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Board of Directors Workshop Minutes Math & Science Academy Monday, December 16, 2019 Room 10

8430 Woodbury Crossing, Woodbury, MN 55125

Call to Order by Lisa Anderson at 5:01 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
Michelle Kurkoski, Teacher Member
Adam Bartz, Community Member
Ramesh Aki, Parent Member

Non-voting:

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

Absent:

Voting:

Dan Ellingson, Parent Member

Non-Voting:

Emily Wong, Student Member

Discussion:

1. Director Evaluation Process. A tentative schedule was discussed for the Director Evaluation for the 19-20 School Year. The Parent and Staff Surveys from last year were reviewed.
2. Proposed changes to the By-Laws were discussed. This will be back before the Board for further discussion, but the process of reviewing the proposed changes was begun.

Workshop was adjourned at 6:09 pm

Submitted and Approved:

Judy Seeberger, Secretary

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Board of Directors Meeting Minutes Math & Science Academy Monday, December 16, 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
Michelle Kurkoski, Teacher Member
Adam Bartz, Community Member
Ramesh Aki, Parent Member

Non-voting:

John Gawarecki, Director (ex officio)
Emily Wong, Student Member
Judith Darling, BKDA, Contracted Financial Manager (ex officio)

Absent:

Voting:

Dan Ellingson, Parent Member

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

Conflicts of Interest: None

Discussion:

Move from Consent Agenda to Items for Discussion and Decision:

Policy 516 Student Medication (Annual Review)

Add to Items for Discussion and Decision:

h. Training on Open Meeting Laws

Motion to approve the agenda.

Moved by: Michelle Kurkoski Second: Ramesh Aki

Vote: 8-yes 0-no 0-abstain

The motion carries.

4. **Open Forum**

None

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5. Approval of November 18, 2019 Workshop and Meeting Minutes and November 21, 2019 BOD Retreat.

a. Motion to approve the November 21, 2019 BOD Retreat.

Moved by: Jeff Eng Second: Cody Schniepp

Discussion:
None

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

b. Motion to approve the November 18, 2019 Workshop and Meeting Minutes.

Moved by: Adam Bartz Second: Ramesh Aki

Discussion:
Correction to spelling: Michelle Kurkoski.

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

6. Chair's Report

No report.

7. Director's Report

Mr. Gawarecki highlighted portions of an article from MACS about the importance of focusing on student achievement at BOD meetings, and noted that he does include that as a part of his Director's Report.

1. Student Achievement

- a. MSA was ranked as the 5th best High School in Minnesota according to Niche. (MSA was the top charter school listed.)
- b. MSA was ranked as the 388 best STEM High School in the country (#5 in Minnesota) by *Newsweek*.
- c. The RPM (Rhythm Packed Mechanics) team advanced to the State Tournament at their second qualifier event. They also earned the Think Award and took second place in the Alliance Award.
- d. The MFT (My Favorite Team) team won the Collins Innovation Award at their first qualifier event for their unique intake design.
- e. On December 8th, the Wireless Warriors FLL team earned a Judges Award and advanced to the Sectional Tournament to be held in January.
- f. MSA's Academic Triathlon Team, "The Nerds", took first place at their meet on December 6th.
- g. There were over 330 AP course requests by MSA students during the recent internal AP interest survey.
- h. The MSA basketball teams will play at Target Center on January 17th against Liberty Classical Academy

2. Create a Facilities Management Plan

- a. Adjusted contract for snow removal with new vendor.
- b. Negotiating with vendor concerning a liquid leak in boys bathroom in Bldg A.

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3. Communication and Community Relationship

- a. Participated in an AP Stats classroom activity on November 21st.
- b. Attended an ACT webinar on December 5th related to their new Access Program.
- c. Participated in a PELSB webinar on December 6th.
- d. Distributed a MSA climate survey for staff on December 16, 2019.
- e. Completed director's message for December newsletter.

4. Human Resources Management

- a. A 9th grade student withdrew on November 26th due to family relocation.
- b. Weekly Building A hours are from 10-11 am and in Building B from 1-2 pm.
- c. Attended an MDE Webinar for Special Education Compliance on December 11.
- d. Created a flow chart for the scheduling process.

