

**Board of Directors
Meeting Minutes - APPROVED
Math & Science Academy
Monday, October 19, 2015**

8430 Woodbury Crossing, Woodbury, MN 55125

1. **Call to Order** by Tim Tydlacka (Chair) at 6:15 pm

2. **Roll Call of Members:**

Present:

Tim Tydlacka (Chair), Deb Ledvina (Vice Chair), Noelle Haland (Secretary), Mona Hayashi (Treasurer), Jeana Albers, Joe Burianek, Jessie Heydt, Peter Irvine, Molly Molitor, John Gawarecki (ex-officio), and Atte Kadoma (Student Rep.)

Absent:

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

3. **Approval of Agenda**

Moved by: Deb Ledvina

Second: Jessie Heydt

Vote: 9-yes 0-no 0-abstain

Additions to the agenda:

a. Add Policy 530

Delete from the agenda:

f. Director Goals

g. Board Goals

4. **Open Forum**

Jessie Heydt – Handed out position descriptions of the MSA administrative and office team members (Activities Director, Assistant Director, Business Manager, Office Manager of Building A and Office Manager of Building B).

She is concerned about staff burning out and the possible necessity of sharing around some of the various duties to prevent burnout. Deb noted that the length of the position description does not equate to the amount of responsibilities. Jessie agreed but stressed that some job duties, especially by the Office Managers, are daily (or many times a day) and are critical for running the school, while other jobs may have parts that are needed only weekly, monthly or yearly. The structure of the job descriptions as written are not consistent between each position. It is John Gawarecki's responsibility for putting together job descriptions and structure of the office, but it was discussed that it is the Board's responsibility to keep abreast of these issues. The Office Manager job descriptions will be addressed later in the Director's Report.

5. **Approval of Meeting Minutes from: Monday, September 21, 2015 and Monday, September 28, 2015**

Moved by: Deb Ledvina

Second: Mona Hayashi

Vote: 9-yes 0-no 0-abstain

6. **Chair's Report - None**

7. **Director's Report by John Gawarecki** - The monthly Director's Report will follow the same format as the Director's Goals.

1. Instructional Leadership

a. Academic Committee met on Oct 7 - Numerous items on my agenda (12+) World's Best Workforce (WBWF) plan to be discussed on Oct 21 @ 7:45am MDE reporting deadline on Dec 1.

b. MSA has an intervention plan for students who struggle academically - Oct 15 during staff meeting discussed some of the process. - Documenting plan in process

2. Human Resources

- a. Conducted professional development day on Oct 15th. Technology - Anti-Bullying survey of staff conducted. - Anxiety/Stress in students workshop in afternoon.
 - b. Steve Pullar - Letter of Retirement effective at end of the year.
 - c. Vicky Carey is leaving for West St. Paul MARSS Coordinator position. Hired Ann Knops - Starts tomorrow.
 - d. Reorganizing some of the office duties to meet needs/reduce stress level.
3. Professional and Ethical Relationship
- a. Developing a Chain of communication graphic for school and SPED. - in Director's letter going out on October 26th.
 - b. Preparing for next Parent Meeting on Nov 9, 6pm.
4. Resource Management
- a. Sending GTTM letter out on Thursday.
5. Administrative Performance
- a. *BOD Conflict of Interest statement*
 - b. Submitted MDE Athletic Report on Oct 15 on time.
 - c. Three students left MSA - (1-senior wasn't going to graduate, 1-8th and 1-6th academic rigor) [8 total for year] [3-6th, 1-7th, 1-8th, 2-9th, 1-12th]
 - d. Conducted a fire drill on Wednesday, Oct 14. Vacating times were slow, but acceptable for 1st time. Current = 505.
 - e. Scheduling BOD training for Charter School Finances: A Public Trust and Employment in Charter Schools from MACS (waiting on BOD MACS decision).
- 8. Standing and Focus Committee Reports:**

Finance Committee – Mona commented that the balance is in the positive. John noted that the budget was reviewed for potential changes and it was decided that it will remain the same.

