

# Meeting Minutes- FINALIZED

## Board Meeting Minutes Math & Science Academy Monday, June 19th, 2017

### Room 10A

8430 Woodbury Crossing, Woodbury, MN 55125

1. **Call to Order** by Tim Tydlacka (Chair) at 6:16 p.m.

**Mission:**

We provide accelerated curricula in all subjects, with an emphasis on math and science.

**Vision:**

To be an innovative, sustainable model of academic excellence that creates well-rounded, lifelong learners and global citizens.

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

**Absent:**

None

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

Mr. Irvine is employed by JR Computer Associates and will abstain from voting on that contract.

Motion to approve the agenda.

Moved by: Mona Hayashi Second: Peter Irvine

Discussion:

Moved agenda items to better accommodate the needs of the board and the audience.

Vote: 9-yes 0-no 0-abstain

# Meeting Minutes- FINALIZED

The motion carries.

## 4. Open Forum

-Ms. Michelle Kurkoski- Social Justice club is looking to have meetings on Wednesday mornings, as well as every other study hall.

-Ms. Jodi Miller- issue with being un-elected as chair of parent team during an unannounced meeting. Board discussed that this will be examined further.

-Ms. Lauren Zachman- 7 committed students for AP Calculus II (BC) zero hour. Students can come Tuesday and Friday mornings for 2 hours. Minutes will add up, but just meeting 2 days a week.

-Ms. Bronwen Williams- Calculus I is a graduation requirement. To fulfill the requirement, students can take regular Calculus or AP Calculus I. Looking for support from the board to be able to move a student to regular Calculus from AP Calculus if the student is not doing well in the class.

-Ms. Catherine Roath- Brought forth an issue in regard to the rate of pay received for the 2015-2016 school year. When she signed her contract, she never saw the pay scale. Being on the pay scale task force this year, she noticed that she was paid one year less than what she should have been. Asking for \$1,212 as compensation, which is half of the amount that is actually due. This year was underpaid too, but that was corrected.

## 5. Approval of May 15 Workshop and Meeting Minutes

### **Motion to approve the May 15th workshop and meeting minutes.**

Moved by: Mona Hayashi Second: Tom Johnston

Discussion:

Correction to item L: should be "Special Education Coordinator" instead of "Special Coordinator."

Correction to #3 and item C: JR Consulting Contract should be changed to JR Computer Associates.

Vote: 9-yes 0-no 0-abstain

The motion carries.

## 6. Chair's Report

Current board will appoint a board member to replace Mr. Johnston before going into closed session. If the candidates have nothing to add verbally, they will be asked to leave the room while the board discusses their candidacy and do a blind ballot vote. Elected individual will then be announced.

Director evaluation will be closed, and members of the public will be asked to leave the room. Mr. Irvine will record the meeting for public record. The public will be invited back in when the closed portion of the meeting concludes.

## 7. Director's Report

Director noted highlights from the report. Item 6h. noted because may not get approval of lease aid for 8490 Woodbury Crossing due to unknown changes to state law. Had to have had applied by October 1st, 2016 for the lease aid. Financially, it will come out of the repair/replacement fund. Looking for original charter (beginning of the school). If says approved for various sites, then we are covered.

### 1. Student Achievement

- a. On June 8th 53 seniors complete their coursework at MSA!

## Meeting Minutes- FINALIZED

- b. An MSA student was crowned as the State Champion in the 1600 meter and the 3200 meter race!
- c. The Fighting Calculators took 3rd place at the MSHSL/FIRST Robotics State competition.
- d. The school year concluded on June 8th.

### 2. Instructional Leadership

- a. Met with a number of the current Parent Team officers to discuss a concern they had with their election.
- b. Met with each teacher to go over professional development goals for the year.

### 3. Student Academic Achievement

- a. Attended Academic meeting and looking into how the WBW meshes with our Policy 616.
- b. Received an MDE investigation findings concerning an alleged violation of student's rights. Findings were that MSA was not in any violation.

### 4. Human Resources

- a. Hired Jacob Bukkila as the Physical Science/Physics teacher. Tara Richert has accepted the PE/Health teacher to replace Tom Johnston. Reposting the night supervision position. Two admin staff positions will be filled as soon as possible.
- b. Community survey was sent out June 9th.

