

**Board of Directors  
Meeting Minutes - APPROVED  
Math & Science Academy  
Monday, March 21, 2016**

8430 Woodbury Crossing, Woodbury, MN 55125

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

2. **Roll Call of Members:**  
**Present:**

Tim Tydlacka, Chair

Deb Ledvina, Vice Chair

Noelle Haland, Secretary

Mona Hayashi, Treasurer

Jeana Albers

Mara Bertelsen

Joe Burianek

Jessie Heydt

Peter Irvine

Judith Darling BKDA, Contracted Financial Manager  
(ex officio)

John Gawarecki, Director (ex officio)

Atte Kadoma, Student Representative

**Absent:** None

3. **Approval of Agenda**

Moved by: Jessie Heydt

Second: Peter Irvine

Vote: 8-yes 0-no 0-abstain

- Move the following Consent Agenda item to Items for Discussion and Decision:
  - b. Admin Team Structure
- Move the following Consent Agenda item to the next Board meeting:
  - c. BOD Election Ballot

The motion carries.

4. **Open Forum**

Seryhozha Mzenga, Student: Extracurricular transcripts should show all activities that a student has participated in during high school years at MSA.

Tommy Nelson, Student: Music department has no lettering opportunities, so all of the various musical ensembles he has participated in would not be shown if MSA only listed activities in which students lettered.

Michelle Kurkoski, Teacher: Speaking as adviser to a number of activities, students should have activities on their transcripts, with extra notation of leadership roles such as captain, editor, letter-earner, etc. The transcript is what makes it official and corroborates a student's self-reported activities information. National Honor Society, as a chapter, determines who letters and the requirements.

Noah Adams, Student: Listing all activities on transcripts helps with applying for college scholarships because not all scholarship applications require a letter to still give weight to a student's participation.

Shannon Froberg, MSA Activities Director: Fixing problems with extracurricular transcripts; often they're not accurate. She does not know of any "policy" we are talking about. A survey was given to students to fill out. Students should be filling it out to confirm/revise transcripts.

Mr. Tydlacka, BOD Chair: There appears to have been a miscommunication between students and administrators on this issue.

Ms. Heydt, Teacher BOD Rep. - Point of Information: Where did the statement that transcripts would only show activities in which students earned varsity letters originate?

Ms. Froberg: We want to acknowledge students' leadership roles. This is why the administration team is trying to have transcripts accurately reflect students' participation AND leadership roles and earned letters.

Ms. Heydt - Point of Information: Will any changes take place for next year?

Ms. Froberg: Yes, any potential changes wouldn't be made until next year at the earliest. She is collecting updated extracurricular information from students now, and after spring break, she will begin to make revisions and add leadership positions based on what she receives from students.

Ms. Bertelson, Teacher BOD Rep. - Point of Information: What about kids who've already applied for college?

Ms. Froberg: She will fix things on an individual basis. If students need their extracurricular transcripts revised sooner than after spring break, they have to let her know.

Andrea Ma, Student & Representative of the Gender Sexuality Awareness Club (GSA): Andrea distributed a copy of MSA's Vision and Mission as well as excerpts from Policy 102 ("Equal Education Opportunity"). The club requests that MSA begin to acknowledge gender identity under official MSA guidelines and policies. They request that "gender identity" be included after "sexual orientation" in section II.A of Policy 102. They also request to put a section including gender, in addition to sex, on future official applications and forms. They want to show others that MSA is open.

Callianne Jones, Student: There was a recent controversy at Nova Classical Academy regarding a gender non-conforming student. A former MSA student came out as genderfluid and received harassing comments from other students. There is a fear of negative backlash regarding issues of gender identity.

Jeana Albers, Teacher and Teacher BOD Rep.: She is proposing a biology-focused field trip to Belize for June or July 2017. The trip will last 11 days and will be open to 10 to 20 tenth through twelfth-graders. The estimated all-inclusive cost is \$2700-3000. Students will be taking scientific surveys and collecting biological data. This trip is for students who are able to work on projects in the field independently and are able to swim, as students will be snorkelling. A professional snorkeling guide will be present, as well as additional field-oriented adult employees and guides. Mrs. Howe will also be going. The research station has lodging. Allergies can be accommodated.

**5. Approval of Meeting Minutes from: February 8, 2016**

Moved by: Mona Hayashi

Second: Deb Ledvina

Vote: 8-yes 0-no 0-abstain

Edit - change spelling from "Sophie Grimlin" to "Sophia Grindland"

The motion carries.

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

The acceptance of parent representative and community representative candidates for the ballot for open BOD positions will be delayed because questions about who is eligible to be on the BOD is being researched. Ms. Ledvina shared that the state charter law says that employees and employees' family members are prohibited from serving on a charter board. Family is defined as being more remote than a first cousin. The definition of an employee will need to be consistent and applied across the board. Clarification of what defines an employee is not found in the MSA handbook. Ms. Ledvina pointed out that prior discussions for the lottery considered an employee as equivalent to someone receiving insurance. Ms. Darling stated that the amount of payment does not define an employee. Ms. Ledvina is seeking clarification and guidance from MSA's Authorizer and will report back to the Board.

