

Meeting Minutes- FINALIZED

Board of Directors Workshop Minutes Math & Science Academy Monday, September 18, 2017

Room 10

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
Mona Hayashi, Treasurer & Parent Member
Rita Winchester, Secretary & Parent Member
Cheri Howe, Teacher Member
Jeff Eng, Parent Member
Noah Langseth, Teacher Member

Non-voting:

John Gawarecki, Director (ex officio)

Absent:

Voting:

Ken Thielman, Vice Chair & Community Member
Lisa Anderson, Teacher Member

Non-voting:

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

Discussion:

- SAM contract was reviewed. It is not up for renewal until 2019, but comments were noted to address in renewal: A key to the Xs and squares on the first page should be added. Page 7 A3 mentions a nationally assessed test -- the PSAT qualifies but is only given to high schoolers. Page 8 mentions common planning time, currently planning time is only happening within departments but could include whole grade planning time or high school/middle school planning time. Exhibit I mentions Policies 616 and 603 which are currently under review in a task force, which could require the language of this part to be changed when the contract is renewed.
- Policies 707, 520 and 413 were discussed to be adopted at tonight's Board of Directors meeting.

Submitted and Approved:

Rita Winchester, Secretary

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**Board of Directors
Meeting Minutes
Math & Science Academy
Monday, September 18, 2017
Room 10
8430 Woodbury Crossing, Woodbury, MN 55125**

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

Vision and Mission read by Ms. Simran Chandak.

2. Roll Call of Members

Present:

Voting:

Jeana Albers, Chair & Teacher Member
Mona Hayashi, Treasurer & Parent Member
Rita Winchester, Secretary & Parent Member
Cheri Howe, Teacher Member
Jeff Eng, Parent Member
Noah Langseth, Teacher Member

Non-voting:

John Gawarecki, Director (ex officio)
Simran Chandak, Student Member
Judith Darling, BerganKDV, Contracted Financial Manager (ex officio)

Absent:

Voting:

Ken Thielman, Vice Chair & Community Member
Lisa Anderson, Teacher Member

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

Conflict of Interest: none

Motion to approve the agenda.

Moved by: Cheri Howe Second: Mona Hayashi

- Move Item c. Policy 420 under Consent Agenda to the bottom of Items for Discussion and Decision.
- Remove Item d. Approval of Year-long Classes Grading Change from Items for Discussion and Decision.

Vote: 6-yes 0-no 0-abstain

The motion carries.

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4. Open Forum

None

5. Approval of August 21, 2017 Workshop and Meeting Minutes and August 26, 2017 Special Meeting Minutes.

Motion to approve the August 21, 2017 Workshop and Meeting Minutes and August 26, 2017 Special Meeting Minutes.

Moved by: Mona Hayashi Second: Jeff Eng

Discussion:

Typo Errors to be corrected as follows:

Item 11 l - remove question mark

Item 11 d - "... in future years but financials ..."

Item 11 f - "... January (midyear review) and July (end of year review)."

Item 11 s - "... MSBA will be left out of the Policies."

Vote: 6-yes 0-no 0-abstain

The motion carries.

6. Chair's Report by Jeana Albers

Mr. Peter Irvine, one of our community members, had to unfortunately resign due to a recent conflict of interest with his career. The board is planning on appointing a new community member tonight. Alexandria Ledo, 2009 alumnus, has submitted her name for the seat.

7. Director's Report by John Gawarecki

1. Student Academic Achievement

a. Nadia Wang won a Gold Medal at the 2018 MN State Figure Skating Championships

b. MSA's ACT results are as follows:

	Average ACT Scores			
	English	Math	Reading	Science
2013	29.4	26.9	27.9	27.3
2014	28.2	26.5	25.0 L	25.4

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2015	29.5 H	28.7	28.6	28.0
2016	28.8	27.8	28.6	28.4 H
2017	27.5	27.1	27.6	27.8
State Average	20.4	21.5	21.8	21.6

