

Meeting Minutes- FINALIZED

Board of Directors Workshop Minutes Math & Science Academy Monday, April 16, 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
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:

Activities Director, Shannon Froberg answered questions the BOD had about the potential football and soccer co-op students and their families have expressed interest in joining. New Life Academy would host the football practices. Twin Cities Academy would host the soccer practices. Both would start after MSA school day ends. 11 students attended the informational meeting for football. The cost would be \$90 total for football. BOD discussed pros and cons of having MSA students participate in the co-op. There was no opposition to the school continuing this dialog with the co-op. Ms Froberg will include any future interactions with co-ops in the monthly minutes she submits.

Meeting Minutes- FINALIZED

BOD discussed pros and cons of student clubs, activities and sports at the school. Some of the positives brought up were how it ties into the students becoming lifelong learners, the benefits of participating in teams, the positive impression made on college applications. Some of the negatives brought up were how some activities interfere with classroom time when students need to leave early, the number of activities at the school is currently not able to be accommodated by the yearbook (too many pages) and how some of the clubs have fewer than five members. Director will talk to the staff at the next scheduled staff meeting for their input on this topic as well.

Secretary requested BOD feedback regarding the current practice of including the entire Director's Report in the BOD Meeting Minutes. It was decided that only the first page summary would be included. Graphs and supplemental documents will still be in the BOD packet each month.

BOD reviewed preparations for the Stakeholder's Meeting scheduled for May 1st. It was decided to move the meeting to May 21st to be held during the time scheduled for the BOD Workshop. Chair will change the announcement to the public.

Submitted and Approved:

Rita Winchester, Secretary

Meeting Minutes- FINALIZED

Board of Directors Meeting Minutes Math & Science Academy Monday, April 16, 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
Alexandria Ledo, Community Member

Non-voting:

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

Absent:

None

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

Remove from Consent Agenda:

Approval of Commitment Letter to BerganKDV

Change Technology Task Force from Ms. Albers to Mr. Langseth.

Move Consent Agenda item to Items of Discussion and Decision:

Policy 616 (Second Reading)

Meeting Minutes- FINALIZED

Policy 705.1

Vote: 9-yes 0-no 0-abstain
The motion carries.

4. Open Forum

None

5. Approval of March 19, 2018 Workshop and Meeting Minutes

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

Moved by: Mona Hayashi Second: Jeana Albers

In the workshop minutes, the highlight should not be there. Date was changed from April 1 to May 1.

Vote: 8-yes 0-no Ken Thielman-abstain (not in attendance of last meeting)
The motion carries.

6. Chair's Report by Jeana Albers

The board discussed athletics during tonight's workshop, as well as the stakeholder meeting. The stakeholder meeting has been changed to be held during the board's workshop on Monday, May 21, at 5 pm.

As many know, this past weekend's Dragon Dinner was cancelled due to the blizzard. Those who are part of the Dragon Dinner planning team have been working tirelessly at figuring out a new plan. The school thanks them for all of their endeavors.

A third topic to mention is that the board ballots were counted up last Monday, April 9, by Rachel Ballard, Carolyn Hamil, Rita Winchester, and Mona Hayashi. Thank you to all who helped. The election results will be approved tonight.

7. Director's Report by John Gawarecki

The Robotics Team was interviewed on Buzz 5.

1. Student Academic Achievement
 - a. MSA's Robotics team was featured on the Fox 9 Morning Buzz on Monday, April 9th for their recent and past success, 7 participants fielded question from Keith Marler.
 - b. MSA juniors completed their ACT testing on April 3rd.
2. Instructional Leadership
 - a. Conducted a brief staff training on data privacy and data practices.
 - b. Conducted over 25 meetings with staff, parents and students.
 - c. Participated in the PSEO Equivalency

Meeting Minutes- FINALIZED

3. Human Resources

- a. Attended a Special Education Law and Leadership Conference on March 21 and 22nd.
- b. Posted for a 0.50 FTE Social Studies teaching position.

4. Professional and Community Relationships

- a. Attended the April 2nd Parent Team meeting.
- b. Met with Washington County Department of Public Health & Environment on April 10.
- c. Conducted a site visit with SAM on April 11th. Began preparation work for our renewal contract.

5. Resource Management

- a. Met with TRANE to discuss controls upgrade and conversion proposals.
- b. Met with Indigo Education to discuss next year's SPED Departments composition and needs.
- c. Compiled and coordinated an updated lease agreement with landlord.
- d. Coordinated adjustments for next year's budget with BergankD.V.

6. Administrative Performance

- a. Coordinated and participated in an OCR investigation, with final interviews conducted on April 5th.
- b. Participated in a visit from the Ramsey County Sheriff's office to evaluate MSA's security needs.

8. Financial Report

Presented by Ms. Judith Darling. Cash flow is strong with \$2M which Ms. Darling will look into Certificate of Deposits. A lease aid amendment was submitted to allow revenue generation on PSEO students. Once this is approved, the second amendment will be submitted for Building C. Working budget is breaking even. There is an increase to contract services due to the investigation.

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

Board Committees:

Academics (Ms. Anderson): Report submitted. Meeting was not well attended. There will be a professional development committee created.

The PSEO Task Force reviewed and determined that the Intermediate Spanish 2022 at Century College is equivalent to MSA's Spanish 4 for Juniors based on syllabus and curriculum. Board discussed why this review was needed, what was the purpose, and how it met MSA requirements. Mr. Gawarecki had explained and discussed it with MDE. MDE did not have an issue with it as long as MSA was not creating a roadblock to graduation. Parents felt that MSA is forcing students to stay at MSA and not supporting PSEO. This decision would mean that if

Meeting Minutes- FINALIZED

a student was required to have Spanish 4, which is a year long class, then it would be a challenge to meet that requirement if the student was unable to take it in the 2nd semester.

