

# FINALIZED

## Board of Directors Workshop Minutes Math & Science Academy Wednesday, July 19, 2017

### Room 9

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  
Cheri Howe, Teacher Member  
Jeff Eng, Parent Member  
Noah Langseth, Teacher Member  
Lisa Anderson, Teacher Member

Non-voting:

John Gawarecki, Director (ex officio)

#### **Absent:**

Voting:

Peter Irvine, Community Member

Non-Voting:

Simran Chandak, Student Member  
Judith Darling BKDA, Contracted Financial Manager (ex officio)

#### **Discussion:**

- Reviewed etiquette for discussion during BOD meetings and via email. Discussed Policy 616, 601 and 603 and introduced potential need for the creation of a task force to further review of Policy 616. Lisa Anderson, Cheri Howe, Jeana Albers and Rita Winchester expressed interest in being on this task force. A mass email will be sent to the community to recruit additional parents. Discussion of need for cross referencing for Policies 613, 616 and 617, to be investigated further by Ken Thielman. A request was made to change the cross-referenced policies from "MSBA" to "MSA" on the website with notification of the policies that are changed.. Policy 202 discussed.

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

Rita Winchester, Secretary

# FINALIZED

## Board of Directors Meeting Minutes Math & Science Academy Wednesday, July 19, 2017 Room 9

8430 Woodbury Crossing, Woodbury, MN 55125

1. **Call to Order** by Jeana Albers (Chair) at 6:15 pm

Vision and Mission read by Ms. Albers.

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  
Cheri Howe, Teacher Member  
Jeff Eng, Parent Member  
Noah Langseth, Teacher Member  
Lisa Anderson, Teacher Member

Non-voting:

John Gawarecki, Director (ex officio)

### **Absent:**

Voting:

Peter Irvine, Community Member

Non-voting:

Simran Chandak, Student Member  
Judith Darling, BKDA, Contracted Financial Manager (ex officio)

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

Conflict of Interest: Lisa Anderson will abstain from Payscale Discrepancies. She is a teacher affected by the pay scale discrepancies.

### **Motion to approve the agenda.**

Moved by: Mona Hayashi                      Second: Cheri Howe

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

4. **Open Forum**

# FINALIZED

Tola Ochocki, Denise Ochocki, and Amy Decker:

They represent a parent group of 9 families in South Maplewood. There are 14-15 kids that need a bus. They live 3.5 miles from school. Last year they were able to carpool. Now with so many kids, it is harder to carpool. Early option is hard to do. Parents work in Minneapolis and the drive is long. All 15 kids live within 1 mile of each other.

Letter from Michelle McManus was read by Tola. A copy will be provided to the Chair.

## 5. Approval of Meeting Minutes from Monday, June 19, 2017.

### Motion to approve the Meeting Minutes from Monday, June 19, 2017.

Moved by: Mona Hayashi Second: Jeff Eng

Vote: 8-yes 0-no 0-abstain

The motion carries.

## 6. Chair's Report by Jeana Albers

Chair would like to thank Tim Tydlacka, Deb Ledvina, and Tom Johnston for giving their time and service to the board and to say welcome to the new members. Policy 616 was reviewed at the workshop and a task force will be recommended at this meeting. Policy 202 will be discussed tonight.

## 7. Director's Report by John Gawarecki

### 1. Student Achievement

- a. Student AP Results arrived. Class results can be found at the end of this report. Overall, our student did very well when compared to the state and globally.

### 2. Instructional Leadership

- a. The student/parent handbook is currently under revision and will be available for BOD review and approval in August.

### 3. Student Academic Achievement

- a. Schoolwide results of the MCAs will become available the first week in August from MDE. There will be no embargoed time this year from MDE.

### 4. Human Resources

- a. Night Supervisor and Volleyball coach position are still open.
- b. Ken La Casse has accepted the Business Manager position and Amanda Stout has accepted the Building A Receptionist position.
- c. New measurable goals for the Activities Director, Assistant Director, and Academic Counselor are being drafted based off of each position's current job description. These goals should be available at the August meeting.

### 5. Professional and Ethical Relationship

- a. Attended the Parent Team meeting held on June 22nd for their elections.
- b. Attended the 5th Annual Minnesota Charter School Conference on July 19th.

