

# FINALIZED MEETING MINUTES

## Board of Directors Workshop Minutes Math & Science Academy Monday, August 20, 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  
Lisa Anderson, Vice 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  
Judy Seeberger, Teacher Member  
Alexandria Ledo, Community Member (arrived at 5:40 pm)

#### Non-voting:

John Gawarecki, Director (ex officio)

### Absent:

#### Voting:

#### Non-voting:

Judith Darling, BKDA, Contracted Financial Manager (ex officio)  
Arnav Khandelwal, Student Member

### Discussion:

BOD discussed Draft SAM Goals:

#### Academic Goals:

Goal 1: Proficiency -- discussion of goal resulted in changing goal for 9-12 to 90%.

Goal 2: Comparative proficiency -- change "rate" to "percent proficiency"

Goal 3: Growth -- discussion indicated that Fastbridge is for Middle school. Need to clarify growth for math and reading. Drop last sentence from the goal.

Goal 4: Achievement gap reduction -- leave goal as written

Goal 5: Nationally normed assessments -- increase 10th grade goal to 80%; ACT science goal to 85%

#### Non-Academic Goals:

Goal 1: Graduation rate -- change the word "seniors" to "students."

Goal 2: Attendance rate -- leave at 90

Goal 3: professional development -- leave as written

Goal 4: Parent satisfaction -- leave as written

Goal 5: staff diversity -- leave as written

Goal 6: volunteer participation -- leave as written

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**Submitted and Approved:**  
Rita Winchester, Secretary

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## Board of Directors Meeting Minutes Math & Science Academy Monday, August 20, 2018 Room 10

8430 Woodbury Crossing, Woodbury, MN 55125

1. **Call to Order** by Ken Thielman at 6:15 pm

Vision and Mission read by Ken Thielman.

2. **Roll Call of Members**  
**Present:**

Voting:

Ken Thielman, Chair & Community Member  
Lisa Anderson, Vice 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  
Alexandria Ledo, Community Member  
Judy Seeberger, Teacher Member

Non-voting:

John Gawarecki, Director (ex officio)

**Absent:**

Voting:

Non-voting:

Judith Darling, BKDA, Contracted Financial Manager (ex officio)  
Arnav Khandelwal, 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: Cheri Howe

Add to Items for Discussion and Decision:

- o. Assignment of student activity funds balance.

Correct in Items for Discussion and Decision:

- j. PTO MSA logo request

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

## 4. Open Forum

Cheri Howe presented updated binders to BOD members present. Binders contain information about MSA background information, BOD information, laws, statutes and policies, and reference materials.

## 5. Approval of July 16, 2018 Workshop and Meeting Minutes

### Motion to approve July 16, 2018 Workshop and Meeting Minutes.

Moved by: Cheri Howe Second: Jeff Eng

Discussion:

Date of meeting on the minutes needs to be changed to July 16th instead of July 17th.

Vote: 8-yes 0-no 1 -abstain: Lisa Anderson, due to absence at July 16th meeting.

The motion carries.

## 6. Chair's Report by Ken Thielman

Chair stated he has been meeting with the Director just about weekly to ensure he is informed on topics related to the school. Three MSA teachers and some Educational Assistants have resigned, with their positions being filled before the start of the new school year.

## 7. Director's Report by John Gawarecki

### 1. Student Academic Achievement

- a. AP results are at the end of this document. Overall our students did very well as compared to state and national averages!

### 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.

### 3. Human Resources

- a. New goals for administrative team will be developed once my goals have been set by the Board.
- b. Three long time teachers resigned due to a career move, substantial increase in pay, and family issues. Conducted interviews for two English Teachers, (hired Heather Rosemann and Michael Fillbrandt) and a math teacher (hired Sheri White). We had two paraprofessional positions open up as one took a position as a part-time teacher and another had family issues that arose. We still have two open paraprofessional positions with another round of interviews scheduled for Friday. To date we have reviewed over 30 applicants for the EA position.

