

Workshop Minutes- FINALIZED

Board of Directors Workshop Minutes Math & Science Academy Monday, February 13, 2017

Room 10

8430 Woodbury Crossing, Woodbury, MN 55125

Call to Order by Tim Tydlacka (Chair) at 5:00 p.m.

Members Present:

Voting:

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

Non-voting:

John Gawarecki, Director (ex officio)

Absent:

Non-voting:

Tori Szondy, Student Member
Judith Darling BKDA, Contracted Financial Manager (ex officio)

Guest: Kathy Boyes

- Kathy Boyes presented the house plan for the proposed implementation in 2017-2018.
- House task force has been meeting weekly to develop an implementation plan.
- Video was shown to the board. The video's purpose would be to "catch" stakeholders' attention and get them to attend the stakeholder meeting tentatively scheduled for April 4th.
- Modified house plan- all students would be separated into the houses of Mu, Sigma, and Alpha, but only the house of Mu would have the council.
 - Mu would be the only one to be fully implemented in order to ensure success.
- House coordinator position was proposed as encompassing the assistant director's position. Some of the duties was also proposed to be allocated to the office manager's position and the guidance counselor's position. Proposed the idea of having a separate house implementer position to help get the project off the ground. Could be a 6-month salaried position, so that the cost would be spread over 2 fiscal years. Discussed that the position might not be able to go in current 2016-2017 budget without rearrangement. There was some concern about having an additional paid position. Further discussion is needed at the strategic plan meeting on February 21st. The board will be examining various possibilities with the house plan, with perhaps aspects of the house plan being implemented to foster community.

Submitted and Approved:

Jeana Albers, Secretary

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Board of Directors

Meeting Minutes

Math & Science Academy

Monday, February 13, 2017

Room 10

8430 Woodbury Crossing, Woodbury, MN 55125

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

Vision and Mission read by Ms. Szondy.

2. **Roll Call of Members**

Present:

Voting:

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

Non-voting:

Tori Szondy, Student Member
John Gawarecki, Director (ex officio)

Absent:

Non-voting:

Judith Darling BKDA, Contracted Financial Manager (ex officio)

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

Motion to approve the agenda.

Moved by: Mona Hayashi Second: Tom Johnston

No changes

Vote: 9 -yes 0-no 0-abstain

The motion carries.

4. **Open Forum**

None

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5. Approval of Workshop and Meeting Minutes from Tuesday, January 17, 2017, and Meeting Minutes from Monday, January 23, 2017

Motion to approve the Workshop and Meeting Minutes from Tuesday, January 17, 2017, and Meeting Minutes from Monday, January 23, 2017

Moved by: Jeana Albers Second: Cheri Howe

Vote: 9 -yes 0-no 0-abstain

The motion carries.

6. Chair's Report by Tim Tydlacka

On January 31, the executive team met to discuss the director survey check-in. Formal review will be done at the end of the year and will involve the full board and community. The survey addresses issues from parents and teachers. Survey is included in the board packet.

There will be three board vacancies in June (Tim Tydlacka, Deb Ledvina, & Thomas Johnston). Nominations and voting will be sent out in March and votes will be tallied in April.

7. Director's Report by John Gawarecki

Board discussed carryovers from the previous budget year. It was unclear how much each fall activity has and which fall activities get a carryover in the budget. Mr. Gawarecki will follow up with Activities Director on communications to parents and activities on how the funds work.

Mr. Gawarecki provided additional handouts for board's review and discussion on MSA's Fundraising Plan-2017, Educational Assistant (EA) Paraprofessional Retention Guidelines, and Teaching Staff Retention Process.

1. Student Achievement

- a. MSA has 3 National Merit Scholarship Finalists this year (EH, SM, GN)!
- b. Two senior boys basketball players each scored their 1,000 point on February 7th during senior night. We have four seniors on the team, each of which will be hard to replace next year.
- c. Robo-Ticks won The Programming Award and Robot Performance Award at their FLL Sectional tournament and are headed to the state tournament on February 25th.
- d. The Middle School Girls Basketball team won their first game on February 6th. This is the first ever MSA girls basketball game win (this is the first year we have fielded a girls team)!
- e. The boys and girls Nordic Ski Teams placed 8th at sections meet, which was one place higher than last year.
- f. MSA's Black team won 3rd place at the Minnesota Junior High Math League, South Washington Division.
- g. Battle of the Books occurred on February 3rd with 8 teams competing and the 6th grade Reading Bookworms winning the competition.
- h. NHD was held on February 7th. Numerous students are moving on to the regional tournament.

2. Instructional Leadership

- a. All staff reported in on January 30th work day (60% worked off campus).
- b. Met with the Field Trip Task Force (compensation recommended for Annual MS trip only).

3. Student Academic Achievement

- a. Released the 1st Semester Honor Rolls. Included Distinguished Honor Roll, 4.0 GPA (69) High Honor Roll, 3.450-3.999 GPA (238) and Honor Roll 2.950-3.449 GPA (106).
- b. Open House was conducted on January 19th.

