

Approved

Board of Directors Workshop Minutes Math & Science Academy Tuesday, January 22, 2019 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
Cheri Howe, Teacher Member
Noah Langseth, Teacher Member
Alexandria Ledo, Community Member (Arrived at 6 pm)
Jeff Eng, Parent Member

Non-voting:

John Gawarecki, Director (ex officio)
Arnav Khandelwal, Student Member

Absent:

Voting:

Judy Seeberger, Teacher Member

Non-voting:

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

Discussion:

Cheri Howe reported on her meeting with Jennifer Heydt-Nelson and Mr. Gawarecki regarding the desire to reinstitute recycling in all buildings. Recycling has fallen off primarily because of contamination of recyclable materials with nonrecyclable waste. This will require retraining staff, teachers, and students. It was suggested that MSA designate staff to help manage this effort for which they may be paid a small stipend. Recycling in the lunch rooms will most likely require a sink for rinsing containers. It was agreed upon that a formal motion would be forthcoming during the BOD portion of the meeting.

Strategic Plan Discussion -- Cheri Howe continued a review of the Strategic Plan.

Achieve Teacher and Staff Excellence

5. Make it a priority to engage teacher voice during decision making processes -- conduct meetings with director and teacher BOD members to share feedback

Maintain and Enhance a Robust MSA Community

1. "Continue" bridging opportunities between building and grades through a community building task force

Approved

2. Need to mentor all new students – LINK is in place for 6th graders only, more than just academics, possibly match new students with MSA students they shadowed
3. Try to keep 8th grade students here, “fair” idea to highlight HS projects, MS students invited to see projects; advisory to match students so that upperclassmen can share HS experience – counselor driven; celebration to tie 8th graders and HS student group
4. Service opportunities for students to help with school operations – recycling groundskeeping, TA, LINKS, new mentors for new older students, school service learning? (Nova requires 150 hours)
5. Continue class-specific orientations (6th and 9th grade)
6. Spanish, Asian and African clubs looking to create a cultural fair
7. Facebook group has been created; create LinkedIn group
8. MSA has already joined the Woodbury Chamber of Commerce – need to start attending meetings
9. MSA Student Volunteer Opportunities – Cheers for Volunteers – need to search for new leaders

Submitted and Approved:

Jeff Eng, Secretary

Approved

Board of Directors Meeting Minutes Math & Science Academy Tuesday, January 22, 2019 Room 10

8430 Woodbury Crossing, Woodbury, MN 55125

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

Vision and Mission read by Arnav Khandelwal.

2. **Roll Call of Members**

Present:

Voting:

Ken Thielman, Chair & Community Member
Lisa Anderson, Vice Chair & Teacher Member
Mona Hayashi, Treasurer & Parent Member
Noah Langseth, Teacher Member
Alexandria Ledo, Community Member
Jeff Eng, Parent Member

Non-voting:

John Gawarecki, Director (ex officio)
Arnav Khandelwal, Student Member

Absent:

Voting:

Judy Seeberger, Teacher Member
Cheri Howe, Teacher Member

Non-voting:

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

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: Lisa Anderson

Discussion:

Remove from Items for Discussion and Decision:
e. Review Strategic Plan Progress.

Add to Items for Discussion and Decision:

g. Motion to direct a new recycling program

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

Approved

4. Open Forum

None

5. Approval of December 17, 2018 Workshop and Meeting Minutes.

Motion to approve December 17, 2018 Workshop and Meeting Minutes.

Moved by: Lisa Anderson Second: Jeff Eng

Discussion:

None

Vote: 6-yes 0-no 0-abstain

The motion carries.

6. Chair's Report

No report.

7. Director's Report

1. Student Academic Achievement

a. Student PSAT results are as follows:

Student Grade and Test	% meeting Benchmark 2017	% meeting Benchmark 2018
10th, ERW	94%	93%
10th, Math	92%	85%
10th, Met Both	89%	83%
11th, ERW	100%	97%
11th, Math	93%	93%
11th, Met Both	93%	91%

b. MSA's high school state ranking in the *U. S. News and World Report* for the previous school year is #4. This is the same as last year's ranking.

c. The first semester concluded on January 18th.

2. Instructional Leadership

a. Attended 20 parent and staff meetings.

3. Human Resources

a. Support goals can be found at the end of this report.

Approved

- b. Conducted 12 Teacher evaluation/development meetings.
- c. Posted open positions. Filled one EA position. Continuing work on other positions.

4. Professional and Community Relationships

- a. Attended the MSA staff Bowling Party at Pinz on December 21.
- b. Attending a Charter School Leaders meeting at MDE on January 17th.

5. Resource Management

- a. Options for a coding/programming course for next year are somewhat limited in that MSA would need to hire a part time teacher for one period which, given the shortage of licensed teachers, is challenging. MSA does have a staff member who could conduct a course or two in the future, but that would be for the 2020-2021 school year. My recommendation is to wait one year to see how the enrollment for the new engineering courses goes and then make a decision.
- b. The move in date for Building D has been delayed while we wait for some white boards to be delivered. The expected delivery date is January 25th. Teacher movement will commence after the boards are hung.

6. Administrative Performance

- a. *A senior withdrew on December 17th. Math requirements were an issue.*
- b. Below are the number of applications we have received so for the 2019-20 school year:

Grade 6: 233 (31 siblings)

Grade 7: 73 (4 siblings)

Grade 8: 45 (3 siblings)

Grade 9: 43 (2 siblings)

Grade 10: 12

Grade 11: 5 (2 siblings)

Grade 12: 1

Total applications: 412 (As of January 14.)

