

**Board of Directors  
MEETING MINUTES  
Math & Science Academy  
Thursday, June 20, 2013**

8430 Woodbury Crossing, Woodbury, MN 55125

1. **Call to Order** by Sandeep Chandak (Chair) at 6:38 p.m. *Members were notified that 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)	Daniel Dawiedczyk (Present)
Susan Mooney- Vice Chair (Present)	Alice Quammen Lee (Present)
Ken Thielman- Treasurer (Present)	Bob Kreisler-(ex-officio)(Present)
Heidi Bardwell- Secretary (Present)	Judith Darling BDKA- Contracted Financial Manager (ex-officio) (Absent)
Lisa Anderson (Present)	
Anne Cardenes (Absent)	
Sarah Burns (Absent)	
3. **Approval of Agenda**

Moved by: Susan Mooney      Second: Alice Quammen Lee      Vote: Unanimous

  - a. Remove item 11d - Motion to approve Employee Handbook 2013-2014
  - b. Replace item 11d - Motion to approve Technology Plan in Strategic Plan document
  - c. Add item 11f – Motion to approve substitute teacher rate
  - d. Add item 11g – Motion to approve Eagle Scout Project
  - e. Add item 11i – Motion to approve policy changes
4. **Open Forum –**
  - a. Aaron Nightengale is an Eagle Scout with Troop 901. He would like to complete his required project at MSA. There is landscaping that needs to be done on the school grounds. Aaron would like to organize the project and provide leadership if MSA will provide the fabric and mulch. The project will take 1-2 days, and he would like to complete it some time in mid July or early August. It was established that MSA does have a budget for landscaping projects. The BOD approved this request.
  - b. Molly Molitor requested BOD approval for the sale of Papa Murphy's coupon cards by the incoming 11<sup>th</sup> grade class. The cards will be purchased by the school, and the students will sell them for \$5 each. The coupons offer the purchaser \$25 worth of savings at Papa Murphy's in the Metro area. The students can earn \$1200.00 toward the cost of Prom. The BOD approved this request.
  - c. Skylar Wolfe representing the incoming 9<sup>th</sup> and 10<sup>th</sup> grade classes asked for permission to hold a summer dance in the Great Hall. Admission would be \$5. The two classes are working together and would split the proceeds to go toward class trips. Mrs. Guerra is willing to be the adviser, and Mr. Keller is willing to chaperone along with a few parents that have already volunteered. They would like to hold the dance on June 29, but the school will not be available at that time because of the repairs that are being done on the current building. It was suggested that the dance could be held outside. The BOD tentatively approved the dance, but the students will need to finalize a date, and consider holding the dance

outside. Skylar to contact Mr. Kreischer next week to find a suitable date for the event.

**5. Approval of Meeting Minutes from Thursday, 5/16/2013.**

Moved by: Susan Mooney      Second: Lisa Anderson      Vote: Unanimous  
Sandeep asked that the meeting minutes be completed within one week of the meeting.

**6. Chair's Report- (Sandeep C.)**

**a. Graduation Ceremony** – The Graduation ceremony was well attended, and the students and staff gave excellent speeches. A parent from Stillwater Area High School commented to Sandeep that he has had 2 of his 3 children graduate, and he has never seen teachers cry at graduation the way our MSA teachers did. He also commented that he was disappointed that his kids did not get in at MSA.

**7. Director's Report- (Bob Kreischer)**

**a. Meeting with Mayor**- Mr. Kreischer was able to spend an hour with the mayor and a few city council members. The mayor initiated the meeting, and Mr. Kreischer felt that it was a good opportunity, and the time was productive.

**b. Exchange Student**- Next school year, MSA will have an exchange student from Japan. She will be in 10<sup>th</sup> grade and already has a host family from MSA. The organization she is utilizing is Youth for Understanding.

**c. 3-D Printing**- Bob shared a recent article from the *Pioneer Press* that highlighted the significance of 3-D printers for the future. This article increases the anticipation of our Fab Lab classes that we will be offering next year. Some demonstrations will be given in the evenings for families to learn more about the program and its benefits.

**d. State of the School**- Report cards are going out, and Mr. Kreischer is including a State of the School Message. The letter contains information about all of the changes that are taking place next school year. The letter was given to BOD members, and if there are any changes or corrections, feel free to notify the office before the letter goes out.

