

**Board of Directors
Meeting Minutes
Math & Science Academy
8430 Woodbury Crossing, Woodbury, MN 55125
Monday, August 15, 2016**

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

2. **Roll Call of Members:**

Present:

Tim Tydlacka, Chair
Deb Ledvina, Vice Chair
Noelle Haland, Secretary
Jeana Albers
Jessie Heydt
Peter Irvine
Cheri Howe
Ken Thielman
Judith Darling BKDA, Contracted Financial Manager (ex officio)
John Gawarecki, Director (ex officio)
Tori Szondy, Student Representative

Absent: Mona Hayashi, Treasurer

3. **Motion to approve Agenda**

Moved by: Ken Thielman Second: Jessie Heydt Vote: 8-yes 0-no 0-abstain

Add to Items for Discussion and Decision:

- Mr. Shelton's Music Field Trip
- Form N990 Contract
- Annual Designation Carryover
- Cleaning Contract

The motion carries.

4. **Consent Agenda Items**

- a. June 20, 2016 BOD Meeting Minutes
- b. June and July 2016 Financial Report

Motion to approve the June 20, 2016 BOD Meeting Minutes and move June and July 2016 Financial Report to be part of the discussion on the added agenda item: Annual Designation Carryover

Moved by: Jeana Albers Second: Cheri Howe
Vote: 8-yes 0-no 0-abstain
The motion carries.

5. **Open Forum**

Jodi Miller, MSA parent – Presented and submitted a memo to the Board to support a rain garden, drain tile and catch basin project. This project would be partially funded by a grant from the South Washington Watershed District Grant (SWWD). Cost participation is as follows: grant reimburses 50% (approx. \$5,700), volunteer hours would increase that contribution to 25% (no monetary exchange, valued at \$2,800), and MSA's net cost would be 25% (\$2,800). Project could be built now or in Spring 2017. We would be approved for the grant now and reimbursement would be guaranteed, even if we postponed completing the project until the spring. Project must be finished in 2 years in order for grant to be reimbursed by April 2018. MSA would have to fund the project in full and then be reimbursed by the grant once inspected for completion. We would not lose any green play space that students currently use. Some of the benefits are sustainability and decreasing maintenance cost as time goes on, less erosion, less flash flooding, less pollution of the aquifer, more buffer with townhome neighbors and more dry places for student play. There is also a co-curricular benefit if we incorporate student volunteers in the process. Ms. Miller recommended that the Board pick a representative to work with the contractor. The plan shared with the Board was designed by Andy Schilling, watershed specialist with the South Washington County Watershed District.

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

A plaque was given to Sophia Grindland for creating the MSA dragon logo. Another plaque will be displayed on the Wall of Fame outside of the gym.

There is a consideration for giving recent graduate Grant Cloud recognition for perfect attendance from 6th grade to 12th grade.

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

1. Student Achievement

- a. MCA, AP, and ACT results are in from last school year. Please see the attached sheets.
- b. MCA - We continued our high proficiency rate as compared to the state and other schools. Our combined proficiency rate was 669 out of 784 tests taken for a 85.2% proficiency rate.
- c. AP - We had a total of 123 tests taken, which was a 20.6% increase from the number of tests taken last year. A 3 or higher score occurred 84.55% of the time and a score of 4 or higher occurring 52.85% of the time. Of the same tests being administered last year we had 99 tests taken (80 last year) with an average score of 3.49 (3.75 last year).
- d. ACT - These results are embargoed until August 24th.

2. Instructional Leadership

- a. Teachers are working on their syllabi for the upcoming school year.
- b. Student handbook contains graphic organizer for communication flow this year.

3. Human Resources

- a. Workshop days have been organized
 - i. 25th is new teacher orientation - benefits/handbook/bullying/mentoring
 - ii. 29 - 31 are teacher workshops - Skyward/1st Aid/CPR/Antibullying/OSHA/SPED & 504/Handbooks
- b. Hired 11 new employees (3 admin, 5 teachers and 3 para.). 5 of these positions are new positions this year.
- c. Ken Thielman has agreed to take a long term sub position for Lauren Zachman, who is out on maternity leave.
- d. Retention rates
 - i. Teacher retention rate is at 87.5% from last year, with two retirements, one moving closer to residence and one finding employment elsewhere.

