

APPROVED

Board of Directors Workshop Minutes Math & Science Academy Monday, July 15, 2019 Room 10

8430 Woodbury Crossing, Woodbury, MN 55125

Call to Order by Lisa Anderson at 5:00 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
Codi Schniepp, Community Member
Dan Ellingson, Parent Member

Non-voting:

John Gawarecki, Director (ex officio)

Absent:

Voting:

Ramesh Aki, Parent Member
Alexandria Ledo, Community Member
Michele Kurkoski, Teacher Member

Non-voting:

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

Discussion:

Topic: Director Goals

Every charter school does it differently and there is no template for Director evaluation.

Director survey results were discussed, as well as the process and goals of the Director survey.

The Chair, Lisa Anderson, went over each item of the Director's Goals, Draft Version 7.10.19. It was noted this is a work in progress, and we will continue the discussion process as we work to finalize the goals. We will plan to formally adopt these goals at the next Board meeting so our Director has clearly defined goals going into the next school year.

Topic: Board of Directors Goals

The BOD Goals (Oct, 2018) document was reviewed to determine which have been completed, which are ongoing, and whether there are any new goals we'd like to identify.

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Renew contract with SAM - this can continue to be a goal, but perhaps not yearly since it is a 5-year contract.

Spanish - if there are any graduation issues, or any issues given the new faculty, we will discuss those in our February meeting.

Math - review of the curriculum is ongoing. There will be some changes this year, but there needs to be further discussion within the math dept to firm those up.

Communication - keep this as a BOD goal and work with Communication Committee.

Fundraising - This goal can be deleted.

Possible new goals: form a Personnel Committee rather than a Director Review Committee. This discussion will be continued.

Workshop was adjourned at 6:10 pm

Submitted and Approved:

Judy Seeberger, Secretary

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Board of Directors Meeting Minutes Math & Science Academy Monday, July 15, 2019 Room 10

8430 Woodbury Crossing, Woodbury, MN 55125

1. **Call to Order** by Lisa Anderson at 6:20 pm

Vision and Mission read by Lisa Anderson.

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
Codi Schniepp, Community Member
Dan Ellingson, Parent Member

Non-voting:

John Gawarecki, Director (ex officio)

Absent:

Voting:

Ramesh Aki, Parent Member
Alexandria Ledo, Community Member
Michele Kurkoski, Teacher Member

Non-voting:

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

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

Conflicts of Interest: None

Discussion:

None

Motion to approve the agenda.

Moved by: Noah Langseth Second: Jeff Eng

Vote: 6-yes 0-no 0-abstain

The motion carries.

4. **Open Forum**

None

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5. Approval of June 17, 2019 Workshop and Meeting Minutes.

Discussion:
None

Motion to approve the June 17, 2019 Workshop and Meeting Minutes.

Moved by: Dan Ellingson Second: Jeff Eng

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

6. Chair's Report

The contract with SAM requires that we hold back 25%, but our policy only states 20%. A change of our policy to be consistent with the SAM contract is on the agenda tonight.

7. Director's Report

1. Student Academic Achievement

- a. MSA's parental satisfaction rate with MSA as reported on the recent parent survey was over 87%!
- b. MSA's AP results can be found at the end of this report. Overall, MSA continued to exceed the state and global averages for AP scores. Comparing our results to the previous year, found that we went up in the number of students taking the test and we increased our average score to 3.84 from 3.57. We also increased the number of students receiving a 3 or higher to 86.7%, which is up from last year's 84.1%. 58% of the students taking the test scored a 4 or higher as compared to last year's rate of 51%.

2. Instructional Leadership

- a. The Fall Workshop schedule is almost complete. We will have new staff workshops on August 21st and 22nd followed by all staff workshops on August 26th - 28th, with our Back To School Night on August 29th.

3. Human Resources

- a. MSA has hired Wendy Brilowski for Spanish along with Erin Brault and Kaya Allen as Spanish speaking Paraprofessionals.
- b. We are still looking for a .33 FTE Choir Director, another Spanish Teacher, and a PE/Health Teacher. The PE/Health Teacher position has interviews scheduled for Tuesday, July 16th.

4. Professional and Community Relationships

- a. A copy of the summary results for the parent survey was provided at the end of the report submitted by Mr. Gawarecki.

5. Resource Management

- a. The roof of Building A has been replaced.

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b. Painting in Building Bis completed and Building A's painting will commence at the end of July.

6. Administrative Performance

a. Early results indicate that MSA will have a student retention rate of 91.7% of the students it ended the previous school year.

Included with Mr. Gawarecki's report was a table of AP Test Results, as well as Parent Survey results.

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

Activities Report: No report submitted.

Board Committees:

Academics (Ms. Anderson): No report submitted.

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

Communications (Ms. Kurkoski): No report submitted.

Director Evaluation Process (Ms. Anderson) - No report submitted.

Finance (Mr. Langseth): No report submitted.

Motion to approve the June 30, 2019 financials statements.

Moved by: Noah Langseth Second: Jeff Eng

Discussion:

None

Vote: 6-yes 0-no 0-abstain

The motion carries.

Study School Expansion Possibilities (Mr. Eng): There was a meeting at the end of June. They will continue to meet with other schools on their expansion. A tour is being scheduled for the end of July. Next meeting is July 24, 2019 at 4:00 p.m.

