

**Board of Directors
Meeting Minutes - APPROVED
Math & Science Academy
Monday, June 20, 2016**

8430 Woodbury Crossing, Woodbury, MN 55125

1. **Call to Order** by Tim Tydlacka (Chair) at 6:17 pm

2. **Roll Call of Members:**
Present:

Tim Tydlacka, Chair

Deb Ledvina, Vice Chair

Noelle Haland, Secretary

Mona Hayashi, Treasurer

Mara Bertelsen

Joe Burianek

Jessie Heydt

Peter Irvine

Judith Darling BKDA, Contracted Financial Manager
(ex officio)

John Gawarecki, Director (ex officio)

Atte Kadoma, Student Representative

Absent: Jeana Albers

3. **Motion to approve Agenda**

Moved by: Mara Bertelsen

Second: Jessie Heydt

Vote: 8-yes 0-no 0-abstain

Add to Items for Discussion and Decision:

- Policy 515a
- Approval of Administrative Director Reimbursement

The motion carries.

4. **Consent Agenda Item**

a. Motion to approve May 16, 2016 BOD Meeting Minutes.

Moved by: Mara Bertelsen

Second: Mona Hayashi

Vote: 8-yes 0-no 0-abstain

The motion carries.

5. **Open Forum**

None

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

The Board would like to thank Ms. Bertelsen for her service and the value she has brought to the Board. She will be leaving the Board after this week. Her seat will be open and will be appointed by the Board. Jessie Heydt and Tom Johnston have expressed interest. The Board will vote after a brief presentation by each.

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

1. Student Achievement

- a. Congratulations to the 49 Graduates of the Class of 2016!
- b. Two students were given Certificate of Merit from the Society of Women Engineers for three years of excellence.
- c. Girls Track team placed 9th at Sectional Meet and the Boys Team had their second best showing with a 13th place finish. Two girls won their events with new school records in the 3200m and 800m races. Both teams won the conference championship.
- d. *The Phantom Tollbooth* spring musical was performed on May 26, 27 and 29th.

2. Instructional Leadership
 - a. Developing a flowchart for parents to aide them in finding the best solution for student interventions.
3. Human Resources
 - a. Met with each returning teacher and paraprofessional. Admin staff will be done this week.
 - b. Hired a science teacher (John Burrell), spanish teacher (Jenna Rosvold), math teacher (Aaron Wojahn). and finance clerk (Amanda Stout). First round of interviews for Academic Counselor are Wednesday. Building A receptionist will be hired in July.
 - c. Received feedback from all exiting teachers.
4. Professional and Ethical Relationship
 - a. Distributing an end of year survey to staff and parents at the end of this week.
5. Resource Management
 - a. Updating science room offices in Building A for better utilization.
 - b. Several projects going on right now:
 - i. Water softeners are installed
 - ii. Building A walls are up.
 - iii. Building B office area is
 - iv. Cameras installed in Building B.
 - v. Security system to be finished by June 30.
 - vi. Gym floor is being marked for Badminton.
 - vii. Catch basin to be replaced this week.
 - viii. Getting quotes for blinds in gym windows.
6. Administrative Performance
 - a. Four teachers are attending AP training : Chemistry, Physics, Statistics, and Psychology.
 - b. Staff attended 20 different professional development conferences throughout the year.
 - c. To date 40 students will not be returning to MSA for the upcoming school year. 26 parents responded to a withdrawal survey. (Academics, large school, athletics, relocation are main reasons.)

8. Standing and Focus Committee Reports

Standing Committees

Academics (Ms. Haland): Report submitted. Ms. Haland highlighted from the minutes: World's Best Workforce is coming up again. Next year, we will continue finding ways to develop cross-curricular collaboration, with a possible focus on school-wide theme, development by age groups, or other ideas. Input will be sought from staff. Committee wants to increase community building along with strengthening academic collaboration for the best interest of students. Committee meetings are open to the public and parents are welcome to attend.

Communications (Ms. Albers): No report submitted.

Finance (Ms. Hayashi): Report will be submitted by Ms. Hayashi.

Policy (Ms. Ledvina): Report submitted. Ms. Ledvina handed out a list of policies. The past year, the policies have been updated especially the required ones by law. Highlighted ones need to be reviewed annually. Therefore, the review needs to start right after July. The Board also adopted a policy on how to adopt policy. Reminder that there is the first reading and then a second reading before a policy can be voted on to adopt or not. MSA follows the MN High School League for policies.

