

# APPROVED

## Board of Directors Workshop Minutes Math & Science Academy Monday, June 17, 2019 Room 10

8430 Woodbury Crossing, Woodbury, MN 55125

**Call to Order** by Ken Thielman at 5:05 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  
Mona Hayashi, Treasurer & Parent Member

#### Non-voting:

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

### Absent:

#### Voting:

Alexandria Ledo, Community Member

#### Nonvoting:

Arnav Khandelwal, Student Member

### Discussion:

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

Moved by: Ken Thielman

Second: Cheri Howe

Discussion: None

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

Open meeting ended at 5:06 pm.

Judy Seeberger arrive at 5:07 pm.

Ramesh Aki arrived at 5:11 pm.

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### **Motion to return to open session.**

Moved by: Ken Thielman

Second: Noah Langseth

Vote: 8-yes 0-no 0-abstain

The motion carries.

Return to open session at 6:05 pm.

A summary of the closed session will be made during the BOD meeting.

### **Motion to adjourn.**

Moved by: Ken Thielman

Second: Lisa Anderson

Vote: 8-yes 0-no 0-abstain

The motion carries.

**Workshop was adjourned at 6:06 pm**

### **Submitted and Approved:**

Jeff Eng, Secretary

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## Board of Directors Meeting Minutes Math & Science Academy Monday, June 17, 2019 Room 10

8430 Woodbury Crossing, Woodbury, MN 55125

1. **Call to Order** by Ken Thielman at 6:19 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  
Mona Hayashi, Treasurer & Parent Member

Non-voting:

John Gawarecki, Director (ex officio)

**Absent:**

Voting:

Non-voting:

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

### **Call to order 6:19 pm**

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

Conflicts of Interest: None

#### **Motion to approve the agenda.**

Moved by: Cheri Howe

Second: Lisa Anderson

Discussion:

Delete MSHSL approval (item i) because we do not have access to the video. Only Shannon Froberg has access. We will need to view the MSHSL video at a future meeting.

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Vote: 9-yes      0-no      0-abstain  
The motion carries.

## 4. Open Forum

Liz Wynn (SAM)

Attended graduation. Speakers were excellent. Humor, expectations, accountability, respect.  
Relationships are important and powerful component in achieving goals.  
Importance of being kind.  
Success just doesn't happen.  
Acknowledgement of the Minnesota Monthly article on MSA.

Ms. Wynn presented the following checks from SAM for recognition in the following areas:

\$500 Media  
\$1250 North Star system - recognition for MDE accountability  
\$5000 High quality school  
\$1000 Reporting excellence  
MDE Finance award for financial reporting \$1000

Shannon Koperski (NHS president), Yannis Pothos (NHS secretary), John Featherstone (advertising and marketing) - NHS presentation regarding Carnival for MSA 20th anniversary celebration

- Invite alumni
- Booth for incoming students
- Carnival activities
- Multicultural fair
- Food - basics, food trucks
  
- Will be working closely with Mr. G, Ms. Froberg and Mr. Johnston on planning the event.
- Mission Stmt - Inclusive event in community
- School-wide event, ongoing (every 1, 2, or 3 years?)
- Budget? Seed money? <\$1000
- Managed by NHS
- Saturday, May 16, 2020 (Same as State Robotics)
- Admission - may be difficult to monitor (Free will offering?)
- Tickets used for payment of everything
- Prom dates? College graduations?
- Check for other date conflicts in Woodbury and the community
- Food trucks? Donations? Look for trucks that do not ask for minimums
- Projected attendance?
- Money will go to teacher grants?

## 5. Approval of May 20, 2019 Workshop and Meeting Minutes.

**Motion to approve the May 20, 2019 Workshop and Meeting Minutes.**

Moved by: Lisa Anderson      Second: Judy Seeberger

Discussion:

p. 10, item i -- strike last sentence

Vote: 8-yes      0-no      Mona Hayashi - abstain (absent from the May meeting)

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The motion carries.

## 6. Chair's Report

Great graduation

Thanks to the newly elected BOD members, and to those leaving the BOD during this meeting.

## 7. Director's Report

Thanks to the BOD members leaving

Wendell Sletten -- band orchestra director

Hired two Spanish-speaking EA's

Jenna Babb resigning

Spanish teacher did not renew (Amanda Chambers)

### 1. Student Academic Achievement

- a. MSA graduated 51 seniors on June 7th.
- b. Lily Swanson is ranked #1 in the conference and 11 out of 11,815 in the state for Clay Target.
- c. Two runners qualified for the state track meet.
- d. Our Co-op Baseball team won the Conference Championship in their first year of existence and was ranked #2 in their section.

### 2. Instructional Leadership

- a. Offer to hold at least two stakeholder/community meetings on curricula for the PTO.
- b. For drug prevention and education, implement at least three drug searches (one each quarter) with a follow-up with students after each search. Include additional student education following each search.

