

# DRAFT – NOT YET APPROVED

## Board of Directors Meeting Minutes Math & Science Academy Monday, September 19, 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 & Teacher Representative  
Deb Ledvina, Vice Chair & Parent Representative  
Mona Hayashi, Treasurer & Parent Representative  
Noelle Haland, Secretary & Parent Representative  
Jeana Albers, Teacher Representative  
Jessie Heydt, Teacher Representative  
Cheri Howe, Teacher Representative  
Peter Irvine, Community Representative  
Ken Thielman, Community Representative  
Tori Szondy, Student Representative  
Judith Darling BKDA, Contracted Financial Manager (ex officio)  
John Gawarecki, Director (ex officio)

**Absent:**

None

3. **Approval of Agenda**

Moved by: Peter Irvine      Second: Mona Hayashi

Add or change the following:

- Combine: Dual Enrollment Policy and Policy 611.1 Shared Time Students
- Add: Approval of Rain Garden Proposal

Vote: 9 -yes 0 -no 0 -abstain

The vote carries.

4. **Open Forum**

None

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

Asked for Board's input, comment, suggestions for the proposed Director's Goals to be sent to Tim by September 26. Deb will send highlights to the Board. The officers had looked at last year's goals. The officers will go over it with the director. Meeting has not been scheduled.

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

1. Student Achievement

- a. MSA has three students who qualified as Semifinalists for the 2017 National Merit Scholarship.
- b. **ACT** - Averaged a score of 28.8 in English, 27.8 in Math, 28.6 in Reading and 28.4 in Science, which is a new MSA high average. Average composite score was a **28.5** (state average was 21.1). Our Percentage of ACT Tested Students Ready for College-Level Course Work was as follows (state average): College English - 98% (61%), College Algebra - 90% (46%), College Social Studies - 90% (45%), and College Biology - 90% (40%). The combination of all four subjects was 86% (29%).

2. Instructional Leadership

- a. Syllabi for the upcoming school year have been updated for courses.

## **DRAFT – NOT YET APPROVED**

- b. Teacher focus for upcoming year's PD will be non-fiction reading.
- 3. Human Resources
  - a. Workshop days held on Aug 25 (new teacher orientation - benefits/handbook/bullying/mentoring) and Aug 29 - 31 (teacher workshops - Skyward/1st Aid/CPR/Antibullying/OSHA/SPED & 504/Discipline Procedures)
  - b. Admin Assistant position has changed - Christine & Carrie swapped spots.
  - c. There is one opening for an additional Building A lunch monitor for Tuesdays and Thursdays.
- 4. Professional and Ethical Relationship
  - a. Parent survey is completed. 185 responses. Results are in a separate document.
  - b. 42 people (students and parents) attended the College Planning Workshop on Sept 11.
- 5. Resource Management
  - a. Back entrance to Building B has been waiting for the keypad control panel which was on backorder due to the manufacturer. Part is now in.
  - b. Office HVAC motor out in Building B - working with TRANE for warranty work on it. Thermostat being replaced in room 202.
- 6. Administrative Performance
  - a. Refining rubrics for administrators.
  - b. Creating a training manual for administrative assistant positions to ease in position training.
  - c. Met with Eugene Piccolo from MACS on Friday.
- 7. **Standing and Focus Committee Reports**

### **Standing Committees:**

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

Communications (Ms. Albers): No report submitted.

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

Policy (Ms. Ledvina): No report submitted.

### **Focus Committees:**

Annual Fund (Ms. Hayashi): Report submitted. Board discussed the appropriateness of having a gun as a raffle prize. The raffle was for a Trap shooting tournament and it would have been given to an adult only as only adults over age 18 can buy raffle tickets. Ms. Ledvina wanted the minutes to reflect that the BOD does not approve a gun as a give away. Ms. Hayashi said that it is appropriate for the sport. Ms. Heydt said she would have objected to this if it was brought to the Board or if it were in the committee report. The committee decided at their meeting to not have the gun be a raffle prize after all. Mr. Thielman noted that it used to be that fundraisers all went through the Board for approval.

