

# Meeting Minutes- FINALIZED

## Board of Directors Workshop Minutes Math & Science Academy Tuesday, February 20, 2018 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  
Ken Thielman, Vice Chair & Community Member  
Mona Hayashi, Treasurer & Parent Member  
Rita Winchester, Secretary & Parent Member  
Jeff Eng, Parent Member  
Noah Langseth, Teacher Member (arrived at 5:15pm)  
Cheri Howe, Teacher Member  
Lisa Anderson, Teacher Member

#### Non-voting:

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

### Absent:

#### Voting:

Alexandria Ledo, Community Member

#### Non-voting:

Simran Chandak, Student Member

### Discussion:

Director announced that the Assistant Directors survey went out to the staff and it will go out to the parents within the next week.

BOD reviewed Director's survey/goals. Recommended more visibility around the school and discussed communication issues mentioned in comments provided in the survey responses. Discussed possible issue regarding receipt of the survey via email -- some parents indicated they have not received it. This may be due to email preference setting options determined by parents and will need to be addressed

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prior to the next survey mailing. It was also suggested that the dates of the responses (which is automatically included in SurveyMonkey) be redacted to ensure confidentiality of respondents. Kraus-Anderson climate survey questions such as, "How long have you worked here," could also potentially identify respondents and need to be addressed to ensure confidentiality.

Director announced that the timeframe for obtaining his licensure could be significantly reduced; he is awaiting determination regarding transfer credits and should have an answer by April.

Justin Ghering was invited to provide information about the alumni network he had created and is overseeing. He distributed a handout which detailed chronology of the creation of the network, data included in the network and how this is being used at this time as well as his ideas for future use. Data is on MSA property. Justin indicated understanding of confidentiality restrictions and informed BOD how to access the network if needed in his absence, ensuring it is MSA property. Justin outlined his idea for The MSA Sustainability Foundation/Endowment and provided a link to a website video (which he also provided a year ago): <http://justingehring.com/MSA/AFCEndowment/> Justin clarified that this endowment would be its own entity.

BOD discussed timeline for Stakeholder Meeting and potential purpose of the meeting. BOD will continue review of the Strategic Plan at next month's workshop.

### **Submitted and Approved:**

Rita Winchester, Secretary

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**Board of Directors  
Meeting Minutes  
Math & Science Academy  
Tuesday, February 20, 2018  
Room 10  
8430 Woodbury Crossing, Woodbury, MN 55125**

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

Vision and Mission read by Simran Chandak.

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

Non-voting:

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

Vote: 8 -yes 0-no 0-abstain

The motion carries.

4. **Open Forum**

Ms. Michelle Kurkoski - Submitted table of options to hire a part time Social Studies Teacher.  
Approval to hire now would expedite the process. It is also beneficial to see them teach as part of

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the interview process. There are more students staying on campus even though the number of students have not increased. Discussed the number of students in the classrooms and size. Want to have a good student to teacher ratio. Increase the number of core classes. Greater flexibility for the students.

### 5. **Approval of January 16, 2018 Workshop and Meeting Minutes and January 26, 2018 Meeting Minutes.**

#### **Motion to approve the January 16, 2018 Workshop and Meeting Minutes and January 26, 2018 Meeting Minutes.**

Moved by: Cheri Howe Second: Jeana Albers

Correction in Open Forum: Rachel Ballard not Karen Ballard.

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

### 6. **Chair's Report by Jeana Albers**

The workshop discussed the mid-year Director's goals and will be in the report. At the workshop, Justin Gehring provided an overview of the status of the alumni list and endowment. Board election plan will be decided tonight.

### 7. **Director's Report by John Gawarecki**

#### 1. Student Academic Achievement

- a. MSA has two students who are National Merit Finalists and 5 students were named to the commended list.
- b. Freshman Tierney Wolfgram has been named as the Gatorade Athlete of the Year in Cross Country for Minnesota!
- c. Claire Anderson and Jack Osborne from our Nordic Ski Team qualified for the MN State Meet!
- d. The Middle School Debate team finished the season February 3rd by having all 7 members receiving a blue ribbon at their last event.
- e. MSA's Middle School Team Black took 1st place for the So. Washington League Season.
- f. 8th grader Jelena Lee received a blue ribbon for her persuasive speech at the Dakota Hills Middle School Tournament on January 20th.
- g. MSA's Next Gen team created the winning robot at the last competition for the FTC season.

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- h. MSA's 8th grade Academic Triathlon teams placed 1st at the St. Ambrose meet and placed 2nd at the Cottage Grove meet on February 9th.
- i. The Duck Detectives, from 7th grade, won the 3rd Annual Battle of the Books competition on February 9th.
- j. MSA posted its honor rolls, which can be found on the school website.

