

# **Workshop Minutes- FINALIZED**

## **Board of Directors Workshop Minutes Math & Science Academy Monday, May 15, 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  
Peter Irvine, Community Member  
Jeff Eng, Parent Member

##### Non-voting:

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

#### **Absent:**

##### Voting:

Tom Johnston, Teacher Member

##### Non-Voting:

Tori Szondy, Student Member

#### **Discussion:**

- Parent and staff director surveys were passed out to the Board members to review during the workshop. Board members will come together during the June workshop with a completed evaluation form of the Director. An official conclusion will be delivered at the regular June BOD meeting.
- Officers will meet with John before the regular June BOD meeting to do a final check-in as to what went well during the year and areas needing improvement.
- Discussed that the board calendar needs to be in every meeting packet to be used as a reference.

#### **Submitted and Approved:**

Jeana Albers, Secretary

# Meeting Minutes- FINALIZED

## Board of Directors Meeting Minutes Math & Science Academy Monday, May 15, 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)  
Judith Darling BKDA, Contracted Financial Manager (ex officio)

**Absent:**

None

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

Peter is employed by JR Computer Associates and will abstain from voting on that contract

Motion to approve the agenda.

Moved by: Cheri Howe Second: Peter Irvine

Move Policy 406, 702.1, and 806 from Consent Agenda and place it at the end of Items for Discussion and Decision.

Correction in Agenda on next workshop meeting from May 15 to June 19.

Vote: 9-yes 0-no 0-abstain

The motion carries.

4. **Open Forum**

Ms. Joell Pundsack - In the Staff Handbook, Administrative Staff are notified in June. In previous years, they have received it in April. If there are employee issues they should know about it before the contract expires.

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### 5. Approval of Workshop and Meeting Minutes from Monday, April 17, 2017.

**Motion to approve the Workshop and Meeting Minutes from Monday, April 17, 2017.**

Moved by: Jeana Albers Second: Ken Thielman

Vote: 9-yes 0-no 0-abstain

The motion carries.

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

Survey results are in and are being reviewed. Final evaluation will be at the June Board meeting. Chair will include the results in chair's letter to the community.

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

#### 1. Student Achievement

- a. MSA was chosen as the #1 High School in *Minnesota by the U.S. News and World Report!*

#### 2. Instructional Leadership

- a. Staff handbook draft is presented.
- b. Attended 24 different staff meeting since the last BOD meeting.

#### 3. Student Academic Achievement

- a. MCA testing has been completed.
- b. AP testing is completed.

#### 4. Human Resources

- a. Interviewing candidates to fill the Special Education, Chemistry, and Physics/Physical Science teacher positions. Concluded 1st round interviews for the Assistant Director position on May 12th. (Interviewed 17 candidates in the past month.)
- b. Collecting applications for the Special Education Due Process Teacher/Facilitator, and Night Facility Supervisor.
- c. Job Performance Review Process Task Force will have process complete by June.
- d. Teacher Development and Evaluation Process Task Force wrapped up their process and is included in the Staff Handbook.

#### 5. Professional and Ethical Relationship

- a. Participated in a MACS Regional Director's meeting on April 26th.
- b. Attended a Charter School Webinar update on May 3.
- c. Attended a MACS Director Cohort meeting on May 11.

#### 6. Resource Management

- a. Staff decided on May 11th to move classes for primarily grades 6-8 to building 8430, classes primarily for grades 9-10 to building 8460, and to move 4 teachers who teach primarily high school students to building 8690.
- b. Proposed budget is being presented this month
- c. Due to a major mouse infestation to the outside chillers, TRANE was at the building for a day and half so that the chillers for building 8430 were functional again. Taking corrective action to keep mice out of the chiller area.

#### 7. Administrative Performance

- a. Goals in the Authorizer (SAM) contract are attached for review. Progress on areas will be reviewed next month so new BOD members are updated.

- b. Our AP course offerings for next year are as follows:

AP Studio Art	AP Biology	AP Chemistry	AP Physics 1
AP Literature & Composition	AP Psychology	AP Calculus I	
AP Stats	AP Spanish Language & Culture		

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AP US History & AP Calculus 2 will not be included for next year because there was not enough interest.