4. Human Resources

- a. Addressed possible paraprofessional (EA) reduction process with SPED department during monthly meeting on January 26th (see attached document).

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- b. Teaching staff retention process to be shared with staff during staff meeting on February 16th. (See attachment.)
- c. Met with Kraus Anderson on February 1st to discuss HR issues and transition.
- d. Interviewed a candidate to replace study hall monitor who is leaving on February 28th.

5. Professional and Ethical Relationship

- a. Attended the Parent team meeting on February 7th (World's Best Workforce presentation was given by Assistant Director).
- b. Created and posted an easy way for parents, students, and staff to report wrongdoing anonymously. Went live with TELL GLAEDR on January 19th.

6. Resource Management

- a. Fundraising plan for the school is attached to the end of this document.
- b. Trane completed replacement of an actuator for Rooms 1 and 2 (vent was stuck open).
- c. Handicap accessibility in Building B entrance was hindered by a bad opening mechanism (part is not under warranty as the company went out of business).
- d. Met with Bob Engstrom on February 1st to discuss 8490 and Magical Minds buildings.

7. Administrative Performance

- a. Attended an S&P Global Webinar on January 24th.
- b. Attended the Regional Directors meeting on February 1st.
- c. For the week of February 6-10th over emails were received and replied to.

8. Financial Report

Presented by Ms. Mona Hayashi. Budget surplus is \$1,600.

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

Activities Director's Report

Board Committees:

Academics (Ms. Howe): Report submitted with no discussion.

Finance (Ms. Hayashi): Report submitted. Ms. Hayashi explained the EAs are currently receiving 3 PTO and 3 holidays. It is intended to get them up to the same level as other staff. The additional PTO and holiday would come out of special educational funds. It would not affect MSA's budget. The most it would be is \$1,000. It would come out of next year's budget.

Annual Fund (Mrs. Pornschloegl): Report submitted. Dinner fundraiser update provided by Merrily Karel.

Invitations in the gray folders were sent out to each parent, staff, and volunteers. The packet also included donation information. There is no centralized alumni and corporate data storage. Having one database for corporate fundraising would avoid duplicating solicitations to the same organization for multiple fundraising activities. Each board member is to consider inviting a table up to 10 people with a mix of representatives (alumni, community, parent, & staff).

Board Task Forces:

No reports submitted.

10. Consent Agenda

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11. Items for Discussion and Decision

a. Building 8490 lease proposal/options

Mr. Gawarecki provided an update on the process. Four members walked through the building. Ms. Albers and Mr. Gawarecki took pictures, and Mr. Gawarecki shared it with board members. The current rent contracts are due on June 30. All tenants would be out at that time. A 90-day notice to the tenants would be preferred by the owner. One of the tenants want to expand with a 5-year lease.

Options:

Purchase - Owner wants \$750,000. MSA would not be able to purchase within the timeframe provided.

Lease 1 - Lease with landlord taking care of maintenance (\$108,000/year).

Lease 2 - Lease with MSA taking care of maintenance (\$81,000/year).

Construction build-out - Owner is not interested in doing the build-out. If owner built it, an option would be to recover the cost by an increased lease rate back to MSA. MSA would then be able to capture the build-out cost in the lease aid.

Lease with option to buy - Changes in legislature, if passed, would allow charter schools to purchase land. Owner wanted \$50,000 as a nonrefundable deposit.

Board discussed purchasing the land and how much it would take to make it happen. The listed price is \$750,000. Bonding options and property tax savings were discussed.

Board also discussed the purpose of the expansion and long term plans. It is to reduce the tension and pressure on space. This will be part of the discussion at the strategic plan meeting on February 21st.

b. Approval of 2017-18 enrollment lottery

Motion to approve 2017-18 enrollment lottery.

Moved by: Thomas Johnston

Second: Peter Irvine

Discussion:

Mr. Gawarecki provided an overview of the lottery. He noted that there were some applications with falsified information. The students were moved to the bottom of the waiting list. Another applicant was mistakenly marked as having a sibling which allowed them to make the list. After review, the clerical error resulted in the student being put back into the lottery. Mr. Gawarecki noted that measures should be put into place on how to deal with wrong information on the applications.

Ms. Mona Hayashi and Mr. Thomas Johnston signed off on the lottery results.

Vote: 9-yes 0-no 0-abstain
The motion carries.

c. Approval of ISD 833 as our transportation provider for school year 2017-18.

Motion to approve ISD 833 as MSA's transportation provider for school year 2017-18.

Moved by: Cheri Howe

Second: Jeana Albers

Discussion:

Ms. Cheri Howe would like to see alternative transportation. Alternative transportation would require financial aid and there would be legal requirements. Ms. Judith Darling would be able to provide past proposals. Alternative transportation for next year would not be feasible due to the timing.

Vote: 9-yes 0-no 0-abstain
The motion carries.

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- d. HR proposal/contract with Kraus-Anderson.

Motion to approve HR proposal/contract with Kraus-Anderson.

