

Board of Directors
APPROVED Workshop Minutes
Math & Science Academy
Monday, December 17, 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
Noah Langseth, Teacher Member
Judy Seeberger, Teacher Member
Cheri Howe, 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
Jeff Eng, Parent Member

Discussion:

Judith Darling provided training for BOD members regarding budgets. She described the difference between an annual budget surplus/deficit and the the school's fund balance which is accumulated surpluses/deficits since the school's opening.

Training was also giving regarding the school's obligations with respect to the debt the Building Company incurred when buildings A and B were constructed. Bond covenants were described and the process required to access the fund balance was outlined.

Submitted and Approved:

Ken Thielman, Chair

**Board of Directors
APPROVED Meeting Minutes
Math & Science Academy
Monday, December 17, 2018
Room 10**

8430 Woodbury Crossing, Woodbury, MN 55125

1. **Call to Order** by Ken Thielman at 6:18 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
Noah Langseth, Teacher Member
Judy Seeberger, Teacher Member
Alexandria Ledo, Community Member
Cheri Howe, Teacher Member

Non-voting:

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

Absent:

Voting:

Jeff Eng, Parent 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:

Move 12h to 12a. Discussion of Student Graduation Requirements

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

4. **Open Forum**

None

5. **Approval of November 19, 2018 Workshop and Meeting Minutes.**

Motion to approve November 19, 2018 Workshop and Meeting Minutes.

Moved by: Lisa Anderson

Second: Mona Hayashi

Discussion:

None

Vote: 6-yes 0-no Cheri Howe-abstain

The motion carries.

6. Chair's Report

Mr. Thielman went to the concert on Thursday. Congratulations to Mr. Jerry Shelton, the performances were excellent!

7. Director's Report

1. Student Academic Achievement

- a. The Rhythm Packed Mechanics (RPM) FTC team won a Judges Award at their qualifier tournament in November, as well as a Connect Award and a second place Inspire Award at their FTC qualifying tournament in December. The team was part of the second place alliance and qualified for State!
- b. The Winter Concert was a great success on December 13th!

2. Instructional Leadership

- a. Conducted 13 Teacher evaluation meetings and classroom visits in the past month.
- b. Conducted 5 task force meetings throughout the last month.

3. Human Resources

- a. Monthly goal updates may be found at the end of this report.
- b. Collected survey results concerning Parent/Teacher Conferences, summary results are at the end of this report.
- c. Collected survey results concerning Parent/Teacher Conferences, summary results are at the end of this report.
- d. Job description for additional Academic Counselor may be found at the end of this document.

4. Professional and Community Relationships

- a. A staff Chili Cook-off was held on November 16th with Mr. Langseth's chili receiving top honors.
- b. Attended a countywide School Collaborate Meeting at Sheriff's office on Dec. 6th.

5. Resource Management

- a. Visited Woodbury Leadership Academy on December 13.
- b. Met with owner of 8500 building three times to refine contract and begin preparation for occupying building.

6. Administrative Performance

- a. Two families withdrew their children on November 30th. Students from 6, 7 and 9 (two students) were effected.

Mr. Gawarecki added that parent teacher surveys for conferences went out. The results will help with designing the format for next year's conferences. The EA required by a student's 504 position has not been filled and the search for candidates will be expanded. Five teachers will ultimately move to building 8500 by the end of the year. The Dorkahalon is this Friday and all are encourage to attend.

8. Financial Report

Ms. Judith Darling noted that everything is on target. The amended budget was approved last month. Ms. Darling is working on tax returns. The Schwab accounts were opened so that MSA is able to accept stock options as donation. Ms. Darling is also working with the bank to get a \$300,000 line of credit.

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

Activities Report: Report submitted with no discussion..

Board Committees:

Academics (Ms. Anderson): Report submitted. Committee is working on the records activities update. The AP Task Force is done with their work. There will need to be a task force for updating the course book. The committee is working on the grants to teachers resulting from Give To The Max.

Communications (Ms. Howe): Report submitted. There were 2 parents who left and the committee will have to recruit to fill the spots. Committee developed 3 goals. Ms. Howe provided an overview of the 3 strategies for Goal 1. The other two goals still need to be fully described.

Finance (Ms. Hayashi): Report submitted. Ms. Hayashi clarified the committee notes on the 8500 update stating the the height of the urinals would not be adjusted due to the expense. The committee also reviewed Policy 705 Investments..

Annual Fund (Mr. Langseth): No report submitted. Mr. Langseth noted that Give to the Max donations totaled \$50,140. So far, allocations are \$10,000 for staff grants, \$8,000 for stage improvements, \$7,000 for stage lighting, \$1,000 for FCC compliant microphones, with grants for technology still to be determined. The Dragon Dinner is very tentatively scheduled for April 13 at the Lake Elmo Event Center.

