

APPROVED

Board of Directors Workshop Minutes Math & Science Academy Monday, November 18, 2019 Room 10

8430 Woodbury Crossing, Woodbury, MN 55125

Call to Order by Lisa Anderson at 5:00 pm

Members Present:

Voting:

Lisa Anderson, Chair & Teacher Member
Jeff Eng, Vice Chair & Parent Member
Noah Langseth, Treasurer & Teacher Member
Judy Seeberger, Secretary & Teacher Member
Cody Schniepp, Community Member
Dan Ellingson, Parent Member
Michelle Kurkoski, Teacher Member
Adam Bartz, Community Member

Non-voting:

John Gawarecki, Director (ex officio)
Emily Wong, Student Member

Absent:

Voting:

Ramesh Aki, Parent Member

Non-voting:

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

Discussion:

Strategic Plan - In the past we've talked about strategy. Today we want to focus on who we are as a school so that these can inform our strategic plan. We would like to tailor some of our concepts so that they reflect what makes us unique as a school, and also reflect why people come here. We discussed what makes MSA unique and what MSA is known for.

Workshop was adjourned at 6:03 pm

Submitted and Approved:

Judy Seeberger, Secretary

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Board of Directors Meeting Minutes Math & Science Academy Monday, November 18, 2019 Room 10

8430 Woodbury Crossing, Woodbury, MN 55125

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

Vision and Mission read by Emily Wong.

2. **Roll Call of Members**

Present:

Voting:

Lisa Anderson, Chair & Teacher Member
Jeff Eng, Vice Chair & Parent Member
Noah Langseth, Treasurer & Teacher Member
Judy Seeberger, Secretary & Teacher Member
Cody Schniepp, Community Member
Dan Ellingson, Parent Member
Michelle Kurkoski, Teacher Member
Adam Bartz, Community Member

Non-voting:

John Gawarecki, Director (ex officio)
Emily Wong, Student Member

Absent:

Voting:

Ramesh Aki, Parent Member

Non-voting:

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

3. **Approval of Agenda (note any board member conflicts of interest)**

Conflicts of Interest: None

Discussion:

Remove from Consent Agenda: Policy 506 Student Discipline and Notice of Suspension.

Move from Consent Agenda to Items for Discussion and Decision:

- e. Policy 413 Harassment and Violence Prohibition Policy
- f. Policy 419 Drug Free Workplace and School

Motion to approve the agenda.

Moved by: Adam Bartz Second: Cody Schniepp

Vote: 8-yes 0-no 0-abstain

The motion carries.

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4. Open Forum

None

5. Approval of October 21, 2019 Workshop and Meeting Minutes.

Discussion:

Add Adam Bartz to roll call.

Michelle Kurkoski's name is misspelled.

Motion to approve the October 21, 2019 Workshop and Meeting Minutes.

Moved by: Jeff Eng Second: Dan Ellingson

Vote: 8-yes 0-no 0 abstain

The motion carries.

6. Chair's Report

Ms. Lisa Anderson would like to thank Tom Johnston on his work on the Give to the Max. Goals were met.

7. Director's Report

1. Student Achievement

- a. MSA had the state's top average ACT composite score for the 3rd year in a row! MSA had the state's top average ACT scores in Reading, Math, Science, and had the state's second top ACT score in Writing.
- b. MSA had three students qualify for the state Cross Country Championships when Harris Anderson and Greta Hansen won their section race and Jaad Stout finished ninth.
- c. MSA had three volleyball players selected as All-Conference players: Sophie B., Ella C., and Keagan E.
- d. The soccer team had a member named to the All-Conference Team as well, Dylan Goff.
- e. MSA inducted 8 new members into NHS on October 30th.
- f. MSA presented *A Midsummer Night's Dream* on November 8th and 9th.
- g. Two female students were named to the all-conference soccer team.

2. Facilities Management

- a. Met with Trane on multiple dates to investigate the possible replacement of Building A's chiller.
- b. Met with JB Vang to discuss maintenance management possibilities of current buildings as well as future needs.
- c. Met with City View to adjust camera needs so a new quote can be written up.
- d. Returned an agreement to Hansen's Lawncare for final agreement.

