

**Board of Directors**  
**Meeting Minutes**  
Math and Science Academy  
Monday, April 20, 2015  
8430 Woodbury Crossing, Woodbury, MN 55125

1. **Call to Order** by Tim Tydlacka (Chair) at 6:05 p.m.

2. **Roll Call of Members**

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

3. **Approval of Agenda**

Moved by: Dan Keller                      Second: Alice Quammen                      Vote: Unanimous  
The following items have been added to the agenda, “Items for Discussion and Decision:  
n. Parent Group Facebook              o. Syrian Refugee Donations

4. **Open Forum**

- a. Parent, Michael Atherton asked to make comments about the Math Program. He supported Bob in his report to the board. However, for the record, he wanted to express concern from four years ago when a math meeting was held for parents. Michael said there was a lot of concern and felt that action was not taken at the time. Again, there is support for Bob’s report, but noted that it should have been addressed earlier.

5. **Approval of Meeting Minutes from March 26, 2015**

Moved by: Alice Quammen                      Second: Dan Keller                      Vote: Unanimous  
Deb asked if there is an established deadline for the notes to be completed. Heidi said she could have these reviewed within 24 to 48 hours after they are sent to her by Joell.

6. **Chairs’s Report**

- a. Tim announced that MSA has a new director. Comments and discussion were made during the Workshop session today. More discussion will be later in the Board meeting also.

7. **Director’s Report**

- a. Bob said the items he wanted to share will be discussed on the agenda items for discussion.

8. **Standing Committees**

- a. Academics Committee: Dan said the World’s Best Workforce meeting went well. He will have the minutes completed by the next BOD meeting.

- b. Communications Committee: Heidi said the committee met the previous week and previewed three videos that art teacher, Jen Heydt-Nelson had her students work on. These are PR videos. Jen's class did a great job. The committee will be reviewing the Strategic Plan and moving forward with a new administration more specific to the overall MSA communication plan.
- c. Parent Team: Mona said the main thing discussed at the early April meeting was the signs that were put on Building B. Signs were approximately \$3,000. They also had Parent Team election for officers. All the officers will remain the same except Julie Walters Lee has resigned. The clean-up and picnic is coming up – May 15.
- d. MN State High School League: Shannon said that Track & Field have been busy with meets.
- e. Building Committee: The Building committee did not meet since our last meeting. Deb and Mona will contact Lisa Anderson and Rachael Ryan to set up a meeting.
- f. Policy Committee: Deb said that Policy 417 is coming to you this evening for discussion. The Bullying Policy also needs to be revised.
- g. Finance Committee: Judith remarked that MSA is doing really well financially. Enrollment is above where it needs to be. We are projected to come in ahead of our set budget. Judith has a list of items to take care of by the end of the year. Judith wanted everyone to be aware that there may be a surplus if the money is not spent on repairs or other improvement items. Give to the Max funds are still out there as not much of these donations have been spent. Mona received bid for the sound system from Bob recently. Mona has the projection of the bids and when the work will be completed. She will get an email out to the teachers about grants. A question was asked why some of the student activity funds are negative, not positive. Judith said if there is a positive balance at the end of the year, it goes into MSA's general fund.

## 9. Items for Discussion and Decision

### a. Motion to approve Activities Director Position

Moved by: Deb Ledvina      Second: Mona Hayashi      Vote: Motion passes,

Oppose: Alice Quammen      Abstain: Shannon Froberg

Discussion regarding this new position took place during the Workshop portion of the meeting.

There was discussion around the overall personnel plan, morning activities and having one point of contact for ALL activities. Most other similar schools have this position in place.

### b. Motion to approve staff contracts

Approval of general contracts

Moved by: Deb Ledvina      Second: Shannon Froberg      Vote: Unanimous

Approval of contracts different than general contracts

Moved by: Deb Ledvina      Second: Shannon Froberg      Vote: Unanimous

i. Contract for Annie Cardenas was removed because of her resignation.

ii. Contract for Lauren Zachman was approved.

iii. Contract for Jerry Shelton was approved.

Deb asked if Jerry's contract was more than a full-time position. Bob said that it is not. He teachers a .5 zero hour and a .5 8<sup>th</sup> period and five periods during the

school day. The zero hour and 8<sup>th</sup> period are actual courses and students will receive credit.

