

**Board of Directors  
Meeting Minutes - APPROVED  
Math & Science Academy  
Monday, May 16, 2016**

8430 Woodbury Crossing, Woodbury, MN 55125

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

2. **Roll Call of Members:**

**Present:**

Tim Tydlacka, Chair	Joe Burianek
Deb Ledvina, Vice Chair	Jessie Heydt
Noelle Haland, Secretary (arrive 6:20 pm)	Peter Irvine
Mona Hayashi, Treasurer	Judith Darling BKDA, Contracted Financial Manager (ex officio)
Jeana Albers	John Gawarecki, Director (ex officio)
Mara Bertelsen	Atte Kadoma, Student Representative

**Absent:** None

3. **Motion to approve Agenda**

Moved by: Mona Hayashi                      Second: Mara Bertelsen                      Vote: 8-yes    0-no    0-abstain

The motion carries.

4. **Consent Agenda Items**

**a. Approval of April 18, 2016 BOD Meeting Minutes**

Moved by: Mara Bertelsen                      Second: Mona Hayashi                      Vote: 8-yes    0-no    0-abstain

The motion carries.

**b. Approval of April 2016 Financial report**

Moved by: Mara Bertelsen                      Second: Mona Hayashi                      Vote: 9-yes    0-no    0-abstain

Page 4, change "March" to "April". Ms. Darling provided an explanation of the Check Register and Supplemental Information. The Finance Committee reviews all checks at the monthly meeting. Moving forward, the check register will be included in the Board packets. This will allow the BOD to become familiar with the types of expenses.

The motion carries.

5. **Open Forum**

Ms. Markell Anderson and Ms. Amanda Henkels (both MSA Spanish teachers) presented the Costa Rica Spring 2017 trip. Information on the trip:

- Grades 9-12 for the school year of 2016-2017
- 15 to 20 students, 3 chaperones
- Provided by WorldStrides ([www.worldstrides.com](http://www.worldstrides.com))
- 8 day tour over spring break, no school days will be missed
- \$300 discount if signed up by 6/10/16
- Includes hiking, zip line, national park, food, air, insurance, and many more
- Students earn 1 culture credit through University of California
- \$2,798/student (discounted rate, if signed up by 6/10/16), installment payments can be done for \$300 down payment and \$250/month
- Possible additional cost of approximately \$20 per student to cover tour guide gratuities

- Flag Scholarships available up to \$600/student, prorated based on income, need-based
- Fundraising opportunities

**Motion to add to the agenda the Costa Rica Educational Adventure Spring Break 2017.**

Moved by: Jessie Heydt

Second: Mona Hayashi

Vote: 9=yes 0=no 0-abstain

The motion carries.

**6. Chair's Report by Tim Tydlacka**

Results of the BOD Election:

- Student Representative - Tori Szondy
- Parent - Mona Hayashi
- Teacher - Cheri Howe
- Community - Ken Thielman by write-in votes (Mr. Tydlacka will verify his acceptance.)

Survey for Director will go out tomorrow. It will be due May 27.

The Board will meet to work on MSA's Strategic Plan on May 25, 2016, from 9:00am to 3:00pm at Holiday Inn in St. Paul (exact address to follow). It is an open meeting and will be posted.

The end-of-year review for Mr. Gawarecki will be Monday, June 20 at 5:00pm. This will be a closed meeting. The Board will share a summary of the review during its regular meeting at 6:15pm on the same day, which will be an open meeting.

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

**1. Student Achievement**

- Community Service Club donated 291 pounds of food and hygiene products to Neighbors Inc. after bagging groceries at Jerry's.
- Two students received Honorable Mention for The Scholastic Art and Writing Awards of 2016. There were over 4300 entries for the awards.
- Two students selected as winners for National Merit Scholarships. Both awards were sponsored by 3M. Six students were selected as high performers with semifinalists to be named in September.

**2. Instructional Leadership**

- Modified our Extended program to include 6th grade and so that teachers could refer students to attend the program. 75 attended this past month.
- Set strategic planning meeting - Shane Weinand facilitating, at Holiday Inn, St. Paul. (May 25 9 am - 3 pm)

**3. Human Resources**

- Start interviewing for Spanish Teacher and Business Manager & Academic Counselor next week. Science to be finalized this week.
- Job Descriptions for Teachers and EAs complete.
- Math teacher Mara Bertelsen has tendered her resignation as of August 15, 2016.

