

Workshop Minutes- FINALIZED

Board of Directors Workshop Minutes Math & Science Academy Monday, March 20, 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
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 (late)

Non-voting:

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

Absent:

Voting:

Deb Ledvina, Vice Chair & Parent Member

Non-voting:

Tori Szondy, Student Member

- Discussed the details of the 8490 lease with owner, Mr. Bob Engstrom.
- Lease is a standard triple net lease.
- Not sure which teachers go where at this point for the new building. Mr. Gawarecki wanted to wait before it was approved to release it to the staff task force who will help determine what it will look like.
- School would be leasing the building directly. Building company could purchase it.
- Added a statement in the lease to allow MSA to purchase land without an affiliated building company if the legislature changes.
- \$66,000/year rental price does not include real estate taxes. Real estate taxes estimated to be \$20,020. Question of whether or not the lease should be \$56,462.80 because of discrepancy in lease and previous lease estimates. Mr. Engstrom will check information and bring back findings during the meeting.

Submitted and Approved:

Jeana Albers, Secretary

Meeting Minutes- FINALIZED

Board of Directors Meeting Minutes Math & Science Academy Monday, March 20, 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
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:

Voting:

Deb Ledvina, Vice Chair & Parent Member

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: Cheri Howe Second: Mona Hayashi

Motion to move Item 12A to Item 11A. Move Item 11D to 11B

Motion to remove Item M Policy 407, N Policy 418, Q Policy 616, and U Policy 907.

Vote: 8 -yes 0-no 0-abstain

The motion carries.

4. **Open Forum**

None

Meeting Minutes- FINALIZED

5. **Approval of Workshop and Meeting Minutes from Monday, February 13, 2017, Special Board Meeting Minutes from Tuesday, February 21, 2017, and Special Board Meeting Minutes from Monday, March 6, 2017.**

Motion to approve the Workshop and Meeting Minutes from Monday, February 13, 2017, Special Board Meeting Minutes from Tuesday, February 21, 2017, and Special Board Meeting Minutes from Monday, March 6, 2017.

Moved by: Jeana Albers

Second: Thomas Johnston

Feb 13 Minutes:

Item #8. Add: **Budget** surplus is \$1,600.

Item #9. Add: The additional PTO and holiday would come out of special **educational** funds.

Feb 21 Minutes:

Strategic Plan third bullet. Add: With the teachers, it was also discussed that before building B, there were 11 teachers **that taught here a long time.**

Vote: 7-yes 0-no Ken Thielman-abstain

The motion carries.

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

Mr. Tydlacka passed out the schedule for the BOD election. There are 2 teacher candidates and 2 parent candidates. Student representative election will take be taken care of by Mrs. Kurkoski.

Mr. Tydlacka and Ms. Albers met with Ms. Liz Wynn on March 3. Ms. Wynn's comments were positive. MSA and BOD attendance is better than last year. Minutes are informative, detailed, and posted timely. There are engaged board members. Ms. Wynn's advice was that expansion is not needed to meet the needs of the community if it infringes upon the school's culture. The priority should be in maintaining the culture. If expanding is going to disrupt it then it should not be done.

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

1. Student Achievement

- a. MSA received notice that one of our seniors was selected as the winner of the National Merit 3M Scholarship!
- b. The FLL Team Robo-Ticks won first place for the MN Programming Award and took the second place Creative Presentation Award at the MN State Championships February 25th. (There are 633 FLL teams in MN.)
- c. The boys basketball team won the Division 2 conference team sportsmanship award and had three members named on all-conference teams along with the MVP award.
- d. The eighth grade Academic Triathlon Team place first at their regional meet on March 10th at Lake Middle School.
- e. The sixth grade Academic Triathlon Team placed second at the MSA regional event on March 10th.
- f. Grades 6-8 met their PBIS FIRE Slip goal and received a Movie/Popcorn party on March 3rd.

2. Instructional Leadership

- a. Conducted a Professional Development day on March 13th. Topics included SPED Forms, Human Resource procedures, non-fiction reading, and Positive Behavior Interventions and Supports (PBIS).
- b. Met with the following task forces: Calendar, Staff Handbook, Field Trip, PBIS, and Pay Scale.

3. Student Academic Achievement

- a. Test preparations have begun for MCA testing. (Bulk of testing will be the week of April 24th.)

Meeting Minutes- FINALIZED

- b. Sixth grade information night was held on March 14th with over 200 in attendance.