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- c. To date seven new employees have been hired this summer.
4. Professional and Community Relationships
- a. Met with the Director for Woodbury Leadership Academy on July 18 to discuss curriculum alignment.
  - b. Attended a Back To School Legal Update on July 24th with Mr. Johnston.
  - c. Took Engineering teachers out for lunch on August 2nd.
  - d. Funded a Building C Admin staff out for a lunch team building activity.
  - e. Attended Indigo Education's Conference on August 6th.
  - f. Attended the Washington County School Administrator Training on August 10th.
5. Resource Management
- a. Met with Judith Darling on August 7th to discuss numerous financial topics.
  - b. Met with Coverall to discuss building cleaning concerns on August 3rd.
  - c. Attended the North Star Reporting Training by MDE on August 15th.
  - d. HVAC installation in Building A is approximately 95% completed.
  - e. Bathroom installation in building A is ongoing.
  - f. Carpet installation for Building A is scheduled for next week.
  - g. Curriculum collaborative work for the high school engineering courses has been completed.
  - h. Building B required a new blower motor due to a power outage on August 10th.
  - i. Building A had a coil go out on a water pump which caused the loss of our Air Conditioning.
6. Administrative Performance
- a. Met with the BOD Chair to discuss goals on August 8th.
  - b. Audit feedback has been scheduled for next month's meeting.

## 2018 AP Test Results

Subject	Number scored 5	Number scored 4	Number scored 3	Number scored 2	Number scored 1	Ave. Score	Total number of Students	% with 3 or higher	% with 4 or higher	State Average	Global Average
Studio Art 2-D	0	0	1	2	0	2.33	3	33.33%	0.00%	3.33	3.47
Studio Art 3-D	0	4	2	0	0	3.67	6	100.00%	66.67%	3.42	3.63
Biology	5	10	14	4	0	3.48	33	87.88%	45.45%	3.05	2.86

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Calculus AB	7	3	6	2	0	3.83	18	88.89%	55.56%	3.04	2.91
Calculus BC	2	1	2	0	0	4.00	5	100.00%	60.00%	3.65	3.74
Chemistry	3	6	0	2	0	3.91	11	81.82%	81.82%	2.72	2.75
Eng. Lit & Comp	3	6	15	9	0	3.09	33	72.73%	27.27%	2.87	2.56
Eng. Lang. Comp.	0	0	0	1	0	2.00	1	0.00%	0.00%	3.06	2.82
Physics 1	0	1	1	3	0	2.60	5	40.00%	20.00%	2.72	2.32
Psychology	10	7	2	0	0	4.42	19	100.00%	89.47%	3.36	3.13
Spanish	1	1	5	1	0	3.25	8	87.50%	25.00%	3.63	3.68
Statistics	2	4	2	0	0	4.00	8	100.00%	75.00%	3.12	2.85
U. S. History	0	1	0	0	0	4.00	1	100.00%	100.00%	2.80	2.66
<b>Total</b>	<b>33</b>	<b>43</b>	<b>50</b>	<b>24</b>	<b>0</b>	<b>3.57</b>	<b>150</b>	<b>84.00%</b>	<b>50.67%</b>	<b>3.14</b>	<b>3.03</b>
2017 Totals	58	37	37	8	1	4.01	141	93.62%	67.38%	3.34	3.21

### 8. Financial Report

Financials are only preliminary now until the results of the audit; they are not to be approved at this meeting.

\$77,129 surplus indicated in YTD is due to change in how Special Ed is reported, but we are still within 99.95% of the budget.

Student activity funds need direction for spending them down so there is not a carryover every year.

Auditors will be presenting at next meeting.

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

#### Board Committees:

Academics (Ms. Anderson): Next meeting is August 27th at 8:00 am, room is to be announced since Mrs Anderson's room is being used during construction.

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Finance (Ms. Hayashi): MSA will be splitting contracts between two cleaning companies -- Vanguard for Buildings B & C and Coverall (current vendor) for Building A. John and Judith have been working with Old National Bank on the plan for investing and will draft a document to present CD schedule.

Annual Fund (Mr. Thielman): Next meeting is 8/22 at 3:00 in Room 9.

Parent Team (Ms. Howe): Parent Team is now PTO, its own entity.

Review of Spanish Graduation Requirements and Equivalence (Mr. Eng): Plan is to meet next week and then will open up to Spanish Department and interested parties.

Activities Report: Report submitted.

