

**Board of Directors  
Meeting Minutes  
Math & Science Academy  
Monday, November 16, 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, John Gawarecki (ex-officio)

**Absent:**

Molly Molitor, Judith Darling BDKA - Contracted Financial Manager (ex-officio), and Atte Kadoma (Student Rep.)

3. **Approval of Agenda**

Moved by: Peter Irvine

Second: Jeana Albers

Vote: 8-yes 0-no 0-abstain

Move "Items for Discussion and Decision: b, c, d, e, f, g, h, and j" to "Consent Agenda."

4. **Open Forum**

None

5. **Approval of Meeting Minutes from: Monday, October 19, 2015**

Moved by: Deb Ledvina

Second: Mona Hayashi

Vote: 8-yes 0-no 0-abstain

6. **Chair's Report by Tim Tydlacka**

Tim has received various student comments about the new circulation procedures in building A hallways. The students find the abrupt changes, such as the murals being painted over and the hallway circulation rule, to be Kafkaesque in nature. They would like more of a heads-up and explanation before changes that affect them so heavily are made in the future.

7. **Director's Report by John Gawarecki**

1. Instructional Leadership

- a. Attended the Parent Team Meeting on November 9th. Math curriculum was presented. Department did an awesome job presenting their curriculum with Bronwen Williams leading the presentation. Noah Langseth gave a "mini" math lesson to those in attendance.
- b. Working on completing the World's Best Workforce (WBWF) report to MDE. (Due Dec 1). Final editing of report to occur on Nov 18 meeting.

2. Human Resources

- a. With Marsha Bunge's input, MSA is developing a new employee orientation program for newly hired paraprofessionals.
- b. Completed revision of SPED Coordinator/Teacher position description. Finishing a revision of the 504 Coordinator/Resource Room Supervisor description. Updated the Paraprofessional description.

3. Professional and Ethical Relationship

- a. Develop a graphic describing the "chain of command/communication" for issues arising from the school community. Where to post on website?
- b. Distributed and now analyzing a staff survey. Results were shared with staff via email. See attached copies.

4. Resource Management

- a. Give to the Max (GTTM) pre-week was held. Students sold over 400 tickets.

- b. GTTM post-week continues through Nov 19. Current total collected is \$42,715.
5. **Administrative Performance**
- a. Meeting on Tuesday at 1:00 pm with Liz to go over our annual report and a website audit from SAM.
  - b. Met with Liz and other SAM directors on Nov 10 to discuss school issues.
  - c. Attended Indigo Education Business Manager presentation on Nov 10. Learned about a possible co-p to join to save on resource purchasing costs.
  - d. Attended MACS training: Charter School Finances: A Public Trust on November 13th.

## 8. **Standing and Focus Committee Reports**

### **Standing Committees**

*Academics (Noelle):* Quick review of submitted report.

*Communications (Jeana):* Do we want to officially name our mascot dragon? Jeana will take issue to Student Council.

*Finance (Mona):* Quick review of submitted report, including discussion of Marsha Bunge officially holding a .5 teaching and .5 SPED coordinating appointment after time-study of her position. BOD suggested that John work with the ad hoc Personnel Committee. Jessie will recruit teachers for this committee at tomorrow's staff meeting. Also, members of the BOD noted that any potential building repairs mentioned in the finance report will need to be brought to the Building Company.

*Policy (Deb):* The BOD was assured that the majority of BOD work on updating policies for the year is complete and we're almost there! The BOD thanked Deb & Mona for all the hard work they've done in catching us up.

### **Focus Committees**

*Annual Fund (Mona):* Report submitted without discussion.

*Building/Building Safety Committee (Molly):* No report.

*MSHSL (MN State High School League) (Molly/Shannon Froberg):* Report submitted without discussion.

*Parent Team (Tim):* No report.

*Student Committee (Atte):* No report.

*Technology (Joe):* Report submitted without discussion.

*Alumni Committee (Peter):* No report.

## 9. **Consent Agenda**

- a. Policy 513 Student Medications
- b. Policy 201.1 Board of Elections
- c. Policy 102 Equal Education
- d. Policy 214 Out of State Travel by BOD Members
- e. Policy 401 Equal Employment Opportunity
- f. Policy 402 Disability Nondiscrimination
- g. Policy 503 Student Attendance
- h. Policy 603 Curriculum & Development

### **Motion to approve Consent Agenda as submitted.**

Moved by: Jessie Heydt

Second: Noelle Haland

Vote: 8-yes 0-no 0-abstain

## 10. **Items for Discussion and Decision**

### **a. 121A.222 Possession and use of nonprescription pain relievers**

For information only. No discussions.

### **b. World's Best Workforce Update**

Noelle noted that the draft WBWF report for 2014/15 will be reviewed by the Academics Committee this Wednesday. By December 1st, John will submit it to MDE, which will post it on their website. The report will also be posted on the MSA website.

### **c. Motion to approve Policy 616 School District System Accountability as modified**

Moved by: Peter Irvine

Second: Deb Ledvina

Vote: 8-yes 0-no 0-abstain

Changes:

- Section IV.C.2. - add "... the Director and Academics Committee of the BOD shall work with the Authorizer to adopt a plan ..."
- Section IV.D.1. - replace "By the close of the year..." with "Prior to the June BOD meeting of each year..."
- Section IV.D.4 - in f, replace "Two parents from each building department and instructional level" with "Parent(s) and/or Community Member(s)," and delete g and h.
- Section IV.F - replace "in the Educational Planning and Assessment System (EPAS) program offered by ACT, Inc." with "various outside programs."
- Section IV.G - delete "in the local newspaper with the largest circulation in the MSA geographical area, by mail, or"

**d. Policy 806 Crisis Management**

MSA used to have a policy that covered only fire drills and fire escape. The policy is being revised to cover much more. We had extensive conversation regarding concerns of publicly sharing detailed and specific safety plans, especially in cases of active shooter or intruder events. After much discussion, Tim pointed out that the BOD is not able to move forward yet on these issues with the information we currently have. John will seek guidance from our Authorizer, and Deb will seek guidance from a safety expert at the State of Minnesota. John, Deb and Peter will follow-up with each other and then the BOD in December.

**e. Policy Plan**

For information only. No discussions.

**11. Date and time of next Workshop: Monday, December 14, 2015 at 5:00pm**

- a. Crisis Management
- b. Enrollment
- c. Other policy review

**12. Date and time of next BOD Meeting: Monday, December 14, 2015 at 6:15pm**

- a. Approval of 4/18/15 BOD minutes
- b. Crisis Management
- c. Policy 410
- d. Policy 413

**13. Motion to adjourn at 7:42 pm**

Moved by: Jeana Albers

Second: Jessie Heydt

Vote: 8-yes 0-no 0-abstain

**Submitted:**

Ia Xiong, Board Recorder

**Approved:**

Noelle Haland, Secretary