

# APPROVED

## Board of Directors Workshop Minutes Math & Science Academy Monday, May 20, 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  
Cheri Howe, Teacher Member  
Jeff Eng, Parent Member  
Judy Seeberger, 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

### Absent:

#### Voting:

Mona Hayashi, Treasurer & Parent Member

#### Non-voting:

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

### Discussion:

1. The MSA Staff Handbook was reviewed and the following comments made:

- p. 4 Contact days, e-learning days
- p. 6 Financial consultant
- p. 8 12 days PTO
- p. 9 Chart for calculating partial PTO (new)
- p. 9 Procedure for Emergency Coverage During Prep (new)
- p. 11 Leaving campus (new)
- p. 18 Work hours 9-4, and further explanations, 12 days PTO
- p. 21 School Calendar, includes assumption that March 3<sup>rd</sup> no bus day
- p. 27 New Pay Scale for next 2 years based on Task Force recommendations, expanded EA pay scale for returning to MSA, for school years 2019-20, 2020-21

Accurately reflects teacher evaluation process

No evaluation process detailed in the Handbook for EA's or admin staff --- will include next year

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2. Director Job Description
  - p. 1 Remove detail on numbers of staff and plural assistant directors
  - p. 2 Implementation of a personnel evaluation system “for all staff”
  - p. 3 Board’s “contracted” financial manager
  - p. 4 Community relations – Authorizer and City of Woodbury two different entities, MSA alumni relations and database
  - p. 4 “Contracted” Special Education Director
  - p. 5 Knowledge/Skills wordsmithing, “interactive whiteboards”
  - p. 5 Including “tablets” and texting and social media
  - p. 5 4-year college degree required

3. Student Dress Code

Suggestion to have “no hats” for security reasons  
Teachers voted against caps with brims  
Teachers voted for caps with no brims  
Teachers voted against hoodies with hoods up

Garments with hoods not covering heads – Keeping new language  
Bringing back headwear without brim or bill language back  
Delete “hats” addition in number 3

Public input

Parent comment – kids want to be here, MSA has rep for high standards, length of shorts and spaghetti straps of concern, students know when they are violating the dress code, wants more concrete requirements

Former students – do not need to loosen dress code, school is responsible for dress code not parents, discrimination not on its face, does not believe in disparate impact vs. disparate treatment

**Submitted and Approved:**

Jeff Eng, Secretary

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## Board of Directors Meeting Minutes Math & Science Academy Monday, May 20, 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  
Jeff Eng, 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

**Absent:**

Voting:

Mona Hayashi, Treasurer & Parent Member

Non-voting:

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

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

Conflict of Interest: none

**Motion to approve the agenda.**

Moved by: Cheri Howe

Second: Lisa Anderson

Discussion:

Consent Agenda:

Move "Policy 504 Student Dress and Appearance" to Approval of Second Reading.

Vote: 8-yes 0-no 0-abstain

The motion carries.

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## 4. Open Forum

None

## 5. Approval of April 15, 2019 Workshop and Meeting Minutes.

### Motion to approve April 15, 2019 Workshop and Meeting Minutes.

Moved by: Noah Langseth                      Second: Ken Thielman

Discussion:

Add reference to Workshop Discussion on the legal issues of the dress code violation.

Delete the 2nd motion based on his explanation that the 2nd motion is the same as the first motion to go into closed session.

Evaluation will be made in May.

Vote: 7-yes 0-no Alexandria Ledo - abstain (absent from the April meeting)  
The motion carries.

## 6. Chair's Report

None

## 7. Director's Report

Mr. Gawarecki added:  
Robotics team came in second.

MSA Baseball ranked second in the section out of 13. This is the first time MSA is ranked that high in co-op.

