

# Approved

## Board of Directors Workshop Minutes Math & Science Academy Monday, March 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, Vice Chair & Teacher Member  
Cheri Howe, Teacher Member  
Jeff Eng, Secretary, Parent Member  
Judy Seeberger, Teacher Member  
Ramesh Aki, Parent Member  
Noah Langseth, Teacher Member

#### Non-voting:

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

### Absent:

#### Voting:

Ken Thielman, Chair & Community Member  
Mona Hayashi, Treasurer & Parent Member  
Alexandria Ledo, Community Member

### Discussion:

Topic: Spanish Progression

Guests: Kassie Larson, Markell Anderson, Jenna Babb

#### Observations and discussion:

- The Spanish Progression flowchart was meant to let students “catch up,” while allowing students joining MSA at different grade levels to meet the graduation requirement for Spanish
- The Spanish Progression flowchart and requirements are complex and confusing for parents and students, as well as difficult to track for MSA
- How should middle school Spanish progression? Middle school classes are not normally part of the graduation requirement
- The Spanish graduation requirement needs to be consistent and simplified for all students
- Spanish classes should be encouraged for middle schoolers
- For students beginning at MSA in sixth grade, they may need to take one more year of Spanish than of Math in order to fulfill their graduation requirements
- What question are we solving for?
- Students are not enrolling in MSA because of Spanish or the rigor of the Spanish program
- Why are we treating this differently from Math in terms of how we describe Spanish graduation requirements?

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- What data should we be collecting?
- Alternative solution? Spanish taken every year in high school or up to Spanish 4 -- this will allow middle schoolers to get ahead in the Spanish requirement, middle schoolers may be required to take Spanish but can retake classes if necessary, but a student joining MSA in 12<sup>th</sup> grade needs to take only one Spanish class
- Another option? Spanish 3 as the highest required class for graduation?

**Submitted and Approved:**

Jeff Eng, Secretary

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## Board of Directors Meeting Minutes Math & Science Academy Monday, March 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 Arnav Khandelwal.

2. **Roll Call of Members**

### **Present:**

#### Voting:

Lisa Anderson, Vice Chair & Teacher Member

Jeff Eng, Secretary, Parent Member

Judy Seeberger, Teacher Member

Cheri Howe, Teacher Member

Ramesh Aki, Parent Member

Noah Langseth, Teacher Member

Alexandria Ledo, Community Member

#### Non-voting:

John Gawarecki, Director (ex officio)

Arnav Khandelwal, Student Member

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

### **Absent:**

#### Voting:

Ken Thielman, Chair & Community Member

Mona Hayashi, Treasurer & Parent 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: Noah Langseth

#### Discussion:

Add to Items for Discussion and Decision:

e. Option to join a Baseball co-op

Remove from "Consent Agenda": Policy 510.1 Extracurricular Eligibility

Vote: 7-yes 0-no 0-abstain

The motion carries.

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## 4. Open Forum

Ms. Jenna Babb - She is a Spanish teacher at MSA for 3 years and would like to submit her name as a write-in for the teacher Board member.

Ms. Angie Haverland - She is a Special Education teacher at MSA for 3 years and would like to submit her name as a write-in for the teacher Board member. She did not receive the paperwork to put in her name.

## 5. Approval of February 19, 2019 Workshop and Meeting Minutes.

### Motion to approve February 19, 2019 Workshop and Meeting Minutes.

Moved by: Noah Langseth                      Second: Lisa Anderson

Discussion:  
None

Vote: 5-yes 0-no Abstain-Noah Langseth and Alexandria Ledo (both absent from February meeting)  
The motion carries.

## 6. Chair's Report

No report.

## 7. Director's Report

### 1. Student Academic Achievement

a. The 13247 RPM Robotics team won the Collins Aerospace Innovate Award for robot design at the recent Minnesota State competition. The team will advance to the World Competition in Detroit.

b. MSA has one senior who advanced to the Finalist standing in the National Merit Scholarship Program.

c. Two members of the MSA Speech Team brought home awards at the first tournament of the high school speech season when attending the Farmington Invitational.