9. Consent Agenda

a. Revision of Current Policies (First Reading)

i. 714 Fund Balance

ii. 204 Board of Directors Meeting Minutes

b. Annual Review

i. Policy 410 Family and Medical Leave Policy

Discussion:

Ms. Anderson reviewed the changes to Policy 714 and Policy 204. Policy 714 changes the holdback from 20% to 25% to meet SAM contract. Policy 204 changes are to establish a procedure for closed meetings and documentation of it.

Motion to approve Consent Agenda Item.

Moved by: Lisa Anderson

Second: Noah Langseth

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Vote: 6-yes 0-no 0-abstain

The motion carries.

10. Old or Unfinished Business

a. Approve MSHSL Membership

Discussion:

Board viewed video from MSHSL presented by Shannon Froberg. Ms. Froberg explained that membership in MSHSL is necessary to continue our sports activities.

Motion to approve MSHSL Membership.

Moved by: Jeff Eng Second: Dan Ellingson

Vote: 6-yes 0-no 0-abstain

The motion carries.

11. Items for Discussion and Decision

a. Approve membership to MSBA

Discussion:

Mr. Gawarecki provided additional background on MSBA. MSBA offers training to the Board and provides resources for policy updates.

Motion to approve membership to MSBA.

Moved by: Noah Langseth Second: Jeff Eng

Vote: 6-yes 0-no 0-abstain

The motion carries.

b. Designate the MSA Director as the MDE Identified Official with Authority (IOWA)

Discussion:

MDE requires that someone is designated to approve job titles, responsibilities, and annual requirement.

Motion to approve MSA Director as the MDE Identified Official with Authority (IOWA) .

Moved by: Lisa Anderson Second: Jeff Eng

Vote: 6-yes 0-no 0-abstain

The motion carries.

c. Designate the MSA Director as the MDE Title Grant Authorized Representative

Discussion:

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MDE requires that someone be designated to review title grants. This person ensures the funds are used appropriately.

Motion to approve MSA Director as the MDE Title Grant Authorized Representative.

Moved by: Dan Ellingson

Second: Lisa Anderson

Vote: 6-yes 0-no 0-abstain

The motion carries.

d. Approve MDE designation of MSA's Special Education Director to Indigo Education.

Discussion:

MDE requires this designation. There is no one at MSA who is licensed and therefore we have contracted with Indigo Education do fulfill this role.

Motion to approve MDE designation of MSA's Special Director to Indigo Education.

Moved by: Lisa Anderson

Second: Codi Schniepp

Vote: 6-yes 0-no 0-abstain

The motion carries.

e. Designate Old National Bank for Depositories

Discussion:

Old National Bank is the current bank and has done well. We see no reason to change.

Motion to approve Old National Bank for Depositories.

Moved by: Jeff Eng

Second: Lisa Anderson

Vote: 6-yes 0-no 0-abstain

The motion carries.

f. Authorize Director and Financial Manager to approve collateral changes.

Discussion:

This gives our Director and financial manager the ability to execute and update any and all cash management agreements with Old National Bank.

Motion to approve Director and Financial Manager to approve collateral changes.

Moved by: Noah Langseth

Second: Jeff Eng

Vote: 6-yes 0-no 0-abstain

The motion carries.

g. Granting of Administrative Authority: (Director and Finance Manager)

Discussion:

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This gives our financial manager the ability to pay our bills and take care of our finances.

Motion to approve Director and Finance Manager administrative authority .

Moved by: Lisa Anderson

Second: Dan Ellingson

Vote: 6-yes 0-no 0-abstain

The motion carries.

h. Authorize Board Chair, Director, and Finance Manager access to school attorney as needed.

Discussion:

Attorneys were approved last month and this will clarify and limit who has access to those attorneys.

Motion to approve Board Chair, Director, and Finance Manager access to school attorney as needed.

Moved by: Jeff Eng

Second: Codi Schniepp

Vote: 6-yes 0-no 0-abstain

The motion carries.

i. Authorize the Director maintain a Credit Card with Old National Bank with a Credit Limit of \$30,000.

Discussion:

Mr. Gawarecki provided background. This is an increase from last year from \$28,000 to \$30,000. The maximum limit was reached last year and the credit card extended the limit. The Director is the only name on credit card. The card is used primarily for online purchases. Board recommended to look into credit card with other benefits such as cash back.

Motion to approve Director maintain a credit card with Old National Bank with a credit limit of \$30,000.

Moved by: Jeff Eng

Second: Dan Ellingson

Vote: 6-yes 0-no 0-abstain

The motion carries.

j. Discuss Board goals

Discussion:

Board discussed goals at workshop. Board discussed self evaluation and how parents can come to board meetings.

Motion to postpone the discussion of Board Goals.

Moved by: Lisa Anderson

Second: Codi Schniepp

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

k. Decide on External BOD Training date and topic

Discussion:

Board discussed topics of training, expansion of school, and online learning. Board will set aside a date to discuss school expansion.

Motion to postpone until the next Board meeting.

Moved by: Lisa Anderson Second: Codi Schniepp

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

13. Future BOD Meeting and Workshop Agenda Items

- a. Student BOD Representative Election Timeline**
- b. Student/Parent Handbook**
- c. Board Goals**
- d. Director Goals**
- e. Facebook Page for BOD**
- f. Annual Data Privacy Training**

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

BOD Workshop on Monday, August 19, 2019 at 5:00 pm in Room 10A.
BOD Meeting on Monday, August 19, 2019 at 6:15 pm in Room 10A.

15. Motion to adjourn at 7:30 pm.

Moved by: Jeff Eng Second: Codi Schniepp

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

Submitted:

Ia Xiong, Board Recorder

Approved:

Judy Seeberger, Secretary