

**Board of Directors
Meeting Minutes
Math & Science Academy
Monday, September 21, 2015**

8430 Woodbury Crossing, Woodbury, MN 55125

1. **Call to Order** by Tim Tydlacka (Chair) at 6:15 pm

Roll Call of Members:

Present:

Tim Tydlacka (Chair), Deb Ledvina (Vice Chair), Noelle Haland (Secretary), Mona Hayashi (Treasurer), Jeana Albers, Joe Burianek, Jessie Heydt, Peter Irvine, John Gawarecki (ex-officio), Atte Kadoma (Student Rep.)

Absent:

Molly Molitor, Judith Darling BDKA - Contracted Financial Manager (ex-officio)

2. Approval of Agenda

Moved by: Jessie Heydt

Second: Jeana Albers

Vote: 8-yes 0-no 0-abstain

Addition:

- i. Discussion/revisions of the Activities Handbook and Policy 710

3. Open Forum

Michael Atherton

- Wanted to make sure that the Board Workshops are announced and posted to the BOD page and the MSA calendar. It was noted by Board Members that the workshop topic and BOD meeting announcement were emailed by Skyward and on the website.
- Facebook: Mr. Atherton used the new process to request an announcement about the Facebook page for MSA parents, but that announcement did not appear. Previously parents had asked Board to have a Facebook page for announcements. Mr. Atherton maintained that there are no other places for parents to "meet." Board members noted: 1) announcements are school related and there is a link to those announcements, 2) Director determines all announcements before notices are sent in email, and 3) Mr. Atherton might want to attend Parent Team meetings to meet other parents and let them know about the Facebook page. It was recommended that Mr. Atherton re-send his announcement request to the Director.

Lisa Anderson

- Provided information for the 7th and 8th grade trip to Philadelphia next year. The trip will visit Williamsburg and Gettysburg as part of the Close-Up Foundation's "Founding a Nation" program.

Approval of the trip is required by Board. Motion to approve the "Founding of the Father's Tour.

Moved by: Jessie Heydt

Second: Deb Ledvina

Vote: 8-yes 0-no 0-abstain

Lisa Anderson

- Policy 503: Would like additional language to include new Middle School procedure for late work. Board approval is required and will be presented at the October Board meeting, including clarifying that "Middle School" pertains to grades 6, 7 and 8.

Cheri Howe

- Hallway space: The buildout of the hallway space in Building B is not consistent with the design as planned with the teachers last Spring. The lunchroom, meeting room, and preparation room was to be on the second floor. The lunchroom is now in the basement which has no sink or running water. The third floor teachers' space has no technology (no phone or internet service) and there are issues with the acoustics. On Thursdays and Fridays during some block hours, it is booked by a private musician and cannot be used by the teachers. Ms. Howe wanted to remind the Board and administration that as a charter school, teachers are stakeholders too.

Rachel Ballard

- There is no standard policy for midyear transfers. There was little communication on what forms were needed to be completed and they were not made aware of Skyward access until much later in the school year. Ms. Ballard suggested a "transfer student packet" of appropriate information for new students and their families.
- Overall communications between MSA and student families is lacking, and it is not clear what MSA's policy is regarding communications and confidentiality.
- Ms. Ballard had concerns about how last year's SPED team handled various issues such as communication with parents about her child's IEP and oversight of SPED case managers. The Director said that many of these issues are being worked on and hopefully resolved with this year's staff changes in the SPED department, and he invited Ms. Ballard to meet with him privately to discuss things further.

Mary Patchett

- Ms. Patchett noted that there is some confusion about forms that families need to complete and prefers hard copy forms in postal mail and not only the online versions. Michael Atherton added that he would like to see an easy checklist of all forms (online and paper) which parents have completed and/or still need to complete.

Jenna Albers noted that these are communication issues and the Communications Committee will address it.

4.Approval of Meeting Minutes from: Monday, August 17, 2015

Moved by: Deb Ledvina

Second: Peter Irvine

Vote: 8-yes 0-no 0-abstain

Edits:

9e. Replace "benefit" with "benefits"

5.Chair's Report by Tim Tydlacka

- MSA staff wants to hear highlights of Board meetings. Jessie will provide to staff.
- The school year is going well so far with regards to students and teachers in the classroom, though he recognizes that MSA is working to improve various issues regarding communications.