- ii. Admin retention rate is at 66.7% with one retirement and one leaving for a higher paying position.
 - iii. Paraprofessional retention rate was 75%, with one leaving for a new position, and one taking an admin position.
 - iv. Overall retention rate for this past year was 82.6%, with 3 retirements (88.3% w/o retirees).
- e. We have a few openings for morning study hall monitors and parking lot attendants.
- 4. Professional and Ethical Relationship
 - a. Parent survey is out. To date we have 146 responses, last year we had 119 total. Results will be shared next month.
- 5. Resource Management
 - a. Changing cleaning vendors.
 - b. Audit was completed July 21st and 22nd.
 - c. One larger projects still finishing - security doors in Bldg B should be completed by 19th.
 - d. Completed: Bldg B office remodel, water softeners in both buildings, 6 walls in Bldg A, Bldg A doors, parking lot catch basin replaced, additional security camera installation.
 - e. Donated over 300 outdated books to Charter Textbooks for distribution to Books to Africa rather than paying a disposal fee for them.
- 6. Administrative Performance
 - a. This year we will have 10 AP courses.
 - b. Met with Liz Wynne on July 12th and on Aug 10th. Discussions included lessons learned from the past year, upcoming challenges and MCA results along with staffing issues.

Individual Development Plan (IDP) 2015-2016

1. Obtain principal licensure in Minnesota by (TBD—See below)
 - a. Obtain principal licensure in Michigan by 03/31/2016
 - b. Follow Minnesota guidelines to convert Michigan to Minnesota license.
 - c. Have a plan in place and begin implementation to receive licensure in Minnesota once MDE determines what is required. Update BOD on progress as appropriate so plan can be developed.
2. Complete one development opportunity in financial management (general or particular to charter schools)
3. Seek out mentor and have one meeting by 12/31/15.
4. Share St. Thomas skill inventory with BOD leadership and develop a plan to address top three skill areas needing enhancement.

Additional discussion with the Board:

Mr. Gawarecki provided a handout and highlighted the test scores and comparisons between MSA and other similar schools. It was noted that the 7th grade MCA scores dipped. Mr. Gawarecki explained that MSA standards are set differently from other schools and that standards are not always the same for every school. MSA's goal is to have it be achieved by graduation which the test scores show that.

The Board discussed the provided AP test results from 2015/1016. MSA will provide 5 AP course offerings this year.

The parent survey is still out there. Comments from the survey says that the retention rate is terrible. Mr. Gawarecki said that it is probably not as well communicated, but the retention rate has been 82%.

Building B has additional security cameras and the security door will be installed. Building A has 6 walls put up and is ready to go.

8. **Standing and Focus Committee Reports**

Standing Committees

Academics (Ms. Haland): No report submitted.
Communications (Ms. Albers): No report submitted.
Finance (Ms. Hayashi): Report submitted with no discussion.
Policy (Ms. Ledvina): No report submitted.

Focus Committees

Annual Fund (Ms. Hayashi): Report submitted with no discussion.
Building/Building Safety Committee (Ms. Ledvina): No report submitted.
Parent Team (Mr. Tydlacka): No report submitted.
Student Committee (Ms. Kadoma): No report submitted.
Technology (Mr. Burianek): No report submitted.
Alumni Committee (Mr. Irvine): No report submitted.
Personnel Committee (Ms. Heydt): No report submitted.
Activities Director Report (Shannon Froberg): Report submitted with no discussion.

9. **Items for Discussion and Decision**

a. **Mr. Shelton's Music Field Trip**

Motion to approve the Music Field Trip

Moved by: Peter Irvine Second: Deb Ledvina

Discussion: Mr. Shelton provided an FAQ handout that details the trip to New York City and the requirements. He has decided to plan the trip for Spring Break of 2018; the reservations already paid to WorldStrides will be rolled over to 2018. Unfortunately, half of the ensemble (20 students) has left MSA, so exactly which students in which ensembles isn't set yet. He could open it up to others such as the choir. The minimum is 8 but the more students the better. Planning meetings will begin soon.

Vote: 8-yes 0-no 0-abstain
The motion carries.

b. **Mentor Pay Rate**

Motion to approve Mentor Pay Rate

Moved by: Deb Ledvina Second: Cheri Howe

Discussion: Mentees have been assigned. The program is already in progress. The pay is \$500/mentor. Last year there were 9 mentors with total pay of \$4,500.