Mr. Gawarecki reported that MSA is ranked #4 by US News and World Report which is the same as last year. It would be difficult to be ranked #1 because part of the rating is based on growth from the previous year.

Approved

8. Financial Report

Ms. Hayashi reported that Ms. Judith Darling completed the 990 tax return for MSA and the Building Company. The Schwab account is open to accept stock options as a donation. It will be left open since money was deposited and it will be earning interest.

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

Activities Report: Report submitted with no discussion.

Board Committees:

Academics (Ms. Anderson): Report submitted. Joell and Emily are updating the academics handbook and make it consistent online and on paper. Emily is working on graduation requirements to match credit.

Communications (Ms. Howe): Report submitted with no discussion.

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

Annual Fund (Mr. Langseth): Report submitted with no discussion. The next meeting is on February 20.

Review of Spanish Graduation Requirements and Equivalence (Mr. Eng): Committee will meet on January 29 at 8 am. It will be brought to the Board next month. Teachers, parents, and staff will be present.

Study School Expansion Possibilities (Mr. Gawarecki): Minutes submitted. The next meeting is on February 7. Mr. Eng provided an update. There will be a list sent to committee members to brainstorm factors that are important to the school. Additional research will be conducted and how other schools have done it will be looked into.

10. Consent Agenda

- a. Approval (Second Reading)
 - i. Policy 705 Investment
 - ii. Policy 521 Student Disability Nondiscrimination
- b. Annual Review (First Reading) Policy
 - i. Policy 522 Student Sex Non-Discrimination
 - ii. Policy 526 Hazing Prohibition
 - iii. Policy 530 Immunization Requirements

Motion to approve Consent Agenda Item.

Moved by: Jeff Eng Second: Ken Thielman

Discussion:

None

Vote: 6-yes 0-no 0-abstain

The motion carries.

11. Old or Unfinished Business

None.

12. Items for Discussion and Decision

Approved

a. Appoint Parent member Ramesh Aki

Mr. Ramesh Aki was sworn on to the board by Mr. Ken Thielman.

b. Approve Financials

Motion to approve December 2018 Financials.

Moved by: Mona Hayashi

Second: Lisa Anderson

Discussion:
None

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

c. Approve the 990 Tax Return

Motion to approve 990 Tax Return.

Moved by: Mona Hayashi

Second: Lisa Anderson

Discussion:
None

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

d. Annual Review of Bylaws

Discussion:
Changes in statutes and how it impacts MSA are provided by MAC.

Mr. Thielman suggested that additional language be added to clarify that a teacher or staff who is also a parent of a MSA student cannot be on the board as a parent member. However, it should be noted that teacher members on the board may be parents of a current MSA student. Parent members cannot be paid by MSA. MSA bylaw specifies that teacher members have to be at 0.5 FTE. MAC said it is not needed to identify a teacher as 0.5 FTE. Board discussed the requirement of being at least 0.5 FTE. There are benefits to have teacher members here at least 0.5 FTE. Mr. Thielman will present this additional language at the next meeting for the first reading, then a second reading will be done and finally go the Authorizer before finalizing.

e. Discuss BOD election process and review of Policy 202.1 Board of Directors Election

Mr. Thielman provided an overview of changes to Policy 201.1 Board of Directors Election. All references to Parent Team are removed. Mr. Thielman also provided a written election process for the board to review. It was developed according to how it is currently being done.

Approved

Having a written process will be efficient and consistent for future elections. The process will be recommended to be added to the Policy.

Student election process will be separate.

f. Motion to direct administration to develop and implement a recycling program

Motion to direct administration to develop and implement a recycling program.

Moved by: Ken Thielman Second: Lisa Anderson

Discussion:

None

Vote: 7-yes 0-no 0-abstain

The motion carries.

g. Set Student Capacities by grade level for 2019-2020 school year

Discussion:

Mr. Gawarecki provided the caps for each grade from last year:
6th-88, 7th-88, 8th-88, 9th-75, 10th-65, 11th-60, and 12th-55.

Mr. Gawarecki recommended the following caps:
6th-88, 7th-88, 8th-88. 9th-75, 10th-70, 11th-65, and 12th-55

There are currently 479 applications and it is anticipated there will be over 500 by the end of the application period. There are 257 applications for 6th grade which 31 spots will be siblings.

Motion to approve the student capacities for 2019-2020 school year as 6th grade=88, 7th grade=88, 8th grade=88, 9th grade=75, 10th grade=70, 11th grade=65, and 12th grade=55.

Moved by: Ken Thielman Second: Jeff Eng

Vote: 7-yes 0-no 0-abstain

The motion carries.

13. Future BOD Meeting and Workshop Agenda Items

- Strategic Plan

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

BOD Workshop on Tuesday, February 19, 2019 at 5:00 p.m. in Room 10A.
BOD Meeting on Tuesday, February 19, 2019 at 6:15 p.m. in Room 10A.

15. Motion to adjourn at 6:55 pm

Moved by: Mona Hayashi Second: Lisa Anderson

Vote: 7yes 0-no 0-abstain

The motion carries.

Approved

Submitted:

Ia Xiong, Board Recorder

Approved:

Jeff Eng, Secretary