

# **Workshop Minutes- FINALIZED**

## **Board of Directors Workshop Minutes Math & Science Academy Monday, December 12, 2016**

8430 Woodbury Crossing, Woodbury, MN 55125

**Call to Order** by Tim Tydlacka (Chair) at 5:01

### **Members Present:**

Tim Tydlacka, Chair & Teacher Representative  
Deb Ledvina, Vice Chair & Parent Representative  
Mona Hayashi, Treasurer & Parent Representative  
Jeana Albers, Secretary & Teacher Representative  
Cheri Howe, Teacher Representative  
Ken Thielman, Community Representative  
Thomas Johnston, Teacher Representative  
Jeff Eng, Parent Representative  
Tori Szondy, Student Representative  
Judith Darling BKDA, Contracted Financial Manager (ex officio)  
John Gawarecki, Director (ex officio)

**Absent:** Peter Irvine, Community Representative

1. Governance Committee- decided to maintain the workshop and not proceed with having a governance committee, but a workshop agenda will be set a month ahead of time, and the items that need to be done will be added to the board calendar that is being developed. Task forces may also be utilized to complete items.
2. Board goals: having descriptions and expectations for new members in orientation manual. Review of non-mandatory policies to determine whether or not they need to be maintained.
3. Strategic Plan: house task force has been meeting weekly. Staff survey presented on why staff chose MSA as place of employment, one thing that MSA does that is outstanding, and what is one thing that is a concern about MSA now and going forward. Discussion of whether or not the house coordinator should be paid, volunteer, or paid on commission. Discussed that more time is needed to develop what should happen. Strategic plan will be examined again at the workshop in January.
4. Michelle Kurkoski presented Europe field trip for summer 2018. Destination is to Italy and Greece.
5. Liz Wynne- acknowledged MSA being designated as a high-quality charter school. She also acknowledged the group for high-quality governance.

### **Submitted and Approved:**

Jeana Albers, Secretary

# Meeting Minutes- FINALIZED

## Board of Directors

### Meeting Minutes

#### Math & Science Academy

Monday, December 12, 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:**

Voting:

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

Non-voting:

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

**Absent:**

Peter Irvine, Community Representative

3. **Approval of Agenda**

Moved by: Mona Hayashi Second: Ken Thielman

Add or change the following:

- Will appoint Jeff Eng as item A.
- Europe trip for Kurkoski as item B.
- Original items F and G removed.
- Form 990 will be added as item S.

Vote: 8 -yes 0-no 0-abstain

The vote carries.

4. **Open Forum**

None

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

There were zero complaints about homework. The board continues to work on improving communication.

## Meeting Minutes- FINALIZED

### 6. Director's Report by John Gawarecki

#### 1. Student Achievement

- a. Winter Concert was held on December 8th, and was a great success!
- b. Robo-Ticks (all 8th grade team) won the Robot Design Award and advanced to the sectionals tournament in January.
- c. NHS blood drive collected 22 whole blood pints and 4 double units on December 5th.
- d. Chess team took 2nd place in the SCA Winter Open chess tournament.
- e. Debate season will conclude after their banquet on December 17th.
- f. MSA was selected as the 2nd Best Charter School in MN by NICHE.
- g. 6th Grade Academic Triathlon team took 1st Place at Crestview Elementary meet on December 9th.

#### 2. Instructional Leadership

- a. Finalizing Activity Taskforce membership by staff for numerous upcoming meetings for 2017-18 school year.
- b. PD workday on Dec 2 (Anti-bullying, Non-Fiction Reading, PBIS, 3 Houses)

#### 3. Student Academic Achievement

- a. World's Best Workforce Summary Report sent to MDE on Dec 5. (Deadline is 15th)
- b. Extended Day program will begin January 9th. (M-F)
- c. Spirit week is this week, with Dorkathalon on Friday.

#### 4. Human Resources

- a. Clarified goals with Assistant Director.
- b. Met with Kraus Anderson concerning HR & Benefit Services.

#### 5. Professional and Ethical Relationship

- a. Staff meeting on December 8 & Building meeting on December 1.
- b. Met with Liz Wynne, (SAM) on December 7th - annual report.

#### 6. Resource Management

- a. Met with Harris Services on Nov 28 and Dec 2 to discuss Facility Efficiency and improvement options. (preliminary)
- b. Met with Alan Mechanical to discuss installing vent for Building B kiln.
- c. Met with TRANE - heating issues with both buildings (motor out & VAVs)
- d. Met with Bob Engstrom concerning leasing options.
- e. Presented Gym enhancements to Finance and Staff - bleacher motors and paintings. Bleacher motors would be \$14K, replace with new would be \$22K. Paintings were presented at the meeting.
- f. MSA received High-Quality Charter School designation again!

#### 7. Administrative Performance

- a. Attended a Facilities Financing Options Webinar hosted by Charter Capital on Nov 30.
- b. 3 students withdrew (6th grade, parents withdrew siblings last year - academics, 11th grade- medical, 9th grade- family/academics)

#### Informational Item (non-discussion items):

Activities Director's Report (Ms. Froberg)- 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. Porschloegl): Report submitted with no discussion.

# Meeting Minutes- FINALIZED

## Board Task Forces:

House Plan Task Force Update (Albers) - board was updated of progress in the workshop. Head of House position was discussed.

## Items for Discussion and Decision

### a. Appointment of Jeff Eng, parent member

Discussion:

Jeff Eng recited the oath and was appointed as parent member.

