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Board of Directors Workshop Minutes Math & Science Academy Monday, October 15, 2018 Room 10

8430 Woodbury Crossing, Woodbury, MN 55125

Call to Order by Ken Thielman at 5:00 pm

Members Present:

Voting:

Ken Thielman, Chair & Community Member
Lisa Anderson, Vice Chair & Teacher Member
Mona Hayashi, Treasurer & Parent Member
Rita Winchester, Secretary & Parent Member
Jeff Eng, Parent Member (arrived at 5:21 pm)
Noah Langseth, Teacher Member
Cheri Howe, Teacher Member
Judy Seeberger, Teacher Member

Non-voting:

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

Absent:

Voting:

Alexandria Ledo, Community Member

Non-voting:

Arnav Khandelwal, Student Member

Discussion:

Judy Seeberger provided a training of Charter School Law, covering parts of Chapter 124E.

Chair opened discussion about the Executive Team, its purpose and activities, inviting feedback from BOD members about non-officers attending Executive Team meetings to encourage relationship-building with the director and each other.

Updates were provided regarding progress with the issues that were brought forth concerning transcripts. There is a committee working on this, which has separated academic transcripts from activities records as two distinct documents for students to obtain. There will be a finalized procedure for what will be available on the activities records, which will be printed in the Activities Handbook. At this time, seniors are being advised to connect with Ms Froberg to ensure their activities record is accurate.

It was brought up that Crosswinds is now a St Paul STEM school for grades 6-8 and there was discussion about how this might affect MSA student body since MSA currently has students from St Paul in attendance.

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Submitted and Approved:
Rita Winchester, Secretary

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1. **Call to Order** by Ken Thielman at 6:15 pm

Vision and Mission read by Arnav Khandelwal.

2. **Roll Call of Members**

Present:

Voting:

Ken Thielman, Chair & Community Member
Lisa Anderson, Vice Chair & Teacher Member
Mona Hayashi, Treasurer & Parent Member
Rita Winchester, Secretary & Parent Member
Jeff Eng, Parent Member
Noah Langseth, Teacher Member
Cheri Howe, Teacher Member
Judy Seeberger, Teacher Member

Non-voting:

John Gawarecki, Director (ex officio)
Judith Darling, BKDA, Contracted Financial Manager (ex officio)
Arnav Khandelwal, Student Member

Absent:

Voting:

Alexandria Ledo, Community Member

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

Conflict of Interest: none

Motion to approve the agenda.

Moved by: Mona Hayashi Second: Cheri Howe

Discussion:

None

Vote: 8-yes 0-no 0-abstain

The motion carries.

4. **Open Forum**

Ms. Michelle Kurkoski - Ms. Kurkoski is seeking Board approval for the EuroTrip on March 7-14, 2020 to London and Paris. Ms. Kurkoski provided a handout to the Board members. MSA students would be paired for rooming with other MSA students. It would be a 1:5 ratio of

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chaperone to student. If there is not enough interest in 3 months then it will be canceled. Prior trips have had 8 and 14 students.

Motion to approve the EuroTrip.

Moved by: Ken Thielman Second: Lisa Anderson

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

5. Approval of August 20, 2018 Meeting Minutes and September 17, 2018 Workshop and Meeting Minutes.

Motion to approve August 20, 2018 Meeting Minutes.

Moved by: Rita Winchester Second: Lisa Anderson

Discussion:
None

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

Approval of September 17, 2018 Workshop and Meeting Minutes.

Moved by: Lisa Anderson Second: Judy Seeberger

Discussion:
In Director's Report, change "special education teacher" to "paraprofessional".

Vote: 7-yes 0-no Ken Thielman-abstain due to absence at this 9/17/18 meeting
The motion carries.

6. Chair's Report

Mr. Thielman attended the Board Chair training by MACS. It confirmed that MSA is doing some things right and provided additional things that MSA could do such as providing training for new board members. Board members could do self evaluation. Mr. Thielman and Mr. Gawarecki continue to meet weekly which he finds beneficial.

7. Director's Report

Mr. Gawarecki reiterated that he appreciated the meetings with Mr. Thielman. It has been helpful and valuable.