6.Director's Report by John Gawarecki

Provided an update on student enrollment:

Started school off on September 8 with:

<u>Grade</u>	<u>Number</u>	<u>As of Friday</u>	<u>Target</u>
6	83	85	84
7	82	84	84
8	89	88	88
9	73	74	75
10	66	67	65
11	56	56	60

12	50	50	50
Total	499	504	506

PSEO numbers: Seniors - 25 FT and 12 PT (13 FT @ MSA)
 Juniors - 6 FT and 7 PT (42 FT @ MSA)

Recap of recent events:

- 8/31 New teacher training and CPR training for staff
- 8/31 6th grade picnic was well attended and highly successful
- 9/1 & 9/2 Staff Development Day included mandatory training and fun team-building with a scavenger hunt.
- 9/2/15 Back to School Open House
- 9/11 Partial power outage in the area affected some equipment in both buildings. In Building B, a multi-phase motor burned out, causing some smoking and therefore a building evacuation. The fire department was dispatched and the problem was resolved. It occurred before school started; the problem was fixed and it did not affect the school start time. Later it was discovered that there was a cooling problem in Building A due to the same outage. Estimated cost for all repairs is around \$2,500 which matches the insurance deductible.
- 9/14 Photo Day
- 9/14 Parent Meeting with approximately 20 attendees. Topics discussed were building security, locker issues, and fundraising.
- 9/15 Meeting with MACS (MN Association of Charter Schools). Discussed membership benefits. MACS is an advocate for charter schools. Yearly membership fee is over \$7,000. MSA is a current member of MSBA. The Director would like the Board to reconsider MACS membership. Add to the next Board agenda.
- 9/18 Visit by Massachusetts Institute of Technology (MIT). Twenty-four students attended.

Upcoming Events:

- 9/24 & 9/27 College counselling seminar by Jeff Bria
- 9/25 First Pizza Day in Building B
- 10/1 Visit by St. John's University and the College of St. Benedict
- 11/2-11/11 Give to the Max Week with various activities
- 11/12 Give to the Max Day
- 11/9 Parent Meeting. Math curriculum will be presented.

Other comments:

- John is working on scheduling a visit from U of M.
- Annual Report is due October 1. It will include the audit and parent survey. Last year, it was approved November 1.
- John provided highlights of the parent survey, which will be publicly available in the Annual Report.

7. Standing and Focus Committee Reports

Committee names and chairs need to be updated.

Finance – Report by Mona Hayashi. Pointed out the “Hot Topics” from the Board packet, including doing better than our budget by approximately \$162K (although within \$90K of our working budget that we had been referring to for the past several months). Reported that the Charter Schools were overpaid by MDE last year, which is reflected in a negative “CY State Aids Receivable” of \$361,711. In the next few months, this will even out. In October or November, the Finance Committee will be doing a review of the 2015-2016 budget to see if a revision needs to be presented to the Board for approval.

8. Consent Agenda

No Consent Agenda

9. Items for Discussions and Decision

a. **Presentation of Audit by Dennis Hoovgeveen, CliftonLarsonAllen**

Discussion and overview of the Audit Book by Dennis Hoovgeveen. In general, MSA is very financially healthy. Audit will be included in the Annual Report.

b. **Advantages and Disadvantages of 501(3) for individual organizations**

Board inquired of Dennis Hoovgeveen about 501(3). Dennis is not an advocate of this and suggested that the Board determine if a policy is not being followed in clarifying the motivation to do this. Board was concerned about student groups, such as the FRC team, with large funds that might have to be put into general funds if not used. Mr. Hoovgeveen clarified that the Balance Sheet shows "Assigned Fund Balance – Student Activities" which indicates that this can be used by the student group and is rolled over, without pressure to convert those balances to "zero" from year to year.

c. **Authorizer site review feedback**

Discussion at workshop prior to the Board Meeting. MSA's authorizer, SAM (Student Achievement Minnesota, LLC), conducted a site review and this was our verbal report prior to the final written report. Liz Wynne (the SAM representative) reminded the Board that SAM's role is one of oversight and not operation. She also reminded us of the updates that SAM requires on an ongoing, monthly basis as well as those that must be reported as they occur. Ms. Wynne discussed recent changes to Charter School law. She discussed the site visit report findings and recommendations that included:

