

Meeting Minutes- FINALIZED

Board of Directors Meeting Minutes Math & Science Academy Monday, November 21, 2016

8430 Woodbury Crossing, Woodbury, MN 55125

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

Tori Szondy read MSA's mission.

2. **Roll Call of Members**

Present:

Voting:

Tim Tydlacka, Chair & Teacher Representative
Deb Ledvina, Vice Chair & Parent Representative
Mona Hayashi, Treasurer & Parent Representative
Noelle Haland, Secretary & Parent Representative
Jeana Albers, Teacher Representative
Cheri Howe, Teacher Representative
Peter Irvine, Community Representative
Ken Thielman, Community Representative
Thomas Johnston, Teacher Representative

Non-voting:

Tori Szondy, Student Representative
Judith Darling BKDA, Contracted Financial Manager (ex officio)
John Gawarecki, Director (ex officio)

Absent:

None

3. **Approval of Agenda**

Moved by: Deb Ledvina Second: Mona Hayashi

Add or change the following:

-Typo on #3

-Move Items for Discussion and Decision, B. Appointment of New Board Member to December agenda.

Vote: 9 -yes 0-no 0-abstain

The vote carries.

4. **Open Forum**

Board will appoint a parent representative. Biographies were submitted. The following parents made a brief presentation:

Mr. Adam Stone

Mr. Sandeep Chandak

Mr. Jeff Eng

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

Eight candidates responded to open seat. Three parents submitted biographies.

Meeting Minutes- FINALIZED

6. Director's Report by John Gawarecki

1. Student Achievement

- a. MSA was well represented at the state CC meet in Northfield on November 5th, with three runners participating.
- b. *Alice in Wonderland (and Back Again)* performed on November 18th and 19th.
- c. NHS had 17 new members inducted into their chapter on November 2nd.
- d. Six MSA students took part in the Peace Poster Contest. Ashley Kim won the city-wide prize and MSA won \$300 for new art supplies for the classroom!
- e. Two Debate Team members were awarded Honorable Mention at a Minnetonka High School Debate Tournament at the Novice Level.

2. Instructional Leadership

- a. November 4th the MS students attended an assembly on Anti-Bullying and being a leader which was presented by Energizer Olson.
- b. Spirit Week was held 10/31 through 11/4 with Zombie Mole Day treats on the 31st.
- c. Attended Parent Team meeting on November 1st.

3. Human Resources

- a. Reduced workforce by 1 EA (student withdrew)
- b. Goals for A. Directors and Counselor set for year.
- c. Finance Clerk and Building B Office manager attended TIES training on 11/16.

4. Professional and Ethical Relationship

- a. Gave a tour of MSA to the Skyline Academy BOD and Executive Director on November 1. Skyline Academy is looking to open next year and building a new school building.

5. Resource Management

- a. Extended Day Program application will be sent to MDE by December deadline.

6. Administrative Performance

- a. Attended a Regional Director's meeting on November 2. (Updates on ESSA, TRA, Board Governance issues, Authorizer Issues, and Teacher Licensure Reform)
- b. Participated in a SAM director's meeting with the Assistant Director on November 3rd.
- c. Engaged in an MDE Fall Discipline #3 Webinar.
- d. Attended Booth Law Group sponsored Employment Law Seminar on November 17th.
- e. Participated in MACS Director Cohort Meeting on November 18th.

Informational Item (non-discussion items):

Parent Team Meeting Notes - Report submitted.
Activities Director's Report (Ms. Froberg)- Report submitted.
World's Best Workforce (Mrs. Pornschloegl)- Report submitted.
Strategic Planning Meeting Minutes (October 25, 2016) - Report submitted.
Booth Law Group Opinion Letter- Report submitted.

7. Reports from Board Committees, Activities Director and Task Forces (as applicable)

Board Committees:

Academics (Ms. Howe): Report submitted with no discussion.
Finance (Ms. Hayashi): Report submitted with no discussion.
Annual Fund (Mrs. Pornschloegl): Report submitted. Update on Give to the MAX is at \$39000.

Meeting Minutes- FINALIZED

Board Task Forces:

House Plan Task Force Update (Tydlacka) - Mr. Tydlacka provided update and submitted handout to the board.

8. Items for Discussion and Decision

a. Acceptance of Letter of Resignation

Motion to accept letter of resignation from Noelle Haland.

Moved by: Mona Hayashi

Second: Peter Irvine

Discussion:

Ms. Haland read her resignation letter aloud. Her resignation is due to her ineligibility to serve on the board because she is a substitute teacher at MSA and is considered a teacher representative. MSA's by-laws does not allow a teacher majority board.

Vote: 8-yes 0-no Noelle Haland-abstain

The vote carries.

b. Appointment of New Board Secretary

Motion to approve a New Board Secretary.