Mr. Gawarecki provided an update on the building construction. There will be a groundbreaking on October 29 from 12 to 1 pm. Mr. Gawarecki's points were all addressed except for the construction entrance. The contractor understands MSA's concerns about the entrance and is looking for alternatives. They are looking at construction traffic to be from Pioneer Drive. After 6 months of occupying the building, Mr. Gawarecki will meet with them to discuss operations and address any issues.

1. Student Academic Achievement

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- a. Robotics Fighting Calculators took first place at the EMCC off-season event. Eastridge and Chicken Bot Pie were our alliance partners.
- b. The Boys Soccer team won the championship game of their division on Saturday, October 6th.
- c. Extended day tutoring started. It is held in room 102B, from 4:00 -5:00 pm Monday - Friday.
- d. MSA's Homecoming dance was held on September 22 from 7:00 - 10:00 pm.

2. Instructional Leadership

- a. Bus Evacuation Drills were conducted on September 27th.
- b. Met with Senior class concerning Fright Night fundraiser on October 5th.

3. Human Resources

- a. Goals for the Assistant Directors and Academic Counselor are at the end of this report. Updates will be given monthly.
- b. Goals for the office staff are 50% completed and should be 100% completed by the end of the month.

4. Professional and Community Relationships

- a. Attended the MACS New Director Cohort meeting on September 21st serving on a panel of current directors.
- b. Attended the MACS Annual Meeting on September 27th.
- c. Attended 3 volleyball matches.
- d. Participated in the MACS Government Affairs Meeting on October 12.

5. Resource Management

- a. Investigated 8500 Woodbury Crossing opportunity.
- b. Met with Trane on September 21 to discuss and get updates.

6. Administrative Performance

- a. One ninth grade student withdrew so they could repeat 8th grade.

8. Financial Report

Ms. Judith Darling presented the September financial statement. There are 15 more students than the adopted budget resulting in additional revenue. Ms. Darling have ensured all benefits are updated in the budget. There is a \$173,000 surplus. They have discussed at the Finance Committee options to use the surplus. This surplus should not be put in the bottom line. The new

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budget will be brought to the Board for approval next month. CDs were purchased and in the balance sheet. Interest revenue are on the balance sheet. Bond documents require various documents to be sent to Trustees throughout the year. Ms. Darling sent the insurance consultant report which is required once every 3 years.

9. Reports from Board Committees, Activities Director and Task Forces

Activities Report: Report submitted with no discussion.

Board Committees:

Academics (Ms. Anderson): Report submitted. There is a task force to review enrollment in AP classes. There are changes in the transcripts. Departments are looking at academic goals.

Communications (Ms. Howe): Report submitted. The committee met for the first time since spring. Committee is looking into the legal requirements to provide acknowledgement to donors. Letters of acknowledgement are required for over \$250. Committee is looking into legal requirements for MSA to communicate in different formats. There have been cases where others have been sued for not being compliant. Committee is looking into a communications plan.

Finance (Ms. Hayashi): Report submitted. Ms. Hayashi noted that the committee is still working on the 403B.

Annual Fund (Mr. Thielman): Report submitted. The Family Fun Shoot had similar turnout as last year. It was able to raise money. Committee is looking into the number of fundraisers, tracking donations from businesses, and Give to the Max.

Review of Spanish Graduation Requirements and Equivalence (Mr. Eng): Mr. Eng and Mr. Langseth met with Ms. Cassie Larson to brainstorm ideas on changes that could be streamlined in the program such as renaming classes so that progressions are easier to understand. This could lead to juniors taking AP Spanish. A draft will be prepared; Ms. Larson will discuss with other Spanish teachers; and they will meet with Academics Committee on Nov 5. Afterwards, this will be presented to the Board.

10. Consent Agenda

- a. Approval (Second Reading)
 - i. 214 Out of State Travel By School Board Members
 - ii. 401 Equal Employment Opportunity
 - iii. 402 Disability Non-discrimination
 - iv. 413 Harassment and Violence
- b. Revision of Current Policies (First Reading)
 - i. 412 Expense Reimbursement
 - ii. 417 Chemical Use and Abuse
 - iii. 419 Tobacco Free Environment
- c. Annual Review (First Reading) Policy 506 Student Discipline

Motion to approve Consent Agenda Item.