Focus Committees

Annual Fund (Ms. Hayashi): No report submitted.

Building/Building Safety Committee (Ms. Ledvina): No report submitted.

Parent Team (Mr. Tydlacka): No report submitted.

Student Committee (Ms. Kadoma): No report submitted.

Technology (Mr. Burianek): No report submitted.

Alumni Committee (Mr. Irvine): No report submitted.

Personnel Committee (Ms. Heydt): No report submitted.

Activities Director Report (Shannon Froberg): Report submitted with no discussion.

9. Items for Discussion and Decision

a. Approval of May 2016 Financial Report

Judith Darling provided highlights of the report. There is good cash flow. Judith explained how and why funds need to be spent by June 30.

Judith also explained the additional columns of working budget and local revenue. The fees from patrons went from \$8,500 to \$15,000 because of AP exam fees. Other line items went down, such as yearbook revenues because yearbooks can be ordered directly from the company online. Line items like these do not affect budget because it evens out at the end.

Staff training went from \$25,000 to \$38,200. It was lower at the beginning but then had to increase because of a surge in requests. Mr. Gawarecki pointed out that no request for training was denied.

Building improvements and annual funds have \$63,000 extra in the budget.

Regarding student activity accounts, Shannon Froberg has urged clubs to spend by June 30. Judith explained that if it is not spent, then the balance is too high for next year. If all activities spent their funds from the prior fiscal year, then there would be no revenue to offset the expense. The funds do not carryover; they go to the fund balance. Judith zeros it out every year. Only some activities can carryover, such as FIRST Robotics.

Motion to approve the May 2016 Financial Report.

Moved by: Deb Ledvina

Second: Noelle Haland

Vote: 8-yes 0-no 0-abstain

The motion carries.

b. Second reviews of Policy 902 (Use of School District Facilities and Equipment) and 610 (Field Trips)

Ms. Ledvina went over Policy 902 for the second review. It was updated because the old policy as written was not being followed. In section II, the phrase "encourages maximum" has been deleted.

The entire section tacked on at the end of the Addendum ("Revenue Generation by Renter...") has been deleted. Ms. Darling explained how lease revenues relate to deduction for MSA. MSA generates enough for the lease aid therefore, any revenue would be deducted from the lease aid, dollar-for-dollar. Leasing only helps schools that pay more for rent than they get from income.

Ms. Ledvina confirmed with Mr. Gawarecki that there still needs to be a rental agreement and release of liability form. The *Rental Agreement and Facility Application Form with Release of Liability* will require an update after the Board approves the policy.

Motion to approve Policy 902 (second review) with the changes as submitted.

Moved by: Deb Ledvina

Second: Mara Bertelsen

Vote: 8-yes 0-no 0-abstain

The motion carries.

Motion to approve Policy 610 (second review) with the changes as submitted.

Moved by: Mona Hayashi

Second: Deb Ledvina

Vote: 8-yes 0-no 0-abstain

Changes to Policy 610 are to delete the sentence "Examples of trips in this category involve student activities, clubs, and other special interest groups" in section IIB, and to delete the phrase "or school-owned vehicle" in section II.C.

The motion carries.

c. Policy 503, Student Attendance

Ms. Ledvina had provided an update in November 2015. There are no changes submitted today. Ms. Ledvina wanted to discuss unexcused absence as family trip (IIB 2a(5) page 503-4). Mr. Gawarecki confirmed that per the policy, he does not excuse an absence that parents request for a family vacation. Over 80% of unexcused absences during the 2015-2016 school year were due to vacation. The purpose of this part of the policy was to strongly encourage students to communicate with teachers and plan out the school work being missed in the case of a prolonged absence.

Ms. Ledvina suggested that the Board consider changing the policy to allow a family trip as an excused absence if students create an advanced plan with their teachers. It was also pointed out that District 833 allows school vacation. There would need to be parameters set. Ms. Ledvina will suggest edits for Board consideration of a first reading at the next BOD meeting.

d. Policy 515A, Retention and destruction of student records for special education students (first reading)

Ms. Ledvina explained that every school needs a records retention schedule which MSA does not have. Ms. Ledvina will put together a model for retention for MSA, but it would not include special education. Therefore, we will need Policy 515A in addition to an overall MSA retention policy. The federal requirement is to retain for 5 years after student turn 21 unless the parent requests otherwise. Mr. Gawarecki noted that in order for this policy to be valid, MSA would need to have an overall school retention policy first.

e. Approve teacher's contracts

Mr. Gawarecki provided handouts of teacher contract spreadsheet (salaries from last year & this year) and pay scale. These numbers do not include stipends or other additional pay.

