

Meeting Minutes- APPROVED

Board of Directors Workshop Minutes Math & Science Academy Monday, March 19, 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
Mona Hayashi, Treasurer & Parent Member
Rita Winchester, Secretary & Parent Member
Jeff Eng, Parent Member
Noah Langseth, Teacher Member
Cheri Howe, Teacher Member
Lisa Anderson, Teacher Member
Alexandria Ledo, Community Member

Non-voting:

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

Absent:

Voting:

Ken Thielman, Vice Chair & Community Member

Non-voting:

Simran Chandak, Student Member

Discussion:

Old ballots from prior years were found in a cabinet. It was decided that if they are blank, they should be disposed of. If they are not, they should be filed. Chair will also look into what has happened to other past completed ballots to ensure they have been filed as well.

Plans for the annual Stakeholder Meeting were discussed. BOD will complete review of the Strategic Plan for presentation, will bring up future expansion options, report on finances with a 2-3 year projection. Date

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of Tuesday, May 1st at 5:00 was identified for this meeting. Tentatively, Mona, John, Judith and maybe Ken will present on Finances. Cheri, Lisa and Rita will present on the Strategic Plan.

BOD continued review of the Strategic Plan. Secretary informed Board of the document which holds detailed notes of the reviews, since the workshop minutes are summaries. The document will be shared with the BOD.

Cheri Howe reported that the Community Service Group has not had a formal get together, but will be holding one in the near future.

BOD reviewed areas of Strategic Plan covering smart growth, fundraising and marketing. Fundraising goals will be clearer after the Dragon Dinner. Judith's company is compiling general marketing information that MSA could use for the website, handbook and at 6th Grade Night.

It was suggested that a column be added to the Strategic Plan to include future actions to be taken, so follow up on items can be tracked visibly over time.

BOD reviewed areas on Strategic Plan covering the administrative team, communications and branding. It was suggested that a task force should take over branding and marketing.

Database of scholarships and Tech Task Force were addressed. Noah Langseth volunteered to be the BOD liaison for the Tech Task Force, which was added to the agenda for tonight's BOD meeting.

The need for an early graduation statement was brought up and will be addressed at next meeting.

Submitted and Approved:

Rita Winchester, Secretary

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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
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
Alexandria Ledo, Community Member

Non-voting:

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

Absent:

Voting:

Ken Thielman, Vice Chair & 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: Rita Winchester

Add to Items for Discussion and Decision:

- h. Approval of Noah Langseth as Chair of Technology Task Force
- Change order of Items of Discussion and Decision as follows
- b. Policy 616
 - c. Policy 601
 - d. Policy 603

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

4. Open Forum

None

5. Approval of February 20, 2018 Workshop and Meeting Minutes and March 8, 2018 Meeting Minutes

Motion to approve February 20, 2018 Workshop and Meeting Minutes and March 8, 2018 Meeting Minutes.

Moved by: Cheri Howe Second: Jeana Albers

In February 20, 2018 minutes, move in Item 9 Education Program Policy statement: "Committee is reviewing the policies ... " to Academics Committee.

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

6. Chair's Report by Jeana Albers

In tonight's workshop, we discussed the upcoming stakeholder meeting and the strategic plan. We will be having the stakeholder meeting on Tuesday, May 1st. During the stakeholder meeting, we will be discussing with the community the finances of the school and where we are at with the strategic plan.

On another note, the election ballots will hopefully be approved tonight. The Parent Team and volunteers will be helping to stuff them later this week, and they will be due back by April 6th. The election results will be approved at the April meeting, and the members will be appointed in June.

Student election is already underway.

7. Director's Report by John Gawarecki

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MSA Director Report for March

1. Student Academic Achievement
 - a. MSA had the top high school average composite score in the state of Minnesota for the 2017 ACT with an average of 27.6. (The top 4 schools were charter schools.)
 - b. MSA's Fighting Calculators were a part of the winning alliance at the Lake Superior Regional and have qualified for the World Championship in Detroit.
 - c. Four out of MSA's Academic Triathlon 5 teams placed 3rd or higher (three teams placed second) during March 9th's Regional Meets.
 - d. MSA students NUNNABove tried out for America's Got Talent. Tune in this May to see what happened.
 - e. MSA junior Kate Yapp was recognized on KARE 11 for her work in Girl Scouts and her project on the MSA campus.
(<http://www.kare11.com/video/entertainment/television/programs/kare-11-sunrise/woodbury-teen-working-towards-highest-honor-in-girl-scouts/89-8034868>)
 - f. The Sounds of Hope benefit concert was held on March 15th at 7:00 pm.
2. Instructional Leadership
 - a. High school students attended a mental health presentation on February 16 and 23rd. The presentation titled "Ending the Silence" was presented by NAMI and included warning signs of mental health, anxiety, and depression and what steps to take if someone is showing symptoms of a mental illness.
 - b. MSA conducted a K-9 search of all three buildings on March 8th. There were no drugs found during the search.
 - c. Conducted a lockdown drill school wide on February 27th.
3. Human Resources
 - a. Goals for the Assistant Directors and Academic counselor may be found at the end of this report.
 - b. Staff summary results of the Assistant Director surveys may be found after the goal updates for the Assistant Directors and Academic counselor. Parent results will be available at the next meeting.
 - c. Attended a Bullying Symposium on March 9th.
4. Professional and Community Relationships
 - a. Met with WLA Director to discuss cooperative opportunities on February 28th.

