to leave after this school year.
- Note: A BOD member was present to witness the lottery.

b Motion to approve **the MSA Building Company By-laws as presented in the packet.**

Moved by: Ken Thielman                      Second: Anne Cardenes                      Vote: Unanimous

- Discussion: The wording will be changed to allow at least 3 members on the Building Company, 2 of whom must be on the MSA Board of Directors. This issue has been part of an ongoing conversation. There are conflicting opinions from attorneys about whether or not this change is allowed. MDE does not want a BOD member on the Building Company, but they cannot really stop it. They say it is a conflict of interest. We have at least one attorney that will back us up, so we are going forward with it.

- c Motion to **cancel the election in November 2013, and move them to April 2014.**  
 Moved by: Alice Quammen Lee      Second: Susan Mooney  
 Vote: **8 Approved** (S. Chandak, S. Mooney, H. Bardwell, L. Anderson, A. Cardenes, A. Lee, S. Burns, D. Dawiedczyk)  
**1 Opposed** (K. Thielman)
- d 1. Motion to **extend term for Daniel Dawiedczyk from January 2014 to June 2014.**  
 Moved by: Heidi Bardwell      Second: Susan Mooney  
 Vote: **8 Approved** (S. Chandak, S. Mooney, K. Thielman, H. Bardwell, L. Anderson, A. Cardenes, A. Lee, S. Burns)  
**1 Abstain** (D. Dawiedczyk)
2. Motion to **extend term for Lisa Anderson from January 2014 to June 2014.**  
 Moved by: Alice Quammen Lee      Second: Susan Mooney  
 Vote: **8 Approved** (S. Chandak, S. Mooney, K. Thielman, H. Bardwell, D. Dawiedczyk, A. Cardenes, A. Lee, S. Burns)  
**1 Abstain** (L. Anderson)
3. Motion to **extend term for Ken Thielman from January 2014 to June 2014.**  
 Moved by: Susan Mooney      Second: Anne Cardenes  
 Vote: **8 Approved** (S. Chandak, S. Mooney, L. Anderson, H. Bardwell, D. Dawiedczyk, A. Cardenes, A. Lee, S. Burns)  
**1 Abstain** (K. Thielman)
4. Motion to **extend term for Sandeep Chandak from January 2014 to June 2014.**  
 Moved by: Susan Mooney      Second: Heidi Bardwell  
 Vote: **8 Approved** (S. Mooney, K. Thielman, L. Anderson, H. Bardwell, D. Dawiedczyk, A. Cardenes, A. Lee, S. Burns)  
**1 Abstain** (S. Chandak)
- e Motion to approve the **change of By-laws**
- **sec. IV. Terms of Board Members to say, “All Board terms shall begin and end at the first regularly scheduled meeting in June. Each seat will be up for election in the April prior to its expiration.”**
  - **sec. V. Officers to say, “After new members are seated at the first regularly scheduled meeting in June,”.**
  - **sec. III. Membership**
    - **strike parenthetical phrase, “(effective January 2013)”**
    - **strike the word “interested” in the phrase, “two interested community members”**
- Moved by: Lisa Anderson      Second: Susan Mooney  
 Vote: **8 Approved** (S. Chandak, S. Mooney, H. Bardwell, L. Anderson, A. Cardenes, A. Lee, S. Burns, D. Dawiedczyk)  
**1 Opposed** (K. Thielman)
- f Motion to approve **baseball co-op with Nova Classical Academy for 1 year.**  
 Moved by: Susan Mooney      Second: Sarah Burns      Vote: Unanimous
- Discussion: Will this be for 1 year only? –Yes. Are there additional commitments under MSHSL? – None that we are aware of that we would not be willing to participate in. Is this for Seniors only? – Other grade levels would be allowed. However, only 4 students, who are all Seniors, are planning to play.
- g Motion to approve **Fab Lab as a course.**  
 Moved by: Susan Mooney      Second: Lisa Anderson      Vote: Unanimous





- Charter Goals
  - Site Visit Report
  - Summer School
- g Date and Time of Next BOD Meeting – Thursday, April 18, 2013 at 6:30 p.m.
- h Date of Time of Next BOD Workshop – Thursday, April 18, 2013 at 5:00 p.m.

14 Adjourn at 8:27 p.m.

Moved by: Susan Mooney

Seconded: Anne Cardenes

Vote: Unanimous

Respectfully submitted,  
Amanda Stout, Board Recorder

Approved,  
Heidi Bardwell, Secretary