### 2. Instructional Leadership

- a. Participated in Credit Recovery and PSEO Equivalency meetings.
- b. Met with 8 teachers to discuss individual issues.
- c. Conducted 9 parent and student meetings to address individual concerns.
- d. MSA's Open House was conducted on January 18 with Building A receiving the most attendance.

### 3. Human Resources

- a. Conducted interview for open EA position. One potential candidate waiting response from.
- b. Met with Teachers on Call to discuss substitute options for the remainder of this year.
- c. Attended two MDE trainings on data practices and records retention.

### 4. Professional and Community Relationships

- a. Survey of assistant directors results to be completed by March 2.
- b. Attended Parent Team meetings on January 22 and February 1st.
- c. Staff Step competition concluded on January 31st. Team 6 won the month long competition with an average of 293,385 steps per member for the month. This averages to a bit under 10,500 steps per member per day. The Red Hot Chili Steppers came in second.

### 5. Resource Management

- a. Facilitated two meetings with staff to offer three high school engineering classes for next year.

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- b. Attended two MDE Metro Charter School Crisis Response meetings.

### 6. Administrative Performance

- a. Preliminary interest in AP courses are as follows:

● Biology - 58	- Physics - 35
● Calc AB - 21	- Spanish - 6
● Calc BC - 15	- Studio Art - 12
● Chemistry - 30	- U.S. History - 6
● Lit. & Comp - 27	- Psychology - 41

- a. One senior (not on track to graduate), one freshman (better fit academically), and one 8th grade student (friends) transferred to other schools.
- b. Attended a MACS Regional Directors Meeting on February 1.
- c. Attended MDE Charter School Leader training on February 15.

## Assistant Director (Activities) 2017-18

### Yearly Goals

1. Consolidate pay schedule for activities and coaches by Sept. 15th.  
a. Complete
2. Create an advisor/coach handbook by December 30th.  
a. Complete
3. Fill all coaching positions with a signed contract by September 15th.  
a. Complete
4. Attend all required TCAC meetings or arrange for a representative to be present.  
a. In progress 100% so far
5. Complete all assigned teacher observations by Feb 15th  
a. In progress, 2 more to go.
6. Maintain a balanced budget for all combined activities by the end of the fiscal year.

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- a. In progress
- 7. Conduct at least 2 all-school spirit online shops by February 1st.
  - a. In progress, one done.
- 8. Conduct a survey of participants and parents for each budgeted activity at the conclusion of the activity. Report summary results to the Director within one month of the end of the activity.
  - a. In progress
- 9. Update Robotics Handbook to include Anti-bullying training for all people in leadership positions.
  - a. Complete
- 10. Provide Eligibility Lists to staff members two days in advance of Child Find meetings starting in November.
  - a. In progress
- 11. Respond to all 504 inquiries within 2 working days.
  - a. In progress
- 12. Provide a compiled summary of all activity surveys to the director noting tendencies of the activities program (with a minimum of 3 positive and 3 negative trends) by June 30th.
  - a. In progress
- 13. Create an activities stipend schedule and procedures for determining how stipends are determined and who gets them by May 1st.
  - a. Presenting to teachers at end of Feb.

### Assistant Director (Middle School) 2017-18

#### Yearly Goals

- 1. Attend 90% of academic committee meetings.
  - a. Been to all Academic committee meetings except November's. Was at a day long PBIS training off site instead.
- 2. As the AFC Chair, conduct monthly meetings and abide by open meeting laws.

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- a. Have done this. Upload the agenda to the website in advance of the meeting, post meeting date on the MSA website, and post minutes following the meeting.
3. Attend 90% of all IEP meetings for students in grades 6 - 8.
  - a. Have missed two IEP meetings due to illness. I have coordinated another administrator to attend in my absence in order to comply with applicable laws.
4. Facilitate and complete WBWF goals and have paperwork submitted to the MSA Director by December 1st.
  - a. Done. Continuing to work on 2017-2018 goals and presentation to community which is scheduled for February 21st. The powerpoint for this presentation is complete.
5. Revise and install a new mentoring program by August 24th.
  - a. Done.
6. Facilitate three main fundraising campaigns (Family Fun Shoot, GTTM, and Dragon Dinner) with a goal of raising \$75,000 or more combined for the three events by the end of the fiscal year.
  - a. Partially complete. Family Fun Shoot was a huge success. We doubled the participation from the first year.
  - b. We also reached our goal of \$50,000 for GTTM. Grant requests have been approved by the academic committee and are awaiting final approval by the finance committee. Grant items must be on site prior to March 23rd.
  - c. The Dragon Dinner is on track. We are busy soliciting donations for the silent auction. Jacki Frazer is chairperson for the event. Event will be April 14th. All BOD members are encouraged to attend!
7. Implement new staff wellness program by offering at least one opportunity for staff to participate in by May 1st .
  - a. Done. Staff competed in the "Staff Step Competition" for the month of January. By most accounts it was a lot of fun and got the staff working



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with other staff members that they didn't interact with as much. Will have other opportunities as the year goes on for staff wellness.