4. Human Resources

- a. Presented clarifying information to teachers during the PD day on March 13th. (See attached handout at the end of this report.)
- b. Transition to Kraus-Anderson is almost complete.
- c. Working on restructuring of administrative staff.

5. Professional and Ethical Relationship

- a. Attended Charter School Day at the Capitol along with 3 Board members. Visited with Senator Kent and Representative Fenton.
- b. Attended a Director Cohort Meeting on March 16. (Focus was on marketing your school.)

6. Resource Management

- a. Met with Judith D. on March 14 to plan for 2017-18 budget.
- b. Please see the attachment at the end of this document for planned capital improvements.

7. Administrative Performance

- a. Met with Liz Wynne on March 9th for MSA's annual site visit.(Feedback was very positive!)
- b. Attended a Maintenance of Effort Webinar by MDE on March 15.

8. Financial Report

Presented by Ms. Hayashi. Finances look good. Ms. Judith Darling is looking at investments in CD's, how much can be put in CD's, and if step ups can be done. This has not been done in the past because the interest rates were low.

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

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

Board Committees:

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

Finance (Ms. Hayashi): Report submitted with no discussion.

Annual Fund (Mrs. Pornschloegl): Report submitted with no discussion.

Board Task Forces:

No reports submitted.

BOD discussed the requirements for meeting minutes from the Parent Team and putting it on the website. Mr. Tydlacka will follow up with the Parent Team.

10. Consent Agenda

None

11. Items for Discussion and Decision

- a. 8490 Woodbury Crossing Lease

Motion to lay 8490 Woodbury Crossing lease on the table.

Moved by: Peter Irvine

Second: Ken Thielman

Vote: 8-yes 0-no 0-abstain

Meeting Minutes- FINALIZED

The motion carries.

b. Approval of Woodbury Chamber of Commerce membership

Ms. Jennifer Wenshau presented to BOD on membership. She provided an overview of the Chamber and its benefits. It connects with businesses and communities.

Ms. Eileen Welsh-Eng also presented. She is a member, a parent of students at MSA, and a coach at MSA. There are many benefits. Chamber provide mock interviews. Chamber is looking to have career day at Century College.

Mr. Gawarecki noted that membership must meet the public purpose doctrine. It must provide benefits of financial and otherwise that it can accrue with membership.

Membership fee is \$195/year. MSA can market and advertise on the Chamber's website. The membership has consistently increased and is expected to be 600 members by May.

Motion to approve Woodbury Chamber of Commerce membership.

Moved by: Thomas Johnston Second: Mona Hayashi

Vote: 8-yes 0-no 0-abstain

The motion carries.

c. Motion to remove 8490 Woodbury Crossing lease from the table.

Moved by: Ken Thielman Second: Cheri Howe

Vote: 8-yes 0-no 0-abstain

The motion carries.

Discussion:

Presented by Mr. Bob Engstrom. The lease is not intended to pay \$66,000 and pay taxes as indicated in the lease distributed to the BOD members. The lease is for \$58,800 plus taxes. There will be a 3% increase in annual rent. Mr. Engstrom stated that there is no notice of special assessments. Lease would start August 15th with proration of the two weeks when renewed on September 1, 2018.

Changed reference of State of Nevada to State of Minnesota.

Mr. Gawarecki read off additional changes to the Purchase Option providing MSA the right to purchase and Assignment of Agreement.

Mr. Eng noted whether the Building Company needed to be part of this contract. Building Company have rights but not an obligation. BOD noted that MSA has the right to assign it, therefore the Building Company would not need to sign the lease. Board members will follow up with Building Company to make sure they are aware of this.

Mr. Johnston noted that Mr. Eugene Piccolo had advised against entering into triple net leases. MSA would be responsible for everything except structural damage. It is not a complete triple net lease. Lease provision includes Lessee's Maintenance. An example would be that MSA would be responsible for sealing the parking lot.

Meeting Minutes- FINALIZED

BOD Chair will sign the contract.

Motion to approve the commercial lease as presented with modifications stated at the meeting for 8490 Woodbury Crossing.

Moved by: Ken Thielman Second: Jeana Albers

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

d. Approval of February Financial Statements

Motion to approve February financial statements.