Vote: 8-yes 0-no 0-abstain
The motion carries.

c. **Pledge of Allegiance Waiver**

Motion to approve Pledge of Allegiance waiver

Moved by: Noelle Haland Second: Jessie Heydt

Discussion: Policy 531 (The Pledge of Allegiance) is a mandatory policy which states that the “Board of Directors may waive these statutory requirements by a majority vote taken annually”. It has been waived in previous years. Board felt that although the policy allows students to choose not to recite it, the student may feel singled out. It is limiting to other cultures. Not every class has a flag.

Amended motion to waive the statutory requirements to recite the Pledge of Allegiance

Moved by: Noelle Haland Second: Jessie Heydt

Vote: 8-yes 0-no 0-abstain

The motion carries.

d. Staff Handbook

Motion to approve the Staff Handbook with approved changes

Moved by: Ken Thielman Second: Peter Irvine

Discussion: Mr. Gawarecki highlighted the changes. Board discussed the following:

Ms. Albers asked why Mr. Gawarecki proposes to change the rate at which an employee’s pay is deducted if taking personal days in excess of 10 per contract year, changing that rate from the current BOD-approved substitute rate per day to the employee’s daily rate of pay. Ms. Haland stated that the handbook currently states that unused days of personal leave are “cashed in” at the substitute rate and that those two rates should be the same; she stated that a staff member should not be penalized for not using all of his or her personal days by “cashing in” at the lower sub rate. Mr. Gawarecki responded that “cashing in” personal days is an incentive for staff to minimize the use of personal days. After more discussion, the Board agreed to make both the rate of deduction for more than 10 days used and the rate of “cashing in” for unused days the employee’s daily rate of pay as specified in his/her contract.

Ms. Ledvina stated that policies listed and referenced in the staff handbook need to be inclusive of all the applicable policies. Since the policies have been revised and changed, Ms. Ledvina will provide Mr. Gawarecki with the applicable policies to be included.

The “Electronic Information Systems” section should be consistent with the Internet Policy.

The teacher evaluation process is not included in the handbook. It was suggested that this be an addendum to include the plan and procedures of the evaluation.

The section on “Work Hours” was discussed. It was noted by Ms. Howe that a staff member was told he or she would need to take personal time off when using prep time to go to a doctor’s appointment. Mr. Gawarecki was not aware of this and said that should not have been the case. Several Board members agreed that a clarification of whether teachers can leave campus during prep time is needed. Mr. Gawarecki agreed and will clarify this issue in the handbook and with staff.

Vote: 8-yes 0-no 0-abstain

The motion carries.

e. Student/Parent Handbook

Motion to approve the Student/Parent Handbook with approved changes

Moved by: Jessie Heydt Second: Peter Irvine

Discussion: Mr. Gawarecki highlighted the changes. The Board discussed the following:

List of phone numbers is inaccurate. Not all teachers have cell phones and/or not all wish to be contacted in that way. All teachers have a landline in the school phone system that allows teachers to

be alerted when there is a voicemail on that line. Teachers may choose which way they wish to be contacted. The handbook will direct users to the class syllabi and website for teachers' contact information.

Student use of cellphones should match Policy 524.1. There is a discrepancy between the current handbook, actual practices by teachers, and the policy. This section will be rewritten to align.

8:05 pm Board took a recess.

8:12 pm Board reconvened.

Similar to the Staff Handbook, many of the policies listed are outdated. Ms. Ledvina will provide Mr. Gawarecki with the appropriate policy references.

After-school pickup is changing from last year. Buses are not allowed to stage around the outside of Building B anymore; therefore, students not riding the bus and being picked up will be excused at 4:00pm. Students riding the bus will be excused at 3:50pm to avoid congestion. School hours will not change from last year.

A graphic communication flowchart was added.

Vote: 8-yes 0-no 0-abstain
The motion carries.

f. Dual Enrollment Policy

Motion to approve a Dual Enrollment Policy

Moved by: Tim Tydlacka Second: Peter Irvine

Discussion: Ms. Howe explained that last year a student who had formerly been full-time at MSA was then homeschooled and only took one class at MSA. There is no current policy at MSA about such homeschool dual enrollment. There are transportation issues and issues with late attendance that is disruptive to the classroom. A part-time dual enrollment also takes up one spot that could be filled by a fully funded student. The Board agreed that it does not support homeschool dual enrollment and will create a policy banning the practice, which would exclude PSEO and extracurricular activities for homeschooled students. Ms. Howe will provide highlights of the proposed policy to Ms. Ledvina to draft.