### Authorizer Academic Outcomes/Goals

#### Goal 1- Proficiency

Math and Science Academy (MSA) will score 90% or above in proficiency on the 10th grade reading, and 11th grade math, for Fiscal Years 2015-2018 (High school science will be included when it becomes a graduation requirement).

#### Goal 2- Comparative Proficiency

Math and Science Academy will meet or exceed South Washington County Schools, and the State for grades 6, 7, 8, 9, 10, and 11 on the Math and Reading MCA tests offered, for Fiscal Years 2015-2018.

#### Goal 3- Growth

Math and Science Academy's MMR rating (Z score) will exceed, or not go below 10%, of the 2013 Z score, for Fiscal Years 2015-2018. The 2013 Z score is 0.129.

#### Goal 4- Achievement Gap Reduction

By the conclusion of FY 2017, for both reading and math, the proficiency rate for each subgroup for which the school has publicly-reportable/sufficient counts in 2013 will be no less than:

[One-half of (100-2013) subgroup proficiency rate)] + 2013 subgroup proficiency rate and by the conclusion of FY2018, the rates achieved in FY2017 will be exceeded.

In addition, by the conclusion of FY2018, the difference between the non-FRL proficiency rate in the School, and the FRL proficiency rate will be no greater than five percentage points for both reading math.

#### Goal 5- Nationally Normed Assessments

For Fiscal Years 2015-2018, students taking the PSAT will score, by grade, as follows:

- a. 10<sup>th</sup> grade - 75%
- b. 11<sup>th</sup> grade - 85%

For Fiscal Years 2015-2018, students taking the ACT will score, by subject area, as follows:

- a. College English - 95%
- b. College Algebra - 90%
- c. College Social Studies - 90%
- d. Science - 80%

#### Goal 6- Professional Development

For Fiscal Years 2015-2018, all teachers will participate in professional development, determined by the administration and staff. Staff and administration will select a minimum of one staff development day, devoted to school-wide professional development. Attainment of this goal will be documented by attendance and a survey as to applicability of the professional development.

#### Goal 7- Parental Satisfaction

- a. At least 85% of all parents returning the annual survey will indicate overall satisfaction with Math and Science Academy.
- b. At least three concerns (those noted in 10% or more of returned surveys) will have formal plans, developed by the school, to address them. Progress toward the plans will be documented on an annual basis.

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### 8. Financial Report

Presented by Ms. Darling. The balance in Repair and Replace funds is \$304,000. Next month it will increase to \$405,000. Ms. Darling will obtain and conduct a capital needs analysis which will result in the cost to repair. Once the cost is determined, then any shortfall or overage with the funds will be known. Ms. Darling discussed bonds and MSA's lease aid which is maximized.

Three board members met with Anchor Bank. Anchor Bank's rates were lower therefore, MSA was referred to a broker with higher interest rates. The options did not look good. Broker would use 2 banks with B ratings. It was decided that the funds will remain in the savings account for now.

Some invoices have not been received, therefore budget shows money left to spend. After invoices are submitted next month, the balances should be reflected.

Dragon fundraising money was not originally included in the budget.

### 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.

### 10. Consent Agenda

- a. Policy 209 School Board Member Code of Ethics (second reading)
- b. Policy 306 Director Code of Ethics (second reading)
- c. Policy 407 Employee Right to Know-Exposure to Hazardous Substances
- d. Policy 418 Drug-Free Workplace/Drug-Free School (second reading)
- e. Policy 616 School District System Accountability (second reading)
- f. Policy 907 Rewards (second reading)

**Motion to approve Consent Agenda.**

Moved by: Mona Hayashi Second: Thomas Johnston

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

### 11. Items for Discussion and Decision

- a. Approval of April Financial Statements

**Motion to approve April Financial Statements.**

Moved by: Mona Hayashi Second: Peter Irvine

Discussion:  
None

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

### b. Approval of Proposed 2017-2018 Budget

#### **Motion to approve Proposed 2017-2018 Budget.**

Moved by: Jeana Albers Second: Mona Hayashi

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

Discussion:

Ms. Darling presented budget.

