

**Board of Directors
Meeting Minutes
Math & Science Academy
Monday, May 18, 2015**

8430 Woodbury Crossing, Woodbury, MN 55125

1. **Call to Order** by Tim Tydlacka (Chair) at 5:50 pm

2. **Roll Call of Members:**

Present:

Tim Tydlacka – Chair	Jessie Heydt
Alice Quammen – Vice Chair	Joe Burianek
Heidi Bardwell - Secretary	Mona Hayashi
Shannon Froberg – Treasurer	Deb Ledvina
Shailaja Radhakrishnan (Student Representative)	Dan Keller
Bob Kreisler (ex-officio)	

Absent:

Judith Darling BDKA - Contracted Financial Manager (ex-officio)

3. **Approval of Agenda**

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

*Deb asked to table Policy 416 - Drug Free Workplace (item e) and Policy 506 - Drug Free School (item f)

*Need to add discussion of Student BOD representative

Items for Discussion and Decision need to be revised as noted:

- A. Motion to approve Board of Directors election results
- B. Approve EA Salary schedule
- C. Motion to approve new hire contracts, office staff, Educational Assistants, Marsha Bunge, Jennifer Reichel and Shannon Froberg
- D. Strategic Plan – Technology
- E. Donating Personal Days to another employee
- F. Fundraising Plan – **TABLE**
- G. Academics Committee – Discussing Enrollment of upper classmen
- H. Approve group health choice
- I. Authorizer Goals
- J. Student BOD representative seat process update

4. **Open Forum - None**

5. **Approval of Meeting Minutes from: Monday, April 20, 2015**

Moved by: Dan Keller Second: Jessie Heydt Vote: Unanimous

- a. General typos were corrected on workshop notes and meeting minutes. (
- b. Alice noted that under “Motion to approve Activities Director Position”, Should be reflected that Alice voted against motion.
- c. Alice pointed out that there was a note that Mona was going to check on lighting. Needs follow up.

6. **Chair’s Report**

Tim presented Bob with a gift from the Board and expressed that he will be certainly missed.

7. **Director’s Report**

Bob reported that items on page 30 – included in the packet need to be done by June 30. Money not spent will go into the general account and then it can't go toward the projects we need. Most projects have dates listed. For example, Building B is expanding the director's office and upper hallway. The bids will be received this week and the contractor knows that the specific projects need to be complete by June 30.

Bob stated that there was an email from a parent to a board member about losing student enrollment. Bob wanted to point out that the loss of 10th graders to another high school was not large. There is a number that class size cannot exceed. Graduating class next year will be 50 and then 60 the following year. The number of students that we lose are replaced. There is a waitlist and it is not an issue. We are where we want to be.

8. Standing and Focus Committee Reports (Reminder: should be in writing included with agenda):

There were no questions or discussions on committee reports.

9. Consent Agenda

No consent agenda items.

10. Items for Discussion and Decision

- a. Approve group health choice (from sealed bids) Note: item moved due to arrival of Insurance Rep. Moved by: Deb Ledvina Second: Shannon Froberg Vote: Unanimous**

An insurance rep presented the options that were reviewed by the finance committee. Spreadsheet is in the packet on page 33. Staying with Blue Cross and Blue (BCBS) and will have a 5.4% increase. It takes into account different factors such as everyone aging a year. The other plans are Health Partners and Medica.

Question by Deb: How long have we had BCBS?

Answer by presenter: It has been here a long time, at least 6 years. There has always been options provided every year, BCBS has always been the preferred choice. The increase was budgeted.

- b. Motion to approve Board of Directors election results**

Moved by: Deb Ledvina

Second: Heidi Bardwell

Vote: Unanimous

Tim, Board Chair read the results. Votes were counted by the Parent Team. Congratulations to all. Official results and numbers are available in the office for anyone interested.

Parent Candidate - Noelle Haland

Community Representative - Peter Irvine

Teacher Representative - Jeana Albers

- c. Approve EA salary schedule**

Moved by: Shannon Froberg

Second: Dan Keller

Vote: Unanimous

Bob passed a revised sheet which adds 6 PTO days. It went from 3 PTO days to 6 PTO days. Finance committee has approved.

Question by Jessie: Does EA still apply to part time?

Answer by Bob: Yes. Part time gets 50%

- d. Motion to approve new hire contracts, office staff, Educational Assistants, Marsha Bunge, Jennifer Reichel, and Shannon Froberg**

Presented by Bob by category.

Moved by: Deb Ledvina

Second: Jessie Heydt

Vote: Unanimous

Special Education: Teacher can choose to retain insurance in July and August by covering their copay during those months. MSA will cover the employer portion. Next year, if they choose to be covered, it can be split over the year. This summer they will have to do a lump sum.

Moved by: Deb Ledvina

Second: Jessie Heydt

Vote: Unanimous

Special Education Teachers: One new special education teacher. Another replacing previous special education teacher. There will be a total of three special education teachers. Number of kids are increasing. This will be a typical contract.

