

**Board of Directors
Meeting Minutes
Math & Science Academy
Monday, December 14, 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, John Gawarecki (ex-officio), and Judith Darling BDKA - Contracted Financial Manager (ex-officio)

Absent:

Peter Irvine, Molly Molitor, and Atte Kadoma (Student Rep.)

3. **Approval of Agenda**

Moved by: Deb Ledvina

Second: Jessie Heydt

Vote: 7-yes 0-no 0-abstain

- Move "Items for Discussion and Decision" items d) through i) to the Consent Agenda.
- Add to Consent Agenda, Policy 428 - Health Insurance Policy
- Add to "Items for Discussion and Decision":
 - k. Approval of 4/18/15 BOD minutes
 - l. Discussion of Eagle Bluff and Audubon trip

4. **Open Forum**

Tom Johnston, P.E. teacher - Every year, the 7th grade class goes to Eagle Bluff for team building & environmental learning. They would like to change this to be 6th graders. The recommendation to transition into the change is to make two trips for the 2016/2017 school year for the 6th and 7th grades. The 6th grade would go to Eagle Bluff and the 7th grade would go to Audubon. The 2017/2018 school year would return to only one trip and it would be with the 6th grade class to Eagle Bluff. There will need to be at least two licensed staff to go on each trip.

5. **Approval of Meeting Minutes from: Monday, November 16, 2015**

Moved by: Deb Ledvina

Second: Mona Hayashi

Vote: 7-yes 0-no 0-abstain

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

Midyear review for Director is due in January. It will be based on the measurable Director's goals established in September. There will be a staff survey asking for input. As Chair and Vice Chair, Tim and Deb will be on a smaller Director evaluation task force which will meet with the Director after survey results are collated. Tim will consult with the Authorizer on who else can be on this task force; anyone interested in being on the task force should contact Tim. The review will be reported to the Board of Directors in February. Deb pointed out that the current description of the Personnel Committee does not include this review. Tim will ask for guidance from our authorizer regarding a similar process for the Assistant Director.

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

1. Instructional Leadership

- a. World's Best Workforce report was submitted on November 30 to MDE and SAM, and is posted on the website.
 - b. Staff Curriculum maps are located on the R network drive. We are now identifying current and will be looking at possible cross-curriculum activities.
 - c. Rescheduled a teacher's 2nd semester class load so that we will now offer 2 ELL periods next semester.
2. Human Resources
 - a. Posted for a .53 FTE English position.
 - b. SPED new EA orientation training implemented.
 - c. Attended MACS Human Resources Training on Dec 2- At Will vs Individual Contract
 3. Professional and Ethical Relationship
 - a. Ask Glaedr the Dragon - submissions are up since putting replies into announcements (41)
 - b. Attended MACS Annual meeting on Dec 8th. Sat in on the Legislative Update session from Parent United. (<http://www.parentsunited.org/parents-in-action/>)
 - c. Met Senator Susan Kent - will arrange for a visit later this year.
 4. Resource Management
 - a. Looking into Q-Comp for teachers - potential of \$243 per pupil (\$121,500) for staff and staff development.
 - b. Exploring options for extended school day - (\$19/pupil = \$8900)
 5. Administrative Performance
 - a. Attended an Adaptive Schools Foundation Seminar at Eagle Ridge Academy on November 21st from 8:00 - 3:30 pm. Next Seminar is on Dec 21.
 - b. Four students leaving MSA - Two moving out of state, another won't graduate, third needs a bigger school.
 - c. Cheri Howe was named The 2015 Coleen Yatcoske Middle Level Educator of the Year. She was honored at the MN Middle School Association Conference on Dec 3.

John brought up the difference of "at will" versus "individual" contracts. "At will" contracts have no end dates. John will bring to the Personnel Committee for further discussion and review.

MSA's bond review is still not available. It is anticipated that the potential rating would be the same or higher. This is really good news since most charter schools typically are concerned about their rating going down.

8. Committee Reports

Standing Committees

Academics (Noelle): Reports submitted without discussion.

Communications (Jeana): Report submitted without discussion.

Finance (Mona): Report submitted without discussion.

Policy (Deb): Report submitted without discussion.

Focus Committees

Annual Fund (Mona): No report.

Building/Building Safety Committee (Molly): No report. Note to change "Building Committee" to "Building/Building Safety Committee" on BOD agendas and website. Deb is now the chair.

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.

Personnel Committee (Jessie): Report submitted without discussion. Jessie is now the chair.

9. Consent Agenda

- a. Policy 521 Student Disability Nondiscrimination
- b. Policy 522 Student Sex Nondiscrimination
- c. Policy 410 Family & Medical Leave
- d. Policy 413 Harassment & Violence
- e. Policy 806 Crisis Management Policy
- f. Policy 428 Health Insurance Policy

Motion to approve Consent Agenda as submitted.

Moved by: Deb Ledvina Second: Jessie Heydt Vote: 7-yes 0-no 0-abstain

10. Items for Discussion and Decision

a. Enrollment Procedures

John explained that some of the changes in the terminology that were suggested by our authorizer, SAM, did not get carried throughout the procedures (i.e. change “enrollment” to “capacity”). The definition of “staff” was discussed to be defined as 0.5 FTE or higher. Board discussed how to backfill or replace a student who leaves during the school year. Chair recognized Joell Pundsack to clarify some questions from the Board regarding the online application process.

Motion to approve:

- a. Defining the Lottery Grade Order to go from lower to higher grades.
- b. Allowing children of staff of 0.5 FTE or higher to participate in the staff lottery
- c. Changing “teacher” to “staff (.5 FTE or higher)” in procedures
- d. John to implement changes as recommended by SAM (Student Achievement of Minnesota)

Moved by: Deb Ledvina Second: Jessie Heydt Vote: 7-yes 0-no 0-abstain

b. Board of Directors’ Goals

The January workshop will discuss the BOD Goals. Board will also need to update the Strategic Plan including the vision and mission. The January agenda should also include the by-Laws which need to be reviewed.

The Board discussed the possible replacement of a Board member because her other MSA commitments have made it difficult for her to participate on the Board as she had planned. This is not a “disciplinary” issue. The Parent Team Committee conducts all elections. Board discussed when and how to hold special elections.

c. Mid-year evaluation for Director and Assistant Director

Continuation of discussion from the Chair’s report. The survey will go to the teachers in January and the BOD will review and discuss in February.

The Assistant Director’s review is the Director’s responsibility and does not need to go to the BOD. The Director will have a survey for the Assistant Director.

d. Approval of 4/18/15 BOD minutes

Moved by: Deb Ledvina Second: Noelle Haland Vote: 7-yes 0-no 0-abstain

e. Discussion of Eagle Bluff and Audubon trip

Continued discussion from Open Forum. The two trips are considered part of the curriculum and not an extracurricular activity and are therefore under the purview of Board oversight. This will impact the budget.

Motion to approve the two 6th and 7th grade trips for school year 2016-2017.

Moved by: Deb Ledvina

Second: Mona Hayashi Vote: 7-yes 0-no 0-abstain

11. Date and time of next Workshop: Tuesday, January 19, 2016 at 5:00 pm

- a. Strategic Plan
- b. Policy review (1 policy)

12. Date and time of next BOD Meeting: Tuesday, January 19, 2016 at 5:00 pm

13. Motion to adjourn at 7:50 pm

Moved by: Jeana Albers

Second: Deb Ledvina

Vote: 7-yes 0-no 0-abstain

Submitted:

Ia Xiong, Board Recorder

Approved:

Noelle Haland, Secretary