## FINALIZED

### 6. Resource Management

- a. Carpet and Tile installation in Building A is complete.
- b. Room 8A individual gas shut off valve installation is complete.
- c. Met with Epic Masonry Restoration and scheduled repair/maintenance for exterior of Building A. Work is scheduled to be done prior to school starting.
- d. Parking lot sealing and striping is complete.
- e. Room 203B has cabinets taken, floor repaired, and wall patched. It still needs to be painted.
- f. Room 101B has carpet removed, walls are prepped, and tile flooring is being installed.
- g. Waxing and deep carpet cleaning are ahead of schedule. Room 7. Great Hall, and room 101B along with the hallways are left to do.

### 7. Administrative Performance

- a. Met with Justina Pope, Washington County Department of Public Health & Environment concerning food distribution during the school year. Waiting for recommendations.
- b. School community satisfaction feedback (survey) information is attached.

Areas of growth from the survey include extra curricular activities and teacher communications.

### AP Results

Subject	Number scoring a 5	Number scoring a 4	Number scoring a 3	Number scoring a 2	Number scoring a 1	Ave. Score	Total number of Students	% with 3 or higher	% with 4 or higher	State Average	Global Average
Studio Art 2- D	1	1	2	0	0	3.75	4	100.00 %	50.00 %	3.42	3.53
Studio Art 3-D	1	0	1	1	0	3.33	3	66.67 %	33.33 %	3.62	3.15
Biology	3	7	17	2	0	3.38	29	93.10 %	34.48 %	3.05	2.89
Calculus AB	6	5	2	0	0	4.31	13	100.00 %	84.62 %	3.01	2.93
Calculus BC	11	2	2	0	0	4.60	15	100.00 %	86.67 %	3.76	3.78
Calculus AB(subscore)	12	3	0	0	0	4.80	15	100.00 %	100.00 %	4.04	4.00
Chinese	1	0	0	0	0	5.00	1	100.00 %	100.00 %	4.07	4.38

## FINALIZED

Eng. Lit & Comp	2	4	5	0	1	3.50	12	91.67 %	50.00 %	2.95	2.69
Environmental Science	1	0	0	0	0	5.00	1	100.00 %	100.00 %	3.05	2.67
Physics 1	0	5	1	3	0	3.22	9	66.67 %	55.56 %	2.85	2.40
Physics C	1	0	0	0	0	5.00	1	100.00 %	100.00 %	3.55	3.71
Psychology	6	4	0	0	0	4.60	10	100.00 %	100.00 %	3.29	3.06
Spanish	1	0	4	0	0	3.40	5	100.00 %	20.00 %	3.68	3.61
Statistics	12	6	3	2	0	4.22	23	91.30 %	78.26 %	2.96	2.72
U. S. History	5	2	0	1	0	4.38	8	87.50 %	87.50 %	2.85	2.65
<b>Total</b>	<b>58</b>	<b>37</b>	<b>37</b>	<b>8</b>	<b>1</b>	<b>4.01</b>	<b>141</b>	<b>93.62 %</b>	<b>67.38 %</b>	<b>3.34</b>	<b>3.21</b>

Board discussed building move, traffic control, and site licenses.

### 8. Financial Report

It was explained that Judith Darling is working on the audit. Financial report is done after the audit so that it captures changes needed from the audit. Next month will have the Financial Reports to review.

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

**Activities Director's Report:** Report submitted. It was reported that 3 coaches are needed. The Basketball Coach has resigned. The Volleyball Coach has not been filled and is an urgent issue. Volleyball starts in August. Captain's practice has started but organization and schedule of games is needed. It was said there was a staff who was to be the coach but had to decline. It was said that games should have been scheduled already. There was an email to reach out to parents. Board suggested an email to teachers to reach out for the search for coaches.

**Board Committees:**

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

Finance (Ms. Hayashi): Report submitted. Meetings are set for the entire year and is on the website.

Annual Fund (Mr. Johnston): No report submitted.

**Board Task Forces:**

No reports submitted.

Parent Team - Report submitted. It was reported that the election was completed and well attended. Board discussed expectations, training on open meeting law, and interaction with the board.

# FINALIZED

Chair recognized Ms. Rachel Ballard. Ms. Ballard pointed out that there are discrepancies with two copies of the parent guide. Board suggested adding this to the next Board meeting.