**e. Teacher Training** – Teachers have already been taking some classes this summer. Two teachers have taken Fab Lab classes, and two teachers have taken training on “flip classes” which is a method that will be seen more in the near future.

**8. Standing Committee Reports**

**a. Finance/Budget (Ken)(Sarah)** – The current school year budget is in good shape. Many of the budget items are coming in under budget. Next year's healthcare budget came in at slightly over 11% increase, and we had budgeted 15% increase. State Aid is 1½% increase, and we budgeted 1%. Judith Darling is rerunning the numbers to determine the impact on the budget.

**b. Building Company (Ken)** - The committee has met every week for the past few weeks because of some potential issues with utilities. It has turned out that the sewer and water are close enough that we will not have to incur the expense of digging up the street. Science Lab and classroom in the basement turned out to be more expensive, but there was money in the contingency fund to cover it. We are almost out of money in the contingency fund, but we are also almost past the point that unexpected expenses will arise. The next meeting is July 8 at 4:30. The

carpet has been put down in the current building. Pulling up the old carpet proved to be difficult. It had to be pulled up in one foot strips. There are still plans to build a new Art room using part of the Great Hall. A company has been chosen to repair the front entrance. The whole sidewalk will be ripped out and a foundation will be laid. Bathrooms will not be updated because current bathrooms are within code. The “Cave” will be used for storage space.

- c. **Enrollment (Susan):** Two incoming 9<sup>th</sup> graders who were planning to leave have decided to come back.
- d. **Personnel Committee (Lisa/Susan):** All of the hiring is done except we are still hiring a receptionist for the new building. The new staff that is coming in is exceptional in terms of education, and there is a good range of experience. Almost one third of the staff will be new next year. The receptionist position will be a full time position.
- e. **Technology** – The Technology Committee was tasked with developing a purchase plan which would enable teachers to increase the use of current technology in the classroom. The full Technology proposal was handed out in the packet. The Technology Committee meeting was well attended. The meeting consisted of Justin, a BOD representative, students, employees, and a few teachers. The purpose of the meeting was to establish some purchasing goals for the next school year and anticipate the technology needs for the new building. Explanations for items deemed necessary/ important:
  - [Strong Want] Wifi Grid for both buildings – The current grid is 8-10 years old and was constructed of consumer grade hardware. With the current wifi grid, it can take a class 15-20 minutes to connect to the internet because there are too many people trying to connect to the same access point. The technology committee would like to replace the old grid with college grade hardware. This is a need for the new building or there will not be wifi internet access in the new building. Because it is a fixed asset, the hope is that the Building Company will be able to cover the expense for both buildings, not just the new one.
  - [Need] Projectors for 10 classrooms – Ceiling mounted projectors that use laser LED bulbs that are rated for 30,000 hours as opposed to the bulbs currently being used that are rated for only 2,000 hours. These are only slightly more expensive than the projectors currently being used.
  - [Need] VOIP telephone system with install – The plan is to replace the phone system in the current building as well as install in the new building. By doing this, the two buildings will be connected to each other making communication between the buildings more efficient. The current phone system is very outdated and has experienced problems recently during a power outage.
  - [Strong Want] Interactive Whiteboards – These are being considered as a way to bring MSA’s technology in the classroom up to par with other schools in the area. The setback is that it is unknown whether or not the Building Company will be able to cover the expense. If the Building Company covers the expense, the whiteboards would have to be bolted to the wall.
  - [Need] Approximately 15 additional laptops- These cannot be paid for by the building company. They are needed for attendance and also to power the

projectors. Desktops are the most cost efficient option; however they would not fit into the existing cycle of replacing staff desktops. Currently staff desktops are updated when the Lab is updated which is on a 4-5 year cycle.