### 3. Human Resources

- a. Goals for the Assistant Directors and Academic Counselor are at the end of this report.
- b. All teacher and EA contracts have been completed. One Spanish teacher declined the employment offer and we have begun the replacement process for the position.
- c. Offers have been extended for the two open music positions.
- d. Two additional EA contracts have been offered next year. Both are fluent in Spanish.

### 4. Professional and Community Relationships

- a. School community satisfaction feedback surveys have been distributed. Results will be included in next month's report.
- b. Annual Ask Glaedr and Tell Glaedr results are as follows:
  - i. There were a total of 42 Ask Glaedr submissions with the top areas concerning student behavior, policies and procedures, and teacher procedures/behaviors.
  - ii. Of the 16 submissions to Tell Glader, 11 were student behavior related.
- c. MSA's first Cultural Night was held on May 22nd with the Spanish and African Clubs hosting the event. Attendance was very high for the event.

### 5. Resource Management

- a. Berwald will be in to replace the roof in Building A before the end of the month.
- b. We will be switching to Vanguard exclusively for our cleaning needs on July 1.

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## 6. Administrative Performance

- a. In the BOD document packet there is a document that identifies reasons why students do not return to the school.
- b. At the end of this report is a list of reasons why ninth grade students are enrolling at MSA.

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

Activities Report: Report submitted.

### Board Committees:

Academics (Ms. Anderson): Report submitted. Credit issue vote later.

Communications (Ms. Howe): Report submitted.

Minutes will be submitted.

Teacher survey came back in May.

Student survey being worked on in August.

Finance (Ms. Hayashi): Report submitted.

9 teachers submitted for professional development reimbursement.

Will pay several people for SPED coordination at \$35/hr.

Negotiated with Verizon for \$150 less per month.

End of the year spending.

No financials until after audit in the middle of July.

### **Motion to approve the May 31, 2019 financials statements.**

Moved by: Mona Hayashi            Second: Noah Langseth

Discussion: None

Vote: 9-yes 0-no 0-abstain

The motion carries.

Annual Fund (Mr. Langseth): Report submitted. No meeting since last meeting.

Study School Expansion Possibilities (Mr. Gawarecki): Report submitted. No meeting this past month. Next meeting will be on June 27th 4 pm, Room 2c.

## 9. Consent Agenda

- a. **Approval of Ratwik, Roszak & Maloney, P. A. as the School's Legal Counsel for Student Concerns.**
- b. **Approval of Martin Law Firm, PLLC as the School's Legal Counsel for Employee Concerns.**
- c. **Approval of Woodbury Bulletin as the School's Official Newspaper for Legal Publications**

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

Moved by: Cheri Howe            Second: Lisa Anderson

Discussion: None

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Vote: 9-yes 0-no 0-abstain  
The motion carries.

## 10. Old or Unfinished Business

### a. Contract Renewal with SAM

#### **Motion to approve contract renewal with SAM.**

Moved by: Ken Thielman      Second: Judy Seeberger

Discussion:

p. 47, Exhibit H, 11th statement -- change to 20%

Handful of typos to be corrected.

Exhibit E formatting issue.

Exhibit F - Are numbers correct? Need to communicate accurate numbers to teachers.

Approval subject to above edits.

Vote: 9-yes 0-no 0-abstain  
The motion carries.

### b. Approval of IT Contract for Services

#### **Motion to approve contract renewal with JR Computer Associates, Inc.**

Moved by: Jeff Eng      Second: Judy Seeberger

Discussion:

Jeff Eng worked with Justin Gehring to clarify several provisions.

Section VI revised to make provision mutual.

Section VII revised to emphasize dual copyright on certain code written by JR Computer Associates.

Monthly retainer has increased by \$50. No requests have ever been made for additional time.

Delete "Minnesota" as part of MSA name.

Vote: 9-yes 0-no 0-abstain  
The motion carries.

## 11. Items for Discussion and Decision

### a. Approval of Director Contract

**Motion to approve the Director's Contract. The Director received a good evaluation. He will receive a 2.5% salary increase for the next school year and a \$2500 increase in his professional development reimbursement fund. The Board and Director will continue to meet to develop goals for the 2019-20 school year.**

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Moved by: Mona Hayashi

Second: Alexandria Ledo

Discussion:

This motion was based on the closed meeting discussion that took place during the BOD workshop earlier this evening.

Vote: 9-yes 0-no 0-abstain

The motion carries.

### **b. Approval of Revised Oath of Office**

**Motion to approve Revised Oath of Office.**

Moved by: Ken Thielman

Second: Mona Hayashi

Discussion:

Revisions are based on MSBA model.

The revised version BOD, Math and Science, specific for the school

Vote: 9-yes 0-no 0-abstain

The motion carries.

### **c. Approval of Seating of New Members - Oath of Office**

Oath of Office read by Ken Thielman.

Dan Ellingson, Cody Schniepp, and Michelle Kurkowski -- each affirm the oath of office and are duly sworn in and seated on the board.