Percent of ACT Tested Students Ready for College-Level Coursework

	College English	College Algebra	College Social Studies	College Biology	All Four
2013	100% H	82% L	93%	93%	82%
2014	100% H	91%	74% L	87%	65%
2015	100% H	97%	87%	97% H	87%
2016	98%	90%	90%	92%	86%
2017	95%	85%	87%	93%	76%
State Average	63%	48%	50%	42%	31%

2. Instructional Leadership

- a. Conducted New Teacher Workshop on August 25th.
- b. Conducted School Workshops on August 28, 29, and 30th. Staff made tye-dye t-shirts to go along with vests for staff uniforms this year. SPED law and compliance, PBIS, Anti-Bullying, Naviance, OSHA, and Medication Administration were major topics covered.

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- c. Conducted two All-Staff meetings on September 6 and 13th. Major discussions centered around Picture Day review, Gender Identity, upcoming parent/teacher conferences, Anti-Bullying measures, field trips, and SPED EA responsibilities in the classroom.
- d. Fire drills for Building A and B were conducted on Sept 13.

3. Human Resources

- a. Attended a webinar on Job Descriptions hosted by Kraus-Anderson.
- b. Revised Job Descriptions for three full-time administrative positions.

4. Professional and Community Relationships

- a. Attended sixth grade picnic on August 28th.
- b. Attend parent team meeting on September 5th. PBIS presentation was given to team and financial support was requested and obtained from the team.

5. Resource Management

- a. Met with Harris Companies on September 15th to discuss possible maintenance contract for next year.
- b. Discussed proposed sidewalk project with Bob Engstrom. Getting bids.
- c. Met with Johnson controls to discuss possible maintenance contract for next year.
- d. Met with EcoScapes on September 6 to discuss rain garden project.
- e. Attended MDE Air Quality webinar on September 12.

6. Administrative Performance

- a. Attended MACS Director Cohort on September 14.
- b. Observed home volleyball game on Sept 15.
- c. Reviewed three Kraus-Anderson HR360 documents.
- d. Worked with SAM to complete Site Expansion Application by September 19.

8. Financial Report

Presented by Ms. Judith Darling. Cash flow looks good. ADM is 6 less than the adopted budget. Expenses are higher than the adopted budget such as in payroll, contracts, and no lease aid.

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Finance committee has met and is working on the budget. The budget will be brought to the Board in the next month or two. If there are no changes to the budget, there would be a deficit for the year, estimated to be \$100,000. In the past, there has been savings in the health insurance budget but not this time. They will look at adjustments to other factors.

The budget was also impacted due to the unexpected number of students that went into PSEO. An option is if students can be added now if classroom size allows since it is early in the year. Each student would bring in \$7500 to \$8000.

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. Anderson): Report submitted. It was clarified that the error in reporting was caught in time and the end of the year GPAs are correct. GPAs were calculated for all prior years.

PSEO Task Force will be presenting at the Parent Team meeting on November 6.

Finance (Ms. Hayashi): Report submitted. Ms. Darling and Mr. Gawarecki are working on the lease aid for Building C. It is due in October. Rain garden was approved a while ago but no coordination has begun. Mr. Gawarecki will talk to Ms. Miller.

Annual Fund (Mr. Thielman): Report submitted. It was suggested that if annual funds can go towards maintenance and Building C, it would help alleviate budget constraint.

Parent Team (Ms. Howe): Report submitted. Parent Team is looking to be an independent non-profit. Next meeting is on November 6.

Board Task Forces:

Educational Program Policy (Ms. Howe): Report submitted.

10. Consent Agenda

- a. Policy 101
- b. Policy 202

Motion to approve Consent Agenda items..

Moved by: Mona Hayashi Second: Cheri Howe

Vote: 6-yes 0-no 0-abstain

The motion carries.

11. Items for Discussion and Decision

- a. Appointment of Community Member

Motion to appoint Alexandria Ledo as Community Member.

Moved by: Cheri Howe Second: Rita Winchester

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Discussion:

Written statement was provided by Ms. Ledo. This position ends June 2018.

