

APPROVED

Board of Directors Workshop Minutes Math & Science Academy Tuesday, February 19, 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
Jeff Eng, Parent Member
Judy Seeberger, Teacher Member
Ramesh Aki, Parent Member

Non-voting:

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

Absent:

Voting:

Noah Langseth, Teacher Member
Alexandria Ledo, Community Member

Discussion:

Issue: Spanish PSEO Equivalency for MSA Spanish V and Century Intermediate Spanish 2022

MSA Spanish Department in attendance: Kassie Larson, Markell Anderson, and Jenna Babb

Several parents and students voiced their experience with the current Spanish equivalencies and Spanish graduation requirements at MSA.

Report by Kassie Larson and discussion by the Board

- Century Intermediate Spanish 2022 includes 100 min/week of language lab which consists of 50 min of small group discussion with peers and 50 min of homework.
- Century will be using a two phase placement test (WebCAPE) beginning this summer for placement in Spanish in the Fall 2019 semester; the initial placement test is conducted online in a progressive fashion, i.e., the questions become more difficult as the test progresses.
- Spanish instructors review the test results and either speak with the students in a follow-up or perform additional assessments during the first week of class.
- WebCAPE is considered to be 95% accurate in placement.
- The placement test evaluates grammar, vocabulary, and listening skills.

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- Currently, Spanish graduation requirements are not based on achieving a certain class level because the Spanish department is trying to accommodate students who join MSA as sophomores or juniors and may not have the required Spanish requirements.
- There is no available data at this time to determine how MSA students would measure against Century's placement test.

Outstanding questions:

- Century Intermediate Spanish 2022 is not offered during fall semesters. Will Century accommodate MSA students who want to take Spanish 2022 in the fall semester?
- What is the minimum number of enrolled students required to open a Spanish 2022 class in the fall? What is the procedure/timeline for requesting that Century create a Spanish 2022 class in the fall?

Summary: The MSA Spanish Department has completed its review of the Spanish curriculum at Century and has established MSA Spanish V in the graduation progression chart as being equivalent to Century Intermediate Spanish 2022. The MSA Spanish Department has also completed its review of the Spanish placement test that will be used by Century and deemed it to be satisfactory.

Submitted and Approved:

Jeff Eng, Secretary

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Board of Directors Meeting Minutes Math & Science Academy Tuesday, February 19, 2019 Room 10

8430 Woodbury Crossing, Woodbury, MN 55125

1. **Call to Order** by Ken Thielman at 6:17 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
Jeff Eng, Parent Member
Judy Seeberger, Teacher Member
Cheri Howe, Teacher Member
Ramesh Aki, Parent Member

Non-voting:

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

Absent:

Voting:

Noah Langseth, Teacher Member
Alexandria Ledo, Community Member

Approval of Agenda (note any board member conflict of interest)

Conflict of Interest: none

Motion to approve the agenda.

Moved by: Cheri Howe Second: Mona Hayashi

Discussion:

None

Vote: 7-yes 0-no 0-abstain

The motion carries.

4. **Open Forum**

Ms. Karlotta Wolfgram - She has a student at MSA and has gone through the administration with an issue. She would like to go to the next level to the Board. Mr. Thielman noted that the Board

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meeting cannot be closed and recommended that she meet with him. If there is an urgent matter for the Board to meet, then a meeting can be convened with three days notice.

Ms. Julianne Farrell - She is a parent of 2 students and a substitute teacher. She would like the Board to review the School Closing Policy and identify conditions on when schools would be closed. Currently, the message is that if School District 833 is closed, then MSA would close. The MSA campus has changed in the last years with four buildings to walk in between. Teachers and students come from different places and MSA should have similar criteria to other charter schools.

5. Approval of January 22, 2019 Workshop and Meeting Minutes.

Motion to approve January 22, 2019 Workshop and Meeting Minutes.

Moved by: Mona Hayashi Second: Lisa Anderson

Discussion:

Correction in Item 9, Review of Spanish Graduation Requirements and Equivalence - Date should be January 29 not February 29. Board members noted that the date was actually rescheduled to Feb 5.

Vote: 6-yes 0-no Judy Seeberger-abstain (absent from January meeting)
The motion carries.

6. Chair's Report

No report.

7. Director's Report

Mr. Gawarecki distributed enrollment information to the Board members.