3. Communication and Community Relationship

- a. Attended a McKnight Foundation Principles listening session on October 24th.
- b. Attended the MACS Regional Leadership meeting on October 30.
- c. Attended the NHS banquet on October 30.
- d. Provided information to Assistant Director for November Newsletter, as well as NHS information.
- e. Set office hours for Building A and B as follows.
 - i. Building A - 10:00 - 11:00 am Tuesdays.
 - ii. Building B - 1:00 - 2:00 pm Thursdays.

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4. Human Resources Management

- a. Hired Marissa Ward as a new Paraprofessional EA on November 4.
- b. Establish open office hours for staff and faculty to discuss any issues.
- c. Attended a School Law Seminar on November 15.
- d. Participated in a PELSB Webinar on required information reporting.
- e. MSA had two 11th grade students withdraw. Both were not on track to graduate and enrolled in neighboring traditional public school districts.
- f. Our current enrollment is 530:
6th grade - 88 7th grade - 88 8th grade - 88
9th grade - 80 (5 above capacity) 10th grade - 66
11th grade - 60 12th grade - 60

Assistant Director (Middle School) 2019-20 Goals

1. Student Services

- Facilitated first round of Fastbridge testing in September
- Facilitated student support process
- Worked to resolve student behavior concerns as needed
- Providing support and leadership for PBIS team
- Conducted Family night with middle school counselor

2. Communication and Interaction

- Distributing monthly newsletter
- Communicating within 24-48 hours of all contact by parents
- Using Twitter to both collaborate with fellow educators and showcase the goings on at MSA

3. Facility Services

- Leads building A meetings
- Coordinates building A maintenance needs with maintenance contractor

4. Educational Leader

- Have begun teacher observations per school procedures
- Have completed one formal mentoring session and am overseeing informal mentoring sessions
- Supporting middle school counselor with Friday advisory lessons
- Coordinating Culturally Responsive Curriculum PD

5. Governance and Policy Development

- Chairperson of AFC
- Attends Academic committee meetings as able
- Completed WBWF report for MDE and submitted to the Academic Committee

6. Staff Supervision

- Provided coaching to staff members in need
- Supporting licensed staff with relicensure requirements
- Distributed CEU's to staff as needed

7. Board of Directors

- Attended October BOD meeting

8. Other

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- Helped coordinate Back to School Night in August
- Attended 6th grade picnic

Assistant Director (Activities) 2019-20 Goals

- 1. Student Services**
 - Completed multiple student investigations
 - Supervised students during lunch
 - Winter Sport Registration almost complete
 - Attended multiple evaluation, IEP and 504 meetings
- 2. Communication and Interaction**
 - Working with a working group to update the school web page
 - Updating rosters for winter sports
 - Provide information and pictures for website banners featuring fall sport awards
- 3. Facility Services**
 - We had the motor fixed on the north basketball hoop fixed since the motor burnt out.
 - We will be aligning the south main hoop as soon as the part is in.
 - Overseen building B meetings
- 4. Educational Leader**
 - Worked with Tom to create our first official mentoring meeting for new to teaching teachers.
 - Supported teachers who needed some support in their classes.
- 5. Governance and Policy Development**
 - Work with the transportation policy committee to update the current policy. Many questions came from this meeting and will now be chairing a sub-committee to find out more information before we rewrite the policy.
 - Updating coach/advisor handbook.
- 6. Staff Supervision**
 - Started observations with teachers
- 7. Activities**
 - Held winter coaches preseason meeting.
 - Nordic and girls basketball started Nov 11
 - Boys basketball tryouts are Nov 18th and 19th.
 - Prepared awards for fall sports banquets
 - Worked at the conference tournament - boys soccer, volleyball and cross country
 - Fall play was a great success
 - Fright night was very well attended
 - Robotics team informational meeting was held to try to recruit new members
 - Hosted the EMAC meeting
 - Refs and trainers are reserved for basketball season
- 8. Academic Improvement**
 - Sent out the second set of letters to families of students with at least one grade lower than a C-. 84 letters were sent out.
 - First set of letters were sent out 5 weeks ago. There were over 130 students who received letters.
 - Met with students on Friday during advisory time to create and update academic eligibility.
 - Participated in High School conferences.
- 9. Financial Management**
 - Reviewed the activities budgets and am waiting for some additional information from Mr. LaCasse to clarify some items.
- 10. Other**
 - Prepared awards for fall end of season banquets.
 - Held first spiritwear shop.
 - Started conversation about graduation and lock in.

