

# Meeting Minutes- APPROVED

## Board of Directors Workshop Minutes Math & Science Academy Monday, July 16, 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  
Mona Hayashi, Treasurer & Parent Member  
Rita Winchester, Secretary & Parent Member  
Jeff Eng, Parent Member  
Noah Langseth, Teacher Member (arrived at 5:16pm).  
Cheri Howe, Teacher Member  
Judy Seeberger, Teacher Member

#### Non-voting:

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

### Absent:

#### Voting:

Lisa Anderson, Vice Chair & Teacher Member  
Alexandria Ledo, Community Member

#### Non-voting:

Arnav Kandelwahl, Student Member

### Discussion:

BOD discussed the issues brought forth in the Open Forum by parents at the last Board meeting regarding the Spanish graduation requirements.

The tech department will be working on Skyward so it can include 8th grade Spanish on transcripts, since it is considered a high school level course.

It was brought up that the exact process for placing students into Spanish classes at Century College is questionable since there is no placement test being used. Counselors are recommending Beginning Spanish I for students coming in with three years of high school spanish, and Beginning Spanish II for those with four years. Students who have passed the AP test for Spanish are being placed into Beginning

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Spanish II Or Intermediate Spanish I depending on the scores, but still not into Intermediate Spanish II which is what has been determined by MSA to be the appropriate equivalent to MSA Spanish 4. It was explained that in order for students to be considered for that at Century, they need to petition the Spanish department and meet with specific heads of the department.

It was noted that the current MSA equivalencies differ from what is on the Minnesota Transfer Curriculum, which is considered an authority.

It was stated that the Spanish teachers had difficulty obtaining information from Century to determine equivalencies and that perhaps the BOD committee will have more pull.

It was questioned whether an outside entity should be brought in to review these equivalencies to ensure there is no conflict of interest if the Spanish department is afraid of positions being cut as the result of changing the requirements. It was mentioned that this was SAM's recommendation as well. The BOD committee overseeing this will make that determination.

It was suggested that Spanish could be just a high school class or an elective. It was also mentioned that kids in ESL are not getting credit for knowing their first language along with learning English, and are also required to learn Spanish, which, for some, is a third language.

It was confirmed that the two committees created at the last BOD meeting to address these issues are BOD Committees and not Task Forces, which will be clarified on the website. They will be disbanded after they serve their purpose.

Parent Team is a BOD Committee until they are independent.

Building Company is currently listed as a Task Force but needs to have a separate tab as it is its own entity.

### **Submitted and Approved:**

Rita Winchester, Secretary

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## Board of Directors Meeting Minutes Math & Science Academy Monday, July 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 Ken Thielman.

2. **Roll Call of Members**

**Present:**

Voting:

Ken Thielman, 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  
Alexandria Ledo, Community Member  
Judy Seeberger, Teacher Member

Non-voting:

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

**Absent:**

Lisa Anderson, Vice Chair & Teacher Member  
Arnav Kandelwahl, Student 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:

- o. Appoint members of School Building Company
- p. Designate Special Education Director
- q. Authorize individuals to approve collateral changes
- r. Granting of Administrative Authority

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- s. Designation for communication with school attorney when needed

Correct in Items for Discussion and Decision:

- i. Approve Old National Bank as Depositories

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

#### 4. Open Forum

Ms. Noelle Haland - Ms. Haland was here to bring up the Spanish PSEO equivalency. She was on the original task force 2 years ago on PSEO equivalency. She is upset that it is now coming up after college application is done. She asks that the board act in good faith that the college is placing the student at the level they are at for the juniors and seniors. She would like to see the Board move fast on the rest of the questions on 9th and 10th grade requirements. It is a disservice to the kids by keep pushing it down.

#### 5. Approval of June 18, 2018 Workshop and Meeting Minutes

**Motion to approve June 18, 2018 Workshop and Meeting Minutes.**

Moved by: Cheri Howe                      Second: Noah Langseth

Discussion:  
None

Vote: 8-yes 0-no 0-abstain

The motion carries.

#### 6. Chair's Report by Ken Thielman

None

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

1. Student Academic Achievement
  - a. Waiting on AP and ACT results as well as official MCA results.
2. Instructional Leadership
  - a. Attended MDE Charter School training on June 26. Topics covered included SPED, 504 compliance, MCIS/Personal Learning Plans for students, World's Best Workforce.

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### 3. Human Resources

- a. New goals for administrative team will be developed once my goals have been set by the Board.
- b. Conducted interviews for Social Studies Teacher, Special Education Teacher, and paraprofessional positions. Both teacher positions have been filled and two paraprofessional positions have been filled. We still have two open paraprofessional positions.
- c. Posted for an English Teacher due to the resignation of Tim Tydlacka. Interviews to begin the week of July 16th.

