

# Meeting Minutes- FINALIZED

## Board of Directors Workshop Minutes Math & Science Academy Monday, December 18, 2017

Room 10

8430 Woodbury Crossing, Woodbury, MN 55125

Call to Order by Jeana Albers (Chair) at 5:00 p.m.

Members Present:

Voting:

Jeana Albers,, Chair & Teacher Member  
Ken Thielman, Vice Chair & Community Member  
Mona Hayashi, Treasurer & Parent Member  
Rita Winchester, Secretary & Parent Member  
Jeff Eng, Parent Member  
Noah Langseth, Teacher Member (arrived at 5:15pm)  
Cheri Howe, Teacher Member  
Lisa Anderson, Teacher Member

Non-voting:

John Gawarecki, Director (ex officio)  
Judith Darling, BerganKDV, Contracted Financial Manager (ex officio)

Absent:

Voting:  
Alexandria Ledo, Community Member

Non-voting

Simran Chandak, Student Member

Discussion:

Reviewed questions to ask on the mid-year Director surveys that will be sent out to parents and staff. It was determined that all of the questions should have the same scale (no “yes” or “no” questions) and that all of the short answer questions should be put at the end. The Director currently shares a Survey Monkey account with the Assistant Directors. It was decided that the Board of Directors should have its own account for situations like this one, the Chair will look into setting one up (and will look into other survey servers that might be more cost effective).

Reviewed the Complaints Procedure for BoD Members (per October discussion). Changes were made to the document presented by the Chair; it will be reviewed again at a future workshop with these changes.

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**Discussed moving BoD retreat, which is on the calendar for December, to the spring and the summer instead.**

**Completed Board Self Survey. Results will be shared at January workshop.**

**Submitted and Approved:**

**Rita Winchester, Secretary**

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**Board of Directors  
Meeting Minutes  
Math & Science Academy  
Monday, December 18, 2017  
Room 10  
8430 Woodbury Crossing, Woodbury, MN 55125**

1. Call to Order by Simran Chandak (Student Representative) at 6:15 pm

Vision and Mission read by Simran Chandak.

2. Roll Call of Members

Present:

Voting:

Jeana Albers, Chair & Teacher Member  
Ken Thielman, Vice Chair & Community Member  
Mona Hayashi, Treasurer & Parent Member  
Rita Winchester, Secretary & Parent Member  
Jeff Eng, Parent Member  
Noah Langseth, Teacher Member  
Lisa Anderson, Teacher Member  
Cheri Howe, Teacher Member

Non-voting:

John Gawarecki, Director (ex officio)  
Judith Darling, BerganKDV, Contracted Financial Manager (ex officio)  
Simran Chandak, Student Member

Absent:

Voting:

Alexandria Ledo, Community Member

3. Approval of Agenda (note any board member conflict of interest)

Conflict of Interest: none

Motion to approve the agenda.

Moved by: Ken Thielman                      Second: Mona Hayashi

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

4. Open Forum

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Ms. Ballard provided a Parent Team update. Copies of the Parent Team minutes are in the Board packet. Carolyn Hamil is the new treasurer. Parent Team is setting up the 501C and have received a donation. Next meeting is on Jan 4, 2018 from 3:30-5:30 at Jerry's Supermarket to discuss bylaws. The first draft will be presented on the Jan 8, 2018 Parent Team Meeting. The first draft will be available for review and feedback. Both meetings are open to everyone.

### 5. Approval of November 20, 2017 Workshop and Meeting Minutes.

Motion to approve the November 20, 2017 Workshop and Meeting Minutes.

Moved by: Jeana Albers Second: Ken Theilman

Discussion:

None

Vote: 8-yes 0-no 0-abstain

The motion carries.

### 6. Chair's Report by Jeana Albers

The executive team met in early December to draft mid-year director surveys for the parents and staff. The draft of the staff survey was sent out to staff members last week for suggestions, which were presented at tonight's workshop. Both drafts were discussed with the whole board. The surveys will be emailed out after the winter break, and they will be due on Monday, January 18th. The executive team plans to meet to make a plan to address any areas of growth identified in the survey, and the survey results will be discussed in February's workshop with the whole board. In addition to discussing the surveys in tonight's workshop, the board further discussed the strategic plan and its progress, as well as completed a self-evaluation. Areas of growth identified in the self-evaluation will be discussed in January's workshop.

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

#### 1. Student Academic Achievement

- a. 7th grader, Nadia Wang, was named a silver medalist at the 2018 Midwestern Figure Skating Championships. She will now compete at the National Competition in San Jose, CA.
- b. MSA competed in its first year of FTC with a team named Taste the Rainbow. The team won the Judges Award and placed as first alliance at the Columbia Heights competition.
- c. 9th grader, Tierney Wolfgram placed 7th last weekend at the 39<sup>th</sup> Annual National Cross Country Finals sponsored by Footlocker in San Diego, CA with a time of 17.51.9!