8. Formally observe and provide feedback for all staff requiring observations by February 28th.
  - a. In the process. Have completed all but two observations. Observations will be completed by 2/23/18
9. Attend 90% of PBIS meetings and trainings and provide administrative support for PBIS at MSA.
  - a. In process. Have not missed any PBIS meetings. Final state wide PBIS training is February 26th.
10. Starting in September, solicit monthly columns, complete a school wide newsletter, and distribute to the MSA community before the first of every month.
  - a. In process. Have successfully solicited information from teachers and staff and have published a newsletter at the beginning of every month thus far.
11. Increase MSA's social media footprint by using Twitter to positively engage the community.
  - a. In process. Have increased the number of followers on Twitter and am using Twitter to positively show off MSA. Use for PBIS, student achievements and other posts related to education. MSA's main account currently has increased to 104 followers.
    - i. I use Twitter to interact with followers, engage families, and engage in professional development and learning about PBIS with others around the state.
12. Responds to 90% of parental email and voicemail inquiries within 2 business days.
  - a. Done
13. Develop an effective intervention program for students of concern in grades 6 - 8.
  - a. In process. Have changed the child find process to include more data. Have given teachers additional resources for research based interventions.

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- i. Have implemented a Tier 2 team to help students that may need more intensive interventions.

### Academic Counselor 2017-18

#### Yearly Goals

- Students continue to complete and utilize Naviance lessons introducing college and career planning topics.
- I continue to assist and implement PBIS lessons and activities.
- I have planned and implemented a Mental Health/ Suicide Prevention training and presentation to both staff and students. Staff: 1/31/18, Students: 2/16/18 or 2/23/18
- I have just recently hosted a successful PSEO informational night for MSA families and will be hosting a Leadership Night, a Financial Aid Night through Thrivent as well as Junior Night in late February through early March.
- I am currently working on the plan to check in with all 11th and 12th grade students individually to monitor college and career readiness.
- I have participated in MDE DAC training on February 1st. Preadministration procedures have started for the MCA's, ACT and AP tests beginning in April. Test Monitor training for Staff is planned for Feb. 28th.
- I continue to check-in with identified students to assess student needs and offer academic and social/emotional support.

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Tell

Month	Total	Topics
Aug	0	
Sep	2	Name calling, intellectual Intolerance
Oct	6	Conferences, kissing, note, lights, teacher, WIFI
Nov	5	Two teacher behaviors, 2 PSEO offsite reports, vaping, opposition to English Book
Dec	2	Inappropriate Jokes, Bullying
Jan	1	Clean path to YMCA (County path)
Feb		
Mar		

Ask

Month	Total	Topics	Activities	Facilities	Policies	Procedures	Obscure	Misc.
Aug	4			2				2 Staff Cell phones, back pack weight,
Sep	7			2	1	1	1	2
Oct	10			4	1			4 Conferences, Internet, Computers, Tell vs. Ask
Nov	4						2	2 GTTM, Friday Hat Day
Dec	5			1			2	2 Move location, Parental connections
Jan	11			2	1	1	6	1 SuperBowl Monday off
Feb								
Mar								

Conducted Feb 9, 2018. JG, KT, MH, TJ, JP, JG		
Grade	Admitted	Waiting List
6	50 Sibling, 1 Staff, 37 General	206 total 2 on Sibling waitlist
7	0	96 total 2 on Sibling waitlist
8	0	53 total 2 on Sibling waitlist
9	0	76 total 8 on Sibling waitlist
10	0	9 total 1 on Sibling waitlist
11	0	7 total 0 on Sibling waitlist
12	0	1 total 0 on Sibling waitlist

## 8. Financial Report

Presented by Ms. Judith Darling. Budget is still in good position. Added a working budget column. Some categories are slightly over budget. The lease in Building C is in the process of being amended. If successful, then the deficit of \$12,000 would become a surplus of \$60,000. The lease need to be amended to meet the requirements of the law and PSEO requirements. It will need approval of MDE. The amendment will need to be done by end of school year but could stretch it to August or September.