- Continuous review of progress made toward contract goals
- Collect school stakeholder satisfaction feedback annually to monitor school culture and climate
- Develop "prescribed" intervention plan for students struggling academically
- Secure entrances to buildings A & B
- Incorporate measurable goals including the school's academic performance in the director's evaluation
- Establish a process/procedure to review and monitor changes in policies and by-laws on regular basis
- Review and examine school wide curriculum mapping and collaboration
- Consider value in Data Driven Instruction (DDI)
- Align professional developmental w/ school wide goals

Ms. Wynne encouraged the Board to develop and nurture both our contract charter goals as well as school-wide goals, and to have a clear "channel of communication."

d. **Review/revision of Policies 506 (Student Discipline) and 524.1 (Use of Electronic Devices During Study Hall)**

Points of discussion:

- Policy 506: Saturday school is not applicable.
- Policy 506: Section X and IX.C.3 is inconsistent with "sympathomimetic" vs "psychotropic". Noelle Haland will follow up with MSBA for clarification and guidance.
- Policy 524.1: Section VIII: What is considered a "class"? Is the lunchroom or hallway considered class? This is a Code of Conduct issue. Definition will be put in the procedure and will clarify with a larger definition which includes the full school campus and grounds.
- Tim suggested that these issues should be revisited at a workshop.

Moved to table.

Motion by: Deb Ledvina

Second: Peter Irvine

Vote: 8-yes 0-no 0-abstain

e. Strategic Plan

Moved to have a Special Meeting to discuss this topic.

Motion by: Deb Ledvina Second: Jessie Heydt Vote: 8-yes 0-no 0-abstain

f. Director Goals

Director's Goals for 2015-2016 were part of the Board Packet and were reviewed. Tim noted that the goals are to establish culture and climate, while Deb reminded the Board that all goals should be measurable.

Additions and Edits:

Add 2.e. Hold Staff Development Activities where school goals and values are discussed.

Edit 3.c. Change "four" to "three."

Move to adopt Director's Goals as modified.

Motion by: Deb Ledvina Second: Mona Hayashi Vote: 8-yes 0-no 0-abstain

Discussion of Special Board Meeting agenda. Motion to amend to move Strategic Plan until a later Board Meeting and not be part of the next Special Board Meeting.

Motion by: Deb Ledvina Second: Jessie Heydt Vote: 8-yes 0-no 0-abstain

g. Board Goals

There are currently no Board Goals, which should be developed.

Motion to table.

Moved by: Deb Ledvina Second: Peter Irvine Vote: 8-yes 0-no 0-abstain

h. Annual Report

Board discussed Special Board Meeting to discuss Annual Report. Special Board Meeting will be September 28, 5:00 – 6:00 pm.

Motion to hold Special Board Meeting 9/28/15, 5:00-6:00PM, to discuss Annual Report.

Moved by: Deb Ledvina Second: Peter Irvine Vote: 8-yes 0-no 0-abstain

i. Discussion/revision of the Activities Handbook and Policy 710

Motion to amend Policy 710 to add:

Section V. NO STUDENT TRANSPORTATION OF STUDENTS OR SELF

Students driving themselves to extracurricular activities should be discouraged. MSA will not be held liable for incidents that occur while driving if a student drives his/her self to an activity or event.

Students should not drive other students to extracurricular activities.

Moved by: Noelle Haland Second: Deb Ledvina Vote: 8-yes 0-no 0-abstain

10. Date and time of Special BOD Meeting – September 28, 2015 at 5:00 pm.

a. Annual Report

11. Date and time of next BOD Meeting – October 19, 2015 at 6:15 pm.

- a. Policy 503
- b. MN Association of Charter Schools membership
- c. Review/revision of Policy 506 and 524.1

11. Motion to adjourn at 8:45 pm

Moved by: Peter Irvine

Second: Joe Burianek

Vote: 8-yes 0-no 0-abstain

Submitted:

Ia Xiong, Board Recorder

Approved:

Noelle Haland, Secretary