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- d. MSA's 6th grade Academic Triathlon team placed first at a meet held at Liberty Ridge Elementary on December 8th.**
- e. The Winter Concert was held on December 14th.**
- f. Over 245 Holidays for Heroes were made for our service members by the Community Service Club, Link Crew, and advisories.**
- g. PSAT scores were received for 179 MSA students taking the national test. MSA had average scores of 1209 for the 46 juniors taking the test, 1162 for the 62 sophomores taking the test, and 1045 for the 71 freshmen taking the test. MSA had numerous students place in the top 99th percentile. The top score at MSA was a 1480. A perfect score is 1600.**

### **2. Instructional Leadership**

- a. Held Professional Development training on December 1 and December 6th for teaching staff. Highlights include SmartBoard Training, Special Education training and a team building activity.**
- b. Held 12 Teacher Development meetings and attended 3 IEP meetings and 2 Section 504 Plan meetings.**

### **3. Human Resources**

- a. Goal progress for the Assistant Director's can be found at the end of this document.**
- b. Worked with Kraus-Anderson to conduct an employee climate survey for the SPED Department. Analyzing results now.(5 of 9 were returned.)**
- c. Distributed a mid-year climate assessment for staff on December 13. Surveys are due to the Director by December 20th.**

### **4. Professional and Community Relationships**

- a. Attended a Meeting with Kraus-Anderson on November 22 to provide feedback on staff benefits.**
- b. Led Building Company meeting on November 27th.**
- c. Staff had a potluck breakfast on December 1st.**
- d. Staff engaged in a team building activity centered around "What does MSA mean to me?"**
- e. Attended two basketball games, officiated the staff vs. volleyball team games, and observed the Winter Concert while offering supervisory support.**

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### **5. Resource Management**

- a. Met with Luke Rose, Johnson Controls to discuss Building A's HVAC needs. Proposal was brought to the Finance Committee.
- b. Looking into adding cameras to building C for additional security measures.
- c. Met with the Math and Science Departments to begin the process of adding an engineering class to MSA.

### **6. Administrative Performance**

- a. Revised MSA's enrollment procedures so they addressed areas of extended absences and foreign exchange students. Please see the document below (changes are highlighted in yellow).
- b. Started a Back To School Night taskforce, which Maggie Burggraaff is leading.

### **Academic Counselor Goals 2017-18**

I have had 21 colleges visit MSA this Fall.

I have visited 1 new college campus (River Falls) so far this year.

Students have completed 4 Naviance lessons up to this point.

I continue to assist and implement PBIS lessons and activities.

I have offered 5 college planning sessions up to this point and will be hosting a leadership presentation, a PSEO informational night and a junior night by the end of February.

The PSAT test was successfully administered this fall and results have been received and distributed to students and families. Pre-administration procedures have started for the MCA's, ACT and AP tests beginning in April.

### **8. Financial Report**

Presented by Ms. Judith Darling. The Board adopted the budget last month which is showing up in this statement.

There will be some small reclassifications in the Student Activities. For example, the Asian Club is not negative and it will be adjusted.

### **9. Reports from Board Committees, Activities Director and Task Forces (as applicable)**

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**Activities Director's Report:** Report submitted with no discussion.

**Board Committees:**

**Academics (Ms. Anderson):** Report submitted. The PSEO Committee will look at Spanish requirements and report back to the Academics Committee in February. The Credit Recovery Task force is still going.

**Finance (Ms. Hayashi):** Report submitted. Ms. Judith pointed out that the tax return 990 was prepared. John, Judith, and Mona reviews it and then sends it to the Finance Committee to review. The draft is in the Board packet and required to be presented to the Board before signing it.

**Motion to approve 990 Tax Form.**

**Moved by:** Cheri Howe      **Second:** Mona Hayashi

**Vote:** 8-yes 0-no 0-abstain

The motion carries.

**Annual Fund (Mr. Thielman):** Report submitted with no discussion.

**Parent Team (Ms. Howe):** Report submitted with no discussion.

**Board Task Forces:**

**Educational Program Policy (Ms. Howe):** No report submitted.

## 10. Consent Agenda

None

## 11. Items for Discussion and Decision

### a. Approval of November 2017 Financials

**Motion to approve November 2017 Financials.**

**Moved by:** Mona Hayashi      **Second:** Jeana Albers

**Discussion:**

None

**Vote:** 8-yes 0-no 0-abstain

The motion carries.

### b. Policy 516 - First Reading

**Discussion:**

MSBA version allows students to have non-prescription drugs with permission but it was removed from the MSA policy. Board members discussed adding it back to the policy.

### c. Policy 902 - First Reading

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**Discussion:**

This was approved in June 2016. Policy says that MSA can rent out facilities but MSA does not. Whatever MSA makes in lease, it is lost in lease aid. Director reviews the request and determines when it is allowed. Typically, student activities or school functions are allowed and if there is a benefit or a purpose for MSA. Board discussed leaving it as is.

**12. Old or Unfinished Business**

None

**13. Future BOD Meeting and Workshop Agenda Items**

Workshop: Self Evaluation and Strategic Plan

**14. Dates and Times of Upcoming BOD Workshops and Meetings:**

BOD Workshop on Tuesday, January 16, 2018 at 5:00 p.m. in Room 10A.

BOD Meeting on Tuesday, January 16, 2018 at 6:15 p.m. in Room 10A.

**15. Motion to adjourn at 6:47 pm**

Moved by: Mona Hayashi      Second: Ken Theilman

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

**Submitted:**

la Xiong, Board Recorder

**Approved:**

Rita Winchester, Secretary