## 10. Consent Agenda

No consent agenda.

## 11. Items for Discussion and Decision

### a. Board calendar

Discussion:

There were different versions of the calendar. Board discussed moving items of discussion to the appropriate months for reviews and approvals. Policy review will be added to the calendar.

Mr. Eng left the room at 7:32 p.m.

Mr. Eng returned to the room at 7:50 p.m.

### b. Policy 616 (First reading)

**Motion to identify a task force to review the the policy consisting of Cheri Howe, Jeana Albers, Lisa Anderson, Rita Winchester and interested community members.**

Moved by: Cheri Howe                      Second: Jeff Eng

Vote: 8-yes 0-no 0-abstain

The motion carries.

### c. Approve Membership to MSBA

**Motion to approve membership to MSBA.**

Moved by: Cheri Howe                      Second: Mona Hayashi

Discussion:

MSBA is a resource for policies. Membership fee is \$700 per year.

Vote: 8-yes 0-no 0-abstain

The motion carries.

### d. Approve Membership to MACS

**Motion to approve membership to MACS.**

Moved by: Mona Hayashi                      Second: Jeff Eng

Discussion:

Fee is based on student enrollment. Membership was approved earlier this year but the billing is changed to continuous until notified otherwise.

Vote: 8-yes 0-no 0-abstain

The motion carries.

## FINALIZED

### e. Board Goals

Discussion:

Jeana Albers reviewed the 4 goals as established earlier this year. The manual for Board members was created. Paper copy will be provided to the board members. The self evaluations were good. Board members wanted to know about charter law. Reviews of policy included mandatory and non-mandatory policies. Ms Hayashi worked on updating on the committees on the website.

Board recommended goals to add: review strategic plan yearly, continue to review and research the impacts of MSA's growth, all board members to read charter school contract, identify designated training throughout the year, review self evaluation, review 5 non-mandatory policies every month, review one mandatory policies a month, improve overall communications with parents and stakeholders

### f. Director Goals

Discussion:

Chair will ensure all board members have the Director's Goals before the next board meeting. Executive Team will meet before the next board meeting to discuss.

Board discussed ideal timeline: March - Survey results completed. April - Share and present survey results at the April board meeting. May - Conduct Director's review and review Director's contract.

**Motion to approve Executive Team to conduct the Director's evaluation with the proposed timeline as discussed.**

Moved by: Cheri Howe                      Second: Lisa Anderson

Vote: 8-yes 0-no 0-abstain

The motion carries.

### g. Task Force Documentation

Discussion:

Board discussed the need to post meeting dates and minutes. Best practices are to post meeting notices and minutes. Agendas do not have to be posted except for special meetings.

Board discussed the logistics of who would post and where it would be posted on the website.

**Motion to require task forces to post meeting dates and minutes to the website.**

Moved by: Jeff Eng                      Second: Mona Hayashi

## FINALIZED

Discussion:

All meetings need to be 3 days advance notice.

**Amend motion to require task force to post meeting notices 3 days in advance of the meeting date and post the minutes.**

Moved by: Jeff Eng      Second: Lisa Anderson

Vote: 8-yes      0-no      0-abstain

The motion carries.

**h. Policy 202 (first reading)**

Discussion:

Board discussed and will refer this policy to Mr. Thielman and Mr. Langseth to review and bring back to the board.

**i. PBIS Stipend Request**

**Motion to approve PBIS Stipend Request for \$100 per teacher with a maximum of 5 teachers.**

Moved by: Lisa Anderson      Second: Mona Hayashi

Discussion:

Board discussed equitable treatment for other requests and situations. Board will create criteria and put it in staff handbook.

Vote:

Cheri Howe, Rita Winchester, Ken Thielman, Jeff Eng, Lisa Anderson, Noah Langseth - yes

Mona Hayashi and Jeana Albers-no

0-abstain

The motion carries.

**Motion for Director to create task force consisting of teachers to define criteria to for stipends of this type which will be included in the staff handbook.**

Moved by: Ken Thielman      Second: Jeana Albers

Vote: 8-yes      0-no      0-abstain

**j. Approve Director as Identified Official with Authority (IOwA)**

**Motion to approve Director as Identified Official with Authority.**

Moved by: Ken Thielman      Second: Lisa Anderson

Discussion:

## FINALIZED

Approval is for access to MDE. It is required to be authorized annually. One person only can be authorized.