Moved by: Judy Seeberger Second: Jeff Eng

Discussion:

None

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

11. Old or Unfinished Business

a. Board of Director's Goals

Motion to approve Board of Director's goals.

Moved by: Mona Hayashi Second: Cheri Howe

Discussion:
Board made some additional changes.

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

12. Items for Discussion and Decision

a. Approve Financials

Motion to approve September 2018 Financials.

Moved by: Cheri Howe Second: Noah Langseth

Discussion:
None

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

b. Establishing a committee to study school expansion

Motion to approve a special board committee to study school expansion.

Moved by: Ken Thielman Second: Rita Winchester

Discussion:
This is in the Board goals. There is another building available to us. At some point this site will be too small and the planning process could take 3 years. Options need to be considered for purchase, lease, or expand to another location.

Board discussed the name of the committee. It could be perceived that the school is only looking to expand. The strategic plan calls it "smart growth". Board agreed to add "possibilities" to the end of the committee name.

Building Company will be involved at some point.

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

Study School Expansion Possibilities Committee members will be Cheri Howe, Mona Hayashi, Judith Darling, John Gawarecki, and Jeff Eng. Community will be invited to be members on the committee. Community will also be given opportunity to provide feedback.

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- c. Establishing a committee for Director evaluation

Discussion:

There used to be a committee to conduct the director evaluation but it shifted to the Executive Committee. Survey has to be based on the director's goals. It has to be open and transparent. There is already a formalized process established. There can't be non-board members on this committee, therefore it will stay with the Executive Committee.

- d. Establishing a committee for school satisfaction evaluation

Discussion:

Currently the school satisfaction evaluation goes to the director. Mr. Gawarecki suggested that Kraus Anderson could be hired to transmit, receive, compile, and report the results. The Board will still put together the survey questions.

- e. Approval of increase pay rate for Before School Study Hall Teacher

Discussion:

There are 2 staff members that alternate doing the before school study hall. The pay is \$12/hour. One person have asked for a pay increase because their dog care is more than what is being paid by MSA. If there is only one staff member did it, then the overtime would be \$100/week. The increase in pay would be \$40/week. Board discussed equity for others and set rates for the year. The after school extended day is \$25/hour but the school gets reimbursed.

Motion to approve an increase for Before School Study Monitor to be \$16.00/hour.

Moved by: Mona Hayashi

Second: Lisa Anderson

Vote: 7-yes Jeff Eng-no 0-abstain

The motion carries.

- f. 8500 Woodbury Crossing Building

Discussion:

Mr. Bob Engstrom has reached out to Mr. Gawarecki. The daycare center is leaving and there are 2 other interested parties. Mr. Engstrom has offered it to MSA first. The lease would start in December at \$7900/month and be similar to the current lease. This was discussed at the Finance Committee. Next year it could be made part of the lease aid.

Mr. Gawarecki provided an overview of the space. There would be an additional 5 classrooms that are more conducive to classroom settings. There would need to be some construction done to make it suitable for MSA such as bathrooms, demolishing walls, painting, and additional lockers. If this building is leased, there would have to be a task force to look at student movement, safety, and reconfiguration.

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Board discussed impact to budget. This would come from the surplus. Board also discussed the need to increase number of students in order to pay for the additional lease. Mr. Gawarecki and Ms. Darling noted that there would not need to be an increase in students to generate more revenue unless it was the Board's decision to increase student numbers. Rooms would be ready by second semester.

Motion to approve Director and Chair to enter into a lease with Robert Engstrom Companies for 8500 Woodbury Crossing Building.

Moved by: Ken Thielman Second: Lisa Anderson

Vote: 8-yes 0-no 0-abstain

The motion carries.

13. Future BOD Meeting and Workshop Agenda Items

- Strategic Plan
- Satisfaction Survey

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

BOD Workshop on Monday, November 19, 2018 at 5:00 p.m. in Room 10A.

BOD Meeting on Monday, November 19, 2018 at 6:15 p.m. in Room 10A.

15. Motion to adjourn at 7:42 pm

Moved by: Mona Hayashi Second: Cheri Howe

Vote: 8-yes 0-no 0-abstain

The motion carries.

Submitted:

Ia Xiong, Board Recorder

Approved:

Rita Winchester, Secretary