### 4. Professional and Community Relationships

- a. Tell Glaedr results for the year are:
  - i. 23 incidents were reported of which 12 lead to disciplinary action of some sort.
- b. Ask Glaedr results for the year are:
  - i. 59 submissions were fielded. 21 were related to procedures, 13 were related to activities, 5 were related to policies, 3 were related to facilities, and the remaining submissions were of miscellaneous matters.

### 5. Resource Management

- a. The roof of Building C was replaced on July 2nd at the landowners cost.
- b. The sidewalk between Building B and C has been installed.
- c. HVAC installation in Building A is approximately 50% completed.
- d. Curriculum collaborative work for the high school engineering courses was conducted the week of July 9th with an additional week scheduled for July 16th.

### 6. Administrative Performance

- a. I was on vacation from June 29th through July 12th.
- b. Preparation for the Annual Audit is underway.

## 8. Financial Report

Ms. Judith Darling passed out conflict of interest for Board Members to sign. Ms. Darling also provided CD rates from Old National Bank, US Bank, BMO Bank and Schwab. Ms. Darling will work with Mr. Gawarecki.

### **Motion to approve monthly contributions for 6/1/18 - 6/30/18.**

Moved by: Ken Thielman                      Second: Mona Hayashi

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Discussion:

None

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

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

### Board Committees:

Academics (Ms. Anderson): No report submitted.

Finance (Ms. Hayashi): No report submitted.

Annual Fund (Mr. Thielman): No report submitted.

Parent Team (Ms. Howe): No report submitted. As of July 1, Parent Team is a separate entity from MSA.

Grandfather Spanish Graduation Requirements (Ms. Howe): Report submitted. Committee met last week with good attendance. New spanish curriculum was presented. Committee recommends 11th & 12th grade should be waived from new equivalency. Ms. Graveen had counseled seniors who had been told they needed three years of Spanish, not three years of High School Spanish to graduate.

**Motion to approve a waiver for new and long time MSA students in 11th and 12th grade from the new PSEO requirement to be placed in Spanish course based on where their PSEO institution places them.**

Moved by: Cheri Howe                      Second: Noah Langseth

Discussion:

This would only affect current 11th and 12th graders.

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

**Motion to approve a waiver for current 12th grade transfer student to be allowed to graduate with only 3 years of Spanish.**

Moved by: Cheri Howe                      Second: Rita Winchester

Discussion:

None

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

**Motion to remove Grandfather Spanish Graduation Requirements Committee.**

Moved by: Ken Thielman                      Second: Jeff Eng

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Discussion:  
None

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

### **Motion to disband the Parent Team.**

Moved by: Cheri Howe Second: Ken Thielman

Discussion:  
None

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

Review of Spanish Graduation Requirements and Equivalence (Mr. Eng): No report submitted. Meeting was not held pending discussions at the Board meeting today, the results of the Grandfather Spanish Graduation Requirements, and information from Lisa Anderson. Committee will report next month.

Activities Director's Report: Report submitted. Ms. Shannon Forberg updated the board that as of today the co-op for soccer and football have been approved by the state.

### **10. Consent Agenda**

None

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

- a. Annual Review of MSA Policy 410 Family and Medical Leave Policy

Discussion:  
Board discussed and changes will be made. At the next meeting, the policy will be voted. The Policy is online but per the policy it is required to be posted in the building. Mr. Gawarecki will check if it still needs to be posted.

- b. Approve membership to MSBA

#### **Motion to approve membership to MSBA.**

Moved by: Cheri Howe Second: Mona Hayashi

Discussion:  
Policies come from MSBA.

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

- c. Approve membership to MACS

**Motion to approve membership to MACS.**

Moved by: Mona Hayashi                      Second: Cheri Howe

Discussion:

Membership dues increased this year. Membership includes training that are free or prorated. Mr. Gawarecki interacts with the other members and attends leadership training. If there was an incident at school, there would be a Crisis Response Team bringing in a counselor.

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

- d. Board of Directors' Goals

Discussion:

Board discussed what and how to create goals. There were 5 goals from last year.

- e. SAM Contract Goals

Discussion:

Board reviewed suggested goals in the Board packet. Mr. Gawarecki and Mr. Thielman will finalize suggested goals and submit to Board at the next meeting.

Mr. Jeff Eng left at 7:18.  
Mr. Jeff Eng returned at 7:21.

- f. Director Goals and evaluation schedule

Discussion:

Mr. Thielman passed out a list of goals and will revise according to Board discussion for approval at next meeting. Evaluation will be moved to May instead of June.