Vote: 6-yes 0-no 0-abstain
The motion carries.

Chair read oath of office to Ms. Ledo.

b. Approval of August 2017 Financials

Motion to approve August 2017 Financials.

Moved by: Mona Hayashi Second: Jeana Albers

Discussion:
None

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

c. Approval of Financial Audit

Motion to approve Financial Audit

Moved by: Mona Hayashi Second: Jeana Albers

Discussion:

Chair recognizes Mr. Dennis Hoogeveen. Mr. Hoogeveen presented the audit and thanked BerganKDV and MSA staff that helped contribute information to the audit. The audit is to issue a "clean" audit report. Mr. Hoogeveen recommended to the Board to read Page 5-15.

Audits need to be done by June 30, annually. It is required that the balance sheet shows MSA and Building Company since each are closely related. MSA is strong financially for charter schools and has a strong cash position. The fund balance over \$2,000,000. The important thing to remember is how to spend down the fund balance without ongoing expenses or violating debt service. Equipment & facilities do not impact debt services.

Mr. Hoogeveen stressed that the Board should be focused on the Balance Sheets since that is where the Board has impact.

Chair asked if there was a conflict if the MSA treasurer is also acting as treasurer for the Parent Team, and whether or not having the Parent Team as a separate entity from the school would influence whether it is a conflict of interest. Mr. Hoogeveen stated that it was up to the Board, but it is generally, it is not a good idea. No one person should do it beginning to end. There should be a creation of separation.

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

d. Approval of Belize Trip 2019

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Motion to approve Belize Trip 2019.

Moved by: Cheri Howe Second: Noah Langseth

Discussion:

Ms. Albers had led the same trip last year. MSA proposed policy require at least 18 months request prior to the trip. The trip would have the same number of students from last year (22) The maximum number of students is 22. There is a minimum number of students. The cost will depend on number of students attending. There is no cost to the school. The commitment is needed by November 2018.

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

e. Policy 413 (annual review - second reading)

Motion to approve Policy 413.

Moved by: Jeana Alberts Second: Mona Hayashi

Discussion:

Board discussed with no substantive changes.

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

f. Policy 520 (first reading)

Discussion:

Board discussed.

g. Policy 610 (first reading)

Discussion:

Policy was revised as per previous discussion and board discussed with further revisions.

h. Policy 414 (first reading)

Discussion:

Board discussed.

Chair recognizes Ms. Ballard. Ms. Ballard ask that Board speak up and note where they are in the discussion.

Ms. Hayashi exited the room at 7:37 pm.

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i. Policy 505 (first reading)

Discussion:

Board discussed.

Ms. Hayashi returned to the room at 7:39 pm.

j. Policy 507 (first reading)

Discussion:

No substantive changes.

k. Policy 528 (first reading)

Discussion:

No substantive changes.

l. Policy 707 (first reading)

Discussion:

Board has reviewed it at the Workshop. A statement will be added to the policy to reference School District 833 Policy 707 for out of district transportation.

m. Policy 802 (first reading)

Discussion:

Board discussed. No substantive changes.

n. Conflict of Interest for SAM

Discussion:

Board members will need to sign and return to Mr. Gawarecki by October 1.

o. Policy 420 (second reading)

Discussion:

Board discussed at the Workshop.

Motion to approve Policy 420.

Moved by: Rita Winchester Second: Jeana Albers

Vote: 7-yes 0-no 0-abstain

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The motion carries.

12. Old or Unfinished Business

None

13. Future BOD Meeting and Workshop Agenda Items

Workshop: Complaints Process
Strategic Plan

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

BOD Workshop on Monday, October 16, 2017 at 5:00 p.m. in Room 10A.

BOD Meeting on Monday, October 16, 2017 at 6:15 p.m. in Room 10A.

15. Motion to adjourn at 7:50 pm

Moved by: Mona Hayashi

Second: Jeana Albers

Vote: 7-yes 0-no 0-abstain

The motion carries.

Submitted:

la Xiong, Board Recorder

Approved:

Rita Winchester, Secretary