

**Board of Directors**  
**Meeting Minutes - APPROVED**  
**Math & Science Academy**  
**Monday, February 8, 2016**

8430 Woodbury Crossing, Woodbury, MN 55125

1. **Call to Order** by Tim Tydlacka (Chair) at 6:16 pm

2. **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), Judith Darling BDKA - Contracted Financial Manager (ex-officio)

**Absent:** Atte Kadoma (Student Rep)

3. **Approval of Agenda**

Moved by: Jessie Heydt

Second: Mona Hayashi

Vote: 7-yes 0-no 0-abstain

- Move the following agenda items to the Consent Agenda:
  - a. Policy 515, Protection and Privacy of Pupil Records
  - b. Policy 447, Dishonesty Policy
- Move the following agenda items to the next Board meeting:
  - c. Strategic Plan
  - d. Board of Director's Goals

The motion carries.

4. **Open Forum**

None

5. **Approval of Meeting Minutes from: January 19, 2016**

Moved by: Jeana Albers

Second: Mona Hayashi

Vote: 7-yes 0-no 0-abstain

The motion carries.

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

The new Teacher Representative for the Board of Director's will be appointed tonight.

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

1. Instructional Leadership

- a. Parent Team Meeting February 29th. Science Department will be presenting along with elective courses being offered for student input.
- b. 2nd semester syllabi have been collected for courses.
- c. World's Best Workforce (WBWF) plan was given on January 25th and is now located on the website
- d. Taking applications from staff for after school tutoring program. It will be after school and free to the students.

2. Human Resources

- a. Finishing job descriptions for administrative support staff .
- b. Evaluating needs for a possible adjustment in the activities director and assistant director job descriptions.
- c. Writing new job descriptions for gen ed and sped teachers.
- d. 27 pre-observation, observation, and post-observation meetings held in the past two weeks.

3. Professional and Ethical Relationship

- a. Collecting feedback from staff on the assistant director's performance to date.

4. Resource Management
  - a. Working with technology, finance, and AFC on spring event.
  - b. Beginning budget process for next year. Need students numbers first...
  - c. MSA has been identified as a "High-Quality Charter School" for 2015. 35 out of 167 Charter schools received this award.
  - d. Building Company Update - still in discovery stage, settlement expected in July.
5. Administrative Performance
  - a. Upcoming site visit with Liz Wynne (SAM) on Thursday February 11th - mostly document reviews.
  - b. Three students withdrew - two for grades; one was a sibling.
  - c. Website now contains all mandated items by state statute.

Note from discussion: The Board thanks Paul Esparza for a continuing wonderful job with our facilities management.

## 8. Standing and Focus Committee Reports

### Standing Committees

*Academics (Noelle)*: Report was emailed to the Board.

*Communications (Jeana)*: Report submitted without discussion.

*Finance (Mona)*: Report submitted without discussion.

*Policy (Deb)*: No report.

### Focus Committees

*Annual Fund (Mona)*: Report submitted without discussion..

*Building/Building Safety Committee (Deb)*: No report.

*MSHSL (MN State High School League)*: Report submitted without discussion.

*Parent Team (Tim)*: No report.

*Student Committee (Atte)*: No report.

*Technology (Joe)*: No written report. Justin provided an explanation of the replacement cycle of laptops and the sustainability of the laptop program going forward. The current laptops need to last 6 years, and warranties expire at the end of year three (18 months from now). Currently, the laptops have mechanical hard drives. The Technology Committee recommends that we replace all of the mechanical hard drives with solid state drives (SSD). Of the hardware repairs that must be sent out, 75% are hard drive failures. The mechanical hard drives are much more prone to damage (especially when bumped or carried around while running, which is common at MSA), and they are much slower. A demonstration to compare startup, signing in, and accessing software times was done on a laptop with a mechanical hard drive and another laptop with SSD. Board discussed and asked the committee representative about the pros and cons.

Recommendations included the possible future replacement of staff desktop with laptops and/or replacement of desktop mechanical hard drives with SSDs. Further discussion concluded the delay of the staff replacement.

The current budget for the Technology Committee is \$20,000 which includes \$10,000 for maintenance. Each SSD costs \$41 (a discounted price), and approximately 600 drives would be replaced. The estimated cost to replace all laptop hard drives is approximately \$26,000.

A fundraiser starting March 1, 2016 will be done to cover the cost difference of \$5,000. The Finance Committee had been consulted on the impacts to the budget. There are enough funds to cover the replacements. Board made recommendations for the Technology Committee to seek out the Parent Team for financial assistance.

There will be an event at school to conduct this replacement during which every student will replace their own hard drive (with supervision and assistance if needed). The event will occur before Spring Break to allow any bugs to be fixed over Spring Break. Details will follow.

The Technology Committee is seeking the Board's approval.

**Motion to approve the full expenditure of the Technology budget as well as other account funds for 600 SSD hard drive swaps for a total not to exceed \$26,000.**

Moved by: Mona Hayashi      Second: Deb Ledvina  
The motion carries.

Vote: 7-yes    0-no    0-abstain

*Alumni Committee (Peter):* No report.

*Personnel Committee (Jessie):* No report. There will be a meeting next week.

