

Board of Directors
Meeting Minutes
Math and Science Academy
Monday, November 17, 2014
8430 Woodbury Crossing, Woodbury, MN 55125

1. **Call to Order** by Teri Sue Hitchcock (Chair) at 5:30 p.m.

2. **Roll Call of Members**

Teri Sue Hitchcock – <i>Chair</i> (Present)	Deb Ledvina (Present)
Alice Quammen – <i>Vice Chair</i> (Present)	Mona Hayashi (Present)
Shannon Froberg – <i>Treasurer</i> (Absent)	Shailaja Radhakrishnan – <i>Student Rep</i> (Present)
Heidi Bardwell – <i>Secretary</i> (Present)	Bob Kreischer – <i>ex-officio</i> (Absent)
Tim Tydlacka (Present)	Judith Darling, BKDA – <i>Contracted</i> <i>Financial Manager, ex-officio</i> (Present)
Joe Burianek (Present)	
Dan Keller (Present)	

3. **Approval of Agenda**

Moved by: Dan Keller Second: Mona Hayashi Vote: Unanimous

4. **Approval of Meeting Minutes from October 20, 2014**

Moved by: Dan Keller Second: Alice Quammen Vote: Unanimous

5. **Chair’s Report**

BOD Chair, Teri Sue Hitchcock said that this will be her last BOD meeting since she is resigning effective Tuesday, November 25, 2014. She said that being a chairperson on the BOD has been an educational and fun experience. Regarding MSA, the first ever volleyball team was formed and they had a successful season. MSA also had their musical this past week in the gymnasium. It was great!

6. **Standing Committee and Focus Committee Reports**

Finance Committee

Judith Darling, BKDA reviewed the financials. We have a good financial picture at this point having a solid cash balance. Two major reasons are that enrollment numbers have come in higher than budgeted and the health insurance rates came in lower. This has given MSA surplus. The surplus can only be used for “one time” capital items; i.e., desks, supplies, etc. (one time expenditures).

At the last Finance Committee meeting, there was discussion regarding teachers teaching a five period day (with one prep). Judith stated this would cost the school an additional \$250,000 per year. Bob Kreischer made this suggestion so teachers could have a more manageable work load. With the morning activities and higher demands, teachers are feeling overwhelmed and overworked. Some teachers are against the five period day because it does not allow them to have control over the curriculum by teaching all sections (example – 6th grade math; 7th grade English, etc.). The BOD did not vote on this; it was merely a discussion to raise awareness. A committee should be formed to review the options. Tim Tydlacka stated that the other schools where he has taught were six period

days. He said by the time the last class takes place it is a bit much because you are now teaching your sixth class. He feels with May Term being removed from students schedules and having seven period days for students, that we are going in the wrong direction as a school.

Parent Team

Heidi Bardwell had a question from the Parent Team meeting notes in reference to the MSA building B sign. Dan Keller will have more information at the next BOD meeting regarding the sign for Building B. We need to look at costs and city guidelines.

No additional discussion or questions on committee reports which are included in the board packet for review.

7. Items for Discussion and Decision

a. Standing Committee Reports

Please send any committee meeting minutes to Joell one week before the BOD meetings. This is a requirement for each Board meeting if your committee has met. In addition, committees should have meeting dates set for the year and agendas should be sent in advance of each meeting.

b. Alma Mater

Students had one day to vote (Monday, November 17th). Voting results; 46 – no, 42 – yes, 8 – undecided. The students did not think an Alma Mater was necessary to the school. Dan Keller said that if you were to ask the senior class if they would like this played at their graduation that the response would probably be no. The students thought it seemed “old style” for their generation. The melody is fine but the lyrics are old fashioned. There is no reason to rush the decision and make a vote on the Alma Mater. The BOD will table the Alma Mater decision to a future date.

c. World’s Best Workforce

MDE (Minnesota Department of Education) was supposed to enforce the World’s Best Workforce requirement previously, but this has not been done to date. Now this is a requirement for every public school. Bob said we were probably one of the first schools to turn the report in to MDE.

Another requirement from MDE is to establish a district advisory committee for World’s Best Workforce. This has to be a separate committee (25-30 person committee with about two-thirds of the members being parents). Deb Ledvina offered to take the lead; Alice Quammen as the community member; and Jenn Reichel (Assistant Director).