### 2. Instructional Leadership

a. The Art and Social Studies Departments presented their curriculum at the March 4th PTO meeting.

b. Assisted in the Dress Code presentation to the public on March 4th.

c. Conducted Professional Development day for MSA Teachers and Administrative staff on March 8th.

d. Participated in MDE webinar on E-learning days on March 15.

### 3. Human Resources

a. Please see the goals for the Assistant Directors and Academic Counselor at the end of this report.

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- b. Kirstin Knutson has been hired as the Middle School Counselor. She will begin her duties on April 1st.
- c. 39 observations of teachers have been completed.

### 4. Professional and Community Relationships

- a. Attended the March 4th PTO meeting and answered questions as they were presented.
- b. Conducted an ice fishing day for the last Dragon Dinner Silent Auction winner on February 23rd.
- c. An Art Therapy and Trivia Contest were held during March 8th.
- d. Met with the Executive Team on March 6th to discuss upcoming events and activities.

### 5. Resource Management

- a. Building D's Fire Alarm System has been upgraded and includes monitoring by the same vendor as our other buildings.
- b. 4 Vendors are submitting quotes for next year's copier lease needs.

### 6. Administrative Performance

- a. MSA plans on offering the following AP courses next year:  
Art, Biology, Calculus AB, Calculus BC, Chemistry, Human Geography, Literature, Physics, Psychology, Spanish, and Statistics. 140 students have filled out 246 applications to participate in these courses.
- b. Two students withdrew from MSA. One was for athletic reasons and the other was to attend a larger school.
- c. Progress on IDP Goals will resume during this summer, now that the Building D lease and movement into the building are winding down. Completion on program should be by the summer of 2021.

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

Activities Report: No report submitted.

### Board Committees:

Academics (Ms. Anderson): Report submitted. Task forces are working on different policies.

Communications (Ms. Howe): Report submitted. A few board members would like to see the survey data. A brief summary will be provided to the board.

Finance (Ms. Hayashi): Report submitted. Mr. Gawarecki provided the discussion. Committee would like to clarify the request to track donors of \$250 and over. It is a legal requirement to provide a receipt for donation over \$250 for tax purposes. Board does not need any further documentation but committee may want to track it for other purposes.

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## **Motion to approve February 2019 financials.**

Moved by: Alexandria Ledo                      Second: Judy Seeberger

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

Annual Fund (Mr. Langseth): Report submitted. The Dragon Dinner is still looking for donation items and ticket sales. The next meeting is Wednesday at 4:30 pm.

Review of Spanish Graduation Requirements and Equivalence (Mr. Eng): No report submitted. Work was concluded last month.

Study School Expansion Possibilities (Mr. Gawarecki): Report submitted. Committee has determined to expand. The next meeting on March 28 will be to discuss where and how.

## **10. Consent Agenda**

### **a. Approval (Second Reading)**

#### **i. Policy 202.1 Board of Directors Election**

#### **Motion to approve Policy 202.1 Board of Directors Election.**

Moved by: Judy Seeberger                      Second: Ramesh Aki

Discussion:  
None

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

### **b. Review of First Reading**

#### **i. Policy 616 School District Accountability Policy**

Discussion: Academics Committee will review.

#### **ii. Policy 710 Extracurricular Transportation**

Discussion: Policy states that parents are responsible for transportation but MSA provides transportation. The Policy hasn't been updated. Changes could impact activities such as Robotics and may lower participation rates. Board will review at the workshop.

#### **iii. Policy 801 Equal Access to School Facilities**

Discussion: Mr. Gawarecki approves outside activities to use MSA facilities. Activities approved are related to a MSA activity. This policy will move to the second reading.

#### **iv. Policy 807 Health and Safety Policy**

Discussion: No significant changes were made. This policy will move to the second reading.

## **11. Old or Unfinished Business**

None.

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## 12. Items for Discussion and Decision

### a. Approve to Disband Spanish Graduation Requirements and Equivalence Committee

**Motion to disband Spanish Graduation Requirements and Equivalence Committee.**

Discussion:

None

Moved by: Jeff Eng

Second: Judy Seeberger

Vote: 7-yes 0-no 0-abstain

The motion carries.