## 9. Consent Agenda

- a. Policy 515, Protection and Privacy of Pupil Records
- b. Dishonesty Policy (policy number to be confirmed and related to Board at next meeting)

### **Motion to approve Consent Agenda as submitted.**

Moved by: Jessie Heydt      Second: Peter Irvine  
The motion carries.

Vote: 7-yes    0-no    0-abstain

## 10. Items for Discussion and Decision

### a. Appointment of New Teacher Representative

Chair recognized Mara Bertelsen and Hannah Kostichka as the candidates. Each provided a brief presentation:

Mara is a Math teacher who started last year. She is excited to be here and has the time and drive to be part of the Board.

Hannah is a Special Education teacher in her first year at MSA. She loves the school and wants to be invested.

The board acknowledged each candidate's different perspective. It was noted that there would be another teacher representative Board opening in June and encouraged whoever is not appointed tonight to run for that elected seat. After further discussions, the Board voted for Mara.

### **Motion to appoint Mara Bertelsen as BOD teacher representative.**

Moved by: Noelle Haland      Second: Jeana Albers  
The motion carries.

Vote: 7-yes    0-no    0-abstain

Oath given by Tim Tydlacka. Oath taken by Mara Bertelsen.

### b. Approval of Lottery Results

#### **Motion to discuss.**

Moved by: Deb Ledvina      Second: Jessie Heydt

John passed out the lottery results. Each grade will be approved separately. Selection is based on the School Enrollment Procedures.

#### **Motion to approve 88 students from the sixth grade lottery list.**

Moved by: Deb Ledvina      Second: Jessie Heydt  
The motion carries.

Vote: 8-yes    0-no    0-abstain

#### **Motion to approve 3 additional students from the seventh grade lottery list.**

Moved by: Deb Ledvina      Second: Mona Hayashi  
The motion carries.

Vote: 8-yes    0-no    0-abstain

#### **Motion to approve 5 additional students from the eighth grade lottery list.**

Moved by: Deb Ledvina      Second: Joe Burianek  
The motion carries.

Vote: 8-yes    0-no    0-abstain

Ninth Grade: Board discussed the merits and drawbacks of approving additional ninth graders. The available classroom sizes and teacher-to-student ratio will be an issue if the maximum numbers are exceeded. Board members would like to have clear information on historical numbers of the number of students that end up dropping and the difficulty to find students to accept due to the timing of the withdrawal and required placement testing. John noted that it would be unprecedented to go over the maximum number due to the past experience of students withdrawing later.

New students entering into high school have to be tested for math placement. This testing causes delays in approvals and replacements. Board discussed different options to resolve the testing issues but did not come to any conclusion.

**Motion to approve 9 additional students from the ninth grade lottery list.**

Moved by: Mona Hayashi Second: Peter Irvine

Vote: yes - 5 (Peter Irvine, Joe Burianek, Mara Bertelsen, Noelle Haland, Mona Hayashi)  
no - 3 (Jessie Heydt, Jeana Albers, Deb Ledvina)  
abstain - 0

The motion carries.

**Motion to approve no additional students to the tenth grade.**

Moved by: Deb Ledvina Second: Peter Irvine

Vote: yes - 6 (Peter Irvine, Mara Bertelsen, Mona Hayashi, Jessie Heydt, Jeana Albers, Deb Ledvina )  
no - 2 (Noelle Haland, Joe Burianek)  
abstain - 0

The motion carries.

**Motion to approve no additional students to the eleventh grade.**

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

The motion carries.

**Motion to approve no additional students to the twelfth grade.**

Moved by: Noelle Haland Second: Jessie Heydt Vote: 8-yes 0-no 0-abstain

The motion carries.

**c. Certificate of Appreciation**

Board discussed the MSA dragon logo and the creator of the logo, Sophia Grindland. The MSA dragon is a trademark and cannot be altered. The Board discussed options for recognition and will officially recognize Ms. Gremlin at some point this school year.

**d. Enrollment Policy - Dual Enrollment**

The Board must address the issue of clarifying our procedures and policy on students who attend MSA part-time for certain classes while attending school elsewhere or being homeschooled. The Board requested time to research the issues.

**Motion to move this agenda item to the next Board meeting on March 21, 2016.**

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

The motion carries.

**e. Director Mid-Year Evaluation Results**

Overall the evaluation results are good. The comments were submitted to the review panel which included Mona Hayashi, Deb Ledvina, and Tim Tydlacka. The review panel has met with John Gawarecki. This is not a formal evaluation but more of a mid-year "check-in."

The Board thanks Peter Irvine for working on the survey.

**f. Form 990-2014**

Judith provided an overview of the form. This was presented to the Finance Committee. John Gawarecki and Mona Hayashi have also reviewed it.

**Motion to approve Form 990-2014 as submitted.**

Moved by: Deb Ledvina  
The motion carries.

Second: Jessie Heydt

Vote: 8-yes 0-no 0-abstain

**11. Date and time of next BOD Meeting: March 21, 2016 at 6:15 pm**

**12. Motion to adjourn at 8:20 pm**

Moved by: Deb Ledvina  
The motion carries.

Second: Jessie Heydt

Vote: 8-yes 0-no 0-abstain

**Submitted:**

Ia Xiong, Board Recorder

**Signed and Approved:**

Noelle Haland, Secretary