1. Student Academic Achievement
  - a. MSA was ranked at the top high school in Minnesota by U.S. News and World Report for 2019. MSA was ranked 133 nationally, up from 201 two years ago. MSA ranked #1 (tie) in the Nation in Math and Reading Proficiency out of 17,245 ranked schools!
  - b. Shannon Koperski, scored a perfect 36 on the ACT. She is the first student at MSA to do so.
  - c. Rhythm Packed Mechanics were selected as a finalist for the Innovate Award at the FTC World Championships in Detroit.
  - d. 7th graders Andrea Li and Naina Perumalachetty won the Quantitative History Award for their National History Day project.
  - e. Ninth grader, Alayna Tan was chosen as a National Center for Women in Technology Honoree at the state level.
2. Instructional Leadership
  - a. Participated in the MSA PTO elections meeting on May 6th.
  - b. Discussed recent LGBTQ+ advisory lesson with numerous stakeholders and offered an Opt out option for parents.

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3. Human Resources
  - a. Please see the progress on goals for the Assistant Directors and Academic Counselor at the end of this report.
  - b. Staff Handbook is included in the BOD packet.
  - c. Recommendation is for all staff to be offered contracts to return.
4. Professional and Community Relationships
  - a. Answered questions at the May 6th MSA PTO meeting.
  - b. Please attend the May 22nd Multi-Cultural Night from 5:00 - 7:30 pm in Building B. The Spanish and Africa Clubs are sponsoring the event.
5. Resource Management
  - a. MSA was awarded the MDE 2019 School Finance Award on April 18th.
  - b. Contractors for copiers and Building A roofing have been selected.
  - c. Parking lot in Building C and D have been patched.
6. Administrative Performance
  - a. SAM contract has been finalized and is BOD packet for approval.
  - b. Some of the main interests that students come to MSA with are: (in order of reply frequency)
    1. Reading/Writing
    2. Art
    3. Music
    4. Activities
    5. Math
    6. Science
    7. Computer Club
    8. Robotics
    9. History/Social Studies
  - c. Testing for MCA's and AP subjects has been completed.
  - d. Tornado drill was conducted on May 17th.
  - e. Communicated to the MSA community about an incident involving a kitchen knife.

“ Mr. Gawarecki and all staff involved in the incident surrounding the kitchen knife, I wish to thank you for being honest and transparent in your handling of the student who inadvertently brought a kitchen knife onto the school grounds. I also would like to laud you all for having the ability to recognize a mistake for what it was.

My son is a Boy Scout and we have discussed with him the need to keep his camping gear, knives in particular, in separate, non-school, bags to avoid a situation like this.

We know a Boy Scout who accidentally brought a knife to school and immediately surrendered the bag to his teacher. He was involved in a long disciplinary and legal entanglement despite his honesty.

Thank you for all of your hard work keeping the students safe and also teaching them how to be reasonable in the real world. ”

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

Activities Report: No report submitted.

#### **Board Committees:**

Academics (Ms. Anderson): Report submitted. The modified transcript is a procedure not a policy. If students are modified during class then it will show up on transcript. Modifications can occur when a student missed a portion of the year due to being transferred in, medical

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issues, IEP's, or 504. There will be a new seminar class for 9th graders and implement a back to school in August.

Communications (Ms. Howe): Report submitted. The last meeting was held. Committee have gone through the surveys and provided Joelle with 10 weblinks to help parents navigate. Committee provided the teacher survey comments to administration to make changes. The website task force will meet in July to update the website to be more streamlined. The last student survey will go out on May 31. Parents will be recruited to join the committee in August.

Finance (Ms. Hayashi): Report submitted. Mr. Langseth reported. The roofing contractor selected is Berwald Roofing. HVAC in Building B will be fixed. There is excess professional development fund and requests can be submitted to committee for approval on June 12. Mr. Gawarecki asked Board members to sign and return the lease aid.

### **Motion to approve April 2019 financials statements.**

Moved by: Ken Thielman                      Second: Lisa Anderson

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

Annual Fund (Mr. Langseth): Report submitted. Committee met last week. Dragon Dinner went well but attendance have dropped from previous year. Survey response was to spend it on technology. Next meeting is on 8/21, room 5A.

Study School Expansion Possibilities (Mr. Gawarecki): Report submitted. Next meeting is 6/27. The list has expanded to visit Spectrum. Spectrum was in a similar situation and expanded to farmland which was done very well. Eagle Ridge recommended to go see Spectrum. It is located in Elk River.