5. Ethical and Inclusive Leadership

- a. Revised the all staff meeting format for the December 11th meeting.
- b. Met with BerganKDV on December 12 to review activities and the bonding process and contractor information.
- c. Attended three meetings concerning home based instruction for an MSA student.

Assistant Director (Middle School) Goal Update

1. Student Services

- Facilitated first round of Fastbridge testing in September and second round in December
- Facilitated student support process
- Completed tier 2 intervention meeting for 2 students with another meeting scheduled
- Worked to resolve student behavior concerns as needed
- Providing support and leadership for PBIS team
- Conducted Family night with middle school counselor
- Attended all 504 meetings and IEP meetings as requested
- Began scheduling process with scheduling coordinator for the 2020-2021 school year

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 two formal mentoring sessions 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
- Facilitated the achievement of our MSA's Give to the Max goal
- Attends Academic committee meetings as able
- Completed WBWF report and submitted to MDE on December 2nd, 2019

6. Staff Supervision

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

7. Board of Directors

- Attended October BOD meeting

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8. Other

- Helped coordinate Back to School Night in August and Family Academy on Dec. 3rd
- Attended 6th grade picnic

Assistant Director (Activities) Goal Update

1. Student Services

- Completed multiple student investigations
- Supervised students during lunch
- Attended multiple evaluation, IEP and 504 meetings
- Attended Tier 2 meeting

2. Communication and Interaction

- Working with a working group to update the school web page
- Pictures of winter sports taken and banners are up on 1st floor hallway in building B.
- Basketball scores have been put into the announcements.

3. Facility Services

- Overseen building B meetings
- 3rd floor office is cleaned out and should be ready for Mrs. Graveen to move in over break.
- Visited Athlos Academy in St. Cloud to look at the facility. Beautiful!!

4. Educational Leader

- Worked with Tom to create our second 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. New information for our lawyer has made this policy less difficult. There should be a reading at the January board meeting.
- Coach/advisor handbook is updated
- Working on updating activities handbook

6. Staff Supervision

- Continuing teacher observations

7. Activities

- The winter seasons have begun.
- The boys basketball team has had 3 home games - The teams are doing great.
- We have 3 Boys teams this year.
- The girls basketball team has had 3 games.
- We have enough girls for 2 teams.
- Fall sports banquets are complete.
- Music concert is on Thursday December 19th.
- Blood drive is Wednesday December 18th.
- We have a **January 17th** date set for a Target Center basketball set of games. All of our teams will hopefully be playing. More details to come as the date approaches.
- One Act Play tryouts are complete.
- Academic Tri competition was held in building B on Dec 6th.
- The second spirit week will be the week of Dec 16th.
- The dorkathon will be on Dec 20th at the end of the day in the gym.

8. Academic Improvement

- Third set of eligibility letters are to be mailed the week of Dec. 16th.
- Met with students on Friday during advisory time to create and update academic eligibility.

9. Financial Management

- Reviewed the activities budgets and am waiting for some additional information from Mr. LaCasse to clarify some items.

10. Other

- First spiritwear shop items have been delivered.
- Started conversation about graduation and lock in.

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Middle School Counselor

1. Preventative and Responsive Services

- a. Attend an average of at least three student lunches during the week.
 - i. I have been on average attending 2 lunches per day.
- b. Implement and communicate to middle school staff a formal referral and follow up system by November 1.
 - i. Have incorporated an informal system with the student support meeting. Still working on how to make it a more uniform and formal process.
- c. Arrange and provide an external middle school assembly on mental health by spring break.
 - i. On December 3rd, I hosted a night for families about mental health and social media.

2. Academic Counseling

- a. Create a Friday schedule and present it to teachers during back to school workshops.
 - i. I have shared the Friday advisory schedule and send out emails every week on what we are doing that week.
- b. Provide instructional material for Friday Advisory time to advisers at least one week in advance of each lesson.
 - i. I share materials for external lessons one week prior. Every Wednesday I share what we are doing for the week. If an external lesson is coming up I share those documents as well.
- c. Check in with extended day volunteers monthly and go into extended day at least once a month.
 - i. I have frequent communication with the extended day staff to see how it is going. I have sent two reminder emails to NHS leaders recruiting for volunteers.
- d. Provide a professional development staff training on personality traits and their role in relationships by March 7th.