Review of Spanish Graduation Requirements and Equivalence (Mr. Eng): No report submitted and no discussion.

Study School Expansion Possibilities (Mr. Gawarecki): Mr. Gawarecki passed out the minutes of the December 13, 2018 meeting. Mr. Eng and Mr. Gawarecki where appointed co-chairs. There are three overall options: do nothing, expand the school to admit additional students, contract or hold student numbers at levels that can be accomodated in the current facilities. They are gathering more data and are always looking for more parents to join. Mr. Thielman gave a heads up to Ms. Darling that the committee will need an update on the 5 year budget projection in order to determine how soon action will need to be taken. The next meeting is 1/10/19.

10. Consent Agenda

- a. Approval (Second Reading)
 - i. 514 Bullying Prohibition Policy
 - ii. 426 Nepotism in Employment
 - iii. 427 Workload Limit Special Education
 - iv. 501 School Weapons
- b. Annual Review (First Reading) Policy
 - i. 516 Student Medication Policy
 - ii. 502 Search of Student Lockers Desks, Personal Possessions, and Student's Person
 - iii. 521 Student Disability Nondiscrimination

Motion to approve Consent Agenda Item.

Moved by: Mona Hayashi Second: Lisa Anderson

Discussion:

None

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

11. Old or Unfinished Business

None.

12. Items for Discussion and Decision

a. Discussion of student Graduation requirements

Mr. Gawarecki presented Student "A's" situation: The student transferred to MSA last year in the fall as an eleventh grader. The student had completed AP History as a sophomore. MSA has this as an option for juniors. The MSA course description at the time did not include human geography. The student was counseled and did not take a social studies class in junior year. During the counselor's review of the transcript it was assumed that lower courses satisfied MSA's requirements. The student does not appear to meet the Geography requirement even though the student has taken sociology, and is now taking political science and economics. The student may have the mandated requirements met if the 8th grade class World Geography is included. But, there is no unilateral agreement on this.

MSA's social studies requirement is 4 years and the state's requirement is 3.5 years. The student meets the state's graduation requirements. Mr. Gawarecki recommends that the board approve the student's waiver to graduate although MSA's graduation requirements are not met.

A concern was expressed that last year a Math requirement needed to be waived for a graduating senior. Mr. Gawarecki explained that to eliminate any future need for waivers, all transfer students' transcripts will be more rigorously reviewed by the Academics Counselor, and Mr. Gawarecki will review all transcripts of students in 8th grade and above. The Department Chair will also be consulted to provide input as needed. Mr. Gawarecki will meet with all transfer students in 8th grade and above to ensure that there will not be any issues.

The school's graduation requirement portion of the website will be clarified with more details and additional counseling will be provided to transfer students.

The Director recommends approving a waiver of MSA's social studies requirements and it was noted that the Academics Committee recommended approval of the waiver.

Motion to waive MSA Social Studies graduation requirements for Student "A".

Moved by: Ken Thielman Second: Mona Hayashi

Discussion:

The Director was asked if other transfer students had discrepancies. Mr. Gawarecki stated he will follow up with the Academics Counselor for those students. A point was made that the Board would probably not grant a waiver if a math requirement was not met. Mr. Gawarecki also reiterated that future records reviews will help with these issues.

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

b. Appoint Parent member

Discussion:

The 2 parent volunteers presented:

Mr. Chris Tatarka has 3 kids at MSA. He is thoroughly impressed with MSA, the academics, and the small environment. He would like to give back to the school. He is a retired military officer and has taught academics at West Point and at other colleges. He works for the federal government and does analytical analysis.

Mr. Ramesh Aki has a daughter in 7th grade at MSA. He likes the grading system and how MSA has helped his daughter improve. He wants to promote the school and community. He works in technology and can add to the board by improving policies and being innovative.

The Board voted and Mr. Ramesh Aki was elected on a 4 - 3 vote. Mr. Thielman explained that before Mr. Aki can sit on the Board, a background check must be conducted. Mr. Gawarecki will follow up with Mr. Aki.

c. Elect Secretary

At the meeting, each non-officer was asked to fill the position of Secretary; every member present declined. In a communication with the Chair after the November meeting, Mr. Eng volunteered to fill out the remaining term of the Secretary. Since Mr. Eng is not present, Mr. Thielman will fill in as Secretary this month and the Board will appoint Mr. Eng as Secretary at the January 2019 meeting.

d. Approve Financials

Motion to approve November 2018 Financials.

