

Meeting Minutes- FINALIZED

Board of Directors Workshop Minutes Math & Science Academy Monday, May 21, 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
Jeff Eng, Parent Member
Noah Langseth, Teacher Member
Cheri Howe, Teacher Member

Non-voting:

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

Absent:

Voting:

Mona Hayashi, Treasurer & Parent Member
Rita Winchester, Secretary & Parent Member
Lisa Anderson, Teacher Member
Alexandria Ledo, Community Member

Non-voting:

Simran Chandak, Student Member

Discussion:

Stakeholder Meeting was held. Ms. Howe presented information regarding the strategic plan and progress thus far met. Mr. Langseth, Ms. Darling, and Mr. Gawarecki presented information regarding the financial viability of the school.

Submitted and Approved:

Jeana Albers, Chair

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Board of Directors Meeting Minutes Math & Science Academy Monday, May 21, 2018 Room 10

8430 Woodbury Crossing, Woodbury, MN 55125

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

Mission:

We provide accelerated curricula in all subjects, with an emphasis on math and science.

Vision:

To be an innovative, sustainable model of academic excellence that creates well-rounded, lifelong learners and global citizens.

2. Roll Call of Members

Present:

Voting:

Jeana Albers, Chair & Teacher Member
Ken Thielman, Vice Chair & Community Member
Cheri Howe, Teacher Member
Jeff Eng, Parent Member
Noah Langseth, Teacher Member
Alexandria Ledo, Community Member

Non-voting:

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

Absent:

Mona Hayashi, Treasurer & Parent Member
Rita Winchester, Secretary & Parent Member
Lisa Anderson, Teacher Member

3. Approval of Agenda

Conflict of Interest: none

Motion to approve the agenda.

Moved by: Cheri Howe

Second: Jeana Albers

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Discussion:

Remove student/parent handbook, remove audit firm.

Vote: 6-yes 0-no 0-abstain

The motion carries.

4. Open Forum

None

5. Approval of April 16, 2018 Workshop and Meeting Minutes and April 17, 2018 Meeting Minutes

Motion to approve the April 16, 2018 workshop and meeting minutes and April 17, 2018 meeting minutes

Moved by: Jeana Albers

Second: Ken Thielman

Discussion:

None

Vote: 6-yes 0-no 0-abstain

The motion carries.

6. Chair's Report

We are winding down for the year. The stakeholder meeting looked at the progress made thus far on the strategic plan and the financial viability of the school. The director's evaluation will be held during a special closed meeting on Thursday, June 14, at 5 pm. Surveys from parents and staff are due this Friday at 11:59 pm. A reminder will be sent out later this week.

7. Director's Report

MSA Director Report for 2017

1. Student Academic Achievement

- a. MSA was ranked as the #4 High School in Minnesota by the *U.S. News and World Report*.
- b. Clark Decaire received 2nd Place at the State level of National History Day this past Saturday and qualified for the national tournament in Washington DC in June! He presented a documentary about the Cuban Missile Crisis.
- c. The Fighting Calculators return from their valiant efforts at the World Robotics competition in Michigan last week. They made it to the quarter finals with their alliance in the Curie division on Saturday for only the third time in MSA history! Amazing job team!
- d. The Spring Concert – Bach and Beyond! was held on May 3, 2018 in the gym.

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2. Instructional Leadership
 - a. Please see administrative staff goal updates at the end of this document.
 - b. Attended May 7th Parent team meeting and elections. The English Department did a fantastic job presenting their curriculum to start the meeting.
 - c. Extended Day continues to meet daily.

3. Human Resources
 - a. 10 candidates applied for the 0.50 FTE Social Studies position. We are in the process of setting up interviews.
 - b. Met with Kraus-Anderson to review benefits options for next year and to review our Policy 428.
 - c. Notified those employees not being asked to return next year of their status.

4. Professional and Community Relationships
 - a. Attended the MACS Regional Director's meeting on April 26th.
 - b. Attended in the MACS Government Affairs Committee meeting on May 17th.
 - c. Conducted a staff community building activity the week culminating in a staff meeting on April 25th.
 - d. Attended two MDE Charter School training sessions on April 26th and May 15th.

5. Resource Management
 - a. Rescheduled the Dragon Dinner to June 3rd by negotiating with Lake Elmo Event Center.
 - b. Capital assessment plan was presented to the Finance Committee on May 14th. Plan may be found at the end of this report.

6. Administrative Performance
 - a. Attended a training provided by MDE on school safety and security on April 26th.
 - b. Met with Woodbury Police to discuss school security needs.
 - c. Meet with 7 vendors for various projects.
 - d. Attended 34 meetings with staff, parents, and students.
 - e. Attended a Bullying and Harassment Investigation at MDE on May 11.