Moved by: Peter Irvine Second: Mona Hayashi

Discussion:

Mr. Gawarecki provided the background. The current contract is with Roo Solutions at \$5,000/year. They had a breach of data privacy. Kraus-Anderson's proposal is \$4,800/year. Kraus-Anderson also offers a-la-carte services (Example: If MSA wanted a climate survey in Building A, Kraus-Anderson would do it at an additional fee. Roo Solutions would not have been able to provide it.) Roo Solutions is non-responsive. Kraus-Anderson can provide better customer service. Contracts are on an as-needed service.

Vote: 9-yes 0-no 0-abstain

The motion carries.

- e. BOD election plan

Discussion:

BOD election follows the BOD calendar. Parent team has helped with mailing and counting ballots. Ms. Ledvina brought up Policy 201.1 Board of Directors Election. Election process is in the policy.

Motion to appoint Tim Tydlacka, the Board Chair, to the Election Committee, to coordinate with parent team, and to report at the next Board meeting (March 20) with the election calendar.

Moved by: Ken Thielman Second: Deb Ledvina

Vote: 9-yes 0-no 0-abstain

The motion carries.

- f. Approval to move annual stakeholder meeting from February to April on Board calendar.

Motion to move annual stakeholder meeting from February to April on Board calendar.

Moved by: Jeana Albers Second: Cheri Howe

Discussion:

None

Vote: 9-yes 0-no 0-abstain

The motion carries.

- g. Review committee roles

Mr. Tydlacka reviewed the role of committees. A committee acts as an advisory to the board. A committee cannot make decisions without board approval. Board discussed the number of board members present at committees and questioned if that makes it a quorum.

Task force meetings should be on the MSA website to be open to the public.

- h. Informational only: Policy 201

Discussion:

Provided for supporting information for the BOD election.

- i. Informational only: Policy 201.1

Discussion:

Provided for supporting information for the BOD election.

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j. Policy 413 Harassment and Violence (second reading)

Motion to approve Policy 413 Harassment and Violence as amended.

Moved by: Deb Ledvina Second: Peter Irvine

Discussion:

Ms. Ledvina reported the changes from the first reading. The policy specifically adds the Director, Mr. Gawarecki, as MSA's Human Rights Officer.

Mr. Eng left the room.

Vote: 8-yes 0-no 0-abstain

The motion carries.

k. Policy 516 Student Medication (second reading)

Motion to approve Policy 516 Student Medication.

Moved by: Deb Ledvina Second: Mona Hayashi

Discussion:

Ms. Ledvina reported on the policy. The policy removed nut free and created a separate policy for it.

Vote: 8-yes 0-no 0-abstain

The motion carries.

Mr. Eng returned to the room.

l. Policy 516.1 Accommodations for Nut Allergies (first reading)

Discussion:

Ms. Ledvina provided an overview. This is a new policy that was separated from Policy 516. There was research by looking at other school's policy. The policy does not create a nut free zone. The policy is about accommodating. Specific language will be added to clarify.

m. Policy 522 Student Sex Nondiscrimination (second reading)

Motion to approve Policy 522 Student Sex Nondiscrimination.

Moved by: Mona Hayashi Second: Thomas Johnston

Discussion:

Ms. Ledvina reported on the policy. The policy specifically adds the Director, Mr. Gawarecki, as MSA's Title IX Coordinator.

Vote: 9-yes 0-no 0-abstain

The motion carries.

n. Review bylaws

Discussion:

Board reviewed the bylaws. Discussions on definition of FTE and other articles. Changes in bylaws requires voting by the board, community and authorizer. MSA is a charter school and a non-profit organization. Bylaws would need to fit both.

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o. Review Board calendar

Discussion:

Board reviewed the calendar and clarified why World's Best Workforce is in the November meeting. Board confirmed that February is when nominations for board members will be solicited. The stakeholder meeting is in April. Stakeholder meetings have not been held in the recent past.

Motion to add Director Midyear Survey Result as Item P to the agenda.

Moved by: Tim Tydlacka Second: Jeana Albers

Vote: 9-yes 0-no 0-abstain

The motion carries.

p. Mid-year survey results

Discussion:

Board reviewed the results. Results were in the BOD packet.

12. Old or Unfinished Business

a. BOD survey results/feedback

Ms. Albers reported. Survey results were provided. Ms. Albers will send out the next 10 questions.

13. Dates and Times of Upcoming BOD Workshops and Meetings:

BOD Special Meeting (strategic plan) on Tuesday, February 21, 2017 at 5:00 p.m.

BOD Workshop on Monday, March 20, 2017 at 5:00 p.m.

Agenda Items: strategic plan for workshop

BOD Meeting on Monday, March 20, 2017 at 6:15 p.m.

15. Motion to adjourn at 8:20 pm

Moved by: Mona Hayashi Second: Thomas Johnston

Vote: 9-yes 0-no 0-abstain

The vote carries.

Submitted:

Ia Xiong, Board Recorder

Approved:

Jeana Albers, Secretary