

**Board of Directors
Meeting Minutes - APPROVED
Math & Science Academy
Monday, January 19, 2016**

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

Absent: Molly Molitor

3. **Approval of Agenda**

Moved by: Jessie Heydt

Second: Deb Ledvina

Vote: 8-yes 0-no 0-abstain

- Move the following agenda items to the next Board workshop on February 8, 2016:
 - a. Strategic Plan
 - b. Board of Director Goals
- Move the following agenda items to the next Board meeting on February 8, 2016:
 - c. Policy 515
 - d. Appointment of new Teacher Representative
- Remove from agenda: "Committee updates"

4. **Open Forum**

None

5. **Approval of Meeting Minutes from: December 14, 2015**

Moved by: Mona Hayashi

Second: Jeana Albers

Vote: 8-yes 0-no 0-abstain

- Correction in Item 6. Chair's Report: Change "Dec" to "Deb"
- Remove from the Consent Agenda: "Schedule for Reviewing and Adopting Policies." This was not voted on.

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

Tim distributed Molly Molitor's official letter of resignation from the Board of Directors. A replacement will be appointed at the next Board of Director's meeting on February 8, 2016. There are two candidates: Mara Bertelsen and Hannah Kostichka. They will be invited to present to the Board, then they will leave the room and the Board will vote. This will be towards the beginning of the Board meeting. The MN Association of Charter Schools and the Authorizer was consulted on whether a special election was required. Charter schools are exempt and per MSA by-laws, a replacement by the Board should be appointed within 30 days of the resignation. The replacement will serve the remainder of Molly's term on the Board, ending on June 30, 2017.

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

1. Instructional Leadership

- a. World's Best Workforce (WBWF) public meeting- Jan 25 @7 pm. (Room 4A)
- b. Departments met to identify cross curricular lessons. Mar 10 & 11 will work to develop these further

2. Human Resources

- a. Job Description reviews are in process for all employees with the Personnel Committee's assistance. Goal is to have them completed prior to May 1.
- b. Interviewing .53 FTE ELA teacher candidates this week.

3. Professional and Ethical Relationship
 - a. Attended second and third session of Adaptive Schools Seminar on 12/21 and 1/18. Seminars are at Eagle Ridge Academy.
 - b. Developing an Assistant Director Survey for staff to complete.
4. Resource Management
 - a. Personnel budget and Staff Development budgets look to be under budget.
 - b. Building B ADA accessibility
5. Administrative Performance
 - a. Authoriser site visit is scheduled for Feb 11 starting at 10 am.
 - b. Meeting with Jason Ulbrich (Eagle Ridge Academy) and Brett Fechner (Stride Academy) on Charter School issues.

8. Standing and Focus Committee Reports

Standing Committees

Academics (Noelle): Report submitted. Noelle pointed out the grading, report card, and transcript section from the committee minutes. The issue is that final grades and the two semester grades do not always precisely line up, which causes confusion for some families. Teachers have the option of having final grades be based on total points or weighted grades (which are often weighted more heavily on the second semester), which can lead to slightly different calculations on GPA. This issue of eliminating semester grades on transcripts for year-long courses was brought to the staff. A vote is not requested at this time from the Board. After some additional review and discussions, the committee will bring a recommendation to the board to vote. Implementation would start next year if approved.

Communications (Jeana): Report submitted. Jeana brought up the issue of different groups going to the same businesses for fundraising and should the Thank You letter be the same. The Board discussed which committee is overseeing the overall fundraisers. John Gawarecki is working on an overall fundraising plan.

Finance (Mona): Report submitted. Board discussed the issue of certain items being taxed or not taxed. Judith will do additional research.

Policy (Deb): No report.

Focus Committees

Annual Fund (Mona): No report.

Building/Building Safety Committee (Deb): No report.

MSHSL (MN State High School League): Report submitted without discussion.

Parent Team (Tim): No report.

Student Committee (Atte): No report.

Technology (Joe): No report.

Alumni Committee (Peter): No report.

Personnel Committee (Jessie): No written report. Jessie reported that the committee is in the process of reviewing and revising job descriptions with input from those in the positions. They just completed this process for the administrative team and are now doing so for regular-ed and SPED teachers. Deb also raised the issue of creating job descriptions for paid advisors to extracurricular activities. John will bring Shannon Froberg into this and will be bringing it to the Personnel Committee.

9. Consent Agenda

None

10. Items for Discussion and Decision

a. Motion to approve Projected Enrollment for 2016-17 (capacity per grade)

Moved by: Mona Hayashi

Second: Peter Irvine

The Board discussed the capped enrollment for each grade. Considerations discussed include current and historical enrollment counts, returning students, PSEO students, budget concerns, classroom size and staffing. After lengthy discussion, a motion was made to set capacity numbers and use enrollment language suggested by Glory Kibbel,

our then-Authorizer representative, in May 2015. The intent of the motion is to capture the idea that MSA would not deny any current students from entering their next grade level, and, should some current students decide not to return the following year, that MSA could match its capacity for that grade to the cap number.

Motion to amend the prior motion to include specific enrollment language for 2016-17 as follows:

For 6th grade, the cap is a maximum of 88.

For 7th grade, the cap is a maximum of 88, or the current number of enrolled students at MSA in 6th grade.

For 8th grade, the cap is a maximum of 88, or the current number of enrolled students at MSA in 7th grade.

For 9th grade, the cap is a maximum of 75, or the current number of enrolled students at MSA in 8th grade.

For 10th grade, the cap is a maximum of 65, or the current number of enrolled students at MSA in 9th grade.

For 11th grade, the cap is a maximum of 60, or the current number of enrolled students at MSA in 10th grade.

For 12th grade, the cap is a maximum of 55, or the current number of enrolled students at MSA in 11th grade.

Moved by: Mona Hayashi

Second: Peter Irvine

Vote: 8-yes 0-no 0-abstain

b. Director Evaluation

The Board reviewed the form and will continue to work on it to the end of the school year. The survey going to teachers and staff was reviewed with one minor technical change. Peter will create an electronic version of the survey and Tim will send it out when completed.

The Board thanks Lisa Anderson and Michelle Kurkoski for their hard work on the evaluation form and survey.

c. Motion to accept Molly Molitors' Letter of Resignation from the BOD

Moved by: Deb Ledvina

Second: Peter Irvine

Vote: 8-yes 0-no 0-abstain

The Board thanks Molly Molitor for her service on the Board of Directors.

d. By-laws review

Motion to move this agenda item to the next Board meeting on February 8, 2016.

Moved by: Noelle Haland

Second: Jessie Heydt

Vote: 8-yes 0-no 0-abstain

11. Date and time of next Workshop: February 8, 2016 at 5:00 pm

a. Strategic Plan

b. Board of Director Goals

12. Date and time of next BOD Meeting: February 8, 2016 at 6:15 pm

a. Appointment of new Teacher Representative Board member

b. Policy 515

c. By-laws review

13. Motion to adjourn at 8:06 pm

Moved by: Peter Irvine

Second: Jessie Heydt

Vote: 8-yes 0-no 0-abstain

Submitted:

Ia Xiong, Board Recorder

Approved:

Noelle Haland, Secretary