Capital Improvements 2018-19

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Item	Location	Priority	Cost	Vendor	Description
Paint Gym	B	1	\$4,000		First 15 feet only
Paint Walls	A	1	\$2,500		Paint in common areas
Paint Walls	B	1	\$5,500		Paint in common areas
HVAC	A	1	\$68,000		Capital Plan Priority 1 (\$64850)
Carpet replace	A	3	\$4,500		Start room replacements
Windows	A	2	\$5,000		Repair hardware/cranking mechanisms
Parking lot	A & B	2	\$10,000		Capital Plan Priority B (\$85000)
Relandscape	Front of A	2	\$1,500		Temp. fix for washout and ice.
Add Benches	B	2	\$1,200		Two benches on East side
Repair Cracked Curbs	A & B	3	\$10,000		\$2500 ea x 4
Shelves in Great Hall	A	1	\$13,500		Shelving around two walls for microwaves & electrical outlets
Sidewalk	B & C	1	\$17,000		Includes East side of Building A
Entrance Office	C	1	\$6,500		Move desk and improve entrance carpeting.
Bathrooms	A	1	\$25,000		Replace tile and fixtures.
Total			\$149,200		

Assistant Director (Activities) 2017-18 Goals Update

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

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4. Attend all required TCAC meetings or arrange for a representative to be present.
 - a. Complete
5. Complete all assigned teacher observations by Feb 15th
 - a. Complete
6. Maintain a balanced budget for all combined activities by the end of the fiscal year.
 - a. In progress
7. Conduct at least 2 all-school spirit online shops by February 1st.
 - a. Complete
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. Complete
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. Complete

Assistant Director (Middle School) 2017-18 Goals Update

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.
 - a. Done
3. Attend 90% of all IEP meetings for students in grades 6 - 8.
 - a. Done

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4. Facilitate and complete WBWF goals and have paperwork submitted to the MSADirector by December 1st.
 - a. Done.
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.
 - b. The Dragon Dinner is June 3rd. We have approximately 200 attendees and numerous auction items.

Note: Due to weather, the event was moved to June 3rd.
7. Implement new staff wellness program by offering at least one opportunity for staff to participate in by May 1st .
 - a. Done.
8. Formally observe and provide feedback for all staff requiring observations by February 28th.
 - a. Done.
9. Attend 90% of PBIS meetings and trainings and provide administrative support for PBIS at MSA.
 - a. Done. We will be meeting as a PBIS team for the final time on May 21st to craft our plan for the 18-19 school year.
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.
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.
 1. Tier 2 team has met to implement interventions for 3-4 students at this point with a few more planned.
- ii. Have convened a task force to look at the child-find process. Team will have recommendations for the staff at the May 30th meeting.

Academic Counselor 2017-18 Goals Update

- I continue to assist and implement PBIS, student social and emotional lessons and activities as well as participate in Tier 2 intervention support meetings.
- I will be holding 1 more College Planning Workshop on May 17th.
- I continue to check-in with identified students to assess student needs and offer academic and social/emotional support.
- I have finished MCA testing as well as AP testing for the 2017-2018 school year.
- I am currently checking in and working with Seniors as they are finalizing post-secondary plans and making college commitment decisions.

8. Financial Report

Presented by Ms. Judith Darling. Nothing to add, and the report was very similar to last month's.

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

(Reminder: Reports should be submitted in writing in Board prep packets and included with agenda.)

Board Committees:

Academics (Ms. Anderson): Report submitted with no discussion.

Finance (Ms. Hayashi): Report submitted with no discussion.

Annual Fund (Mr. Thielman): Did not meet this month.

Parent Team (Ms. Howe): Report submitted. English department presented information. Officers for next year were elected.

Communications (Ms. Albers): Report submitted. Ms. Albers wanted to know what the immediate goals were for the Communication committee. The BOD would like to see consolidated calendar representation for events, possibly place for photos, guidelines for coaches, develop a procedure for individuals wanting to start a Facebook account that is related to MSA, and communication with stakeholders and collecting the data on how it is currently being done and perhaps develop a better way to do it. Coach handbook should probably have 2 versions- MSHSL and non-MSHSL versions. Develop guidelines for those wanting private MSA web pages.

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Activities Report- Report submitted. Request was made to provide more information regarding team sizes and goals for teams based on sizes.

Board Task Forces: No reports submitted.

10. Consent Agenda

- a. **Approval of BerganKDV Contract**
- b. **Approval of Arnav Khandelwal for 2018-2019 Student Member Position**
- c. **Approval of EA and Sub Rates**
- d. **Approval of Hourly Rates**
- e. **Approval of Group Health Choice**
- f. **Approval of Dental Coverage**

Motion to approve Consent Agenda items.