## **10. Consent Agenda**

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

- i. Policy 510.1 Extracurricular Eligibility**
- ii. Policy 616 School District System Accountability**
- iii. Policy 504 Student Dress and Appearance**

### **Motion to approve Consent Agenda Item.**

Moved by: Lisa Anderson                      Second: Judy Seeberger

Discussion:  
None.

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

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

None.

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## 12. Items for Discussion and Decision

### a. Approve Staff Handbook

#### **Motion to approve staff handbook.**

Moved by: Judy Seeberger

Second: Ramesh Aki

Discussion:

None

Vote: 8-yes 0-no 0-abstain

The motion carries.

### b. Approval of Teacher/Staff Contracts

Discussion:

Mr. Gawarecki recommends to invite all staff back. Compared to average rate for Assistant Directors, MSA's Assistant Directors' salaries are not within average range compared to others. Mr. Gawarecki recommends to give the first 2 weeks in July as PTO which would include July 4 as a holiday bringing the number of PTO's to 9 days. Board discussed the purpose of the additional PTO's versus paying the additional salary.

Mr. Theilman recognized the Assistant Directors to speak their preference. Mr. Johnson noted that there is value in the additional PTO for a work life balance.

Mr. Gawarecki went over the recommended compensation spreadsheet.

#### **Motion to approve renewal of all teacher and EA contracts for 2019-2020 at the approved scale.**

Moved by: Ken Thielman

Second: Lisa Anderson

**Mr. Langseth left the meeting at 7:05 pm.**

Vote: 6-yes Judy Seeberger-no 0-abstain

The motion carries.

#### **Motion to approve the Middle School Assistant Director at \$72,775 and Activities Assistant Director at \$75,850 with an additional 10 days of PTO to be used during non-student days and any unused PTO will be cashed out at the end of the contract year.**

Moved by: Ken Thielman

Second: Judy Seeberger

Vote: 6-yes Cheri Howe-no 0-abstain

The motion carries.

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**Motion to approve the High School Counselor at \$49,620 and Middle School Counselor at \$45,000.**

Moved by: Ken Thielman

Second: Lisa Anderson

Vote: 7-yes 0-no 0-abstain

The motion carries.

**Motion to approve the MARSS/Data staff at \$46,000.**

Moved by: Ken Thielman

Second: Lisa Anderson

Vote: 7-yes 0-no 0-abstain

The motion carries.

**Motion to approve the Finance Manager at \$21.53/hr, Building A Office Manager at \$17.43, and Building B Office Manager at \$17.93/hr.**

Moved by: Ken Thielman

Second: Lisa Anderson

Vote: 7-yes 0-no 0-abstain

The motion carries.

**Motion to approve the Morning Study Hall Teacher at \$16.00/hr, Night Supervisor at \$18.50/hr, Lunch and Study Hall Monitor at \$13.25/hr, and Extended Day Teacher at \$25/day.**

Moved by: Ken Thielman

Second: Lisa Anderson

Vote: 7-yes 0-no 0-abstain

The motion carries.

**Motion to approve the Substitute Teacher at \$150/day.**

Moved by: Ken Thielman

Second: Lisa Anderson

Vote: 7-yes 0-no 0-abstain

The motion carries.

**Motion to approve the MARSS/Data at \$46,000.**

Moved by: Ken Thielman

Second: Lisa Anderson

Vote: 7-yes 0-no 0-abstain

The motion carries.

### c. Director Job Description

**Motion to approve the Director Job Description as discussed at the workshop.**

Moved by: Ken Thielman

Second: Lisa Anderson

Vote: 7-yes 0-no 0-abstain

The motion carries.



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**d. 2019-2020 Calendar Addition of a No Bus Day.**

**Motion to approve March 3 as a no bus day.**

Moved by: Ramesh Aki                      Second: Alexandria Ledo

Discussion:

Mr. Gawarecki noted that staff wanted to keep the day off on 3/6/20 and have a no bus day on 3/3/20.

Vote: 7-yes 0-no 0-abstain

The motion carries.