Moved by: Mona Hayashi

Second: Alice Quammen

Vote: Unanimous

Three teachers: (1 Science teacher, 1 Social Studies teacher, 1 Math Teacher) All contracts will be typical contract.

Moved by: Shannon Froberg

Second: Deb Ledvina

Vote: Unanimous

Special Category

Moved: Mona Hayashi

Second: Heidi Bardwell

Some staff are salary and some are hourly. Page 29 in the packet has listed information such as holidays, PTO, and floating holidays. Following are staff recommendations:

Jen Reichel - Recommend 15 PTO instead of 10 because she is a year round employee.

Note: John, Director has 10 PTO.

Shannon Froberg - Recommend Activities Director a late start on days after activities.

Joell, Vicki and Joyce - Recommend all the same to have hourly rate, paid time off, All report to Director. Question by Alice: Is overtime based on 40 hr/wk or 8 hr/day? Answer by Bob: Overtime is based on 40 hr/wk.

Marsha - Special Education Teacher that oversees the other 2 special ed teacher. Recommend to continue to allow one day per week to work outside of office.

Question by Alice: Does the new policy around PTO apply to spec ed contract

Answer by Bob: It should be. Not currently on same vacation schedule (p. 29)

Question by : What's to prevent the other 2 from asking the same to do 1 day away?

Answer by Bob: There is no reason for the other 2 to have it because they are not mentoring others. It will depend on audit results.

Question by Mona: Joell attends a lot of outside functions. How does that work?

Answer by Bob: She was on salary but now she will move to hourly. She will attend outside function as a parent.

Comment by Joell: It has been more than full time job. Next year it will be a concern.

Vote – 8 Yes. Motion passes by category.

Abstain: Shannon Froberg

e. Strategic Plan – Technology

Moved by: Joe Burianek

Second: Dan Keller

Vote: Unanimous

Presented by Joe. No changes were made.

Question by Mona: Will it go on website?

Answer by Heidi: Yes. Now that all sections have been revised, all revisions should be made. Should be posted on The website via Joell/Justin.

f. Fundraising Plan Motion to table.

Moved by: Alice Quammen

Second: Shannon Froberg

Vote: Unanimous

g. Motion made - Donating Personal Days to another employee

Moved: Deb Ledvina Second: Dan Keller

Question by Alice: Someone was supposed to check with Joyce after the last meeting.

Answer: Refer to previous minutes. Deb was to check into it and Shannon was to follow up.

Motioned to amend the approval to approve this practice on a trial basis. Moved by; Deb Ledvina Second: Dan Keller

Discussions on how to donate and what situations are to be approved. Recommended to approve now and reassess later. There are many organizations that allow this based on emergency situations. This needs more discussion.

Motion to approve as a trial stands. (See previous)

Moved by Deb Ledvina Second: Dan Keller

Oppose: Alice Quammen and Mona Hayashi

Motion Passes. Will be reviewed in the future.

h. Academics Committee – Discussing Enrollment of upper classmen

Moved: Dan Keller Second: Shannon Foberg

Presented by Dan. It was suggested to put a cap on when students are allowed to transfer in. The challenges for students coming in both the graduation requirements and social challenges.

Bob stated that MSA can't accept students if they aren't eligible based on MSA graduation requirements.

Bob stated that we are not allowed to have certain requirements to get in. You would have to try to have requirements and let parents know the risks. We are currently full at grade 12 and can manage that number.

The board determines if there is room, but not individual approval. After discussions, the recommendation was to research what the caps are for each class just to stay on top of this issue to ensure everyone is successful.

Dan, Shannon, and Jessie will follow up to figure the numbers and will reach out to Glory, our authorizer.

Motion to table this.

Moved by: Dan Keller

Second: Deb Ledvina

Vote: Unanimous

i. Authorizer goals reviewed Motion

to table this.

Moved by: Jessie Heydt

Second: Dan Keller

Vote: Unanimous

j. Student Board application

discussion. Applications are due this Friday, May 22. It will be open for one week.

Election will be Friday, May 29.

Email announcement to Joell.

11. Date and time of next BOD Meeting – Monday, June 15, 2015

- a. Fundraising Plan
- b. Academics Committee – Discussing Enrollment of upper classmen
- c. Authorizer goals reviewed
- d. Mandatory Policies: 504, 412, 427, 533, 601, 609, 612.1, 801, 807
- e. MN State High School League Renewal

12. Motion to adjourn meeting at 6:58 pm.

Moved by: Shannon Foberg

Second: Deb Ledvina

Vote: Unanimous

Bob thanked everyone for their work and wishes much success for the future.

Next Workshop on June 20, 2015 – 5:00 p.m.

1. Discuss Mandatory Policy: : 504, 412, 427, 533, 601, 609, 612.1, 801, 807

Submitted:

Ia Xiong, Board Recorder

Approved:

Heidi Bardwell, Board Secretary