- [Want] LearnPad Lab of 30 and cart – LearnPads are in response to the goal of 1 device per child in the classroom setting. Bring- your- own -device would be cost effective, but tablets seem to be the best option to ensure the 1:1 ratio. LearnPads are Android based tablets that have educational software built in. They will also run any Android apps. LearnPads are less expensive than I pads, and offer many useful management features, but they are not compatible with the I pads currently being used by teachers. Lessons are planned using an online website, so teachers could potentially use the I pad to access the lesson planning website. Justin identified 3 advantages that make the LearnPads a better choice than I pads even though the teachers are already using I pads.
  - (a) The LearnPads come with built in educational software that I pads do not offer. The lesson planning tool is web based and can be accessed from any computer.
  - (b) I pads do not allow teachers to manage/ restrict the use of the I pad by the student, but LearnPads are highly manageable. Teachers can program the LearnPads to open only specific web pages or applications.
  - (c) LearnPads cost \$300-\$400 each, whereas I pads cost about \$500 each for the type of I pad that we would want.
- There is no guarantee that the LearnPads will be a long term device, just as there is no guarantee that tablets will be a long term device. Because of the nature of technology, something new could come along at any time.
- [Need] 3 Printers – The new building will have a workhorse copier in the office, but will need at least 3 printers (one per floor.) The staff is divided about whether or not it is necessary to have a printer in every classroom in the current building. Depending on the decided need, 3 printers could be taken from the current building to the new building to cut costs.

**f. Parent Team (Sarah/Anne)- Sandeep**

- At the last BOD meeting, Sarah noted that the current Parent Team Officers had all indicated that they would like to be done with the positions that they are holding. Because of short notice with communication most of the Parent Team Committee openings were not filled by new parents. The current committee members will continue to fill the roles.
- **Policy (Heidi)-** There are a large number of policy changes that Heidi got from Michelle Kurkoski. Some of them are major revisions, and others are very small changes. The policies that contain small changes will be approved right away. The others will be brought to the BOD a few at a time in future meetings.

**g. Student Committee (Anish)-** Anish's term expired at the end of the school year.

**h. High School League Activities Committee (Dan):** Nothing new to report.

**i. Academics Committee (Lisa/ Susan):** The Academics Committee will not meet again until the new school year. The technology proposal that Justin presented earlier in the meeting recommended that the Academics Committee should

consider putting required technology training back into the curriculum. His suggestions were keyboarding and html. Susan plans to bring Rachael Erickson into the discussion since she will be handling the study skills classes and could possibly incorporate those concepts.

**j. Alternative Funding Committee (Alice/Anne):** Nothing new to report.

**9. Consent Agenda – None**

**10. Unfinished Business – None**

**11. New Business:**

**a. Motion to accept the resignation of Anne Cardenes from BOD.**

Moved by: Susan Mooney      Second: Alice Quammen Lee      Vote: Unanimous

- Discussion- Sandeep noted that when Annie joined the BOD, her enthusiasm and commitment were appreciated and welcomed. She will continue on the Parent Team and Alternative Funding committee.

**b. Motion to approve the non-teacher staff contracts for 2013-2014 at the wage agreed on at the budget committee meeting.**

Moved by: Ken Thielman      Second: Lisa Anderson      Vote: Unanimous

- Discussion- The contracts mentioned in this motion are for Joell and Joyce. If there are any proposed changes to the Employee Handbook that would be negative toward the employee, then the current employees will be grandfathered in.

**c. Motion to approve the Strategic Plan.**

Moved by: Alice Quammen Lee      Second: Lisa Anderson      Vote: Unanimous

- Discussion- Last minute changes as discussed during the workshop will be sent to Joell for inclusion in the finalized Strategic Plan document.

**d. Motion to approve the Technology plan/ proposal.**

Moved by: A. Quammen Lee      Second: Susan Mooney      Vote: Unanimous

- Discussion- The discussion centered on whether or not to use surplus funds from this year's budget to make purchases suggested by Justin. Mr. Thielman suggested that it would not be appropriate to overspend or spend the entire surplus because of the bonding covenants. Mr. Kreischer also noted that a hasty decision would be unwise anyway. Next year's budget should allow for the purchases that Justin and the Technology Committee have recommended. For this reason, it is unnecessary to be in a hurry. It was also noted that if we would, for some reason, fall short of the expected overage, it has been mentioned in the past that interactive whiteboards would make for good fundraising goals. There is some question whether or not the phone system is already in the budget. Mr. Kreischer has made a note to follow up.