### 10. Consent Agenda

- a. Annual Review of MSA Policy 410 Family and Medical Leave Policy (Second Reading)

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

Moved by: Noah Langseth      Second: Alexandria Ledo

Discussion:

None

Vote: 8-yes 0-no 0-abstain

The motion carries.

### 11. Items for Discussion and Decision

- a. Approve Financials: Financials are not to be approved at this meeting since they are preliminaries.
- b. Annual review of 531 Pledge of Allegiance; no motion required.
- c. Pledge of Allegiance Waiver

#### **Motion to approve Pledge of Allegiance Waiver.**

Moved by: Alexandria Ledo      Second: Judy Seeberger

Discussion: none

Vote: 8-yes 0-no 0-abstain

The motion carries.

- d. Revision of Current Policies (First Reading)
  - i. 205 Open Meetings and Closed Meetings
  - ii. 206 Public Participation in Board of Directors Meetings
  - iii. 210.1 Conflict of Interest Charter School Board of Members

Discussion:

Policy 205: "interactive meeting" added

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Policy 206: "MBSA" changed to "MSA"; "Citizens" changed to "Persons"  
Policy 210.1: "124D" to "124E"

e. Approve Student/Parent Handbook

**Motion to approve Student/Parent Handbook.**

Moved by: Judy Seeberger                      Second: Lisa Anderson

Discussion:

Page 6: add new teachers' and EAs' names; remove name of the EA who is not returning.

Page 9: AP physics and chemistry grades 11-12

Page 1 and page 10: PTO instead of Parent Team

Page 14: ABC lunches to 123 Lunches

Page 23: School closings highlighted

Page 24: Emergency closing "picked up by parents"

Page 44: content will be inserted before printing

It was addressed that very few students walked from Building C to Building B for pizza on Pizza Days. It was suggested that someone could bring a couple of boxes of pizza to Building C for students.

Page 34: Dress code will be addressed through policy review and revision.

Page 11: 124E not 124.10 D

Page 10: "Its" instead of "it's" in last paragraph

Page 21: changed to "at least two searches."

Page 23: No parking during normal school hours

Page 27: second paragraph should say "explicit" instead of "illicit"

Page 40: change in OTC medication policy 516.

Vote: 8-yes 0-no 0-abstain

The motion carries.

f. Approve Director Goals and evaluation schedule

**Motion to approve Director Goals and evaluation schedule.**

Moved by: Lisa Anderson                      Second: Rita Winchester

Discussion:

Goal 2b: change to "at least two" searches.

Vote: 8-yes 0-no 0-abstain

The motion carries.

g. Board of Directors' Goals

Discussion:

1) Renew contract with SAM.



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- 2) Review Strategic Plan Goal progress
- 3) Determine expansion need and path
  - a) Purchase of Building C
  - b) Lease/purchase of building(s) nearby
  - c) Adjacent vacant lot
  - d) Expanding to another location
- 4) Resolve the Spanish PSEO curriculum equivalencies
- 5) Determine if there are any math curriculum issues resulting from the recent teacher resignation/determine whether there will be a need for a teacher to oversee introduction to MSA culture as the result of the recent resignation of the 6<sup>th</sup> grade English/study skills teacher. – discussion of this revolved around whether this should be a BOD goal; John stated it should be delegated to the teachers at the grade level.
- 6) Work towards resolving communication issues identified in the surveys – discussion of this also questioned whether this is a BOD goal; it was determined it is, because the BOD oversees the surveys which monitor this issue.
- 7) List all the different fund raising activities done in the name of MSA – discussion of this indicated there used to be a book that tracked this, but it is unknown what happened to that system. AFC tracks and monitors the big fundraisers, but the smaller ones (especially those done by student groups) are not tracked in any consistent, organized manner. Director stated he could start this list. It was determined there is a need for this and would determine the direction of Goal 8, which is...
- 8) Determine if coordination of effort is appropriate for fundraising. If so, establish tasks and responsibilities – discussion of this included asking whether AFC has created a long-term plan for fundraising, as part of their assigned duties. It was determined they have not, so far, and are tasked with this responsibility. It was asked whether we are committed to another Dragon Dinner; answer is that AFC will decide (there is intention for it to occur again). It was asked whether the outcome of this goal would dictate how we proceed with Goal 1 (expansion) and answered that no, we cannot rely on fundraising money for expansion, so these are separate issues.
- 9) Investigate the bonding obligations and detail how to spend down the fund balance and the ramifications for doing so. Do this so it's not an emergency should the need arise for using the fund balance – discussion added that Judith is to give the BOD a training on this.
- 10) Split up Charter School Law into sections and review it as a training – also maybe have Eugene come in to do part of it, if he's willing.
- 11) BOD members to attend a specific number of public events to improve their visibility and approachability – identify events where there is lacking attendance by BOD members to improve those areas, as well.
- 12) Best practice recommendation of continuing education requirements for BOD members to ensure they retain information received in the introduction courses and are kept up to date with any changes/new information.