Moved by: Mona Hayshi Second: Lisa Anderson

Discussion:

None

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

Motion to renew \$300,000 line of credit with Old National Bank.

Moved by: Mona Hayshi Second: Noah Langseth

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

e. Review Enrollment Procedures

Discussion:

Mr. Gawarecki noted that there are no changes to the enrollment procedures used last year. This year's procedures are posted on the website along with the appropriate dates. As before, there will be three waiting lists: one for siblings, dependents of staff, and the general public.

f. Review Strategic Plan Progress

Discussion:

Mr. Thielman noted that last month the Board reviewed the first column: Increase Mission-Driven Academic Programming. Ms. Howe reviewed the 2nd column: Achieve Teacher and Staff Excellence.

Performance indicator 1 deleted the requirement to hire high quality chemistry and physics teachers as this was accomplished.

Performance indicator 3 deleted SmartBoard training as it had been done.

Performance indicator 4 deleted the need to revamp the teacher mentor program as this has been accomplished.

Performance indicator 6 deleted the requirement to review the teacher evaluation process since that has been done.

Performance indicator 7 deleted the note that only 2 teachers currently move because this is no longer true.

g. Discussion of an Additional Counselor

Discussion:

Mr. Gawarecki requests the Board approve an additional academics counselor. The number of students needing mental health services is growing. There is a significant need for additional support for 504 students which this person will also provide. There is no onsite psychologist or counselor dedicated to student counseling outside of academics. There is a growing need for personal counseling in the lower grades. This is an identified problem across the state. If MSA can have two counselors on site, then the school is closer to the recommended student-to-counselor ratio. The Board packet provided the job description.

The two counselors would split their duties with one dedicated to middle school and the other to high school students. However, to equalize workload, there will probably be some overlap. The new counselor will also take on the 504 duties currently accomplished by the Assistant Director. Another reason to remove the 504 coordinator duties from the Assistant Director is that the 504 coordinator should really be an advocate for the student and should not also be the one responsible for student discipline. The revised budget adopted in November already included the cost for this additional position. The recommended annual salary range is \$42,000 to \$45,000.

The Board discussion included data supporting the need for the position. There was some concern expressed regarding the growing administrative staff since there are 9 administrators to 33 teachers. It was recognized that the counselor really works with students and is not really an addition to administration. The nation-wide average ratio is 1 counselor for every 500 students, and in MN this ratio is 1 counselor for every 750 students. The recommended ratio is 1 counselor for every 200 students. Adding this counselor to MSA's staff would place the school near the recommended ratio. It was also noted that an additional counselor will take some burden off the teachers.

Motion to authorize second counselor position with a salary range of \$42,000 to \$45,000 annually.

Moved by: Judy Seeberger Second: Mona Hayashi

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

h. MARSS/Student Data Coordinator Compensation

Discussion:

MACS does not report on the pay received by personnel who serve in this position at other schools. Mr. Gawarecki and Ms. Darling did a market analysis of eleven other charter schools. The data were provided to the Board in a handout.

MSA has done analyses of other administrative positions and found that most salaries and job descriptions at MSA are similar to those found in other schools. The one major discrepancy between MSA and other schools is the MARSS/Student Data Coordinator.

Mr. Gawarecki requests that the Board consider a \$3,600 increase to this position for the next 6 months. This salary would still be lower than market, but it's an improvement. One member asked if this position required a college degree (the answer is, no) and how this compared to other college degreed positions at MSA (many college degreed positions pay less).

Ms. Darling stated this increase was included in the revised budget passed in November. Although that approval assumes the Director has permission to hire, it has been practice that the Board approve updated contracts. Next year's budget will need to be adjusted to reflect this increase in salary.

Motion to approve an additional \$3,600 for the remainder of the contract.

Moved by: Lisa Anderson Second: Ken Thielman

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

i. 705 Investments (First Reading)

Discussion:

Mr. Thielman provided an additional change to the policy. Paragraph X.B.2 deletes the words "and a specific maturity sector" from the second to the last sentence. Ms. Darling explained that the changes made to reflect what MSA was actually likely to do if such investments are made in the future.

13. Future BOD Meeting and Workshop Agenda Items

Workshop:

- Strategic Plan

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

BOD Workshop on Tuesday, January 22, 2019 at 5:00 p.m. in Room 10A.

BOD Meeting on Tuesday, January 22, 2019 at 6:15 p.m. in Room 10A.

15. Motion to adjourn at 7:44 pm

Moved by: Mona Hayashi Second: Cheri Howe

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

Submitted:

Ia Xiong, Board Recorder

Approved:

Ken Thielman, Chair