#### **Motion to revise the motion to approve the proposed 2017-2018 budget to approve the proposed 2017-2018 budget with total general fund revenues of \$5,138,031 and total general fund expenditures of \$5,130,247.**

Moved by: Jeana Albers Second: Mona Hayashi

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

### c. Approval of JR Computer Associates

#### **Motion to approve JR Computer Associates Contract.**

Moved by: Cheri Howe Second: Deb Ledvina

Discussion:

Three options to choose. Mr. Gawarecki recommends Option 2. Board discussed difference between Independent Contractor vs Employee, services to be provided, and staffing. Board requested a list of the consultant's responsibilities and what he is currently doing.

#### **Motion to postpone the approval of the JR Computer Associates Contract.**

Moved by: Jeana Albers Second: Thomas Johnston

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

### d. Approval of Clifton Larson Allen Contract

#### **Motion to approve Clifton Larson Allen Contract.**

Moved by: Mona Hayashi Second: Deb Ledvina

Discussion:

This is the audit company for the Building Company and MSA. Building Co. was renegotiated to \$5,000 (decrease of \$500 from last year). MSA is \$10,500 (4% increase, due to implementation and fees last year). Ms. Darling checked with other firms and this was reasonable. Choosing an audit company should be revisited every 5 years. But it is not recommended to change this year due to timing. In the past, the audits have been reasonable. This firm has been used by MSA for a long time. To change the audit firm, a Request for Proposal should be done in February to have the audit done in time.

Mr. Peter Irvine will soon be employed by Clifton Larson Allen.

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

### e. Approval of MSHSL membership Contract

#### **Motion to approve MSHSL membership Contract.**

Moved by: Tim Tydlacka Second: Cheri Howe

Discussion:

Board watched the MSHSL video. Secretary will sign the contract.

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

### f. Approval of Indigo Education Contract

#### **Motion to approve Indigo Education Contract.**

Moved by: Mona Hayashi Second: Peter Irvine

Discussion:

This is to provide special education director services. Mr. Gawarecki is satisfied with current services. The new contract will increase services to include more hours for additional evaluation and self review for next year. The Special Education Director will evaluate and do a self audit. This will help prepare for next year's full audit. This year's contract is \$21,160 (4 hr/week). Contract last year was \$14,700 (2.5 hr/week).

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

### g. Approval of Theresa Casey-Wolf Contract School Psychologist

#### **Motion to approve Theresa Casey-Wolf Contract School Psychologist.**

Moved by: Jeana Albers Second: Tim Tydlacka

Discussion:

This contract is on an as-needed basis for special education only. Mr. Gawarecki will make the request for the services.

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

Mr. Peter Irvine left the meeting at 7:30 pm.

### h. Approval of MACS membership

#### **Motion to approve MACS membership.**

Moved by: Jeana Albers Second: Tim Tydlacka

Discussion:

There will be automatic renewal notices. Dues increase to \$7,037/year. Last year was \$6,977.

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

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### i. Approval of Family Achievement Center Contract

#### **Motion to approve Family Achievement Center Contract.**

Moved by: Jeana Albers                      Second: Tim Tydlacka

#### Discussion:

This contract is to provide speech therapy services. This is on an as-needed basis. The rates are the same.

Vote: 8-yes 0-no 0-abstain

The motion carries.

### j. Approval of HCMC Contract

#### **Motion to approve HCMC Contract.**

Moved by: Mona Hayashi                      Second: Jeff Eng

#### Discussion:

This is the nurse's contract. It is billed on an as-needed basis in 15 minute increments. There are no changes from the current contract.

Vote: 8-yes 0-no 0-abstain

The motion carries.

### k. Approval of Staff Handbook

#### **Motion to approve Staff Handbook.**

Moved by: Mona Hayashi                      Second: Jeana Albers

#### Discussion:

Mr. Gawarecki provided an overview of the changes in the handbook. Business Clerk is responsible to obtain all signatures of the handbook. All policies will be attached to the handbook. Historically, handbooks have been distributed in August, but the goal is to provide the handbooks with the new contracts.

Board discussed changing teacher requirements to have 6 hours of observation of other teachers. Administrative support staff is to be renewed at the end of June and will change it to May.

Comments made by board members included a need to better define who is considered a staff, potential contractor's handbook, and who can vote at staff meetings. The HR consultant could review the handbook. MSBA also has a handbook that could be used as a guide.

Board discussed changes of specific handbook sections to be changed to reference the appropriate policy. Summaries of policies were removed. Removed "policy" after "Personal Relationships" section because it is not a policy.