### b. Second Vote on Revised Bylaws

**Motion to approve the second vote on the revised Bylaws.**

Moved by: Cheri Howe

Second: Noah Langseth

Discussion:

None

Vote: 7-yes 0-no 0-abstain

The motion carries.

### c. Approve BOD Election Ballot

**Motion to approve BOD Election Ballot**

Moved by: Noah Langseth

Second: Lisa Anderson

Discussion:

There are 3 teachers that would like to be write-ins. The teachers will put in a brief background. The third teacher is Michele Kurkowski. The teachers will be write-ins on the ballot, but their bios will be available on the MSA website.

Vote: 7-yes 0-no 0-abstain

The motion carries.

### d. Approve 2019-2020 Calendar

**Motion to approve 2019-2020 Calendar.**

Moved by: Jeff Eng

Second: Judy Seeberger

Discussion:

Calendar task force met and had 4 calendar options. The recommended calendar was favored 4 to 1 by staff members. This calendar meets instructional hour requirements. All snow days would be e-learning days.

Vote: 7-yes 0-no 0-abstain

The motion carries.

# Approved

## **e. Boys Baseball co-op with Liberty Classic and Avail**

Discussion:

Ms. Seeberger invited Ms. Shannon Froberg to provide the information. Liberty Classical Academy has expressed an interest to co-op with MSA for boys baseball. Liberty Classical Academy would shift their practice time to accommodate MSA. There were 4 families from MSA that have expressed interest. The fee is \$230 per student which goes to Liberty Classical Academy to cover coach and other fees. MSA would pay a \$90 fee to register the sport with MSHSL. This would be a 2 year co-op. Practices are in White Bear and would have early dismissals for games as scheduled.

### **Motion to approve the Boys Baseball co-op with Liberty Classic and Avail.**

Moved by: Judy Seeberger      Second: Lisa Anderson

Vote: 7-yes 0-no 0-abstain

The motion carries.

## **f. Review Strategic Plan Progress**

Discussion:

Ms. Howe led the discussion. Board focused on "Support Measures to Make MSA Financially Sustainable". Updates will be voted at next board meeting.

## **g. Motion to go into closed session in accordance with Minnesota Statute 13D.05 subd 2 (b) for preliminary consideration of allegations against an individual subject to our authority.**

**Motion to go into closed session in accordance with Minnesota Statute 13D.05 subd 2 (b) for preliminary consideration of allegations against an individual subject to our authority.**

Moved by: Jeff Eng      Second: Alexandria Ledo

Vote: 7-yes 0-no 0-abstain

The motion carries.

**Open meeting ended 7:15 pm. Closed Session began immediately with just BOD members present.**

Summary: The closed portion of the meeting was audio recorded. A copy of which will be stored in the office. The closed portion of the meeting ended at 7:29 pm

### **Motion to go back into open session at 7:29 pm.**

Moved by: Alexandria Ledo      Second: Judy Seeberger

Vote: 7-yes 0-no 0-abstain

The motion carries.

## **13. Future BOD Meeting and Workshop Agenda Items**

### **a. Approve Revised Strategic Plan**

### **b. Closed session to continue the consideration of allegations against an individual subject to our authority**



## Approved

- c. Closed session to begin the annual review of the Director
- d. Approve the Director's performance surveys
- e. Workshop discussion of the Dress Code Policy
- f. First vote on the Dress Code Policy

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

BOD Workshop on Monday, April 15, 2019 at 5:00 p.m. in Room 10A.

BOD Meeting on Monday, April 15, 2019 at 6:15 p.m. in Room 10A.

### 15. Motion to adjourn at 7:37 pm

Moved by: Cheri Howe

Second: Alexandria Ledo

Vote: 0-yes 0-no 0-abstain

The motion carries.

### Submitted:

Ia Xiong, Board Recorder (for open meeting)

### Approved:

Jeff Eng, Secretary