**e. Approve YMCA Agreement**

**Motion to approve YMCA Agreement.**

Moved by: Lisa Anderson                      Second: Cheri Howe

Discussion:

The agreement was not in the Board packet. Mr. Gawarecki provided a status update. The YMCA will continue services to do Y care to middle school students and utilize the school for summer program. Contract will be the same as last year.

Vote: 6-yes Jeff Eng-no 0-abstain

The motion carries.

**f. Approval of IT Contract for Services**

**Motion to approve IT Contract for Services**

Moved by: Cheri Howe      Second: Ken Thielman

Discussion:

Mr. Gawarecki noted that the relationship will continue with JR Computer Associates, Inc. Board discussed the contract agreement and made revisions. The changes will be brought to JR Computer Associates, Inc. if he agrees to the changes.

**Motion withdrawn.**

**g. Approve Audit Firm**

**Motion to approve CliftonLarsonAllen as MSA's audit firm.**

Moved by: Ken Thielman                      Second: Lisa Anderson

Discussion:

The flat fee for MSA's audit is \$11,275 plus out of pocket cost. Building Company's fee is \$5,125 plus out of pocket costs. The report is presented with both MSA and Building Company but the contracts are separate.

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

### **h. Closed Enrollment for 2019-2020 School Year**

Discussion:

Mr. Gawarecki noted that several committees have discussed this. He recommends that there is closed enrollment after the first week of school. High School students who join MSA after school starts have a hard time getting caught up. Historically, MSA lose 5 to 7 students in 9th grade. The recommendation is to raise the 9th grade enrollment cap to 82. It is easier to get students enrolled in the summer. There is the ability to teach 82 students if no one drops.

**Motion to approve the cap of 9th grade at 82 students and not enroll in high school after the first week for any given school year.**

Moved by: Ken Thielman                      Second: Ramesh Aki

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

### **i. Contract Renewal With SAM**

Discussion:

Mr. Thielman would like to wait to discuss this item at the June Board meeting. The contract was only provided to the Board this last weekend. It will need to be approved at the June meeting.

**Board took a break at 7:45 pm.**

**Mr. Eng left the meeting at 7:50 pm.**

**Ms. Seeberger took over the Secretary duties for Mr. Eng.**

**Board resumed its meeting at 7:56 pm.**

### **j. 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 under the Board's Authority.**

Moved by: Ken Thielman                      Second: Cheri Howe

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

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Open meeting ended at 7:57 pm. Closed Session began immediately with just BOD members present.

Ken Thielman  
Lisa Anderson  
Cheri Howe  
Judy Seeberger  
Alex Ledo  
Ramesh Aki

**Motion to come out of closed session at 8:03 pm.**

Moved by: Ken Thielman                      Second: Cheri Howe

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

Back in open meeting at 8:03 pm.

In reference to the investigation to consider allegations against an individual subject under the Board's authority, the investigation has been completed. The file has been closed.

**Motion to go into closed session per MN Statute 13D.05 Subdivision 3, Paragraph A to evaluate the individual subject under the Board's Authority.**

Moved by: Ken Thielman                      Second: Lisa Anderson

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

Open meeting ended at 8:07 pm. Closed Session began immediately with just BOD members present.

Ken Thielman  
Lisa Anderson  
Cheri Howe  
Judy Seeberger  
Alex Ledo  
Ramesh Aki  
Noah Langseth  
John Gawarecki left at 8:35, returned at 9:23 pm

**Motion to go back into open session at 9:35 pm.**

Moved by: Ken Thielman                      Second: Lisa Anderson

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

Evaluation of the Director has been completed.

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## 13. Future BOD Meeting and Workshop Agenda Items

- a. Second Reading of Policy 504
- b. SAM Contract Renewal and Assurances

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

BOD Workshop on Monday, June 17, 2019 at 5:00 p.m. in Room 10A.  
BOD Meeting on Monday, June 17, 2019 at 6:15 p.m. in Room 10A.

## 15. Motion to adjourn at 9:36 pm.

Moved by: Ken Thielman

Second: Cheri Howe

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

## Submitted:

Ia Xiong, Board Recorder (for open meeting)

## Approved:

Jeff Eng, Secretary