#### **Motion to amend the motion subject to edits as followed by Board discussion.**

Moved by: Jeff Eng                      Second: Jeana Albers

Vote: 8-yes 0-no 0-abstain

The motion carries.

#### **Motion to have 5 minute recess at 8:25.**

Moved by: Jeana Albers                      Second: Deb Ledvina

Vote: 8-yes 0-no 0-abstain

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The motion carries.

Ms. Judith Darling left the meeting.

Board reconvene 8:35.

### I. Approval of Teacher Contracts

#### **Motion to approve Teacher Contracts.**

Moved by: Jeana Albers                      Second: Cheri Howe

Discussion:

There are no additions. The Special Education Coordinator is not coming back. There will be two new science teachers and a special ed teacher.

Vote: 8-yes 0-no 0-abstain

The motion carries.

### m. Approval of Administrative Staff Contracts

#### **Motion to approve Administrative Staff Contracts.**

Moved by: Tim Tydlacka                      Second: Mona Hayashi

Discussion:

Mr. Gawarecki provided an overview.

Vote: 8-yes 0-no 0-abstain

The motion carries.

### n. Approval of EA and sub rates

#### **Motion to approve EA and sub rates.**

Moved by: Tim Tydlacka                      Second: Mona Hayashi

Discussion:

This is the paraprofessional contracts. There are a few changes from last year with a 3% increase.

Vote: 8-yes 0-no 0-abstain

The motion carries.

### o. Approval of group health choice

#### **Motion to approve group health choice.**

Moved by: Jeana Albers                      Second: Tim Tydlacka

Discussion:

Mr. Gawarecki presented. Kraus Anderson presented the different options to staff. The recommendation is Option 1 which is the current plan.

Board discussed the mandated policy to follow specific procedures to obtain bids and awards. Mr. Gawarecki confirmed that Kraus Anderson on behalf of MSA followed those procedures.

Vote: 8-yes 0-no 0-abstain

The motion carries.

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**p.** Approval of Dental Coverage

**Motion to approve Dental Coverage.**

Moved by: Jeana Albers                      Second: Cheri Howe

Discussion:

Mr. Gawarecki presented. This followed the same procedure as group health choice. It will be the same provider and plan.

Vote: 8-yes 0-no 0-abstain

The motion carries.

**q.** Approval of New Hires

**Motion to approve New Hires.**

Moved by: Cheri Howe                      Second: Mona Hayashi

Discussion:

The science teacher, Anne Cardenas, and special education teacher, Angela Haverland, have been interviewed and have a tentative contract pending Board approval.

Vote: 8-yes 0-no 0-abstain

The motion carries.

**r.** Policy 406 Public and Private Personnel Data (second reading).

**Motion to approve 406 Public and Private Personnel Data.**

Moved by: Deb Ledvina                      Second: Ken Thielman

Discussion:

Board discussed changes.

**Motion to amend motion to approve 406 Public and Private Personnel Data as modified.**

Moved by: Deb Ledvina                      Second: Ken Thielman

Vote: 8-yes 0-no 0-abstain

The motion carries.

**s.** Policy 702.1 Fundraising (second reading).

**Motion to approve 702.1 Fundraising.**

Moved by: Deb Ledvina                      Second: Cheri Howe

Discussion:

Board discussed changes.

**Motion to amend motion to approve 702.1 Fundraising as modified.**

Moved by: Deb Ledvina                      Second: Cheri Howe

Vote: 8-yes 0-no 0-abstain

The motion carries.

**t.** Policy 806 Crisis Management Policy (second reading).

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### **Motion to 806 Crisis Management Policy.**

Moved by: Mona Hayashi      Second: Jeana Albers

Discussion:

Board discussed clerical changes.

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

### **12. Old or Unfinished Business**

-None

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

-Review Policy 616  
-JR Consulting Contract  
-Director's review

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

BOD Workshop on Monday, June 19, 2017 at 5:00 p.m. in Room 10A.  
Agenda Items:

BOD Meeting on Monday, June 19, 2017 at 6:15 p.m. in Room 10A.

### **15. Motion to adjourn at 9:15 pm**

Moved by: Deb Ledvina      Second: Jeana Albers

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

### **Submitted:**

Ia Xiong, Board Recorder

### **Approved:**

Jeana Albers, Secretary