Amended motion to state that the Board does not approve dual enrollment by home-schooled students (excluding PSEO students and homeschooled students in extracurricular activities) and that the Board will create a policy for future review and approval reflecting this

Moved by: Tim Tydlacka Second: Peter Irvine
Vote: 8-yes 0-no 0-abstain
The motion carries.

g. Policy 515A, Retention and destruction of student records for special education students (second reading)

Motion to approve Policy 515A with no changes

Moved by: Jessie Heydt Second: Peter Irvine
Vote: 8-yes 0-no 0-abstain
The motion carries.

h. Policy 503, Student Attendance and request to waive unexcused status form (second reading)

Motion to approve Policy 503 with no changes

Moved by: Deb Ledvina Second: Noelle Haland

Vote: 8-yes 0-no 0-abstain

The motion carries.

i. Policy 524, Internet Acceptable Use and Safety Policy and Internet Use Agreement Forms (Annual Review/Technical Changes)

Motion to approve Policy 524 with approved technical changes

Moved by: Peter Irvine Second: Jeana Albers

Discussion: Ms. Ledvina explained that the policy had excluded the agreement form to be signed by students, parents and staff. It is recommended to add the forms to Policy 524. Since it is a technical change, the requirement of having 2 readings is not needed.

Ms. Ledvina also wanted to clarify the difference between the Internet Agreement Form and the Laptop Agreement Form. The Board agreed that it was for different purposes and that both should be signed separately. The Board also agreed that the forms can be signed electronically.

Vote: 8-yes 0-no 0-abstain

The motion carries.

j. Notification and Order Adopting the School District General Records Retention Schedule

Motion to adopt the School District General Records Retention Schedule

Moved by: Deb Ledvina Second: Tim Tydlacka

Discussion: Ms. Ledvina provided an overview of the Notification and Order. If adopted, MSA would have to follow the retention schedule and have a list of the records. MSA must also notify the State Archives Department of the Minnesota Historical Society of the adoption.

Vote: 8-yes 0-no 0-abstain

The motion carries.

k. Schedule for Reviewing and Adopting MSA Policies dated 8/15/16

This is for information purposes only. Ms. Ledvina explained that some policies require annual reviews.

l. Proposed MSA BOD calendar for 2016-2017

Ms. Ledvina with Mr. Gawarecki's input have created a schedule for the 2016-2017 Board meetings. This will be put on the agenda for further discussions at the workshop next month.

m. List of MSA Board committees and assignments

The Board discussed the number of committees and the difference between a task force and a Board committee, referring to the advice of our strategic planning consultant. Several members shared that we have too many official Board committees that are not always the most efficient use of people's time and expertise. Board committees have requirements such as open meetings with posted notifications and minutes. Task forces are formed for specific tasks or projects and are no longer needed once the project

is completed. As with Board committees, participation on task forces would still be encouraged by all members of the MSA community and would be open and transparent.

The Board agreed that 3 Board committees will exist: Finance, Alternative Fund Committee, and Governance. The following current Board committees will be considered task forces and will be convened on an as-needed basis with specific goals: Academics (and World's Best Workforce), Building Safety, Communications, Personnel, and Technology. Alumni will be rolled into the Alternative Fund Committee. The MN State High School League "committee" will simply be a part of the monthly report to the Board by the Activities Director. Policy will continue to be a task by Deb Ledvina (and Mona Hayashi as desired), who will bring relevant items to the Board as needed.

The Student "committee" has never fully formed. Board members agreed that this should be overhauled; Student Representative Tori Szondy will research options with the student body and bring the issue back to the Board for discussion.

The Parent Team will still exist as an entity. Mr. Thielman noted that the Parent Team originally was formed as a Board committee in order to allow funds to go from the Parent Team to the school's fund balance to avoid the requirement of forming a non-profit as a separate financial entity from MSA. Ms. Darling explained that other schools do not have this issue and advised the Board that not having Parent Team be an official Board committee would be acceptable. She also noted that the big schools have non-profits such as Booster Clubs.