Motion to approve the teacher's contracts.

Moved by: Mara Bertelsen Second: Peter Irvine
Vote: 6-yes 0-no Jessie Heydt and Tim Tydlacka-abstain

The motion carries.

f. Approval of salaries for Educational Assistants, office staff, administrative team, substitute teacher rate, and new hires

Motion to approve the EA and office staff, sub rate, admin, and new hires.

Moved by: Peter Irvine Second: Joe Burierek

Mr. Gawarecki provided a handout of the EA salaries. Two of the positions are not full-time. Ms. Heydt noted that if an EA is not-full time and it is split, it has been difficult with communications between the people sharing the position.

The substitute teacher rate is \$20/period and \$130/day.

In discussing approval of administrative team contracts, Ms. Haland asked Mr. Gawarecki for explanation of the title "Associate Director," and Mr. Garawecki explained as follows:

The Associate Director would be more than an Activities Director. The position would oversee the disciplinary requirements for 10th-12th grade. The reasoning is that all students would have already been involved with the Associate Director. This would be possible because the person currently in the role has an administrative license. The position description is not updated to reflect these suggestions. The Assistant Director would provide disciplinary requirements for 6th-9th grade. The proposed contracts for the Assistant Director and the proposed Associate Director (currently "Activities Director") are \$65,000 and \$68,000, respectively, and they are both year-round positions.

Mr. Gawarecki looked at the amount of interactions each position would have with students in grades 10-12 and thought that the position that had the most interactions with those students would be the best person to deal with discipline issues.

The Board's response:

The title of Associate Director is confusing. It appears to be similar to Assistant Director. It is unclear who is second-in-command. It needs to be clear on who is filling in after Director. Board felt that discipline should stay with Assistant Director and that the Activities Director should only do activities. The Activities Director would deal with discipline within the activity but not overall school discipline. That should be the responsibility of the Assistant Director and then they can communicate and coordinate between each other.

The recommendation is to identify the positions and create the position descriptions to meet the position need and not think of individuals currently in the positions when doing so. Then get the person to meet the qualifications in the position description and not the other way around.

However, with Mr. Gawarecki's proposed change to the title and duties of the Activities Director position, the Board requests further review of the administrative structure and salary structure. The Board wants to make sure the administrative structure makes sense to the community.

Amend motion to remove from the current motion the Associate Director and Assistant Director and table for now, and move to approve the other positions as stated in the handouts.

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

The motion carries.

7:45pm Board took a recess.

7:54pm Board reconvened.

g. **Director's Contract**

Motion to approve Director's Contract.

Moved by: Deb Ledvina Second: Mona Hayashi

An increase in the Director's salary is indicated in the proposed contract. The initial year was a trial period; therefore, the salary was lower the first year with an increase in the second year if renewed.

The Board is requiring that the Director get continuing education. Other schools' directors' contracts often include professional development in the range of \$3,000 to \$10,000. The signed contract with Mr. Gawarecki does not include any development hours. Ms. Heydt noted that teachers earn far less in salaries and the amount provided for the Director's professional development should be in line with that allowed teachers. That signals that everyone is valued.

Motion to amend the Director's contract with the addition of addendum to allow the Director up to \$3,000 for professional development.

Moved by: Deb Ledvina Second: Mona Hayashi Vote: 8-yes 0-no 0-abstain

The motion carries.

h. **Mr. Shelton's Field Trip**

Mr. Shelton was unable to attend the Board meeting and had submitted a packet. The field trip would be a competitive trip to New York for the WorldStrides OnStage program. The trip would be only for the high school Wind Ensemble and would take place on April 6-9, 2017. While some costs paid to WorldStrides was included for the Board's review, an overall cost estimate per pupil was not provided. Missing are information on raising funds for the trip, scholarships, cost per person, and alternative transportation possibilities. What if whole ensemble can't go? Per Policy 610 on Field Trips, the information submitted was insufficient for the Board to make a decision.

The Board discussed creating a standardized form for someone proposing a supplementary field trip to fill out in order to share all proposed trip information. Ms. Haland will follow up with Mr. Shelton to get more information.