### b. Approval of summer 2018 Europe Trip as proposed by Michelle Kurkoski

**Motion to approve summer 2018 Europe Trip as proposed by Michelle Kurkoski.**

Moved by: Cheri Howe

Second: Thomas Johnston

Discussion:

None- discussed at workshop

Vote: 8-yes 0-no 0-abstain

The vote carries.

### c. Approval of Board of Director Meeting Minutes (November 21, 2016)

**Motion to approve as modified the November 21, 2016 Board of Director Meeting Minutes and Workshop Notes.**

Moved by: Mona Hayashi

Second: Tim Tydlacka

Discussion:

Decided that the workshop and meeting minutes should be combined. The November workshop minutes should have a correction made. #3 should have an uppercase "H" for Hayashi.

Vote: 8-yes 0-no 0-abstain

The vote carries.

### d. Approval of November Financial Statements

**Motion to approve November Financial Statements.**

Moved by: Mona Hayashi

Second: Deb Ledvina

Discussion:

Working budget will be brought to board meeting in January to determine if it can be amended because there are several line items that have changed (e.g. building improvements) and looking to use money for building improvements and repair.

Vote: 8-yes 0-no 0-abstain

The vote carries.

### e. Governance committee description

Discussion: None- discussed at workshop

### f. Charter school governance committee document

Discussion: None- discussed at workshop

### g. Schedule for reviewing MSA policies

## Meeting Minutes- FINALIZED

Discussion: New schedule discussed. At future meeting, BOD will decide which non-mandatory policies are necessary.

### h. Review of policy 203 (second reading)

**Motion to approve review of policy 203 as modified.**

Moved by: Deb Ledvina                      Second: Mona Hayashi

Discussion:

11th edition of Robert's Rules will be used for board meetings.

Vote: 8-yes 0 -no 0-abstain

The vote carries.

### i. Review of policy 203.1 (second reading)

**Motion to approve review of policy 203.1 as modified.**

Moved by: Deb Ledvina                      Second: Mona Hayashi

Discussion:

Voting is being reflected in the current meeting minutes, with those who vote no or abstain having their names recorded.

Vote: 8-yes 0 -no 0-abstain

The vote carries.

### j. Review of Policy 203.2 Order of the Regular Board of Directors (second reading)

**Motion to approve Policy 203.2 Order of the Regular Board of Directors as modified.**

Moved by: Deb Ledvina                      Second: Mona Hayashi

Discussion:

Order of the BOD meeting and packet has been adjusted.

Vote: 8-yes 0 -no 0-abstain

The vote carries.

### K. Review of Policy 203.5 Board of Directors Meeting Agenda (second reading)

**Motion to approve Policy 203.5 Board of Directors Meeting Agenda as modified.**

Moved by: Deb Ledvina                      Second: Cheri Howe

Discussion:

Board documents will be sent to be compiled into board packet no later than 3 calendar days in advance for regular meetings.

Vote: 8-yes 0 -no 0-abstain

The vote carries.

### I. Review of Policy 203.6 Consent Agendas (second reading)

**Motion to approve Policy 203.6 Consent Agendas.**

Moved by: Deb Ledvina                      Second: Mona Hayashi

Discussion:

No changes were made since the first reading in November.

## Meeting Minutes- FINALIZED

Vote: 8-yes 0-no 0-abstain  
The vote carries.

### **m. Review of Policy 204 Board of Directors Meeting Minutes (second reading)**

#### **Motion to approve Policy 204 Board of Directors Meeting Minutes.**

Moved by: Deb Ledvina Second: Jeana Albers

Discussion:  
The board journal will be the meeting minutes.

Vote: 8-yes 0-no 0-abstain  
The vote carries.

### **n. Policy of 410 Family Medical Leave (annual review; second reading)**

#### **Motion to approve Policy 410 Family Medical Leave as modified.**

Moved by: Deb Ledvina Second: Thomas Johnston

Discussion:  
Definition of spouse was added in the policy.

Vote: 8-yes 0-no 0-abstain  
The vote carries.

### **o. Policy 413 Harassment and Violence Policy (annual review; first reading)**

Discussion:  
Only change that was made was the addition of gender.

### **p. Board of Director goals and MSA director review timeline**

#### **Motion to approve goals and MSA director review timeline.**

Moved by: Tim Tydlacka Second: Mona Hayashi

Discussion:  
Board goals established: create and/or modify manual for new board members 2. Each member will complete a self-evaluation. 3. Review non-mandatory policies to determine if they are necessary for implementation. 4. Update the MSA website to reflect current school information. MSA director goals from last year have changed slightly based on survey sent out. Mid-year review should be sent out soon. Director timeline was modified.

Vote: 8-yes 0-no 0-abstain  
The vote carries.

### **q. Current board committees descriptions**

Discussion:  
Need chairs of committees to examine committee descriptions on the website. Website information will be updated as needed.

### **r. Sample board calendar**

Discussion:  
Monthly tasks were reviewed and adjustments should be sent to the director.

### **s. 990 tax form**

## Meeting Minutes- FINALIZED

**Motion to approve 990 tax form.**

Moved by: Mona Hayashi

Second: Cheri Howe

Discussion:

Finance committee completed and reviewed 990 form.

Vote: 8-yes 0-no 0-abstain

The vote carries.

**8. Dates and times of upcoming BOD workshops and meetings:**

BOD Workshop on Monday, January 17, 2017 at 5:00pm.

BOD Meeting on Monday, January 17, 2017 at 6:15pm.

**9. Motion to adjourn at 8:00pm**

Moved by: Thomas Johnston

Second: Tim Tydlacka

Vote: 8-yes 0-no 0-abstain

The vote carries.

**Submitted:**

Ia Xiong, Board Recorder

**Approved:**

Jeana Albers, Secretary