Mr. Tydlacka will create a definition and description of the Governance Committee.

Mr. Tydlacka also will contact the Authorizer to clarify the open meeting law with regards to this discussion. In addition, Ms. Haland is seeking further training on open meeting law and will report back to the Board.

n. **Form N990 Proposed Contract**

Motion to approve BKDA & Associates prepare and submit MSA's form 990 for the year ending June 30, 2016 for a service fee of \$1,500 with no additional out-of-pocket costs.

Moved by: Noelle Haland Second: Cheri Howe

Vote: 8-yes 0-no 0-abstain

The motion carries.

o. **Annual Designation Carryover and June and July 2016 Financial Reports**

Ms. Darling provided a handout on Organizational Meeting Annual Designations from Board Gov. Training, explaining various sections of it and pointing out tasks that the Board must do tonight.

Motion to designate John Gawarecki as the MDE identified Official with Authority (IOWA)

Moved by: Noelle Haland Second: Peter Irvine

Vote: 8-yes 0-no 0-abstain

The motion carries.

Motion to designate John Gawarecki as the Title Grant Authorized Representative

Moved by: Cheri Howe Second: Noelle Haland

Vote: 8-yes 0-no 0-abstain

The motion carries.

Motion to designate Anchor Bank as MSA's Depository

Moved by: Peter Irvine Second: Deb Ledvina

Vote: 8-yes 0-no 0-abstain

The motion carries.

Motion to designate MSA's Finance Clerk, Board Treasurer, and Director as authorized signers at banks

Moved by: Noelle Haland Second: Cheri Howe

Vote: 8-yes 0-no 0-abstain

The motion carries.

Motion to delegate authority to MSA's Finance Clerk, Board Treasurer, Director and the Manager at Beltz, Kes, Darling and Associates or his/her designee to make electronic funds transfers

Moved by: Cheri Howe Second: Peter Irvine

Vote: 8-yes 0-no 0-abstain

The motion carries.

Motion to authorize John Gawarecki to have two school credit cards with a combined total credit limit of \$39,000

Moved by: Tim Tydlacka Second: Peter Irvine

Vote: 8-yes 0-no 0-abstain

The motion carries.

Motion to designate the St. Paul Pioneer Press to be MSA's official newspaper for posting public notices

Moved by: Noelle Haland Second: Cheri Howe

Discussion: Ms. Darling stated that she has been advised that the Woodbury Bulletin may not be our official newspaper for this purpose, presumably because of its weekly publication and/or its limited circulation.

Vote: 8-yes 0-no 0-abstain

The motion carries.

Motion to approve the June 2016 Financial Statements

Moved by: Noelle Haland Second: Cheri Howe

Discussion: Ms. Darling provided highlights of the June 2016 Financial Statements. The actual surplus is higher than predicted. This was due to salaries and benefits. Potential use of this surplus could go to a capital improvement such as HVAC or flooring. Ms. Szondy suggested using it to upgrade the bathrooms. More options can be vetted out later by the Board. There is no time limit to spend the surplus.

Vote: 8-yes 0-no 0-abstain

The motion carries.

Motion to assign \$43,523 of the student activities fund balance from the 2015/2016 school year to be carried over to the 2016/2017 school year

Moved by: Deb Ledvina Second: Peter Irvine

Vote: 8-yes 0-no 0-abstain

The motion carries.

p. Cleaning Contract

Motion to approve COVERALL as MSA's cleaning company starting September 1, 2016.

Moved by: Deb Ledvina Second: Peter Irvine

Discussion: The Board discussed the unfortunate decline in quality of our current cleaning company's service. Mr. Gawarecki provided an overview of the bids that came in. COVERALL was \$1,000 less per month than the other bids.

Vote: 8-yes 0-no 0-abstain
The motion carries.

10. Date and time of next Workshop: September 19, 2016 at 5:00 pm

a. Discuss committees and task forces

11. Date and time of next BOD Meeting: September 19, 2016 at 6:15 pm

12. Motion to adjourn at 9:45 pm

Moved by: Tim Tydlacka Second: Peter Irvine

Vote: 8-yes 0-no 0-abstain

The motion carries.

Submitted:

Ia Xiong, Board Recorder

Approved:

Noelle Haland, Secretary