MN High School League Activities (MSHSL) -

Report from Activities Director:

1. Volleyball – The varsity team is first in their conference. They have an overall record of 7-2. They are working great as a team. They have represented MSA at Feed My Starving Children as a volunteer opportunity.
2. CC – is doing great. The captains of CC are doing an amazing job mentoring our younger runners.
3. Robotics – Registration is done. We have 46 students registered for robotics. Robotics also participated in Feed My Starving Children.
4. Lego Robotics – Registration is complete. We have 43 participants.
5. Math League – We have 25 6-8 graders participating. They just did their first meet and did well.
6. Debate has begun as well. We have had 2 debate competitions. Blue ribbons were earned at the first meet.
7. Y-Care is doing well in building B. The kids take trips to the Y gym once a week if weather and numbers permit.
8. Activities Conference meeting is on Oct 14th. We will be working on the Fine Arts Festival for spring as well as winter sports.
9. The majority of our morning clubs are up and running smoothly.
10. Booster club has been running concessions at the home Volleyball games with help from National Honor Society and the Robotics Teams.
11. First round of academic eligibility was completed. Letters were mailed out Tuesday Oct 13th.

Deb requested confirmation on how lettering will show up on transcripts. Molly will confirm and report.

Student committee - Atte reported that the Pep Fest is on November 2.

- 9. Consent Agenda**
No consent agenda items.

10. Items for Discussion and Decision

a. Motion to approve Policy 506, 524.1, and 530 as modified

Moved by: Jessie Heydt Second: Molly Molitor Vote: 9-yes 0-no 0-abstain

Policy 506:

- Add to VI A. CODE OF STUDENT CONDUCT: MSA property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting

unacceptable behavior subject to disciplinary action at these locations and events, MSA does not represent that it will provide supervision or assume liability at these locations and events.

- Edits VIII C through J. REMOVAL OF STUDENTS FROM CLASS: Various new language specific to MSA agreed upon.

Policy 524.1:

-Added "cell phones"

Policy 530:

No changes.

b. Motion to approve MACS membership and discontinue MSBA membership

Moved by: Noelle Haland

Second: Jeana Albers

Vote: 9-yes 0-no 0-abstain

MSA is currently a member of MSBA which has a fee of \$1,725. The \$1,500 membership fee for Charter School Partners was never paid because at the time of payment, they were going through name changes and they could not tell MSA the correct payee in order for us to submit payment. MAC's membership fee is approximately \$7,200 which includes free training, free licensing, and access to other resources. It is more focused on charter schools. MSBA is more focused on traditional school districts and additional fees apply such as fees for job postings. Deb said that she's found MSBA's responsiveness lacking at times. Mona will follow up on possible refund from MSBA and when membership is up for renewal. Mona will also follow up on the possibility for MACS to prorate membership since it is in mid-year and whether membership would be either by calendar year or fiscal year of July to June.

c. Facebook discussion

John explained about 2 different possible Facebook accounts for MSA. One account (which MSA already has) allows for only a one-way communication which would be used for MSA announcements only. The other would be open and comments could be posted. Shannon Froberg had volunteered to oversee and monitor this account if we chose to create it.

John also noted that he is working with Justin Gehring on a new website where anyone can submit questions and John will answer.

Board discussed advantages/disadvantages and purposes of the accounts and site. It was decided that MSA will start with the announcement-only Facebook account and the new website by John.

d. Motion to Discuss the Enrollment Plan

Moved by: Molly Molitor

Second: Deb Ledvina

Vote: 9-yes 0-no 0-abstain

It was pointed out that the definition of "Children of Teachers Employed at the School" did not include other staff members and the determination of including part-time or full-time staff was not clear.

Motion to table to be discussed at the next workshop and Board meeting on 11/16/15.

Moved by: Molly Molitor

Second: Peter Irvine

Vote: 9-yes 0-no 0-abstain

e. Motion to Approve Strategic Plan as modified

Moved by: Molly Molitor

Second: Mona Hayashi

Vote: 9-yes 0-no 0-abstain

Add to 1st page: "2014-2015"

11. Date and time of next Workshop - Monday, November 16, 2015 at 5:00 p.m.

a. Enrollment Procedures

b. Board Goals

c. Continue discussion of Policies

12. Date and time of next BOD Meeting – Monday, November 16, 2015 at 6:15 pm

13. **Motion to adjourn at 7:49 pm**

Moved by: Jessie Heydt

Second: Molly Molitor

Vote: 9-yes 0-no 0-abstain

Submitted:

Ia Xiong, Board Recorder

Approved:

Noelle Haland, Secretary