### 5. Professional and Ethical Relationship

- a. Met with Liz Wynne on May 25th.
- b. Attended a MACS webinar on legislative issues and changes.
- c. Presented departing recognition to 5 licenced staff members not returning next year.

### 6. Resource Management

- a. Met with City of Woodbury on May 22nd to discuss traffic issues.
- b. Accepted a \$3,500 Achievement Award from Friends of Education & SAM for superior achievement.
- c. Hallway carpet replacement in Building A began on June 13th.
- d. Tile entry replacement for Building A began on June 13th completed on June 19th.
- e. Fire alarm switch to City View Electric started on June 13th.
- f. Parking lot is scheduled to be worked on late next week depending on weather.
- g. Over 18 boxes of books were donated to Books For Africa on June 14th. (A special "Thanks" goes out to Cheri Howe for making the arrangements.)
- h. Working on a Lease Aid for 8490 issue.

### 7. Administrative Performance

- a. A copy of our site visit is attached.
- b. As of June 13, 37 students will not be returning to MSA. Extracurricular activities was the top reason, followed by a large school experience, more social opportunities, and not enough class options.

## 8. Financial Report

Still some areas where money can be spent, but waiting to get back invoices. End-of-year income is misleading because invoices are still out. The repair/replace fund balance is \$306,000, but this amount

## Meeting Minutes- FINALIZED

will be higher next month because because the bank forgot to add the lease aid this month into the repair/replace fund balance.

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

#### Activities Director's Report

##### Board Committees:

Academics (Ms. Howe): Ms. Zachman and Ms. Williams discussed a few topics pertaining to math. A few more topics coming up in the board meeting is about Spanish, PSEO, and integrating the strategic plan into the committee.

Finance (Ms. Hayashi): discussed financial statements, gave out extra professional development funds for 5 people, and provided a stipend for Ms. Burggraaff and Ms. Ward for non-fiction reading professional development that they led for the staff during the 2016-2017 school year.

Annual Fund (Mr. Johnston): met last Wednesday. Three people have stepped up to chair various fundraising efforts. Mr. Swanson will do trap-shooting. Ms. Lisowski and Ms. Frazer will co-chair the Dragon Dinner. Leftover money from this year will be used to purchase SMART boards.

##### Board Task Forces:

No reports submitted.

### 10. Consent Agenda

### 11. Items for Discussion and Decision

#### a. Approval of May Financial Statements

##### Motion to approve May financial statements.

Moved by: Jeana Albers                      Second: Mona Hayashi

Discussion:

None

Vote: 9-yes 0-no 0-abstain

The motion carries.

#### b. Conflict of Interest Statements for Audit (handout)

Judith Darling led the members through how to fill out the 2 forms. New members will need to fill out the form when seated.

Recess taken at 5:51 p.m.

Meeting called to order at 5:56 p.m. by Tim Tydlacka

#### c. AP Calculus II (BC) Zero Hour

##### Motion to approve AP Calculus II (BC) zero hour.

Moved by: Deb Ledvina                      Second: Cheryl Howe

Discussion:

## Meeting Minutes- FINALIZED

Math department should make sure to send out an email to the rest of the school community to see if further interest in the class. Class should also be added to the course handbook, if not already present.

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

### d. Procedure to Transfer Students from AP Calc I to Regular Calc I

**Motion to approve the procedure to transfer students from AP Calc I to regular Calc I.**

Moved by: Peter Irvine                      Second: Tom Johnston

Discussion:

Question of will there be a threshold for the grade that will determine move from AP Calc I to regular Calc I. Chair recognized Ms. Zachman. Ms. Zachman said that the grade needed to remain in the class will be in the course syllabus.

**Motion to amend the motion that the board supports the math department's decision to move a student from AP calc I to regular Calc I should their grade fall below the threshold determined in the course syllabus.**

Moved by: Peter Irvine                      Second: Tom Johnston

Discussion:

None

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

### e. Appoint Teacher Member (Tom Johnston Replacement)

Appointed individual will be seated with the other new members at the end of the meeting. Candidates left the room while board discussed candidacy. Board voted via blind ballot. Mr. Langseth received 8 votes. Ms. Kurkoski received 1 vote. All 3 candidates had great things to offer, but Mr. Langseth was selected to replace Mr. Johnston.