The Contracts that will be presented at the May BOD meeting are the office staff, including the Assistant Director, Activities Director, and Special Education teacher. Deb asked if they will be hiring someone to teach AP Chemistry since Annie Cardenas is leaving. Bob confirmed yes.

**c/d. Motion to approve Budget for 2015-16 (also included Long-term budget model)**

Moved by: Deb Ledvina                      Second: Dan Keller                      Vote: Unanimous

Judith showed the Board a presentation of the Long Range Budget Projection Model as part of the budget review. This document shows three years, but Judith focused on 2015-16 and indicated enrollment. She broke it out by showing 6<sup>th</sup> grade and 7-12<sup>th</sup> grade. She said monitor headcount because of the building and the capacity. She said the ADM (Average Daily Membership) is what we look at for funding purposes. The difference between our schools and other schools is that we have a lot more PSEO students. For school year 2014-15 we had 444 ADM students. Next year we are expected to have 462 ADM students. Judith showed a rolled up summary version including general education, lease aid, state and special education, food service program, grants and gifts other (student fees, field trips, yearbook fees, activities, study hall, and other miscellaneous state revenue). She commented that the amounts are pretty much in line with last year and what future years will look like. She reviewed the expenses such as salary, benefits, extracurricular activities, building lease, purchased services, contractor services, supplies, capital and technology, dues and memberships, etc. This totals \$4,605,914 of expense details. We are adding 18 more ADM and are adding two FTE to staff. The budget is able to sustain this. It is important to keep in mind on the last page of the budget model, the surpluses are projected to go down. MSA will have to make some changes so we don't end up with too much surplus. Our fund balance is solid. Bonding covenants – we have this big fund balance and we don't want to have a deficit, but we also don't want to save too much money. If we budget for a \$50,000 surplus each year, we should be pretty good. Alice commented that for 2018-19 the Annual Fund Committee needs to receive \$100,000 in donations. Judith said if this doesn't happen she will have to move things around which can be done. A BOD member asked how much does MSA receive per student. Judith said about \$6,000 per student in high school. Budget overview: Projected fund balance surplus for next year is \$46,477. We are ending this year with a \$143,437 fund balance. Once we are comfortable with the budget, we would want someone to approve the budget.

***Motion was amended to include the revenue of 2015-16 - \$46,477 surplus and fund balance summary of 35.6 for 2015-16***

Moved by: Deb Ledvina                      Second: Dan Keller                      Vote: Unanimous

**e. Motion to approve Policy on Group Health (page 24 of board packet)**

Moved by: Shannon Froberg                      Second: Jessica Heydt                      Vote: Unanimous

**f. Motion to approve Commitment Letter to Continue Services with BKD&A**

Moved by: Dan Keller                      Second: Shannon Froberg                      Vote: Unanimous

Comment were made from the BOD regarding how wonderful of a job Judith does for MSA. Alice said she was at MSA in the “good old days” when we didn't have Judith as our accountant. She provides us with so much information. Judith reminded the BOD that teachers are getting 2% raises.

**g. Motion to approve Strategic Plan - Technology**

Tabled. Joe was not at the meeting due to a family emergency.

**h. Motion to approve Dissolving the Co-Op Agreement with SCPA for girls basketball**

Moved by: Dan Keller Second: Deb Ledvina Vote: Unanimous

We had a two year co-op agreement and this is now up. We are going to try our own girls basketball for next year. The agreement has to officially be dissolved by both boards and then sent to the MN High School League.

**i. Motion to approve Policy 417 (Policy with proposed changes in Board Packet)**

Moved by: Alice Quammen Second: Mona Hayashi Vote: Unanimous

Deb said this is a policy that has been here at the past few BOD meetings, removed, and then back in. Deb distributed a copy of the policy in color that highlights the changes. Deb asked that when discussing policies at the BOD meeting there should be a brief description of what they say.

Policy 417 is a mandatory policy and we cannot do a lot of shifting or revising for MSA. The changes were grammatical and changing "Superintendent" to "Director" or MSA to school. She inquired if some of the suggestions in the policy were currently being done at MSA. It was determined that all was being completed except having a chemical pre-assessment team at MSA. Bob said that we do not have an official group doing this. We need to specify who this is in the policy. The BOD decided on the school psychologist. This section of the policy will be revised to include this. School and Community Advisory Team will be removed from the policy since this is not applicable to MSA. The Employee Handbook will also be reviewed to ensure that the contents of Policy 417 match what the handbook relays.

