

FINALIZED

Board of Directors Workshop Minutes Math & Science Academy Monday, September 17, 2018 Room 10

8430 Woodbury Crossing, Woodbury, MN 55125

Call to Order by Lisa Anderson at 5:00 pm

Members Present:

Voting:

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

Non-voting:

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

Absent:

Voting:

Ken Thielman, Chair & Community Member
Alexandria Ledo, Community Member

Non-voting:

Arnav Khandelwal, Student Member

Discussion:

Board members continued work on BOD goals, addressing individual goal items for revision:

- 1) Renew contract with SAM -- This goal will be kept -- needs to be completed by the end of the fiscal year
- 2) Review Strategic Plan Goal progress -- This goal will be kept as it is required annually. Review will begin at next workshop. Add review to the calendar for October and March
- 3) Determine expansion need and path -- Goal to be kept and added to Strategic Plan as well
- 4) Resolve the Spanish PSEO curriculum equivalencies -- This goal will be kept -- individuals are assigned to the committee working on this. Target is to have decision by end of 2018.
- 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 6th grade English/study skills teacher -- Math only, not pertaining to English department. Focus is data collection this year, math department will present progress mid-year and end of the year next year with implementation the following year. Board's action is oversight/check in.
- 6) Work towards resolving communication issues identified in the surveys -- This is part of the communication committee. 1st meeting will be in September with the intention of it being monthly. Committee will bring information to the BOD.

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- 7) List all the different fundraising activities done in the name of MSA -- This goal will be kept. Start by tasking Activities Director. Track fundraisers and donations. Judith can do course codes for large fundraisers, spreadsheet to track frequencies of individual sources used and donors. This can be collected quarterly.
- 8) Determine if coordination of effort is appropriate for fundraising. If so, establish tasks and responsibilities -- Look at in May/June with information obtained from Goal #7
- 9) Investigate the bonding obligations and detail how to spend down the fund balance and the ramifications for doing so -- This is on the calendar for December. Maybe have teachers submit questions to Judith in a written format as well as a training.
- 10) Split up Charter School Law into sections and review it as a training -- Judy Seeberger volunteered to implement this during workshops.
- 11) BOD members to attend a specific number of public events to improve their visibility and approachability -- start with reporting events attended to get an idea of which events have BOD presence and to see which events need more presence the following month.
- 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 -- it was decided that elements of this are already in other goals and it is not needed as a separate goal.

Submitted and Approved:
Rita Winchester, Secretary

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8430 Woodbury Crossing, Woodbury, MN 55125

1. **Call to Order** by Lisa Anderson at 6:15 pm

Vision and Mission read by Arnav Khandelwal.

2. **Roll Call of Members**

Present:

Voting:

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

Non-voting:

John Gawarecki, Director (ex officio)

Judith Darling, BKDA, Contracted Financial Manager (ex officio)

Arnav Khandelwal, Student Member

Absent:

Voting:

Ken Thielman, Chair & Community Member

Alexandria Ledo, 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: Cheri Howe

Add:

6. Approval of August 29, 2018 Special Meeting Minutes.

Remove from Consent Agenda and add to Items for Discussion and Decision:

-401 Equal Employment Opportunity (First Reading)

-Annual Review Policy 413 Harassment and Violence (First Reading)

Vote: 7-yes 0-no 0-abstain

The motion carries.

4. **Open Forum**

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Mary Yapp - Ms. Yapp is a parent of a senior and would like clarification on student transcripts. The transcript was completed over the summer but there were missing items after several attempts to correct it. There is no clarity in the policies on what activities are lettered and added in the transcript. Is there an official policy on what is listed in the transcript? What is the process for appealing?

5. Approval of August 20, 2018 Workshop and Meeting Minutes.

Motion to approve August 20, 2018 Workshop and Meeting Minutes.

Moved by: Cheri Howe Second: Mona Hayashi

Discussion:

Motions needed to be added to l, m, and n.

Motion to table the approval of the August 20, 2018 Workshop and Minutes.

Moved by: Rita Winchester Second: Jeff Eng

Vote: 7-yes 0-no 0-abstain

The motion carries.

6. Approval of August 29, 2018 Meeting Minutes.

Motion to approve the August 29, 2018 Meeting Minutes.