### f. Close Meeting for Performance Evaluation of the Director, John Gawarecki

Meeting closed at 6:22 p.m. to evaluate the performance of the director, John Gawarecki.  
Meeting opened at 8:18 p.m.

Recess at 8:18 p.m.

Call to order by Mr. Tydlacka at 8:24 p.m.

Mr. Tydlacka spoke on behalf of the board. The board conducted a thorough performance review of Mr. Gawarecki. Overall rating of satisfactory to accomplished, with a score of 3.8 out of 5. Areas to work on were determined to be communication, community & morale. Great strides had already been made toward these areas. Strengths include organization, safety, budget, policy and procedures. The board has decided that they would like to continue Mr. Gawarecki's contract.

## Meeting Minutes- FINALIZED

### g. Approve Director Contract

**Motion to approve a contract that includes a raise for John Gawarecki for the 2017-2018 school year.**

Moved by: Deb Ledvina                      Second: Mona Hayashi

Discussion:

Ms. Darling originally included \$15,000 in the budget for next year that could be used as a raise for Mr. Gawarecki's salary. Director salary is currently at \$85,000, which is at the low end within the salary range for charter school the size of MSA. The finance committee wants to get director salary to an average amount within the range. \$104,000 was the average of salaries between the 250-500 student director level and the above 500 student director level.

**Motion to amend the motion to add \$20,000 to the current salary.**

Moved by: Ken Thielman                      Second: Deb Ledvina

Discussion:

23.5% increase in pay. \$105,000 for 2017-2018 school year.

Vote:    8-yes    1-no: Jeff Eng    0-abstain

The motion carries.

### h. MSA Spanish Courses- PSEO college alignment

Judith Darling left the meeting at 8:40 p.m.

Concern that there is a difference between PSEO courses and MSA Spanish courses. There was discussion over this matter at the last Academics committee meeting. Main concern was that the change would be implemented next year, but it will not start until the 2018-2019 school year. Goal is to have an informational meeting next year.

### i. PSEO Weighted Grades

Weighted grades seem to be important when scholarships are offered. Chair recognized Lisa Anderson. Weighted grades do not matter for college applications. Potential issue will be how to weight the grades. Currently weighting grades for AP classes if student knows to ask for it- this needs to be made clear for students. Discussed that communication needs to improve for all task forces. Needs to be properly noticed to the school community according to Open Meeting Law. Brought up issue with Academics committee at 8 a.m. because many parents work at that time. Lots of teachers on the board because each department head is a member. Will bring back this topic to the academics committee for more information.

### j. Policy 616

A lot of confusion within the policy. Goal is to discuss it in an upcoming workshop.

### k. JR Computer Associates

**Motion to approve JR Computer Associates contract.**

Moved by: Jeana Albers                      Second: Tom Johnston

Discussion:

## Meeting Minutes- FINALIZED

Mr. Irvine will abstain because he is employed by JR Computer Associates. John Gawarecki sent out 2 requests for quotes from competitors. Received none back. Chair recognized Justin Gehring. Spoke to questions from last regular meeting. Number of hours have escalated for student work time. Increased after 1:1 program implementation. John Gawarecki recommended option 2 with more hours on site.

**Motion to amend the motion to approve option 2 for JR Computer Associates contract for \$36,000/year.**

Moved by: Jeana Albers                      Second: Cheri Howe

Discussion:  
None

Vote: 8-yes 0-no 1-abstain: Peter Irvine  
The motion carries.

### I. CR Letter to the Board

**Motion to approve Catherine Roath's request for \$1,212.**

Moved by: Deb Ledvina                      Second: Cheri Howe

Discussion:  
Uncertain if can go back and pay retroactively. It was an accounting error, and there should be consultation with lawyers.

**Motion to amend the motion to approve Catherine Roath's request for \$1,212 pending legal approval.**

Moved by: Deb Ledvina                      Second: Cheri Howe

Discussion: Chair recognized Lisa Anderson. Ms. Anderson stated that she too had been underpaid. Board discussed that more needs to be researched before approving any requests.