Alumni Committee (Mr. Irvine): No report submitted.

Building/Building Safety (Ms. Ledvina): No report submitted.

Parent Team (Mr. Tydlacka): No report submitted.

Personnel Committee (Ms. Heydt): No report submitted.

Student Committee (Ms. Szondy): No report submitted.

Technology: No report submitted.

Activities Director's Report (Ms. Froberg, not present): Report submitted. Board commented and had questions on the following: There are no names listed in the report such as coaches names. #4 - Who is on the leadership team? #6 - Why does the Activity Director attend conference tournaments? Mr. Gawarecki said that it's required and it is not 6 consecutive days. #9 - Board discussed an example in which a student wanted to create a new club and was told to go to the Activities Director, but when that was done, there was no paperwork and the student was confused about the process. Board members requested that the Activities Director provide a calendar/schedule of all activities, with times and locations. Posting and updating this on the website would be a good resource. Schedules can be sporadic for some activities, but it what is known could be posted and updated. Other responses to the report: Why were the cross country coaches hired for only 4 times a week and not 5 days? This was news to the team only very recently when they learned that neither coach is paid to coach on Tuesdays because that is the day that athletes must attend strength/conditioning training with Ms. Molitor. Is this Tuesday conditioning mandatory or optional? The cross country team was

## **DRAFT – NOT YET APPROVED**

told that it was mandatory but volleyball was told it was not mandatory. Is the conditioning always on Tuesday and is it all year long? Is an athlete considered absent if she or he does not attend? Are coaches of the individual sports creating or collaborating with Ms. Molitor to create those conditioning workouts? There is a concern that generic strength workouts without close supervision of athletes may result in injuries. Finally, the question of where we are on hiring a nordic ski coach was raised, especially since the season begins in less than 2 months. Someone mentioned that the Activities Director was waiting to see about the cross country coaching.

### **8. Items for Discussion and Decision**

#### **a. Approval of August 15, 2016 Board of Director Meeting Minutes**

##### **Motion to approve August 15, 2016 Board of Director Meeting Minutes**

Moved by: Deb Ledvina

Second: Peter Irvine

Discussion: None

Vote: 9-yes 0-no 0-abstain

The vote carries.

#### **b. Approval of Finance Audit**

##### **Motion to approve Finance Audit**

Moved by: Deb Ledvina

Second: Jessie Heydt

Discussion:

Mr. Dennis Hoogeveen from Clifton Larsen Allen, LLP presented the audit report. An unmodified "clean" opinion was issued to the BOD. MSA is strong financially. It is in accordance with historic patterns and is very commendable. The school shows that it is conscientious of doing things right. Although the audit is not required until November 30, 2016, it has been submitted electronically.

Vote: 9-yes 0-no 0-abstain

The vote carries.

#### **c. Approval of August 2016 Financial Report**

##### **Motion to approve August 2016 Financial Report**

Moved by: Noelle Haland

Second: Jeana Albers

7:00pm - Jessie Heydt left the meeting.

Discussion:

Ms. Darling presented highlights from the report. Cash flow is strong. Ms. Darling will review the overall budget with Mr. Gawarecki. The high Repair and Replacement Fund is due to the lease payment to the Building Company of which a small portion goes to this fund. Lease aid also goes to this fund. Board discussed the use of the fund. Some Board members stated that the Building Company decides on what is to be done with large expenditures from this fund. Ms. Darling said that the Board should give the Building Company a prioritized list of the things they want to get done and fixed. The Board also needs to appoint a Board member to be a member on the Building Company. Ms. Hayashi's membership on the Building Company expired on June 30, 2016. The Building Company owns the land and MSA leases the land.

Ms. Darling will investigate which group (the Building Company or the Board) has the authority to determine how the funds are spent, referring to the 990 to get some clarification. She will advise the Board at the next meeting.

Vote: 8-yes 0-no 0-abstain

The vote carries.