Mr. Thielman steps down from the board and as the Chair. Ms. Hayashi steps down from the board and as the Secretary. Ms. Howe steps down from the board.

Ms. Lisa Anderson, as Vice-Chair, steps in until the new chair is elected. (7:30 pm)

### **d. Election of Chair, Vice-Chair, Treasurer, Secretary**

**Michelle Kurkowski nominates Lisa Anderson as Chair. Seconded by Jeff Eng.**

**Ms. Anderson accepts the nomination.**

Discussion: None

Vote: 9-yes 0-no 0-abstain

Ms. Anderson is elected as Chair.



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**Lisa Anderson nominates Jeff Eng as Vice-Chair. Seconded by Noah Langseth.  
Mr. Eng accepts the nomination.**

Discussion: None

Vote: 9-yes 0-no 0-abstain  
Mr. Eng is elected as Vice Chair.

**Lisa Anderson nominates Noah Langseth as Treasurer. Seconded by Judy Seeberger.  
Mr. Langseth accepts the nomination.**

Discussion: None

Vote: 9-yes 0-no 0-abstain  
Mr. Langseth is elected as Treasurer.

**Jeff Eng nominates Ramesh Aki as Secretary.  
Mr. Aki declines the nomination.**

**Lisa Anderson nominates Judy Seeberger as Secretary. Seconded by Alexandria Ledo.  
Ms. Seeberger accepts the nomination.**

Discussion: None

Vote: 9-yes 0-no 0-abstain  
Ms. Seeberger is elected as Secretary.

**e. Review and Confirm BOD Committees and Appoint BOD Representatives to  
Committees**

- i. Academics (Ms. Anderson, Mr. Aki)
- ii. Communications (Ms. Kurkowski, Ms. Howe)
- iii. Finance (Mr. Langseth)
- iv. Annual Fund (Mr. Langseth)
- v. School Expansion Possibilities (Mr. Eng, Mr. Ellingson)

**f. Review and Confirm Task Forces and Appoint BOD Representatives**

- i. Building Safety (meet 3 or 4 times a year, Ms. Seeberger)
- ii. Credit Recovery (Disband)
- iii. Policy (Ms. Kurkowski)
- iv. Technology (Mr. Aki, Mr. Ellingson)
- v. Building Company (Ms. Seeberger, Mr. Schniepp)

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## **g. Establish New Committees and Task Forces**

### **Motion to create a Director evaluation task force of the Board.**

Moved by: Noah Langseth

Second: Judy Seeberger

Discussion:

This motion was based on the closed meeting discussion that took place during the BOD workshop earlier this evening.

Members of the task force will be Ms. Anderson, Mr. Eng, and Mr. Schniepp. Mr. Gawarecki will also be a participant in the committee.

Vote: 9-yes 0-no 0-abstain  
The motion carries.

## **h. Set Meeting Dates for Next Year's BOD Meetings**

**The following dates for the 2019-2020 school year are proposed:**

**July 15, 2019**

**August 19, 2019**

**September 16, 2019**

**October 21, 2019**

**November 18, 2019**

**December 16, 2019**

**January 21, 2020**

**February 18, 2020**

**March 16, 2020**

**April 20, 2020**

**May 18, 2020**

**June 15, 2020**

### **Motion to approve the above BOD meeting dates.**

Moved by: Jeff Eng

Second: Judy Seeberger

Discussion: None

Vote: 9-yes 0-no 0-abstain  
The motion carries.

## **i. Approve MSHSL Membership (Removed from agenda. Reschedule for July or August.)**

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## **j. Approval of Letters of Appreciation for Departing BOD Members.**

### **Motion to approve letters of appreciation for departing BOD members .**

Moved by: Judy Seeberger  
All in favor

Second: Ramesh Aki

Discussion: None

Vote: 9-yes 0-no 0-abstain  
The motion carries.

## **k. Approval to Give Students 1 Credit for Passed Year-Long Classes, Even if They Failed the First Semester.**

### **Motion to approve retroactively and currently to give students 1 credit for passed year-long classes.**

Moved by: Lisa Anderson

Second: Judy Seeberger

Discussion:

MSA graduation requirements are based on credits.

Students may fail the first or second semesters of a year-long class, but obtain a passing grade for the year.

Students should be given credit for the class if they receive a passing grade for the class, despite a failing grade in one of the semesters.

Vote: 9-yes 0-no 0-abstain  
The motion carries.

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

Approve MSHSL membership. View required training video.

Process for handling of closed meeting recordings.

Affirm student board rep election.

Review yearly BOD calendar (Workshop)

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

BOD Workshop on Monday, July 15, 2019 at 5:00 pm in Room 10A.

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

## **15. Motion to adjourn at 8:00 pm.**

Moved by: Michelle Kurkowski

Second: Ramesh Aki

Vote: 9-yes 0-no 0-abstain  
The motion carries.

### **Submitted:**

Jeff Eng, Board Recorder

### **Approved:**

Jeff Eng, Secretary