**Board of Director  
Workshop Notes**Math and Science Academy  
Thursday, January 16, 2014  
8430 Woodbury Crossing, Woodbury, MN 55125

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| Sandeep Chandak – *Chair* (Present)  Teri Sue Hitchcock – *Treasurer* (Present)  Heidi Bardwell – *Secretary* (Present)  Lisa Anderson (Absent)  Sarah Burns (Present)  Riti Khandelwal – *Student Rep* (Present) | Daniel Dawiedczyk (Present)  Alice Quammen Lee (Absent)  Bob Kreischer – *ex-officio* (Present)  Judith Darling, BKDA – *Contracted Financial Manager, ex-officio* (Absent)  Dan Keller (Present) |

**Teacher Grant Requests**

Grant requests by Give to the Max – Alternative Funding Committee is in charge of this. Teachers are anxious to get this in and we don’t want to put off another month. The Alternative Funding is tracking the funds and where they go. They have been responsible for the disbursement. When money comes in and earmarked for rugs, etc. then it would be the Finance Committee’s responsibility to spend the money. The Academic Committee will be the owner of the teacher grants. They could meet more frequently to discuss the teacher grants and make a determination of which one is worthy of the grant.

**MSA Logo**

The MSA logo contest will be extended. The Anime Club said they would need more time to submit drawings. Riti will bring more submissions to the next BOD meeting. This contest is really for the MSA mascot. There was some confusion over what they are trying to do – logo or mascot. Logos – we have a different logo for the letters, diplomas have a different logo and so does the newspaper. Decision needs to be on logo and use it on everything media. Sandeep commented on how very good the students designs were, and the effort was great.

We need to discuss what logo to use. Just one logo. Bob thinks it is not fair to have the students be responsible for creating a logo. Heidi suggested that we look at the logo through the Communications Committee.

**Scheduling Change for Susan**

Last year Bob was asked if he needed some more help and at that time he did not. This year, the Finance Committee and Bob agreed that he does need more help. A Dean/High School Advisor position will be added. Susan has completed her teaching and would like to help the new Dean for the first semester of 2014-15. Bob is interested in the Dean position. A decision has to be made by the February BOD meeting because when they hired Bob as the director, the process started late and we don’t want to get into that same situation moving into the 2014-14 school year.

**Annual By-Laws Review**

Add to the agenda for next month’s meeting. The bylaws will be included in the packet.

**Strategic Plan**

Where are we in regards to the Strategic Plan? Add this into the next agenda/board packet for next month.

**Board Elections**

Going forward, BOD elections will be in April, not November (as they have been in the past). Members would have two full school year terms. If elections are going to be in April, formalize the elections process. Get applications from teachers, community members, etc. The Parent Team is helping with this. The Parent Team will advertise to find out who can chair this. Beth Hartz said they are trying to put together better documentation on what happens with Parent Team. They have to finalize the timeline – early March to get things up and running.

BOD positions that will be open - 1 parent, 1 community member, and 2 teachers. Current/outgoing BOD members can run again. Last year there was very poor voter turnout. Discussion was on whether we could set up a survey online for people to vote. We will need to find out if this is possible. Possibly through Skyward? Justin should be asked. Judith wondered if other schools have done this. We should check around. Solicitations need to start soon for BOD elections. Teri Sue Hitchcock will be the contact person for the BOD elections.

**Request for Pregnancy Leave – FMLA**

Renee Nettleton, 504 Coordinator, will be taking a leave of absence. Request is twelve weeks – March 16th and would come back to work May 27th. This will be approved officially at the BOD meeting. A substitute will be in place for the 504 position while Renee is on leave.

**BOD Training**

February 13that 6:00 p.m Judith will do continuing education finance training for Board members. The charter school law states that all BOD members must do annual training. The training will be to go over the budget model and how it works.

**Extending BOD Terms**

Extending BOD terms that were expiring this year for Heidi, Teri Sue, Amy, and Sarah will be added to the agenda for today’s Board meeting. This is because of the change of time for the elections.

There will be four different motions during the business meeting. A different motion for each person and they have to abstain. The extension will be to June 2015 (the term currently is January 2015).

Joell Pundsack, Board Reporter

Approved, Heidi Bardwell, Secretary