It was noted that the Costa Rica trip was cancelled due to not enough interest.

i. **Motion to approve the 2016-2017 Resolution for Membership in the MSHSL**

Moved by: Peter Irvine

Second: Jessie Heydt

MSA will need to designate school board member and school representative. Peter recommends the board member be the Board Chair and the School Representative to be the Director. An error of MSA's School District Number was noticed in the provided materials.

Motion to amend the motion to correct MSA's School District Number to 4043-07 and to approve the 2016-2017 Resolution for Membership in the MSHSL

Moved by: Peter Irvine

Second: Jessie Heydt

Vote: 8 -yes 0-no 0-abstain

The motion carries.

j. **Staff Development Reimbursement and Admin (Director) reimbursement**

The reimbursement is an additional \$1000 reimbursement allotted with approved receipts. The staff development budget spent was \$12,125. There were 5 or 6 teachers requesting more than their allotment which had been approved.

Move to approve the additional staff development reimbursement of the full amount they are requesting at approximately \$13,000.

Moved by: Deb Ledvina

Second: Jessie Heydt

Vote: 7-yes 0-no Tim Tydlacka -abstain

The motion carries.

Motion to approve Assistant Director contract as provided.

Moved by: Mona Hayashi

Second: Peter Irvine

Vote: 7-yes 0-no Tim Tydlacka -abstain

The motion carries.

Motion to approve the Associate Director contract.

Moved by: Mara Bertelson

Second: Peter Irvine

Earlier discussion about this contract was revisited. Ms. Bertelsen wanted to know why the title changed. Ms. Heydt didn't feel comfortable with the reason why the title was changed. The Board has not seen an updated job description. What are the salary ranges from other schools? MSA's current Assistant Director makes \$65,000, and the current Activities Director makes \$68,000. Is it the case at other charter schools that Activities/Athletic Directors make more than Assistant Directors? How do those salary ranges compare for directors of activities versus specifically athletics? In response to a comment on the requirements of the Activities Director, Mr. Gawarecki said that it is recommended that the Activities Director have a license or take additional training.

There was a suggestion to postpone a vote to approve a contract, but Mr. Gawarecki reminded the Board that the current contract will expire on June 30, 2016. Therefore, the position would no longer be valid until a new hire.

Ms. Haland stated that the Board had provided Mr. Gawarecki with an overall budget range to allocate for the positions of Assistant Director and Activities Director (and extended office staff coverage), as well as lengthy and considered discussion and approval of both position descriptions.

Mr. Irvine stated that the Board had approved an overall administrative leadership team budget and that Mr. Gawarecki has abided by that, stating that total salaries for the proposed contracts fall within that guideline. Mr. Gawarecki stated that job descriptions and position titles are not part of Board approval.

Vote: 3 Yes - Mara Bertelsen, Peter Irvine, Joe Burianek

4 No - Jessie Heydt, Mona Hayashi, Deb Ledvina, Noelle Haland
1 Abstain - Tim Tydlacka

Motion does not pass.

Board suggested to Mr. Gawarecki to go back to review the title, position description, and proposed salary. The justification of salary is not based on the person but on the position. A special meeting may be needed to approve before the contract expires.

k. Appoint and Seat new BOD members

Appointment of New Teacher Representative

Chair recognized Tom Johnston and Jessie Heydt as the candidates. Each provided a brief presentation:

Tom Johnston is in his first year as a Physical Education teacher at MSA. Mr. Johnston is currently taking administrative classes (legal, ethical) and has been working on additional behavioral management for students. He is involved in athletics and wants to become more involved at MSA. He wants voices to be heard.

Jessie Heydt started in MSA as a special education assistant and fell in love with MSA. She's been a Social Studies teacher for 3 years at MSA. She has been on the Board for 18 months. She did not run for the three-year term because she wanted to allow for fresh voices. Now she sees how the Board is running and wants teacher and staff voices to be heard. She feels like she has a footing in the Board and wants to finish.

The Board noted that voting for one does not mean a vote against another. After further discussions, the Board voted and appointed Jessie Heydt. The Board thanks Mr. Johnston for his interest in serving on the Board and encourages him to run for election in the future.

Appointment of new BOD members:

Oath of Office administered by current board chair, Mr. Tydlacka:

Cheri Howe (Teacher Representative), Tori Szondy (Student Representative), Ken Thielman (Community Representative), and Mona Hayashi (Parent Representative)

New members seated at 8:55 pm.