Moved by: Cheri Howe

Second: Peter Irvine

Tim Tydlacka nominates Jeana Albers. Seconded by Deb Ledvina.

Vote: 8-yes 0-no 0-abstain

The vote carries.

c. Approval of Board of Director Meeting Minutes on October 17, 2016.

Motion to approve Board of Director Meeting Minutes on October 17, 2016.

Moved by: Mona Hayashi

Second: Deb Ledvina

Discussion:

No discussions.

Vote: 8-yes 0-no 0-abstain

The vote carries.

d. Approval of October 2016 Financial Statements

Motion to approve October 2016 Financial Statements.

Moved by: Mona Hayashi

Second: Peter Irvine

Discussion:

Judith Darling provided a brief overview. She will bring the budget to the Board for approval in January.

Vote: 8-yes 0-no 0-abstain

The vote carries.

e. Review of Policy 203 Operations of the Board of Directors (first reading)

Discussion:

Deb Ledvina provided an overview of the changes. Board discussed potential edits and Ms. Ledvina will edit based on Board's discussion.

Meeting Minutes- FINALIZED

f. Review of Policy 203.1 Board of Directors Procedures, Rules of Order (first reading)

Discussion:

Deb Ledvina presented the policy. Board discussed the policy with changes to be edited and followed up.

g. Review of Policy 203.2 Order of the Regular Board of Directors (first reading)

Discussion:

Deb Ledvina presented the policy. Board discussed changes and determined that the Governance Committee will review it in January.

h. Review of Policy 203.5 Board of Directors Meeting Agenda (first reading)

Discussion:

Deb Ledvina presented the policy. Board discussed with some followups to occur by Ms. Ledvina. If there are no clear direction by January, then the Governance Committee will review it.

i. Review of Policy 203.6 Consent Agendas (first reading)

Discussion:

Board discussed and clarified the purpose of Consent Agendas.

j. Review of Policy 204 Board of Directors Meeting minutes (first reading)

Discussion:

Board discussed the purpose and need of a journal for voting. Deb Ledvina will review and come back to the Board with her findings.

k. Approval of Policy 401.1 Whistleblower (second reading)

Motion to approve Policy 401.1 Whistleblower

Moved by: Mona Hayashi

Second: Cheri Howe

Discussion:

No discussion.

Vote: 8-yes 0-no 0-abstain

The vote carries.

l. Review of Policy 410 Family Medical Leave Act (annual review/first reading)

Discussion:

Board discussed the changes. No follow up required.

m. Approval of Policy 705 Investments (second reading)

Motion to approve Policy 705 Investments.

Moved by: Peter Irvine

Second: Mona Hayashi

Discussion:

Board discussed the position of a Chief Financial Officer. Mona Hayashi will review and follow up.

Vote: 8-yes 0-no 0-abstain

The vote carries.

n. Approval of Policy 705.1 Fund Balance (Second Reading)

Meeting Minutes- FINALIZED

Motion to approve Policy 705.1 Fund Balance

Moved by: Tim Tydlacka

Second: Jeana Albers

Discussion:

No discussion..

Vote: 8-yes 0-no 0-abstain

The vote carries.

o. Approval of Policy 721.1 Employee of Conflict of Interest (Second Reading)

Motion to approve Policy 721.1 Employee of Conflict of Interest

Moved by: Deb Ledvina

Second: Tim Tydlacka

Discussion:

Board discussed. No changes required.

Vote: 8-yes 0-no 0-abstain

The vote carries.

p. Approval of Annual Report (see additional packet)

Motion to approve Annual Report.

Moved by: Peter Irvine

Second: Mona Hayashi

Discussion:

John Gawarecki and Tim Tydlacka prepared the Annual Report. They provided a brief overview of the changes which was primarily in updating numbers and stats. Suggestion was to have a task force help prepare the next Annual Report.

Vote: 8-yes 0-no 0-abstain

The vote carries.

q. Board of Director's Goals

This item will be added to the Governance Committee. Board will also look at the Board calendar and discuss when items need to be scheduled during the year.

r. Discuss and vote on a parent representative

Board members reviewed the bios and discussed each candidate. Mr. Jeff Eng was voted by the Board to be the new Parent Representative. Chair thanked the other parents and reminded that there will be a new Parent seat next June.

9. Dates and times of upcoming BOD workshops and meetings:

BOD Workshop on Monday, December 12, 2016 at 5:00pm.

BOD Meeting on Monday, December 12, 2016 at 6:15pm.

10. Motion to adjourn at 8:00pm

Moved by: Mona Hayashi

Second: Cheri Howe

Vote: 8-yes 0-no 0-abstain

Meeting Minutes- FINALIZED

The vote carries.

Submitted:

Ia Xiong, Board Recorder

Approved:

Jeana Albers, Secretary