**4. Professional and Ethical Relationship**

- Developing end of year survey for parents, students, and staff.
- Attended last parent team meeting on April 25th.

**5. Resource Management**

- Audit set for July 21 and 22.
- Budget proposal completed.
- Finalizing summer contractor schedules for summer work.

**6. Administrative Performance**

- Finished up all MCA testing and AP Testing as of last Friday.

Discussion: Mr. Gawarecki read Ms. Bertelsen's letter of resignation aloud. The Board agreed that MSA and the Board will be very sad to see Ms. Bertelsen go.

## 8. Standing and Focus Committee Reports

### Standing Committees

Academics (Ms. Haland): Report submitted without discussion.

Communications (Ms. Albers): Report submitted. Promotional video is now on-line.

Finance (Ms. Hayashi): Report submitted without discussion.

Policy (Ms. Ledvina): No report.

### Focus Committees

Annual Fund (Ms. Hayashi): No report.

Building/Building Safety Committee (Ms. Ledvina): Report submitted. Clarified from the minutes that the increase referred to in the meeting minutes refers to a potential increase in the number of grade sections of students not an increase in class size. Discussions of property purchase, class size, and increase in program will be part of the Strategic Plan meeting.

Parent Team (Mr. Tydlacka): No report.

Student Committee (Ms. Kadoma): No report.

Technology (Mr. Burianek): Report submitted without discussion.

Alumni Committee (Mr. Irvine): No report.

Personnel Committee (Ms. Heydt): No report.

Activities Director Report (Shannon Froberg): Report submitted without discussion.

## 9. Items for Discussion and Decision

### a. YMCA Contract renewal

Contract is similar to last year with before-care and summer program. A copy was not in the board packet. The item was tabled to give Board members a chance to read through the proposed contract.

### b. Approval of proposed 2016-2017 Budget

**Motion to approve proposed 2016-2017 budget with revenues of \$5,033,048 and expenditures of \$4,947,183 as discussed at today's workshop.**

Moved by: Mona Hayashi

Second: Mara Bertelsen

Vote: 9-yes 0 -no 0-abstain

The motion carries.

7:05 Board took a break to review the YMCA contract.

7:10 Board reconvened.

### c. YMCA contract renewal

Item #14 - Change "Nova Classical Academy" to "MSA."

Board discussed the need for extended time in the building after 6:00pm, with regards to who would open and close the building and any costs associated with that. This is part of the responsibility of the Activities Director and would not represent much if any additional cost to MSA.

**Motion to approve the renewal of the YMCA contract.**

Moved by: Mona Hayashi

Second: Deb Ledvina

Vote: 8-yes 0 -no Tim Tydlacka-abstain

The motion carries.

### d. Policies 208, 404, 102 (second review), 902, and 610

Clarification from Ms. Ledvina on Policies 208 and 404. These were approved at the last board meeting and should not be part of this item for discussion.

Policy 102, Equal Educational Opportunity: This is the second review by the Board. The proposal is to add “or gender identity” to section 2, item a. Mr. Gawarecki distributed a copy of a letter dated May 13, 2016, from the U.S. Department of Justice and the U.S. Department of Education titled “Dear Colleague Letter on Transgender Students.” Mr. Gawarecki called the Board’s attention to page 2 of the letter, under the section titled “Compliance with Title IX,” which states that “[t]he Departments interpret Title IX to require that when a student or the student’s parent or guardian, as appropriate, notifies the school administration that the student will assert a gender identity that differs from previous representations or records, the school will begin treating the student consistent with the student’s gender identity,” and “the desire to accommodate others’ discomfort cannot justify a policy that singles out and disadvantages a particular class of students.”

Ms. Kadoma raised the question of how would MSA deal with a student who is made uncomfortable by a transgender student using the bathroom or locker room that aligns with their gender identity, an issue that has been raised by some students with her. Mr. Gawarecki and Ms. Heydt reminded us that MSA already provides private bathroom/locker room space for use by any student who requests their use. Ms. Haland stated that the onus would be on the student who feels uncomfortable to do so and not the transgender student. Mr. Gawarecki reiterated the part of the letter from the Departments of Justice and Education which addresses not singling out a class of students to “accommodate others’ discomfort.”