Motion to approve forming of World’s Best Workforce Advisory Committee

Moved by: Tim Tydlacka Second: Dan Keller Vote: Unanimous

d. Strategic Plan Focus

Dan Keller shared the Academics section revisions of the strategic plan recommended from the Academics committee. The BOD has updated all sections except Technology which will be reviewed at the December Board meeting. Technology Committee will review prior to the December Board meeting.

Note that all sections of the strategic plan will be updated on the website after all sections have been completed and approved by the Board.

Motion to approve the changes to the Academics section of the Strategic Plan.

Moved by: Deb Ledvina Second: Heidi Bardwell Vote: Unanimous

e. **Logos**

It was discussed that the compass logo is MSA's classic logo and this should be the logo used on all communication. There is a need to trademark the logo and freshen the design through a graphic artist. Justin Gehring has checked into how much it would cost to have this completed – approximately \$700 for the trademark, so not a huge expense. Deb Ledvina will help with the trademark. Heidi Bardwell will work with the Communications Committee to organize with a designer and begin discussion around graphics standards.

Motion to approve MSA logo trademark.

Moved by: Deb Ledvina Second: Alice Quammen Vote: Unanimous

f. **Policy 417: Chemical Use and Abuse Policy**

Bob would like this policy reviewed by the Policy Committee. The policy is quite vague. Bob suggested that the students and staff not be combined as one policy. They should be separate policies. The Employee Handbook is also vague on the rules for chemical abuse. Two policies need to be reviewed regarding chemical and drug use – Policies 417 and 418. Alice Quammen will set up a meeting date and ask Heidi Bardwell to attend. Tabled until next month's meeting when Alice will have an update.

g. **Policy 205: Open and Closed Meeting Policy**

Policy 205 is all based on law. The Policy Committee will do edits and bring back to the BOD next month. Tabled until next month's meeting.

h. **Policy 514: Bullying Policy**

The Bullying Policy was not voted on twice through the BOD. It was voted at the August 2014 BOD meeting. There were some questions about the policy since MSA did not include this in the student handbook (note: the student handbook was completed and put online before the bullying policy was approved – which is still in the process of being approved with a final vote). Alice and Heidi will review the policy and make sure it references everything we need for MSA. *Tabled until next month's meeting.*

i. **Extend Shannon Froberg and Tim Tydlacka's BOD terms to 2017**

Moved by: Alice Quammen Second: Heidi Bardwell Abstain: Tim Tydlacka
Vote: 7

j. **Extend Dan Keller and Mona Hayashi's BOD terms to 2016**

Moved by: Deb Ledvina Second: Tim Tydlacka Abstain: Dan Keller
Vote: 7

k. Resignation of Teri Sue Hitchcock

Teri Sue will be resigning as a teacher effective Tuesday, November 25, 2014 and therefore cannot serve on the BOD.

l. Seat Jessie Heydt as BOD member representing teachers.

Moved by: Deb Ledvina Second: Heidi Bardwell Vote: Unanimous

m. Vote Tim Tydlacka as Chairperson of BOD

Moved by: Deb Ledvina Second: Jessie Hedyt Vote: Unanimous

n. Vote in new Vice-Chairperson (if needed)

Alice Quammen will continue as Vice-Chairperson (no vote needed)

o. Hourly Employee Benefits

SPED requested that for the 2015-16 school year to change PTO (paid time off) days from three to six days for hourly staff. SPED also requested that hourly staff be given the option to keep medical and dental insurance through the summer, which they do not each year. They will be asked to pay the contract dues over the summer months.

Motion to approve PTO days and summer health insurance

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

p. Enrollment Procedures

Not much discussion on the enrollment procedures except that the terminology will be changed. MSA's authorizer, Student Achievement Minnesota, offered suggestions on how to clarify language on the procedures. Minimal changes were requested. This will be updated and added to the Annual Report for 2015 and put on the MSA website under the "Prospective Families" tab.

8. Future Agenda Items (December 15, 2014 meeting):

- Alma Mater
- Strategic Plan – Review and Approve Technology Section
- Logo Trademark and Graphic Standards
- Signage for Building B
- Policy 417 – Chemical Use and Abuse Policy
- Policy 205 – Open and Closed Meeting Policy
- Policy 514 – Bullying Policy

9. Motion to adjourn meeting at 7:05 p.m.

Moved by: Deb Ledvina Second: Heidi Bardwell Vote: Unanimous

Submitted,

Joell Pundsack, Board Recorder

Approved,

Heidi Bardwell, Secretary