Deb also made a recommendation during this discussion to remove Paul Simone's policy on how to do policies. We should follow the MSBA guidelines around policy. When a policy is ready to be posted on the website, this should be sent to Justin and copy Joell so she knows this has happened.

**j. Motion to approve Donating Personal Days to Another Employee**

Moved by: Dan Keller Second: Shannon Froberg Vote: Unanimous

Discussion was on employees who run out of personal days and then another employee can donate their personal days to the employee who ran out of days. Typically this is intended for people that are ill and need the personal days but do not have any left. Judith said this is what she has seen happen. A BOD member asked if there are tax ramifications. Judith didn't think so. Shannon said that every school she has worked at has had this option. Shannon will talk to Joyce about the reason for bringing this to the Board. Deb will contact MSBA about this policy. Some of the BOD has concerns with this. This will be tabled so the BOD can better define and research the request and bring back to the next meeting.

***Amend motion to Table Donating Personal Days to Another Employee***

Moved by: Dan Keller Second: Shannon Froberg Vote: Unanimous

**k. Motion to approve designating Bob Kreischer to authorize user access to MDE**

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

**l. Motion to approve MSA Director Position Contract**

Moved by: Shannon Froberg Second: Alice Quammen Vote: Unanimous

Shannon passed around the contract for the new director, John Gawarecki. Annual salary is

\$77,000 the first year and if his contract is renewed, the salary will be \$85,000 for the following year. Summer hours will be a 75% commitment on campus. Contract runs from July 1, 2015 – June 30, 2016. Contract will not be signed by John until a positive background check has been completed. He will be a year-round employee. Questions were raised about expectation of spring break, winter break, and summer. Shannon will look into this. Bob said this will need to be written in the contract. Glory said to list out the vacation days and the holidays. Note: Office employees are given 12 holiday days.

**m. Motion to approve Math Report**

Moved by: Deb Ledvina      Second: Dan Keller      Vote: Unanimous

The Board asked Bob to make a math recommendation and he produced the Math Report that is included in the board packet.

**n. Parent Facebook**

The “Parent Facebook” agenda item was not an approval item, but a discussion item. Bob said he was asked by a parent to put in the announcements a blurb about the Parent Facebook page. The BOD discussed and decided this was not a good idea to advertise for a group that we are not affiliated to. Comments were made by a BOD member that unfavorable comments are posted on the Facebook page. Several people disputed this claim. Deb thinks this should be a discussion for Parent Team. It was suggested that the Parent Team should not decide this, but have the Parent Team possibly think about different options to continue to growth our sense of community. This may not be the Parent Facebook page.

**o. Syrian Refugee Donations**

MSA has been bombarded with many fundraising events and activities over the past week. Bob said this is another – the Syrian Refugee Donations. It was decided that the teacher requesting this with the help of her students be told that this will not be allowed at MSA. However, the students can ask for donations outside of school – this cannot be sponsored by our school and ask parents to donate on behalf of MSA. Deb suggested that the fundraising happening at MSA needs be brought back to the Board for discussion on who approves. It initially was the BOD, then was moved to the Annual Fund Committee to approve fundraisers and then back to Bob. Bob will discuss with staff.

**10. Future Agenda Items (May 18, 2015; Meeting – 5:30 p.m.):**

- a. Strategic Plan – Technology
- b. Donating Personal Days to another employee
- c. Policy 418 – Drug Free Workplace
- d. Policy 506 – Drug Free School
- e. Fundraising Plan
- f. Academics Committee – Discussing Enrollment of upper classmen
- g. Suggestion for Health Insurance

Side note: Deb asked about MSA’s graduation and if the BOD members are expected to be there. Answer is yes. Graduation is Thursday, June 4<sup>th</sup> at 6:00 p.m. in Building B, gymnasium.

**11. Motion to adjourn meeting at 7:42 p.m.**

Moved by: Heidi Bardwell

Second: Shannon Froger

Vote: Unanimous

Submitted,

Joell Pundsack, Board Recorder

Approved,

Heidi Bardwell, Board Secretary