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### h. SAM Contract Goals

**Motion to approve SAM Contract Goals as amended in tonight's workshop.**

Moved by: Rita Winchester                      Second: Ken Thielman

Discussion: Special meeting to be held for contract review on August 29th at 6:00 pm.

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

### i. Special Meeting Date for SAM Contract (August 29th, 6:00 pm)

**Motion to approve special meeting date for SAM Contract on August 29th at 6:00 pm.**

Moved by: Ken Thielman                      Second: Mona Hayashi

Discussion: For the purpose of presenting SAM contract goals.

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

### j. PTO MSA logo request

**Motion to approve Parent Team MSA logo request.**

Moved by: Cheri Howe                      Second: Jeff Eng

Discussion:

The purpose of this request is to facilitate communication between PTO and MSA, possible uses would be on their website and bumper stickers.

This would be setting a precedent to allow a group not connected with MSA to use the logo.

Administrator to oversee usage. Should BOD outline specifics for what the logo can be used for. Director should approve each item.

Amended motion to allow PTO to use MSA logo subject to review and approval of the Director.

Moved by: Ken Thielman                      Second: Mona Hayashi

Vote: 7-yes 1-no: Jeff Eng 0-abstain  
The motion carries

### k. Paraprofessional rate of pay flexibility.

**Motion to approve paraprofessional rate of pay flexibility of offering up to an additional \$1.50 per hour. MSA will rectify any individual salary with same steps and education.**

Moved by: Lisa Anderson                      Second: Judy Seeberger

Discussion:

Director explained he has had offers to fill vacant position turned down due to pay rate. Other school districts in the area are offering higher pay. He is requesting flexibility within the pay scale to fill one vacant position, if needed. This could cause unfairness with pay to other

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paraprofessionals already hired at the existing pay rate, according to level of education and years of experience. Task force will be reviewing pay scale this year, anyway, and corrections could be made to anyone affected by this discrepancy.

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

### I. Student Survey responses

#### **Motion to approve Student Survey Responses.**

Moved by: Mona Hayashi                      Second: Ken Thielman

Discussion: none

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

### m. Student withdrawal survey

#### **Motion to approve Student withdrawal survey.**

Moved by: Mona Hayashi                      Second: Ken Thielman

Discussion: none

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

### n. 2018 -2019 enrollment

#### **Motion to approve 2018-2019 enrollment.**

Moved by: Mona Hayashi                      Second: Ken Thielman

Discussion:

More 10th graders remained enrolled than expected. There are too many AP physics students (more than 30); fewer than 20 would be best.

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

### o. Motion to assign \$22,317 of activities fund balance to be set aside for the 2018-2019 school year

#### **Motion to approve assignment of \$22,317 of activities fund balance to be set aside for the 2018-2019 school year.**

Moved by: Mona Hayashi                      Second: Ken Thielman

Discussion:

Vote: 8-yes 0-no 0-abstain

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The motion carries

## 12. Old or Unfinished Business

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

SAM contract goals -- special meeting August 29th, 6:00 pm  
BOD goals at next workshop

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

BOD special meeting on Wednesday, August 29th at 6:00 pm in Room 10A

BOD Workshop on Monday, September 17, 2018 at 5:00 p.m. in Room 10A.

BOD Meeting on Monday, September 17, 2018 at 6:15 p.m. in Room 10A.

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

Moved by: Judy Seeberger      Second: Rita Winchester

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

#### Submitted:

Ia Xiong, Board Recorder

#### Approved:

Rita Winchester, Secretary