Moved by: Mona Hayashi Second: Tim Tydlacka

Discussion:
None

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

e. Field Trip Request

Discussion:

Ms. Lisa Anderson presented the field trip to DC. There are no changes from previous years. It will be provided to the 6th & 7th graders. Cost is \$1600 per person and will be during the summer of 2018.

Motion to approve field trip request.

Moved by: Cheri Howe Second: Peter Irvine

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

f. World's Best Workforce Presentation

Presentation is included in the BOD packet.

g. Approval of BOD ballot

Motion to approve BOD ballot.

Moved by: Mona Hayashi Second: Jeana Albers

Discussion:
Clerical changes will be made to the ballot. Election results will be announced on Tuesday, April 18, 2017. Two teachers will be selected.

Procedures are in Policy 201.1 Board of Directors Election. Parent Team has the procedures. This should be part of the BOD so that it is transparent and will be available for future use.

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

h. Approval of Strategic Plan

Motion to approve Strategic Plan.

Meeting Minutes- FINALIZED

Moved by: Jeana Albers Second: Tim Tydlacka

Discussion:

Ms. Howe presented the changes to the plan based on review and feedback.

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

i. Stakeholder meeting

Discussion:

BOD discussed agenda for stakeholder meeting should include Strategic Plan (Ms. Howe, Mr. Eng, Ms. Ledvina), financial documents (Ms. Hayashi, Mr. Thielman, Mr. Gawarecki), and 8490 Woodbury Crossing (Ms. Albers and Mr. Johnston). Stakeholder meeting will be on April 4. This meeting will follow the Parent Team meeting. Stakeholder meeting to start at 6:30 pm in the Great Hall. Ms. Albers will follow up to put the notice on the website. Mr. Tydlacka will follow up with Parent Team and ask Parent Team to provide refreshments. Ms. Howe and Ms. Albers will get copies of Strategic Plan to be handed out.

j. Policy 516.1 Accommodations for Nut Allergies (second reading)

Motion to approve Policy 516.1 Accommodations for Nut Allergies as amended.

Moved by: Cheri Howe Second: Mona Hayashi

Discussion:

Change to include all school sponsored activities and change all references to peanut/nut free.

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

k. Policy 201 Legal Status of the Board of Directors (first reading)

Discussion:

Proposed changes were presented in the BOD packet. BOD discussed additional changes and references in the policy.

Motion to take 5 minute break at 7:55 pm.

Moved by: Jeana Albers Second: Peter Irvine

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

Board reconvened at 8:00 pm.

l. Policy 903 Visitors to MSA Buildings and Sites (first reading)

Discussion:

Proposed changes were presented in the BOD packet. BOD discussed additional changes and references in the policy.

m. Policy 406 Public and Private Personnel Data (first reading)

Meeting Minutes- FINALIZED

Discussion:

Proposed changes were presented in the BOD packet. BOD discussed additional changes and references in the policy.

n. Policy 514 Bullying Prohibition Policy (first reading)

Discussion:

Proposed changes were presented in the BOD packet. BOD discussed additional changes and references in the policy.

o. Policy 506 Student Discipline (first reading)

Discussion:

Proposed changes were presented in the BOD packet. BOD discussed additional changes and references in the policy.

8:30 Ms. Howe left the meeting.

Motion to postpone policies 209, 306, 702.1, 806, and 403 until the next board meeting on April 17, 2017.

Moved by: Jeana Albers Second: Peter Irvine

Vote: 7-yes 0-no 0-abstain
The motion carries.

12. Old or Unfinished Business

a. BOD survey results/feedback

Discussion:

BOD will work on charter law and employment law.

Motion to postpone policies 407, 418, 616, and 907 until the next board meeting on April 17, 2017.

Moved by: Jeana Albers Second: Peter Irvine

Vote: 7-yes 0-no 0-abstain
The motion carries.

13. Future BOD Meeting and Workshop Agenda Items

- a. Administrative Staff Structure
- b. Policy Review

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

BOD Workshop on Monday, April 17, 2017 at 5:00 p.m. in Room 10A.

Agenda Items: Board clerk duties and policies discussion for workshop

BOD Meeting on Monday, April 17, 2017 at 6:15 p.m. in Room 10A.

15. Motion to adjourn at 8:35 pm

Moved by: Peter Irvine Second: Jeff Eng

Meeting Minutes- FINALIZED

Vote: 7-yes 0-no 0-abstain
The motion carries.

Submitted:

Ia Xiong, Board Recorder

Approved:

Jeana Albers, Secretary