Ms. Ledvina withdrew the motion.

### m. Chad Crow Letter

Meeting with Mr. Crow will be done to discuss possibilities.

Ms. Howe exited the room at 9:48 p.m.  
Ms. Howe returned to the room at 9:50 p.m.

### n. Approve Seating of New Members

Mr. Tydlacka read the oath of office to the new members, Noah Langseth (teacher member), Lisa Anderson (teacher member), and Rita Winchester (parent member). Mr. Tydlacka, Ms. Ledvina, and Mr. Johnston stepped down from the board. Ms. Albers took over as temporary presiding officer until the new chair was elected.

### o. Elect Chair, Vice Chair, Treasurer, Secretary

## Meeting Minutes- FINALIZED

Nominations for each office were elicited and then voted on by blind ballot if there was more than one nomination.

Chair Nominations:  
Ken Thielman  
Jeana Albers

Vote: Mr. Thielman received 4 votes, Ms. Albers received 5 votes.

Vice Chair Nominations:  
Ken Thielman  
Mona Hayashi

Vote: Mr. Thielman received 7 votes, Ms. Hayashi received 2 votes.

Treasurer Nominations:  
Mona Hayashi

Secretary Nominations:  
Rita Winchester

**Motion to approve Jeana Albers as Chair, Ken Thielman as Vice Chair, Mona Hayashi as Treasurer, and Rita Winchester as Secretary.**

Moved by: Jeff Eng                      Second: Lisa Anderson

Discussion:  
None

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

**p. Review and Confirm BOD Committees and Appoint BOD Representatives to Committees.**

Question of whether Parent Team is an actual committee of the board. Liaison will be leader until the chair is identified. Ms. Howe volunteered to be the liaison, and Mr. Eng will also be a member. Ms. Anderson will serve as chair of the Academics committee, and Ms. Winchester will also be a member. Mr. Langseth will serve on the Annual Fund committee. Mr. Irvine will serve on the Technology task force. Discussed that the Technology task force will be a monthly meeting to address the technology plan and meet technology needs. Mr. Thielman will serve on the Finance committee and on the Annual Fund committee. Ms. Albers will serve on the Finance committee. Ms. Hayashi will serve on the Finance committee.

**q. Set Meeting Dates for Next Year's BOD Meetings**

The following dates for the upcoming year's board meetings were determined:

Wednesday, July 19th

August 21st

September 18th

October 16th

November 20th

December 18th

January 16th

February 20th

## Meeting Minutes- FINALIZED

March 19th  
April 16th  
May 21st  
June 18th

Mr. Irvine left the meeting at 10:19 p.m.

### r. Designate Legal Counsel for School

#### **Motion to approve Booth Law as legal counsel for school.**

Moved by: Cheri Howe                      Second: Mona Hayashi

Discussion:  
\$250/hour is the current rate.

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

### s. Designate Official Newspaper

#### **Motion to approve Woodbury Bulletin to be the official newspaper for the 2017-2018 school year.**

Moved by: Cheri Howe                      Second: Lisa Anderson

Discussion:  
None

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

### t. Schedule for Reviewing MSA Policies

Policy 616 will need further discussion. Reviewed calendar for upcoming policies.

### u. Policy 520 (First Reading)

#### **Motion to postpone discussion of Policy 520 until the July regular board meeting.**

Moved by: Cheri Howe                      Second: Lisa Anderson

Discussion:  
None

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

### v. Policy 610 (first reading)

#### **Motion to postpone discussion of Policy 610 until the July regular board meeting.**

Moved by: Cheri Howe                      Second: Lisa Anderson

Discussion:  
None

Vote: 8-yes 0-no 0-abstain

## **Meeting Minutes- FINALIZED**

The motion carries.

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

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

- Review Policy 616
- Social Justice club meeting dates/times
- Parent Team election issue
- Pay scale issue

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

BOD Workshop on Wednesday, July 19, 2017 at 5:00 p.m. in Room 10A.

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

### **15. Motion to adjourn at 10:31 pm**

Moved by: Jeff Eng                      Second: Mona Hayashi

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

### **Submitted and Approved:**

Jeana Albers, Secretary