Moved by: Mona Hayashi Second: Rita Winchester

Discussion:

Add the votes to item #4. All voting board members had voted yes.

Vote: 6-yes 0-no Lisa Anderson-abstain

The motion carries.

7. Chair's Report

No report

8. Director's Report by John Gawarecki

Mr. Gawarecki informed the Board of the construction to the north of the gym. Ms. Shannon Froberg is attending the City of Woodbury's Planning Committee to learn more about it and make sure MSA's concerns are heard. Mr. Gawarecki met with the city and he felt his major concerns were addressed. Construction will start in the fall. The proposed development is a medical dental building to be opened next Spring. Original plan for construction traffic was to come through the east entrance by Building B. They have an easement to do so. City is trying to alter the construction entrance to come off Pioneer due to student safety. Once built, MSA have easement rights to park in their parking lot after 6 pm. They will have rights to 6 parking spots on MSA's property when their parking lot is full. Signs will be put up and the cul de sac will become a no parking zone. City agrees that the route around Building B will remain one way.

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There has been a resignation from one of the special education paraprofessionals. There will be no hire to replace.

1. Student Academic Achievement

- a. MCA results were released at the end of August. Please see the results at the end of this report.
- b. ACT results will not be released until mid October so that students testing in July will be included. This is a change in procedure by ACT.

2. Instructional Leadership

- a. 9th Grade Orientation was held on August 27th. 67 out of 75 students attended!
- b. A fire drill was held for each building on September 13th.
- c. Tom Thelen "Raising Bullyproof Kids" scheduled for September 17th.

3. Human Resources

- a. Conducted teacher and staff workshops on August 23 (new employees only), 28th, and 20. CPR training occurred for all new staff and those wishing to renew on August 30th.
- b. Two additional paraprofessionals were hired by August 31st to complete staff hirings.
- c. Began investigation into 403 (b) issue.

4. Professional and Community Relationships

- a. Summary results of the Parent survey are at the end of this report.
- b. Staff completed an Escape Room activity on August 28th.
- c. The sixth grade picnic was moved from August 27th to the 28th due to weather. Approximately half of the class attended the PTO sponsored event.
- d. Participated in the MDE High Quality Charter School Methodology meeting on September 10th.
- e. Met with Liz Wynne on September 12th to discuss MSA MCA results and our contract renewal application.

5. Resource Management

- a. Building A bathrooms were completed prior to the start of school.
- b. Striping of the parking lot was completed on September 1st.
- c. Vanguard started cleaning Buildings B and C on August 31st.

6. Administrative Performance

- a. Back to School Night was held on August 30th. The new format has received numerous positive comments.
- b. Current student enrollment is over BOD capacity due to higher than expected student retention.

Survey results:

What specific comments do you have concerning MSA's curriculum offerings?

Math concerns (7) Electives (5) AP Courses (3)

One improvement that I would like to see at MSA is ...

Math (6) Activities (4) Conferences (3) Space (3)

What is your biggest concern about MSA?

Teacher Retention (6) Math (6) Amount of homework (5)

What is MSA's best attribute?

Community/Culture (23) Teacher/Staff (22) Rigor (13)

What can MSA do to improve its communication with you?

Simplify emails (7) Increase Responsiveness (6) Conferences (3)

If you are unsatisfied with MSA please explain why.

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Math (2)

9. Financial Report

Ms. Judith Darling presented the August financial statement. There haven't been too many activities. The budget was based on 473 ADM but 489 ADM is reported. A new budget will have to be adopted in 2 months to adjust for the surplus. CD's were purchased with different maturity dates.

Dennis Hoogeveen presented the audit report. It is required every year. Evaluation was done on 6/30. The deadline to submit to the Department of Education is November 30. MSA has a strong balance sheet. It is well distributed.

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

Board Committees:

Academics (Ms. Anderson): Report submitted. Committee looked at goals and divided it within the departments. There is a task force to coordinate AP classes and standardize ways to measure. There will be a formal process to cancel classes and determine class sizes. Committee came up with a recommended Merit Promotion Policy.

Finance (Ms. Hayashi): Report submitted. Committee discussed the 403B matching issue.

Annual Fund (Mr. Thielman): Report submitted. Mr. Noah Langseth provided an update. Committee is setting goals for the future. Considered raffle and other possible things to fund this year. There will be a survey to provide suggestions on what to do with the money.