**e. Motion to approve contract with Family Achievement Center for occupational therapy services.**

Moved by: Lisa Anderson      Second: Alice Quammen Lee      Vote: Unanimous

- Discussion- Family Achievement Center offers physical, occupational, speech/ language pathology services. We may or may not need these services, and they are typically tied to IEP.

**f. Motion to approve the rate for substitute teachers for the year 2013-2014.**

Moved by: Susan Mooney      Second: Lisa Anderson      Vote: Unanimous

- Discussion- The rate of pay is not changing. It is being approved at the same rate as the past two years.

**g. Motion to approve the Eagle Scout project brought forward by Aaron Nightingale.**

Moved by: Susan Mooney      Second: Ken Thielman      Vote: Unanimous

**h. Motion to approve policies 101, 203, 306, and 504.**

Moved by: Heidi Bardwell      Second: Alice Quammen Lee      Vote: Unanimous

- Discussion- All policy changes in this motion are simple word or underlining changes.

**i. Motion to close meeting for Director's review; 13d.01subd.3; 13d.04subd.5; 13d.05subd.2; 13d.05subd.3.**

Moved by: Susan Mooney      Second: Lisa Anderson      Vote: Unanimous

- **At the request of the Director, Bob Kreischer, the motion to close the meeting was withdrawn.**
- Discussion- The Director Evaluation Committee consisted of 3 members: Susan Mooney, Lisa Anderson, and Sandeep Chandak. Sandeep began by telling Bob he has been a great addition to the school, recognizing that he came in and quickly got to work setting expectations for teachers and staff.
  - Staff members evaluated Mr. Kreischer, and overall gave positive feedback. Some of the things noted were:
    - (a) You observed and reviewed teachers multiple times throughout the school year, and provided feedback and resources for teachers to improve.
    - (b) You implemented changes in staff meetings giving teachers an opportunity to voice their opinions and offer feedback.
    - (c) You successfully focused on keeping more high school students at MSA. As a result, this is the first time we have negative growth in the attrition rate.
    - (d) Multiple people gave positive comments regarding your professional behavior.
    - (e) You have handled resources well, and have been proactive in finding additional resources when necessary.
  - A few areas for improvement were noted. They included:
    - (a) More attention needed in written communication to ensure clarity.
    - (b) Timely completion of state mandated requirements.
  - Annual goals set for the director by the BOD were discussed. Nearly every goal was successfully completed with excellence.
  - Susan Mooney compiled results from a teacher evaluation and handed them out during the meeting.
  - Bob also felt that students should be evaluating him as well. A survey was done for students going into 9<sup>th</sup>-11<sup>th</sup> grades. The results of those evaluations were also handed out during the meeting.
  - Alice Quammen Lee asked for feedback on the effectiveness of the evaluation process. She noted that as a community BOD member, when she was asked to do an evaluation, she was not knowledgeable in some of the areas such as Bob's interactions with students and parents.

- Dan Dawiedczyk mentioned the importance of offering feedback for the parent and student surveys to assure people that their concerns have been heard.
- Bob mentioned that he agreed and has already taken initial action by composing the State of the School Message.
- Also noted was to make sure that the Teacher and Student evaluations be included in the personnel file for record.

**j. Motion to offer Bob Kreisler a contract for 2013-2014.**

Moved by: Susan Mooney                      Second: Lisa Anderson                      Vote: Unanimous

- Discussion- The contract includes a 2% salary increase.

**k. Motion to appoint Terry Sue Hitchcock to the open position on the BOD.**

Moved by: Alice Quammen Lee                      Second: Susan Mooney                      Vote: Unanimous

**l. Motion to hire new Math teacher, Shannon Froberg.**

Moved by: Susan Mooney                      Second: Lisa Anderson                      Vote: Unanimous

**12. Information**

- a. Ken Thielman will not return to MSA as a teacher for the coming school year.

**13. Future Agenda Items:**

- Handbook**
- Approve contract for receptionist**
- Vote on Treasurer for BOD**
- Educational Assistants**
- Sports and activity contracts**
- Date and time of next BOD Meeting – Thursday, August 22, 2013**
  - **Workshop 5p.m.**
  - **Meeting 6:30p.m.**

**14. Adjourn at 9:14p.m.**

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

Respectfully Submitted,  
Amanda Stout, Board Recorder

Reviewed,  
Heidi Bardwell, Secretary