Outgoing Board members left the meeting: Joe Burniak, Atte Kadoma, and Mara Bertelsen.

i. Approval of Chair, Vice Chair, Treasurer, and Secretary

Ms. Howe asked about the duties of the Secretary. Ms. Haland provided a description: receive and edit meeting minutes from recorder, give to Board, Chair and administrative team to to publish and post on website. She has also been assisting the administrative staff to clean up and streamline the agenda process. Ms. Haland stated that she is interested in continuing her position as Secretary but that she is happy to step aside if another Board member would like the role.

Motion to appoint Tim Tydlacka as the Board Chair.

Moved by: Peter Irvine Second: Jessie Heydt Vote: 7-yes 0-no Tim Tydlacka-abstain

The motion carries.

Motion to appoint Deb Ledvina as the Board Vice-Chair.

Moved by: Jessie Heydt Second: Noelle Haland Vote: 8-yes 0-no 0-abstain

The motion carries.

Motion to appoint Mona Hayashi as the Treasurer.

Moved by: Deb Ledvina Second: Cheri Howe Vote: 8-yes 0-no 0-abstain

The motion carries.

Motion to appoint Noelle Haland as the Secretary.

Moved by: Jessie Heydt Second: Deb Ledvina Vote: 8-yes 0-no 0-abstain

The motion carries.

m. BOD meeting dates

Moved by: Noelle Haland Second: Deb Ledvina Vote: 8-yes 0-no 0-abstain

The motion carries.

The following are Board meetings for 2016-2017 school year:

Monday, August 15, 2016
Monday, September 19, 2016
Monday, October 17, 2016
Monday, November 21, 2016
Monday, December 12, 2016
Tuesday, January 17, 2017
Tuesday, February 21, 2017
Monday, March 20, 2017
Monday, April 17, 2017
Monday, May 15, 2017
Monday, June 19, 2017

All meetings will start at 6:15pm and will be preceded by a BOD Workshop beginning at 5:00pm.

The question of a Special Meeting in order to approve a contract for the Activities Director arose. Ms. Haland stated that instead of “kicking the can down the road” and having to call a Special Meeting in order to approve a contract for the Activities/Associate Director, the Board should revisit the discussion tonight and make a decision, even though the conversation may be difficult. Several Board members agreed.

n. Motion to approve Activities Director contract (aka Associate Director).

Moved by: Deb Ledvina Second: Peter Irvine

Mr. Gawarecki explained to the Board that his goal is to lighten his load and that would be to give discipline for the upper grades to the Activities Director. He felt that the Activities Director knows more of those students than the Assistant Director. It makes more sense for students to deal with the Activities Director because they know the Activities Director more. It's not the best choice right now for the Assistant Director. He wouldn't do that because the person can't do that. Discipline peaks at the end of the year.

Ms. Heydt asked if it is it too much for the Assistant Director to do the discipline? That position should be doing the discipline.

Mr. Gawarecki replied that he would not put it on the Assistant Director and instead would do it himself. It is too hard to predict on when discipline will be needed. Having it all on one person would have backlog in one office.

It was pointed out that for 12th grade, there would be fewer discipline issues since so many 12th graders are PSEO students.

Ms. Ledvina suggested that we need to lighten Mr. Gawarecki's load in a different way.

Mr. Gawarecki stated that he would withdraw his proposal and that the Activities Director's job description and job title would stay the same. The question was still the salary. Ms. Haland stated that the salary should not be higher than that of the Assistant Director.

Amend motion to approve Activities Director (previously known as Associate Director) contract at a salary of \$65,000.

Moved by: Deb Ledvina Second: Peter Irvine

Vote: 4 Yes - Deb Ledvina, Cheri Howe, Jessie Heydt, Peter Irvine
 3 No - Noelle Haland, Mona Hayashi, Ken Theilman
 1 Abstain - Tim Tydlacka

The motion carries.

10. Date and time of next Workshop: August 15, 2016 at 5:30 pm

- a. Discuss committees and task forces
- b. Review first draft of Strategic Plan

11. Date and time of next BOD Meeting: August 15, 2016 at 6:15 pm

12. Motion to adjourn at 9:52 pm

Moved by: Deb Ledvina

Second by: Tim Tydlacka

Vote: 8-yes 0-no 0-abstain

The motion carries.

Submitted:

Ia Xiong, Board Recorder

Approved:

Noelle Haland, Secretary