3. Communication & Interaction

- a. Get into every 6th grade advisory class by the end of September to introduce myself.
 - i. Have gone to Eagle Bluff to introduce myself. I have also done one advisory lesson in every 6th grade advisory class.
- b. Provide an article on respect in the November and April newsletters.
 - i. I missed the november newsletter but will work on it for April.
- c. Host at least 4 groups focusing on different topics that those students are struggling with. These may include: organization, peer relations, mental health. I would like these groups to be 4-6 weeks in length.
 - i. Collecting data on what groups would be beneficial. Have met with Emily to work on names of groups and who would be in the group. Planning on hosting groups between winter break and spring break.

4. 504 Plan Coordination

- a. Review all 504 plans on an annual basis, based on plan implementation date.
 - i. Have had annual meetings for all 504 plans of those who requested. I have sent home reminders and invitations to all 504 students offering a meeting if they would like.

5. Academic Improvement

- a. Partner with the 6th grade teachers to teach a lesson on using the planner and staying organized by October 31st.
- b. Attend 85% of monthly Academic Committee meetings.
 - i. Have tried to attend. I have had inclement weather or have had other meetings during that

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time. I should be able to make it to much more.

- c. Team teach with the health teachers on mental health units.
 - i. Working on figuring out if it will fit in with the curriculum.
 - d. Provide academic departments and director with academic summary results within one month of their release.
 - i. I share all academic testing results with staff when I receive the information.
 - e. Provide individual academic reports to departments within one week of requests.
 - i. I have given all departments the information I have within one week of requesting.
- 6. Testing Coordinator**
- a. Provide teachers at least two months prior notice of MCA test dates and locations.
 - i. Bringing the potential for testing dates at the next staff meeting (12/11/2019). I will work on the schedule during winter break so it is ready to share when we come back.
 - b. Provide teachers and parents notice of the PSAT test date and location 1 month prior.
 - i. I sent the schedule to teachers one month prior to testing date. I also sent emails home and students leading up to the testing date.

8. Student Representative Communication and Update

Miss Wong provided an update and reported that Student Council is planning Dorkathlon. There will be a new grand prize - the winners of the events will have a special advisory with a pizza party and video games.

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

Board Committees:

Academics (Ms. Anderson): Report submitted. MCA data for middle school have low scores for nonfiction reading. There are interventions being developed. Surveys on electives went out but has not yet been reported to the Academics Committee. Committee also discussed weighted and unweighted grades. MSA uses unweighted grades.

Annual Fund (Mr. Langseth): Report submitted. \$55,000 was raised during Give to the Max. Thank you cards were sent to those who donated. The Dragon Dinner will be combined with the 20th year anniversary. The next meeting is on Wednesday.

Communications (Ms. Kurkoski): Report submitted. The committee met at the end of last week. The committee is reviewing the location and positions of information screens to be installed in each building. The cultural calendar is still being developed. The parent/teacher weekly update has been successful with 130 families receiving it. Next year there will be an option to opt out versus this year's opt in. The committee is also looking at keeping the website up to date for current and accurate data, and to add a webpage specific to graduation information.

Mr. Aki left the meeting at 6:36 pm.

Chair recognized a student in the audience. Student inquired on the graduation date and if it can be changed. Response was that the date cannot be changed.

Personnel (Ms. Anderson): Report submitted. The next meeting is at the end of January. The committee is working on the schedule for the Director's evaluation. The committee finished the Director's job description and will look at the formal process. Eventually, other positions will follow the process.

Finance (Mr. Langseth): Report submitted.

Motion to approve the November 2019 financials statements.

Moved by: Noah Langseth Second: Cody Schniepp

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Discussion:

Ms. Darling reviewed portions of the financial statements.

Vote: 7-yes 0-no 0-abstain

The motion carries.

Motion to approve the amended budget with revenues of \$5,797,268 and expenses of \$5,795,704.

Moved by: Noah Langseth

Second: Adam Bartz

Discussion;

Ms. Darling provided an update. The surplus is not changing. There were items moved in between line items. There will be payouts of performance base pay.