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

- k. Approve Director as Title Grant Authorized Representative

**Motion to approve Director as Title Grant Authorized Representative.**

Moved by: Mona Hayashi Second: Cheri Howe

Discussion:

This is to approve grants. MSA only has Title 2 grants.

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

- l. Approve Anchor Bank as Depositories

**Motion to approve Anchor Bank as Depositories.**

Moved by: Mona Hayashi Second: Lisa Anderson

Discussion:

Anchor Bank was used previously.

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

- m. Approve Director and Board Treasurer as Authorized Signers at Banks

**Motion to approve Director and Board Treasurer as Authorized Signers at Banks.**

Moved by: Cheri Howe Second: Lisa Anderson

Discussion:

None

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

- n. Approve Board Chair, Board Treasurer, Director, and Manager at BerganKDV to have Authority to make Electronic Funds Transfers

**Motion to approve Board Chair, Board Treasurer, Director, and Manager at BerganKDV to have authority to make Electronic Funds Transfers.**

Moved by: Lisa Anderson Second: Jeana Albers

Discussion:

This is for electronic transfers only. It is primarily used by Ms. Darling to transfer funds. Ms. Darling cannot sign but can transfer only.

## FINALIZED

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

- o. Approve Director to have Credit Card Authorization

**Motion to approve Director to have Credit Card Authorization up to \$28,000.**

Moved by: Cheri Howe                      Second: Lisa Anderson

Discussion:

Mr. Gawarecki checks the card in and out to others. Mr Gawarecki is responsible for the card and reviews the invoices.

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

- p. Approve Daily and Hourly Rates of Pay

**Motion to approve Daily and Hourly Rates of Pay.**

Moved by: Mona Hayashi                      Second: Jeana Albers

Discussion:

Rates of pay for study hall monitor and lunch monitor and other staff as listed in the board packet.

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

### 12. Old or Unfinished Business

- a. Policy 520 (first reading)

Discussion:

Board had previously reviewed and was unable to complete the review. Mr. Thielman will revise based on board discussion.

- b. Policy 610 (first reading)

Discussion:

Policy as provided was not the latest version.

**Motion to postpone policy 610 to August.**

Moved by: Lisa Anderson                      Second: Jeana Albers

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

- c. Social Justice Club Meeting Dates/Times

Discussion:

## FINALIZED

There was a request to use Study Hall time for club meeting. This is an administrative issue and not a board decision. Ms. Albers will notify the requestor to direct this request to the Director.

### d. Payscale Discrepancies

Discussion:

Ms. Catherine Roath presented at the June meeting a payscale discrepancies. Mr. Gawarecki have reviewed others and there were 6 discrepancies. Four have been resolved. MSA has met all contractual requirements. School is not obligated to do anything.

Board discussed the issue of how far back to allow adjustment. It was suggested that the handbook be revised to include errors to be corrected for only the current school year and no retroactive correction will be done for any previous school years.

**Motion to adjust Ms. Catherine Roath's pay as requested for \$1,212 and Ms. Lisa Anderson to make retroactive pay for the previous school year.**

Motion by: Jeff Eng      Second: Cheri Howe

Vote: 7-yes      0-no      Lisa Anderson-abstain

### e. Parent Team Guidelines

Discussion:

Board discussed the Parent Team and the budget. Parent Team operates under the MSA 501c. Board determined that the Parent Team is a committee. Changes to the Parent Team Guidelines to be submitted prior to the next Board meeting.

## 13. Future BOD Meeting and Workshop Agenda Items

Director's Goals

Board's Goals

Policy 520

Policy 610

Parent Team Guidelines

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

BOD Workshop on Monday, August 21, 2017 at 5:00 p.m. in Room 10A.

Agenda Items:

BOD Meeting on Monday, August 21, 2017 at 6:15 p.m. in Room 10A.

## 15. Motion to adjourn at 8:57 pm

Moved by: Cheri Howe

Second: Jeff Eng

Vote: 8-yes      0-no      0-abstain

The motion carries.

# FINALIZED

**Submitted:**

Ia Xiong, Board Recorder

**Approved:**

Rita Winchester, Secretary