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

Board Committees:

Academics (Ms. Anderson): Report submitted. Ms. Anderson provided a review of the report. Committee looked at how to improve reading scores for MCA. A task force was created to look at modified transcripts. Another task force was created to recruit for diversified workforce also on SAM's goals.

Annual Fund (Mr. Langseth): No report submitted. Committee will meet on Wednesday, 11/20/19

Communications (Ms. Kurkoski): Report submitted. Ms. Kurkoski provided a review of the report. Look at activities and administrator access for calendars. Advisor has option to change the calendar. Look at combining community calendar and school calendar.

Personnel (Ms. Anderson): Report submitted. Ms. Anderson provided a review of the report. Job description at the Director. Next workshop will review survey to be sent to the community.

Finance (Mr. Langseth): Report submitted. Mr. Langseth provided a review of the report. Amend the budget half way through the school year based on actual students. Approval of amended budget will be at the next BOD meeting.

Motion to approve the October 2019 financials statements.

Moved by: Noah Langseth Second: Lisa Anderson

Discussion:
None

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

School Expansion Possibilities (Mr. Eng): Report submitted. Mr. Eng provided an update to the BOD at the workshop. A summary will be put together. Teacher survey went out and will close tomorrow. This will be part of the meeting at the BOD retreat on Thursday, 11/21/19.

9. Consent Agenda

None

10. Old or Unfinished Business

a. MSA Stakeholder Feedback

Discussion:
No update.

11. Items for Discussion and Decision

a. Policy 710 Extracurricular Transportation

Discussion:
Ms. Anderson provided an update. There was a subcommittee created to look at the legal codes and more in depth. The recommendations will be brought back to BOD in February.

b. Approval of World's Best Workforce Report

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Discussion:

The Board recognizes Mr. Thomas Johnston. Mr. Johnston provided an overview of the report.

Motion to approve World's Best Workforce Report.

Moved by: Michelle Kurkoski Second: Adam Bartz

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

c. Approval of the closure of the "PayPal" account from Anchor Bank

Discussion:

Mr. Gawarecki noted that this is not a paypal account. It was an account set up to receive payments from paypal and set up to track paypal amounts. MSA has another account that will serve the same purpose and this account is no longer needed.

Motion to approve the closure of the "PayPal" account from Anchor Bank.

Moved by: Jeff Eng Second: Cody Schniepp

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

d. Student Representative Communication and Update

Discussion:

Ms. Kurkoski provided background. Students don't have a pure voice or easily accessible ways to communicate with the student rep (Emily). BOD discussed different communication options: email, survey, and similar setup to Glaeder. It could be a student council update. Student representative is separate from student council representative. BOD will look at how to make voices known but not overwhelming.

Motion to approve adding to future BOD agenda: Student Representative Report.

Moved by: Lisa Anderson Second: Michelle Kurkoski

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

e. Policy 413 Harassment and Violence Policy (First Reading)

Discussion:

Ms. Kurkoski reviewed the changes. Red line changes are state mandated changes. BOD discussed the legal definition and requirements. Inappropriate staff behavior and staff to parent - enhance staff handbook to take care of investigation and action to be taken. Remove the additional language of "included but not limited to ...".

Added school sanctioned activities.

Added form for reporting. Take out "bullying" from the form. Add reference to Policy 514 Bullying form.

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- f. **Policy 419 Drug Free Workplace and School (First Reading)**
- g.

Discussion:

Ms. Kurkoski reviewed the changes. Added the items that BOD discussed at last meeting.

12. Future BOD Meeting and Workshop Agenda Items

- a. **Strategic Plan Review**
- b. **Review questions on the Director's Survey**
- c. **Approve amended budget**
- d. **Update on Student Representative**

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

BOD Retreat on November 21, 2019 at 5:00 pm

BOD Workshop on Monday, December 16, 2019 at 5:00 pm in Room 10A.

BOD Meeting on Monday, December 16, 2019 at 6:15 pm in Room 10A.

15. Motion to adjourn at 7:36 pm.

Moved by: Michelle Kurkoski

Second: Cody Schniepp

Vote: 8-yes 0-no 0-abstain

The motion carries.

Submitted:

Ia Xiong, Board Recorder

Approved:

Judy Seeberger, Secretary