1. Student Academic Achievement

- a. MSA's Nordic Ski Teams completed a strong season with one skier, Greta Hanson, qualifying for the state competition. The girls team placed 6th (highest ever) and the boys team placed 10th at sections.
- b. The Middle School Speech Team recorded ten blue and red ribbons at the Twin Bluff competition at Red Wing.
- c. The middle and high school one act plays were performed on February 8th and 9th.
- d. MSA completed its Battle of the Books competition on February 8th with Book Storm being the top group.

2. Instructional Leadership

- a. The PTO meeting for February 4th has been moved to March 4th. The Art and Social Studies Departments will be presenting on their programs.
- b. A professional development training was given to the staff on 504, ELL, and SPED plans and how this fits within the general education umbrella on February 6th.

3. Human Resources

- a. Goals for the Assistant Directors and Academic Counselor may be found at the end of this

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report.

b. Conducted numerous interviews for an open SPED EA position and 504 EA position. Kris Nelson was hired as the SPED EA, and Missy Tyler has been hired as the 504 EA.

c. Currently interviewing for the MS Academic Counselor with second interviews to occur this week. The goal is to have someone on staff by March 1st.

d. A stipend for student performance was submitted to the Finance Committee for the school year.

4. Professional and Community Relationships

a. Final academic goals were reviewed Liz Wynne (SAM) on January 25th. We are currently waiting on MDE feedback.

b. Conducted 12 teacher observations with teachers in the past month.

c. There were 3 Tell Glaedr reports in the past three months all related to inappropriate use of electronic devices/applications. Each report was resolved. Of the 14 Ask Glaedr submissions, enrollment, snow removal, and general questions about the school were the most frequently submitted.

d. Conducted or attended 27 parent and teacher meetings in the past month.

5. Resource Management

a. Met with Judith Darling on January 25th to begin planning for the 2019-2020 budget.

b. Met with Garry Insurance to review our liability insurance and prepare documents for quote requests to a number of potential providers.

c. Revisiting our snow removal contractor obligations with the intent to upgrade responsiveness and service.

6. Administrative Performance

a. MSA will offer the following AP courses next school year:

| | | | | | |
|------------|-----------------|---------|-------------|-------------|------------|
| Biology | Chemistry | Physics | Calculus AB | Calculus BC | Statistics |
| Psychology | Human Geography | | Studio Art | Spanish | Literature |

b. A Senior withdrew due to math requirements. A 7th grade student withdrew for a better fit elsewhere.

c. The alarm system in Building D is in the process of being upgraded after a visit from the Woodbury Fire Chief recommended an upgrade be considered.

d. The lottery was held on February 8th. Results are at the end of this report.

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

Activities Report: Report submitted with no discussion.

Board Committees:

Academics (Ms. Anderson): Report submitted. There are more tasks forces being created. Committee is working on identifying pass/fail grade, enrollment, new student handbooks, course handbooks, transfer student handbooks, activities records, and many other items.

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Communications (Ms. Howe): Report submitted. There was a 26% response rate from the survey. Committee is working on solutions. There is always a struggle with teacher and parent communication. Comments were that the school website is difficult to navigate and it will be streamlined and refreshed. It will not be a redesign but an enhancement. Teacher website is also being reviewed. The next survey will go out to new incoming families.

Finance (Ms. Hayashi): Report submitted. Give to the Max staff grant of \$10,000 was approved. Teachers can make purchases. Ms. Darling reported on the financials. Everything is on track. Next year's budget is being drafted and will be brought to the committee next month and to the Board in March or April.

Motion to approve January 2019 financials.

Moved by: Mona Hayashi Second: Cheri Howe

Vote: 7-yes 0-no 0-abstain

The motion carries.

Annual Fund (Mr. Langseth): No report submitted.

Review of Spanish Graduation Requirements and Equivalence (Mr. Eng): No additional material to add.

Study School Expansion Possibilities (Mr. Gawarecki): Meeting was canceled due to weather.

10. Consent Agenda

- a. Approval (Second Reading)
 - i. Policy 530 Immunization Requirements
- b. Review or First Reading
 - i. Policy 524 Internet Acceptable Use
 - ii. Policy 532 Use of Peace Officers and Crisis Teams
 - iii. Policy 609 Religion
 - iv. Policy 524.1 Portable Electronic Device in Study Hall

Motion to approve Consent Agenda Item.

Moved by: Jeff Eng Second: Lisa Anderson

Discussion:

None

Vote: 7-yes 0-no 0-abstain

The motion carries.

11. Old or Unfinished Business

None.