Moved by: Ken Thielman

Second: Jeana Albers

Vote: 6-yes 0-no 0-abstain
The motion carries.

11. Items for Discussion and Decision

a. Approval of April 2018 Financials

Motion to approve April 2018 financials.

Moved by: Ken Thielman

Second: Jeana Albers

Discussion:
None

Vote: 6-yes 0-no 0-abstain
The motion carries.

b. Investment Options with Favorable Rates

Mr. Eng looked up various offers from multiple banks. BMO Harris has a 1.5% special, with CD rates at 1.5-3%. Ms. Darling will know next month what the state holdback will be for the next 2 years. Ms. Darling will investigate further and will also talk to current bank to see if they would match. Ms. Darling will bring back findings for next month. The investment options will be on next month's agenda.

c. Approval of Teacher/Staff Contracts

Motion to approve teacher/staff contracts.

Moved by: Ken Thielman

Second: Cheri Howe

Discussion:
The board may want to go into a closed meeting to ask questions relating to teacher/staff performance.

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Motion to go into closed meeting to ask questions relating to teacher/staff performance.

Moved by: Jeana Albers

Second: Jeff Eng

Doors were closed at 7:08 pm.

Discussion:

Closed portion of meeting was audio recorded, a copy of which will be stored in the office. Closed portion of the meeting ended at 7:23 pm.

Vote: 6-yes 0-no 0-abstain

The motion carries.

d. Approval for Additional SPED Staffing

Motion to approve additional SPED staffing.

Moved by: Jeana Albers

Second: Ken Thielman

Discussion:

In lieu of SPED Due Process Coordinator, replace with one FTE SPED teacher. Also need 3 EAs.

Vote: 6-yes 0-no 0-abstain

The motion carries.

e. Approval of Student Trip to Washington DC

Motion to approve student trip to Washington DC.

Moved by: Jeana Albers

Second: Cheri Howe

Discussion:

Student won 2nd at the state competition. Normally, schools pay for the individual and the teacher to go. However, the parent is willing to pay for themselves.

Vote: 6-yes 0-no 0-abstain

The motion carries.

f. Approval for Building Company to Pursue HVAC Option

Motion to approve the Building Company to pursue HVAC option for Building A.

Moved by: Alexandria Ledo

Second: Jeana Albers

Discussion:

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Mr. Gawarecki mentioned 2 options: Trane and Johnson Controls. Would prefer Trane since they already have a good maintenance history here and would provide personal control to each room, as well as connecting the separate areas.

Ms. Darling left the room at 7:33 pm. Ms. Darling returned to the room at 7:35 pm.

Ms. Darling left the meeting at 7:47 pm.

Motion to amend the motion to approve the Building Company to pursue Trane as the HVAC option for Building A.

Moved by: Jeana Albers Second: Jeff Eng

Discussion:
None

Vote: 6-yes 0-no 0-abstain
The motion carries.

g. Policy 428 (First Reading)

Discussion:
Changed solicitation of proposals for insurance to be changed to Kraus Anderson. They will solicit and provide MSA with information.

h. Approval of Staff Handbook

Motion to approve the staff handbook.

Moved by: Ken Thielman Second: Jeana Albers

Discussion:
Brought up PTO hours/days clarification issue. Decided to change it to teaching periods throughout to keep it consistent. Discussed 403B benefits. Added several lines to 403B to make it clear how to best maximize benefits.

Motion to amend the motion to approve the staff handbook as modified.

Moved by: Jeana Albers Second: Jeff Eng

Discussion:
Mr. Gawarecki will share with Ms. Albers and Ms. Howe to make sure all changes have been made.

Vote: 6-yes 0-no 0-abstain
The motion carries.

12. Old or Unfinished Business

a. Approval of Policy 616 (Second Reading)

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Motion to approve Policy 616.

Moved by: Cheri Howe Second: Ken Thielman

Discussion:

Ms. Howe walked through the updated policy.

Vote: 6-yes 0-no 0-abstain

The motion carries.

13. Future BOD Meeting and Workshop Agenda Items

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

BOD Special Meeting on Thursday, June 14, 2018 at 5:00 p.m. in Room 10A.

BOD Workshop on Monday, June 18, 2018 at 5:00 p.m. in Room 10A.

BOD Meeting on Monday, June 18, 2018 at 6:15 p.m. in Room 10A.

15. Motion to Adjourn

Motion to adjourn at 8:49 pm.

Moved by: Noah Langseth Second: Jeana Albers

Vote: 6-yes 0-no 0-abstain

The motion carries.

Submitted: Jeana Albers, Chair

Approved: Jeana Albers, Chair