- g. Approve Director as Identified Official With Authority (IOWA)

**Motion to approve Director as Identified Official With Authority (IOWA).**

Moved by: Mona Hayashi                      Second: Noah Langseth



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Discussion:  
None

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

- h. Approve Director as Title Grant Authorized Representative

**Motion to approve Director as Title Grant Authorized Representative.**

Moved by: Cheri Howe                      Second: Rita Winchester

Discussion:  
None

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

- i. Approve Old National Bank as Depositories

**Motion to approve Old National Bank as Depositories.**

Moved by: Mona Hayashi                      Second: Alexandria Ledo

Discussion:  
These are for savings and checking.

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

- j. Approve Director and Board Treasurer as Authorized Signers at Banks

**Motion to approve Director and Treasurer as Authorized Signers at Old National Bank.**

Moved by: Jeff Eng                              Second: Cheri Howe

Discussion:  
None

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

- k. Approve Board Chair, Treasurer, Director, and Manager at BerganKDV to have Authority to make Electronic Transfers.

**Motion to approve Board Chair, Treasurer, Director, and Manager at BerganKDV to have Authority to make Electronic Transfers.**

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Moved by: Judy Seeberger

Second: Alexandria Ledo

Discussion:

None

Vote: 8-yes 0-no 0-abstain

The motion carries

- l. Approve Director to have credit card authorization up to \$28,000.

**Motion to approve Director to have credit card authorization up to \$28,000.**

Moved by: Alexandria Ledo

Second: Noah Langseth

Discussion:

\$28,000 is the credit limit.

Vote: 8-yes 0-no 0-abstain

The motion carries

- m. Approve daily and hourly rates of pay.

**Motion to approve \$13/hr for standard hourly rate, \$14/hr for night supervisor, and \$10/shift for parking lot attendant.**

Moved by: Noah Langseth

Second: Mona Hayashi

Discussion:

None

Vote: 8-yes 0-no 0-abstain

The motion carries

- n. BOD Calendar Topics

Discussion:

Board reviewed the calendar and edited items.

- o. Appoint members of School Building Company

**Motion to approve members of School Building Company as follows: Mr. John Gawarecki as President (6/30/17-6/30/19), Mona Hayashi as Treasurer (6/30/17-6/30/19), Joell Pundsack as Secretary (6/30/17-6/30/19), and Cheri Howe as Member (6/30/18-6/30/21)**

Moved by: Mona Hayashi

Second: Ken Thielman

Discussion:

None

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

- p. Designate Special Education Director

**Motion to approve Mike Deschneau or any Indigo assigned director as Special Education Director.**

Moved by: Ken Thielman      Second: Mona Hayashi

Discussion:  
None

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

- q. Authorize individuals to approve collateral changes

**Motion to approve Director and Finance Manager to approve collateral changes.**

Moved by: Mona Haywahsi      Second: Ken Thielman

Discussion:  
None

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

- r. Granting of Administrative Authority

**Motion to approve Granting of Administrative Authority: Director is granted Administrative Authority to execute and update any and all Cash Management Agreements with Old National Bank and to further grant authority to certain BerganKDV employees to perform activities necessary to carry out bank account-related functions and electronic transfers including, but not limited to:**

- Payments of: employee payroll; federal, state, and unemployment taxes (deductions and/or benefits); and other payroll related deductions and benefits (when appropriate)
- Payment of contributions to the Teachers Retirement Associations (TRA) and to the Public Employee Retirement Association (PERA) for deductions and benefits
- Payments, including but not limited to: building lease payments, credit card payments, and other vendor payments (when appropriate)
- Other payments authorized by the board of directors
- Monitoring, reconciliation, and management of bank transactional activity
- Investment of excess funds
- Execution and release of pledge agreements
- Temporary and permanent ACH limit changes

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## **-Management of Positive Pay system**

Moved by: Ken Thielman      Second: Mona Hayashi

Discussion:  
None

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

- s. Designation for communication with school attorney when needed

## **Motion to authorize the Board Chair and Director to communicate with school attorney when needed**

Moved by: Mona Hayashi      Second: Ken Thielman

Discussion:  
None

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

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

Approval of Letter of Appreciation for outgoing Board Member

## **Motion to direct the Director to write a letter of appreciation for outgoing Board Member from last year.**

Moved by: Ken Thielman      Second: Mona Hayashi

Discussion:  
None

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

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

- MSA Policy 410
- Director Goals
- Board Goals
- SAM Goals

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

BOD Workshop on Monday, August 20, 2018 at 5:00 p.m. in Room 10A.

BOD Meeting on Monday, August 20, 2018 at 6:15 p.m. in Room 10A.

### 15. Motion to adjourn at 8:16 pm

Moved by: Mona Hayashi      Second: Rita Winchester

Vote: 8-yes   0-no   0-abstain

The motion carries.

### Submitted:

Ia Xiong, Board Recorder

### Approved:

Rita Winchester, Secretary