Board discussed the purpose of the Spanish requirement. Currently MSA requires 3 years of high school Spanish class but it doesn't require it to be at a certain level in order to graduate. This creates an unequitable requirement for students who started in middle school versus a student who comes in at high school.

Motion to have Academic Committee to determine graduation requirements for Spanish.

Moved by: Ken Theilman Second by: Mona Hayashi

Voted: 9-yes 0-no 0-abstain

The motion carries

Finance (Ms. Hayashi): Report submitted. Committee would like to determine balance in the activities, how it's being spent, and how the Activities Director is communicating it.

Annual Fund (Mr. Thielman): Report submitted with no discussion.

Parent Team (Ms. Howe): Report submitted with no discussion. Parent team will be a committee until this summer which they will then become a non-profit and no longer be a committee.

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

Board Task Forces:

Educational Program Policy (Ms. Howe): No report submitted.

Communications (Ms. Albers): Report submitted. Ms. Albers provided some highlight. Board discussed the importance of this task force and based on survey feedback felt it should be a committee.

Motion to make this into a Communications Committee.

Moved by: Jeana Albers Second: Cheri Howe

Vote: 9-yes 0-no 0-abstain

The motion carries.

Technology Task Force (Mr. Langseth): Report submitted with no discussion.

10. Consent Agenda

- a. Approval of BOD Election Results**
- b. Policy 601 (Second Reading)**
- c. Policy 603 (Second Reading)**
- d. Policy 806 (Annual Review)**
- e. Approval of School Health Services from Hennepin Health Care MVNA**
- f. Approval of MACS membership**

Motion to approve Consent Agenda items.

Moved by: Jeana Albers Second: Ken Thielman

Meeting Minutes- FINALIZED

Vote: 9-yes 0-no 0-abstain
The motion carries.

11. Items for Discussion and Decision

- a. Approval of March 2018 Financials

Motion to approve March 2018 Financials.

Moved by: Mona Hayashi Second: Ken Thielman

Discussion:
None

Vote: 9-yes 0-no 0-abstain
The motion carries.

- b. Approval of 2018-2019 Budget

Motion to approve 2018-2019 Budget.

Moved by: Mona Hayashi Second: Jeana Albers

Discussion:

Ms. Darling provided an overview. The budget is based on 473 ADM but 519 ADM with PSEO. The surplus is \$12,000 which basically breaks even. It assumes a maximize lease aid in Building C.

Motion to approve 2018-2019 Budget with General Fund Revenues of \$5,317,338 and General Fund Expenditures of \$5,305,049.

Moved by: Mona Hayashi Second: Jeana Albers

Vote: 9-yes 0-no 0-abstain
The motion carries.

- c. Approval of a Special Meeting for Director Evaluation

Motion to approve a Special Meeting for Director Evaluation.

Moved by: Cheri Howe Second: Jeana Albers

Discussion:

Ms. Albers suggested a special meeting so that new board members did not have to sit out during the regular meeting while doing the evaluation. Also, she suggested to do this earlier in the year next time. The Special Meeting will be on Thursday, June 14 @ 5 pm.

Vote: 9-yes 0-no 0-abstain
The motion carries.

- d. Approval of Contract with JR Computer Associates for IT Services

Meeting Minutes- FINALIZED

Motion to approve contract with JR Computer Associates for IT Services.

Moved by: Ken Thielman

Second: Jeana Albers

Discussion:

Mr. Gawarecki noted that the contract is the same in dollar and time commitment as last year. The contract added clarification that this doesn't include parts or hardware or the warranty for it. The coverage for the school year was very good.

Vote: 9-yes 0-no 0-abstain

The motion carries.

- e. Approval of Special Education Services from Indigo Education

Motion to approve Special Education Services from Indigo Education.

Moved by: Mona Hayashi

Second: Rita Winchester

Discussion:

Mr. Gawarecki noted that the new contract has a less than 5% cost increase. The contract only includes the special education director. The contract last year included the coordinator. This can be added on later if needed.

Vote: 9-yes 0-no 0-abstain

The motion carries.

- f. Review Staff Handbook

Discussion:

Presented by Mr. Gawarecki. The handbook does not include policies due to the volume. Policy will be available electronically to staff. Staff will complete front page.

- g. Policy 616 (Second Reading)

Motion to approve Policy 616.

Moved by: Cheri Howe

Second: Mona Hayashi

Discussion:

Ms. Howe provided an overview of edits.

Motion to postpone the approval of Policy 616 to May 21, 2018.

Moved by: Jeana Albers

Second: Noah Langseth

Vote: 9-yes 0-no 0-abstain

The motion carries.

- h. Policy 705.1

Discussion:

Meeting Minutes- FINALIZED

Mr. Ken Thielman recommended that this policy number be changed to 714 to match MSBA's number for Fund Balance Policy.

Motion to approve Policy 714.

Moved by: Mona Hayashi Second: Lisa Anderson

Discussion:

None

Vote: 9-yes 0-no 0-abstain
The motion carries.

12. Old or Unfinished Business

none

13. Future BOD Meeting and Workshop Agenda Items

none

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

BOD Workshop on Monday, May 21, 2018 at 5:00 p.m. in Room 10A.

BOD Meeting on Monday, May 21, 2018 at 6:15 p.m. in Room 10A.

15. Motion to adjourn at 7:47 pm

Moved by: Mona Hayashi Second: Cheri Howe

Vote: 9-yes 0-no 0-abstain
The motion carries.

Submitted:

Ia Xiong, Board Recorder

Approved:

Rita Winchester, Secretary