#### **d. MSA BOD Calendar for 2016-17**

##### **Motion to approve MSA BOD Calendar for 2016-17**

## **DRAFT – NOT YET APPROVED**

Moved by: Deb Ledvina

Second: Tim Tydlacka

Discussion:

Ms. Ledvina has drafted a Board calendar. The officers wondered if perhaps there should be a Board meeting in July going forward. There was also discussion of the “January organizational meeting” that most Boards hold. Ms. Ledvina stated that technically such an organizational meeting does not have to be in January but could be another month. Other organizations typically use this meeting to cover administrative things such as calendars, appoint new Board members, designate official newspaper, other designations, approve Administrative Team, approve handbooks, etc. Should such a meeting be a July meeting?

Ms. Ledvina will modify this proposed calendar to add when to approve policies and membership dues. The Board acknowledged that this is a living document.

The Board discussed holding an Annual Stakeholders Meeting. It is required for nonprofits of which MSA is one. Notice of such a meeting would need to be sent to all stakeholders.

Ms. Deb Ledvina withdrew her motion, second by Tim Tydlacka. No vote required.

### **e. MSA BOD Committees and Assignments**

**Motion to approve MSA Board committee structure to comprise three Board committees: Academics, Finance, Annual Fund**

Moved by: Noelle Haland

Second: Peter Irvine

Discussion: None

Vote: 8-yes 0-no 0-abstain

The vote carries.

### **f. Board Goals**

Discussion:

There were no attachments. This was mistakenly added to the agenda. No action required.

### **g. Policy 529 Open Lunch Campus Policy, first reading**

Discussion:

Ms. Ledvina presented the policy. There are no changes. She wondered how many people knew about the policy. It was noted that while the policy is currently in effect, most approved students typically do not use it. The Board suggested that Section IV. B. should be deleted because it is not applicable to MSA. Ms. Ledvina will make changes and bring to the Board next month for the second reading.

### **h. Policy 611.1 Shared Time Students, first reading**

Discussion:

This new proposed policy was drafted by Ms. Ledvina with Ms. Howe’s list of suggestions. This issue was referred to as “dual enrollment” during the August 15, 2016, Board meeting but in this policy, the term has been updated to read “shared time” students. The Board clarified that online school is considered a public school. There was redundancy in the statements. Ms. Ledvina will make changes and bring to the Board next month for the second reading.

### **i. Policy 721 Uniform Grant Guidance, first reading**

Discussion:

This policy was made mandatory in 2016. MSA receives some federal grants so we must have this policy in effect. Ms. Ledvina made a note at the beginning; otherwise, no changes were done. The Board agreed that the policy was lengthy and confusing but that MSA will comply as necessary. Ms. Ledvina will bring to the Board next month for the second reading.

### **j. Approval of Rain Garden Proposal**

## **DRAFT – NOT YET APPROVED**

### **Motion to approve rain garden proposal**

Moved by: Deb Ledvina

Second: Peter Irvine

#### Discussion:

This agenda was added in at the beginning of the meeting but the Board was uncertain of what needed to be approved. Ms. Jody Miller presented the proposal during Open Forum at the August 15, 2016, Board meeting asking for Board approval. Ms. Haland read the notes from last month.

Motion amended by Deb Ledvina to authorize the expenditure of up to \$9,000 as proposed and to be coordinated by Ms. Cheri Howe as Board representative.

Vote: 7-yes 0-no Mona Hayashi-abstain

The vote carries.

### **9. Dates and times of upcoming BOD workshops and meetings:**

Special BOD Meetings, with the topic of Strategic Planning and Vision, on Monday, September 26, 2016, and Monday, October 3, 2016, both from 4:45pm to 8:00pm in Room 10A

Regular BOD Workshop on Monday, October 17, 2016 at 5:00pm in Room 10A

Regular BOD Meeting: Monday, October 17, 2016 at 6:15pm in Room 10A

### **10. Motion to adjourn at 8:00pm**

Moved by: Peter Irvine

Second: Mona Hayashi

Vote: 8-yes 0-no 0 -abstain

The vote carries.

#### **Submitted:**

Ia Xiong, Board Recorder

#### **Approved:**

Noelle Haland, Secretary