Vote: 7-yes 0-no 0-abstain

The motion carries.

School Expansion Possibilities (Mr. Eng): Report submitted. Meeting was held on Nov 12.

There will be a meeting tomorrow. In January, the committee will look at timelines and next steps.

10. Consent Agenda

- a. Revision of current policies (Second Reading)
 - i. Policy 413 Harassment and Violence Prohibition
 - ii. Policy 419 Drug Free Workplace and School

Motion to approve Consent Agenda Item.

Moved by: Michelle Kurkoski Second: Jeff Eng

Discussion:

None

Vote: 7-yes 0-no 0-abstain

The motion carries.

11. Old or Unfinished Business

a. MSA Stakeholder Feedback

Discussion:

No update.

b. Student Communication Format

Discussion:

No update.

12. Items for Discussion and Decision

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a. Policy 516 Student Medication (Annual Review)

Motion to approve Policy 516 Student Medication.

Moved by: Michelle Kurkoski Second: Jeff Eng

Discussion:

BOD discussed clarifying Section E of the policy to address high school students being allowed to carry OTC pain medication, per exclusion J(7).

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

b. Enrollment Procedures Update

Discussion:

Enrollment was opened on 12/15/19. Mr. Gawarecki wanted to review the enrollment procedures to ensure it is done accurately. The enrollment procedures were updated when the contract was renewed. Staff was previously defined as 0.5 FTE but was changed to include any employee at MSA.

Mr. Gawarecki discussed and clarified that an excused absence of 15 consecutive school days will withdraw the student, but MSA cannot unenroll the student. The only reasons that a student may be unenrolled is at a student's request or by expulsion.

The enrollment period closes on 2/1/20, followed by a lottery to admit students.

c. BOD self evaluation

Discussion:

Ms. Anderson provided background on self evaluation and options to conduct the self evaluation. Ms. Anderson could not find documentation from past evaluations. She found a draft evaluation form from MACS, which was provided to begin the discussion process. BOD will further discuss and determine evaluation process and form.

Mr. Aki returned to the meeting at 7:07 pm.

d. Solicit Parent Members for BOD election

Discussion:

Ms. Anderson indicated that, in addition to a Parent Member, we will also need Teacher Members for the next election. There was discussion on how to go about this. Ms. Anderson will send out a letter asking parents and teachers if they are interested in being on the Board. We will need to decide how to address the issue of potential terms increasing to four years. Hopefully we will know this by February.

e. Approve membership to MACS

Motion to approve membership to MACS.

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Moved by: Lisa Anderson Second: Jeff Eng

Discussion:

Mr. Gawarecki indicated there are many benefits from being part of this organization, though membership is not required. We've been a member for many years and the benefits we receive are well worth the amount of dues that we pay. Ms. Kurkoski agreed with the value of the benefits provided by the organization. Mr. Schniepp also noted the value of their advocating for charter schools.

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

f. Director's Annual Review process

Discussion:

Ms. Anderson provided background. BOD discussed at the workshop and have a path for next month.

g. January 21st BOD meeting dates

Discussion:

There is no school on 1/21/20. BOD discussed if enough members will be available. Meeting date will remain.

h. Training on Open Meeting Laws

Discussion:

Mr. Gawarecki disseminated some materials on the Open Meeting Law. Any emails sent by the Chair should be sent such that members cannot "reply all." Members must also be mindful about not replying all to any email communication that goes to all Board members.

13. Future BOD Meeting and Workshop Agenda Items

- a. Director's Survey**
- b. Strategic Plan Review**
- c. By Law Change:**
 - i. Four Year Terms**
 - ii. Vice Chair/Chair progression**
 - iii. Early June meeting (2nd week)**
- d. Policy 710 Extracurricular Transportation**

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

BOD Workshop on Monday, January 21, 2020 at 5:00 pm in Room 10A.
BOD Meeting on Monday, January 21, 2020 at 6:15 pm in Room 10A.

15. Motion to adjourn at 7:32 pm.

Moved by: Adam Bartz Second: Michelle Kurkoski

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

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Submitted:

Ia Xiong, Board Recorder

Approved:

Judy Seeberger, Secretary