The instructional supplies are over budget but the annual funds could be used. The Dragon Dinner would help too.

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

**Activities Director's Report:** Report submitted with no discussion.

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## **Board Committees:**

Academics (Ms. Anderson): Report submitted. Committee has come up with a procedure to determine if PSEO classes can be accepted to replace MSA classes. Currently there are two Spanish PSEO classes that will go through the process. Standardized testing to measure individual growth is needed. Funding will be needed to get this testing. Funding will also be needed for professional development.

Finance (Ms. Hayashi): Report submitted. Committee discussed the allocation of Give to the Max Funds. This month will continue to work on the budget with salary and other information.

Annual Fund (Mr. Thielman): Report submitted. There will be a meeting tomorrow.

Parent Team (Ms. Howe): Report submitted with no discussion.

## **Board Task Forces:**

Educational Program Policy (Ms. Howe): Report submitted. Academics Committee is reviewing the policies and is determining whether a student should be given a grade or given a pass/fail if the student transfers in or out during mid-year. Each department will make recommendations.

## **10. Consent Agenda**

- a. **Approval of Busing for School year 2018-19 through ISD 833.**
- b. **Approval of Lottery Results**
- c. **Approval of Policy 524 (Annual Review)**
- d. **Approval of Calendar Change Due to Snow Days**

### **Motion to approve Consent Agenda items.**

Moved by: Ken Thielman

Second: Mona Hayashi

Vote: 8-yes 0-no 0-abstain

The motion carries.

## **11. Items for Discussion and Decision**

- a. Approval of January 2018 Financials

### **Motion to approve January 2018 Financials.**

Moved by: Mona Hayashi

Second: Lisa Anderson

Discussion:

None

Vote: 8-yes 0-no 0-abstain

The motion carries.

- b. Approval of 0.5 FTE Social Studies Teacher

### **Motion to approve 0.5 FTE Social Studies Teacher.**

Moved by: Cheri Howe

Second: Jeff Eng

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### Discussion:

Board had questions for Ms. Kurkoski. Chair recognizes Ms. Kurkoski. She stated that it will be an ongoing need depending on which class. If it's a core class, it will be needed. If it's an AP class, it will be offered to students that meets schedule and other criteria. AP has a requirement of class size capped at 20 students.

Chair recognizes Ms. Jessie Heydt. It depends on where interest is coming from students.

Board discussed how this would impact other classes. It would not impact core classes. It would have the potential to impact the class size at that hour.

Chair recognizes Ms. Joell Pundsack. There are 34 interested in AP Psychology. Board discussed schedule and how to equitably choose the students if it reaches maximum class size.

Board also discussed how this would impact the budget because insurance would increase if over 50 staff. Ms. Darling suggested that the budget would be adjusted to make it work if Board decides this is a priority.

Board discussed how the demand could go down after students move grade and then what would happen.

Board questioned whether this was a Board decision. Board decision is needed if it is outside of the budget. Board acknowledged that there was a need to investigate further.

### **Motion to postpone to March meeting.**

Moved by: Ken Thielman      Second: Jeff Eng

### Discussion:

Board member noted that Social Studies is a core study and it has less teacher than the other core study. Mr. John Gawarecki to review and determine as quickly as possible.

Ms. Simran Chandak left the meeting at 7:15 pm.

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

Ms. Simran Chandak returned to the meeting at 7:17 pm.

### c. Approval of Election Plan

### **Motion to approve Election Plan.**

Moved by: Cheri Howe      Second: Rita Winchester

### Discussion:

Ms. Jeana Albers had drafted the plan. The Election Committee last year consisted of only Mr. Tim Tydlacka. Parent team is willing to count again.

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Board discussed Ms. Alexandria Ledo's absences and whether it violates Board By-laws. It was unclear if a notified absence counted. Ms. Albers will follow up. Board also discussed the need to fill this position for 2 months before election time. Mr. John Gawarecki will follow up with Liz.

Election will be processed similar to last year. Ms. Albers will speak to the Student Council about the student representative.

The community member will need to be posted in the Woodbury paper and the Chamber of Commerce.

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

### **Motion to appoint Jeana Albers as the Election Committee.**

Moved by: Lisa Anderson Second: Noah Langseth

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

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

None

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

- a. Early Graduation Statement
- b. Stakeholder Meeting Planning
- c. Strategic Plan

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

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

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

## **15. Motion to adjourn at 7:26 pm**

Moved by: Noah Langseth Second: Ken Thielman

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

### **Submitted:**

Ia Xiong, Board Recorder

### **Approved:**

Rita Winchester, Secretary