

**Board of Directors
Meeting Minutes
Math & Science Academy
Wednesday, July 8, 2015**

8430 Woodbury Crossing, Woodbury, MN 55125

1. **Call to Order** by Deb Ledvina (Vice Chair) at 5:00 pm

2. **Roll Call of Members:**
Present:

Deb Ledvina (Vice Chair), Mona Hayashi (Treasurer), Jeana Albers, Joe Burianek, Jessie Heydt, Peter Irvine, Molly Molitor, John Gawarecki (ex-officio), Atte Kadoma (student representative)

Absent:

Tim Tydlacka (Chair), Noelle Haland (Secretary), Judith Darling BDKA - Contracted Financial Manager (ex-officio)

3. **Approval of Agenda**

Moved by: Molly Molitor

Second: Jeana Albers

Vote: 7-yes 0-no 0-abstain

4. **Open Forum**

Introduction of Liz Wynne. Liz is MSA's new contact from Student Achievement Minnesota (SAM), MSA's Authorizer. Liz replaces Glory Kibbel.

5. **Approval of Meeting Minutes from: Monday, June 15, 2015**

Moved by: Molly Molitor

Second: Jeana Albers

Vote: 7-yes 0-no 0-abstain

Edits:

10.m. Delete "Charter School Parents".

10.o. "Approval of contract is pending Mona to check with Judith on available funding."

6. **Chair's Report by Deb Ledvina**

The Chair/Vice Chair have been busy with some things needing attention after Bob Kreischer left (Building A and B structural changes, lawsuit against MSA by Chadmarc, identification of MSA Building Company officers, follow up on Building B needs still not completed from construction two years ago). Also, they have been busy developing goals for MSA's new director and identifying MSA Board strategic needs. This includes Board training and education.

Several handouts were distributed and briefly discussed. Handouts were: Schedule for Reviewing and Adopting MSA Policies, SAM's Charter School Renewal Evaluation (Exhibit N), 2014 Minnesota Statutes, section 124D.10 (charter school law), Top Ten Mistakes of Charter School Boards, and The Role of the School Board.

7. **Director's Report by John Gawarecki**

Advanced Placement results are back. There were 102 tests taken with 90.2% with a result of 3 or above. Of the 64.7% that passed with a 4 or 5, 34.31% passed with a 5.

The search for the Assistant Director is complete pending approval from the Board of Directors. Selection went through a panel process.

Spanish teacher interview is complete. This completes the staffing for the year.

8. **Standing and Focus Committee Reports (Reminder: should be in writing included with agenda):**

Policy Committee – Report by Deb Ledvina. Passed out and reviewed “Schedule for Reviewing and Adopting MSA Policies” It is a working document. After all policies are reviewed and updated, Deb will propose as a new policy hat all policies are reviewed in a 2 year cycle.

Building Committee – There’s still a lawsuit.

MN High School League Activities – There is no contact with coaches and athletes this week.

9. **Consent Agenda**

No consent agenda items.

10. **Items for Discussion and Decision**

a. **Discuss student parking fees**

This is an administrative decision. John Gawarecki will review. Implementation, if any, will not occur this year.

b. **Approval of contract for Assistant Director, Romelle Pornschloegl**

Moved by: Molly Molitor Second: Mona Hayashi Vote: 7-yes 0-no 0-abstain

Contract is for \$63,500. Romelle will start July 13, 2015.

c. **Approval of contract for Spanish teacher, Nathan Dean**

Moved by: Molly Molitor Second: Jeana Albers Vote: 7-yes 0-no 0-abstain

Contract is for \$42,774. Nathan will teach 7th grade and Advanced Placement.

d. **Committee Assignments**

BOD members must be on at least one committee; preferably two committees. The list of Board committees was reviewed and Board members each chose two committees to serve on.

The Board section of the MSA website will be updated and modified to be more user friendly and easy to navigate. Deb is meeting with Justin Gehring later this month to go over the format. A list of the Board committees and information about the committee such as chair, meeting times, and purpose will also be added to the website. The goal is to get this at the end of the year.

Each chair is to review the committee information from this board meetings packet (pages 5-16) and get back to Deb.

e. **Board Bylaw Review**

Moved by: Molly Molitor Second: Jessie Heydt Vote: 7-yes 0-no 0-abstain

Follow up discussion from the June 15, 2015 Board meeting. Board member term will remain at 3 years to avoid half the members ending at the same time.

Additions to be made:

II. Purpose

“The Director is responsible for hiring all staff with the approval of the Board of Directors.”

III. Membership

“Current Board members, any staff members who are employed at the school, including teachers providing instruction, and all parents of children enrolled in the school may vote in the election.”

f. **Approval of Policy 503 (Attendance)**

Moved by: Jessie Heydt Second: Mona Hayashi Vote: 7-yes 0-no 0-abstain

Additions and Changes:

B.2. Unexcused Absences, add: "The following are examples of absences which will not be excused unless reviewed by the Director and determined as an excused absence."

B.2.b.(4)(f) change: "MDS" to "MSA"

D.5. delete: "or a statement from the student's parent of guardian"

Request to Waive Unexcused Status of Student Absence form: change "Principal" to "MSA Director" and change "Administrator" to "MSA Director"

g. Approval of Charter School Partners membership (Moved by Mona; Second Jeana; Passes)

Moved by: Mona Hayashi Second: Jeana Albers Vote: 7-yes 0-no 0-abstain

There are enough funds to pay the membership fee of approximately \$200.

h. Related Party Questionnaire completion by all board members

Board members filled out a form and turned it in.

i. Discussion of Board Meeting Time/Workshop Time:

5:00pm-6:00 = workshop

6:15pm-8:15pm = meeting

j. Approval of substitute teacher pay (sub rate pay) for 2014-15

Moved by: Jessie Heydt Second: Molly Molitor Vote: 7-yes 0-no 0-abstain

Substitute teacher for EA and teacher is the same. It is \$20/period and \$120/day.

k. Approval of substitute teacher pay (sub rate pay) for 2015-16

Moved by: Jessie Heydt Second: Molly Molitor Vote: 7-yes 0-no 0-abstain

Rate is \$130/day.

l. Approval of senior students—170 instructional days of school for 2014-15

Moved by: Jeana Albers Second: Peter Irvine Vote: 7-yes 0-no 0-abstain

m. Approval of senior students—170 instructional days of school for 2015-16

Moved by: Jeana Albers Second: Mona Hayashi Vote: 7-yes 0-no 0-abstain

n. Approve adding John Gawarecki and Mona Hayashi as signers on the MSA checking and savings account and removing Bob Kreischer and Teri Sue Hitchcock

Moved by: Jeana Albers Second: Molly Molitor Vote: 6-yes 0-no Molly Hayashi-abstain

o. Approval to designate John Gawarecki as the Identified Official with Authority for the Minnesota Department of Education secure websites

Moved by: Molly Molitor Second: Jeana Albers Vote: 7-yes 0-no 0-abstain

p. Approval to remove Bob Kreischer and Vicky Carey as the Identified Official with Authority for the Minnesota Department of Education secure websites

Moved by: Molly Molitor Second: Jeana Albers Vote: 7-yes 0-no 0-abstain

11. Date and time of next BOD Meeting – August 17, 2015 at 6:15 pm; 5:00 pm Workshop

a. By-Laws

b. Review committees

c. Review policies

12. Motion to adjourn at 6:58 pm.

Moved by: Molly Molitor Second: Jeana Albers Vote: 7-yes 0-no 0-abstain

Submitted:
Ia Xiong, Board Recorder

Approved:
Jessie Heydt, Acting Board Secretary