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- b. Attended an Executive BOD meeting on March 1.
 - c. Met with BergrenKDV to develop next year's budget on March 6th.
 - d. Attended Charter School Day at the Capitol with Board Treasurer on March 7th. Met with Rep. Fenton and Sen. Kent.
 - e. Attended 21 parent and staff meetings during the past month.
5. Resource Management
- a. Contacted Building C owners to re-write current contract so it meets lease aid requirements. Received amended lease on March 13th.
 - b. Met with teachers to continue plans for the 3 engineering courses to be taught next year.
 - c. Met with Houghton Mifflin Harcourt on March 12th to discuss concerns with science curriculum that was purchased this year.
 - d. Attended a Wells Fargo breakfast where MSA was awarded a \$1,000 grant on March 15 for engineering supplies.
6. Administrative Performance
- a. Attended the MACS Charter School Management Policy meeting on March 13th.
 - b. Provided guidance and oversight of the National School Walkout on March 14th.
 - c. Coordinated with MSA's liability agent and legal representative to facilitate the response to an Office of Civil Rights investigation.

Hired an education assistant -- Michael Palony

MSA was awarded School Finance Award since 2011. MSA was also the top high school composite for ACT in State of MN. (27.7)

8. Financial Report

Presented by Ms. Judith Darling. Current month financial and draft budget

Current month financial is stable. Enrollment and cash is stable. The amended budget was increased because it assumes an increase in lease aid in Building C. If there is an overall higher surplus, then less money goes into building and repair fund. If there are issues with the lease, then it would revert back to amended budget.

Draft Budget uses forecast and headcount = 473 and WADM = 550 (weighted average daily membership). There is usually more revenue than expenses. If activity money is not spent it gets carried over but that is not preferred. Social Studies teacher was added at 0.5. Expected surplus is \$28,140 which already estimates increased health insurance cost. Proposed budget will be brought to the board next month for approval.

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

Board Committees:

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Discussion:

Ms. Howe provided an overview of the edits. Edits provided in the Board packet.

c. Policy 601 (First Reading)

Discussion:

Ms. Howe provided an overview of the edits. Edits provided in the Board packet.

d. Policy 603 (First Reading)

Discussion:

Ms. Howe provided an overview of the edits. Edits provided in the Board packet.

e. Approval of Election Ballots

Motion to approve Election Ballots.

Moved by: Cheri Howe Second: Mona Hayashi

Discussion:

There are no candidates for Community Member. Ballots will be ready to be mailed out later this week.

Motion to amend the Election Ballots to add Alexandria Ledo for Community Member Candidate and Jeff Eng for Parent Member Candidate.

Moved by: Cheri Howe Second: Lisa Anderson

Discussion:

None

Vote: 8-yes 0-no 0-abstain

The motion carries.

f. Data Practices Training

Discussion:

Mr. Gawarecki provided a handout and an overview of the training. If board is acting as a board member then that information is under data practices. He provided the different types of data that falls under the data practices and what is private. Board discussed how long information is required to be kept which he was told that as long as the law requires it. This is a mandatory board training.

g. Approval of 2018-2019 Calendar

Motion to approve 2018-2019 Calendar.

Moved by: Mona Hayashi Second: Noah Langseth

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Discussion:

Mr. Gawarecki handed out the survey results. The top choice was Option 2 with 2 week winter break. Board discussed the non-bus days. Having a contract to provide bus for those days could be \$10,000. Previous non-bus days have had about 5 parents voicing issues. Board determined that the early notice on the calendar will help parents plan for those days.

Motion to amend 2018-2019 Calendar to reflect Option 2.

Moved by: Mona Hayashi Second: Cheri Howe

Discussion:

None

Vote: 8-yes 0-no 0-abstain

The motion carries.

- h. Approval of Noah Langseth as the Chair of Technology Task Force.

Motion to approve Noah Langseth as the Chair of Technology Task Force.

Moved by: Lisa Anderson Second: Jeana Albers

Discussion:

None

Vote: 8-yes 0-no 0-abstain

The motion carries.

12. Old or Unfinished Business

Social Studies Staffing Update - Mr. Gawarecki met with Social Studies Department. A 0.5 staff member was needed. It would reduce Ms. Anderson's position and would enable an additional class to be offered. It is already built into the budget next year.

13. Future BOD Meeting and Workshop Agenda Items

- a. Strategic Plan
- b. Invite Ms. Froberg to workshop
- c. Finalize Stakeholder Meeting
- d. Update on Investigation

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

BOD Workshop on Monday, April 16, 2018 at 5:00 p.m. in Room 10A.

BOD Meeting on Monday, April 16, 2018 at 6:15 p.m. in Room 10A.

15. Motion to adjourn at 7:39 pm

Moved by: Mona Hayashi Second: Jeana Albers

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

Submitted:

Ia Xiong, Board Recorder

Approved:

Rita Winchester, Secretary