Review of Spanish Graduation Requirements and Equivalence (Mr. Eng): Mr. Jeff Eng provided an update. He had a meeting with Ms. Kassie Larson. It was a positive meeting. The focus is on what to do to change the progression and increase rigor. Potentially, a junior would be able to take AP Spanish. Is Spanish 1 considered high school level? This would align incoming freshmen or when students are leaving as freshmen. A future meeting with the Academics Committee will be conducted.

Activities Report: Report submitted.

11. Consent Agenda

- a. Second Reading
 - i. MSA Policy 205 Open Meetings and Closed Meetings
 - ii. MSA Policy 206 Public Participation in Board of Director Meetings
 - iii. MSA Policy 210.1, Conflict of Interest Charter School Board Members
- b. Revision of Current Policies (First Reading)
 - i. 214 Out of State Travel By School Board Members
 - ii. 402 Disability Non-discrimination

Motion to approve Consent Agenda Item.

Moved by: Judy Seeberger Second: Cheri Howe

Discussion:

None

Vote: 7-yes 0-no 0-abstain

The motion carries.

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12. Old or Unfinished Business

a. Board of Director's Goals

Motion to approve Board of Director's goals.

Moved by: Cheri Howe Second: Mona Hayashi

Discussion:

Goals need to be written out and be clear. Goals will be similar to the previous form used and cleaned up.

Vote: 0-yes 7-no 0-abstain

The motion does not carry.

13. Items for Discussion and Decision

a. Approve Financials

Motion to approve August 2018 Financials.

Moved by: Mona Hayashi Second: Rita Winchester

Discussion:

None

Vote: 7-yes 0-no 0-abstain

The motion carries.

b. Approve Financial Audit

Motion to accept the June 30, 2018 Financial Audit from CliftonLarsonAllen.

Moved by: Mona Hayashi Second: Lisa Anderson

Discussion:

None

Vote: 7-yes 0-no 0-abstain

The motion carries.

c. Approval of Student Handbook Addendum

Motion to approve Student Handbook Addendum.

Moved by: Cheri Howe Second: Rita Winchester

Discussion:

Ms. Lisa Anderson presented the addendum. It would be added to the handbook. Then next year it would be part of the handbook. The addendum is Merit Promotion. Students will be required to retake a core class if they fail it. Enrichment and elective classes are not required to

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be repeated if failed the first time. There is a path provided to the student to be able to graduate with their age group. Repeated classes will show up in their transcripts.

Vote: 7-yes 0-no 0-abstain
The motion carries.

d. Approval of Updated Admissions Procedures

Motion to approve Updated Admissions Procedures.

Moved by: Rita Winchester Second: Mona Hayashi

Discussion:

Mr. Gawarecki noted that the updates were to clarify and add foster children.

Vote: 7-yes 0-no 0-abstain
The motion carries.

e. Annual Report

Discussion:

Mr. Gawarecki provided an update. The current report is online. The Annual Report is due October 1, 2018. Ms Howe offered to help review.

f. Policy 401 Equal Employment Opportunity - First Reading

Motion to approve Policy 401.

Moved by: Cheri Howe Second: Judy Seeberger

Discussion:

Ms. Howe presented the proposed change. Redline is from MSBA.

Vote: 7-yes 0-no 0-abstain
The motion carries.

Motion to reconsider the action on Policy 401 First Reading at next month's Board meeting.

Moved by: Cheri Howe Second: Lisa Anderson

Vote: 7-yes 0-no 0-abstain
The motion carries.

g. Policy 413 Harassment and Violence - First Reading

Discussion:
None

14. Future BOD Meeting and Workshop Agenda Items

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- Board of Director's Goals
- Charter school laws
- Strategic plan
- Policy 214, 401, 402, and 413 second reading

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

BOD Workshop on Monday, October 15, 2018 at 5:00 p.m. in Room 10A.
BOD Meeting on Monday, October 15, 2018 at 6:15 p.m. in Room 10A.

15. Motion to adjourn at 7:45 pm

Moved by: Mona Hayashi Second: Cheri Howe

Vote: 7-yes 0-no 0-abstain
The motion carries.

Submitted:

Ia Xiong, Board Recorder

Approved:

Rita Winchester, Secretary