12. Items for Discussion and Decision

a. Spanish Graduation Requirements

Discussion:

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Ms. Seeberger would like the Board to continue discussions on what is being taught and feels that the interests of students are not being addressed. Mr. Thielman suggested that this be on the agenda at the next workshop.

b. Approve Transportation for 2019- 2020 School Year

Discussion:

Mr. Gawarecki explained that MSA is required to send to MDE the transportation plan. Currently, South Washington provides the bus transportation which costs \$38,000/bus for the year for 12 buses. MSA cannot do it any cheaper but the number of buses could be different. This could be a future discussion for the Board.

Motion to approve School District 833 as the transportation provider for the 2019-2020 School Year.

Moved by: Ken Thielman

Second: Mona Hayashi

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

c. Staff Stipends

Discussion:

Mr. Gawarecki provided the background. Staff stipends were discussed at the Finance Committee meeting. Based on the number of FTE and MCA scores, there is enough in the budget. It is estimated to be \$70,000 and maximum is \$77,000. Stipends would be at the end of the year.

Teachers as a Board member are able to vote because they are exempt from conflict of interest on this issue.

Motion to approve all MSA staff (prorated according to FTE status) for all 0.50 and above FTE employees of MSA, as of June 7th, if the student proficiency rate on this year's MCA results are at a level of 84.0% or higher for all students as reported on the MDE Report Card website. If the goal is met, the stipend shall be \$1,600 for teachers and \$800 for support staff.

Moved by: Lisa Anderson

Second: Judy Seeberger

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

d. Policy 709 Student Transportation Safety

Discussion:

There are no changes.

e. First Vote on Revised Bylaws

Motion to approve the Revised Bylaws.

Moved by: Judy Seeberger

Second: Ramesh Aki

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Discussion:

Ms. Anderson explained that the recommended number of teacher board members be increased to 5 and the number of committee board members be decreased to 1.

Ms. Howe reminded the Board that memberships used to have a higher number of teacher board members.

Ms. Seeberger was concerned about increase in teacher representatives. Diversity of member groups is preferable.

Board discussed pros and cons of the change in board representation. Suggestion of another option would be to increase the number of parent representatives.

Motion to withdraw the motion to approve the Revised Bylaws.

Moved by: Judy Seeberger Second: Ramesh Aki

Board discussed other school boards. There are not very many that have a teacher majority board anymore. Board also discussed the approvals needed. If Board approved the change, it would require teacher approval, and then needs to be sent to the Authorizer for approval. Currently there is no contact with SAMS on this issue as yet.

Motion to approve the Revised Bylaw to only add the additional sentence and not include the change in board membership representation.

Moved by: Lisa Anderson Second: Jeff Eng

Vote: 7-yes 0-no 0-abstain

The motion carries.

f. First Vote on revised Policy 201.1 Board of Directors Election

Discussion:

The template will be added to the policy. There are already volunteers from the Parent Team.

Mr. Ramesh Aki volunteered to be on the Election Committee.

g. First Vote on Revised Policy 510.1 Extracurricular Eligibility

Discussion:

Board discussed the quarter versus semester. The policy requires more revision for consistency and clarification.

h. Approve Lottery Results

Discussion:

Mr. Gawarecki provided an overview of the numbers of applications, waiting list, and enrollments. MSA is at capacity.

Motion to approve 2019 Lottery Results.

Moved by: Mona Hayashi Second: Cheri Howe

Vote: 7-yes 0-no 0-abstain

The motion carries.

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i. Review Strategic Plan Progress

Discussion:
Board will discuss next month.

j. Approve Calendar Changes Due to Weather

Discussion:
It is required by MDE to approve any calendar changes due to snow days. Other schools have had to make up days and some schools have been approved for an increased number of school days off. The number of school days off will not have penalties but there may be impacts in pay if number of instruction hours are decreased.

Motion to approve school cancellation on 1/28/19 and E-learning days on 1/29/19, 1/30/19, and 1/31/19 due to adverse weather conditions.

Moved by: Cheri Howe Second: Ken Thielman

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

13. Future BOD Meeting and Workshop Agenda Items

Workshop Agenda:
-Spanish Requirements
-Math Curriculum
-Strategic Plan

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

BOD Workshop on Monday, March 18, 2019 at 5:00 p.m. in Room 10A.
BOD Meeting on Monday, March 18, 2019 at 6:15 p.m. in Room 10A.

15. Motion to adjourn at 7:35 pm

Moved by: Lisa Anderson Second: Judy Seeberger

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

Submitted:

Ia Xiong, Board Recorder

Approved:

Jeff Eng, Secretary