Ms. Ledvina distributed a copy of a USA Today article titled, “The Department of Education on transgender bathrooms” dated May 14, 2016, for a helpful layperson’s summary of the issues as more background information. Ms. Hayashi raised the issue of a potential increase in risk of violence against a transgender student using a bathroom or locker room that aligns with their gender identity, acknowledging that some parents have brought up this hypothetical situation to her. Ms. Haland replied that any violence against a member of our community for any reason must be protected against, and it is MSA’s duty to provide a safe space for all students, including transgender students. Ms. Ledvina suggested that MSA should strengthen our implementation of existing anti-bullying policies. Ms. Albers suggested that all staff should be educated on these policies especially with regards to transgender issues. Ms. Heydt suggested that this be a staff development topic.

**Motion to approve Policy 102 as amended after the second review.**

Moved by: Jessie Heydt

Second: Noelle Haland

Vote: 9-yes 0 -no 0-abstain

The motion carries.

Policy 610, Field Trips: This is the first review from the Board. Ms. Ledvina provided an overview of the proposed changes, which add language from MSBA and delete language contradicting other policies. Ms. Haland asked how this policy would affect extracurricular activities especially with regard to extended trips and transportation. Board discussed the definition of Supplementary Trips, with various members suggesting the definition exclude all extracurricular activities. Edits will be made and brought back to the Board for a second review.

Policy 902, Use of School District Facilities and Equipment: This is the first review from the Board. Ms. Ledvina provided an overview of the proposed changes, including MSA’s current policy and the MSBA model policy. This is not a mandatory policy. Board discussed the policy’s purpose and whether the policy should be eliminated. Ms. Darling reminded the Board that any lease revenue MSA would receive directly reduces the lease aid MSA receives, resulting in no monetary gain. Any gain MSA might receive from community use of our facilities is in the form of community networking only. The policy will be brought back to the Board for a second review.

**e. BOD Election Results**

**Motion to approve the BOD election results as announced in the Chair’s report.**

Moved by: Peter Irvine

Second: Jeana Albers

Vote: 8-yes 0 -no Mona Hayashi-abstain

The motion carries.

**f. Set meeting dates for next year’s BOD meetings**

**Motion to set aside item 9f to the June BOD meeting.**

Moved by: Noelle Haland

Second: Jessie Heydt

Vote: 9-yes 0 -no 0-abstain

The motion carries.

**g. MACS membership**

MSA joined the Minnesota Association of Charter Schools (MACS) on a conditional basis for a 1-year membership, which ends June 30, 2016. Membership fee is \$6,977 per year from July 1 to June 30. Mr. Gawarecki noted that he has found MACS very helpful for charter school networking, legislative updates and some training, as well. The quarterly directors' meetings are a good time to find out what issues other schools have and to get legal updates. Mr. Gawarecki would like to have MACS come present to the BOD, which would be a fee at the "next level" of membership but may be worth a small additional investment. Mr. Gawarecki and Ms. Bertelsen have attended MACS trainings and both said they were excellent. Ms. Hayashi said MACS has been much more responsive than MSBA and that she has learned much more from the MACS trainings she has completed. Ms. Ledvina advised the Board that we should still be members of MSBA if only for their assistance with regards to model policies.

**Motion for MSA to renew MACS membership for an additional year.**

Moved by: Mara Bertelsen

Second: Tim Tydlacka

Vote: 9-yes 0 -no 0-abstain

The motion carries.

**h. Costa Rica Educational Adventure Spring Break 2017**

**Motion to approve the Costa Rica Educational Adventure Spring Break 2017.**

Moved by: Jessie Heydt

Second: Joe Burianek

Vote: 9-yes 0 -no 0-abstain

The motion carries.

**10. Dates and times of upcoming BOD meetings:**

- **Special Meeting, open to the public, for the purpose of strategic planning and vision:** May 25, 2016 from 9:00am to 3:00pm, at Holiday Inn, 2201 Burns Avenue, St. Paul, MN
- **Special Meeting, closed to the public, for the purpose of the Director's annual employment review:** June 20, 2016 at 5:00pm at MSA
- **Regular BOD Meeting, open to the public:** June 20, 2016 at 6:15 pm at MSA

**11. Motion to adjourn at 8:30 pm**

Moved by: Mara Bertelsen

Second: Jeana Albers

Vote: 9-yes 0 -no 0 -abstain

The motion carries.

**Submitted:**

Ia Xiong, Board Recorder

**Approved:**

Noelle Haland, Secretary