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

1. Student Achievement

- a. Began ELL courses (Teresa Ward) 1st and 3rd period on 1 February and completed ACCESS testing on 18 March.
  - b. Started Extended Day Tutoring on 7 March. (1st week=16, 2nd week =17)
  - c. First round of SSD workshop conducted on Saturday, March 19th. (15 families with 18 students involved.)
2. Instructional Leadership
- a. February 29th Science Department presented at the Parent Team Meeting. I shared the 2016-2017 Electives.
  - b. March 10 and 11th two rounds of inter-department meetings held for cross curricular collaboration.
  - c. Working on revamping what transcripts will look like. Data collecting stage right now with parent/student meetings to follow. No change for seniors this year.
3. Human Resources
- a. Conducted a staff development day on March 11th. "Small fires" instructional technique introduced/SSD replacement training/Stress Management & Good Nutrition from the Woodbury Spine Wellness Center with Free lunch/ Cross curricular collaboration time/budget planning for teachers began.
  - b. Administrative staffing proposal.
4. Professional and Ethical Relationship
- a. Attending MACS Friday Conference calls - legislative updates.
  - b. Held meetings with parents, students, and staff since last BOD.
  - c. Attended SAM Director's Meeting on February 22. (New reporting process.)
5. Resource Management
- a. Staff Stipend proposal.
  - b. Prior to July 1 improvement list:
    - i. Building B (office - entrance)
    - ii. Building A (windows)
    - iii. Building A (walls)
    - iv. Parking lot repair/signage
    - v. Elevator contract upgrade
  - c. Developing 2016-2107 proposed budget with BKDA.
  - d. Began the instructional supply budget process with teachers.
6. Administrative Performance
- a. All reports to SAM and MDE are current to date.
  - b. Two candidates to date for CIS Physics
  - c. Crisis Management interest polling completed by staff.
  - d. Waiting on St. Mary's for a timeline and list to complete licensure.

Discussion: Item 2b will be part of the next Academics Committee agenda. For item 2c, a committee of students, parents and staff will be formed to work on transcript issues. For item 5b, Ms. Ledvina pointed out that building improvement expenditures are Building Company issues. Ms. Darling commented that the items listed in item 5b have been built into the budget proposal. Ms. Heydt asked if the staff lounge in building B would be moved. Mr. Gawarecki replied that it will depend on what the staff decides.

## 8. **Standing and Focus Committee** Reports

### **Standing Committees**

*Academics (Ms. Haland):* Report submitted. Discussion by Ms. Haland. Because of recent concerns of members of the Academics Committee, the committee will extend discussion and confirm its current recommendation for semester grades to be removed from transcripts for year-long courses. The semester grade would still show up on Skyward. The issue would be for seniors applying for college in that most colleges want to see first-semester grades on official transcripts. The committee recommends that quarter grades be removed from Skyward. Ms. Hayashi noted that these types of changes would need to be conveyed to the MSA community first before being put into place. Ms. Ledvina also noted that there should be a notice that it is open to the public and board would receive public comment and input.

Another topic from the Academics Committee is to pilot alternative scheduling ideas such as zero hour and/or evening classes. The current pilot idea for one teacher is for zero hour to be in lieu of the teacher's 7th hour period. The evening classe pilot is for AP Calculus 2, which could have classes both in-person and online. Some issues with alternative scheduling are classroom space and bus transportation. The Academics Committee is still collecting information. Ms. Ledvina suggested that legal opinion should also be obtained.

*Communications (Ms. Albers):* Report submitted. Discussion by Ms. Albers. Committee minutes are being saved in the Communications folder. Minutes contain standardization of MSA logos and trademarks, but these can be lost in the minutes and difficult to find. Committee wants to ensure that new or different versions do not occur. Suggestion was to create another folder called "Standards" and while still including them in the minutes. A separates 'Standards' location could be linked to committee minutes.

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

*Policy (Ms. Ledvina):* Report submitted without discussion.

### **Focus Committees**

*Annual Fund (Ms. Hayashi):* Report submitted without discussion.

*Building/Building Safety Committee (Ms. Ledvina):* No report.

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

*Parent Team (Mr. Tydlacka):* Report submitted. Ms. Haland inquired about the rain garden - how it was decided, by whom, and when. Ms. Hayashi explained that 4 rain barrels were donated, but that the idea of a rain garden was just part of a discussion and was not decided. Ms. Ledvina agreed that rain gardens added to the MSA campus would need to come to the BOD for approval. Currently, whoever attends the Parent Team meetings vote on it. The Parent Team has had low attendance in the past. Ms. Ledvina suggested that the meetings should be put on notice to everyone.

*Student Committee (Ms. Kadoma):* No report.

*Technology (Mr. Irvine):* Report submitted. Discussion by Mr. Irvine. Currently there are 35 donations for the solids-state-drive SSD swap which allots for 48 out of 500. Ms. Ledvina suggested that after Spring Break another notice go out and to make it short and simple. Ms. Haland asked about homework management software and the uniformity. Mr. Burianek is gathering information and the committee will discuss at its next meeting.

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

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

## **9. Consent Agenda**

### **Motion to move MSA 2016-2017 Calendar and Admin Team Structure to Items for Discussion and Decision, and to remove BOD Election Ballot from agenda.**

Moved by: Noelle Haland                      Second: Mara Bertelsen                      Vote: 8-yes    0-no    0-abstain

The motion carries.

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

### **a. MSA 2016-2017 Calendar**

John Gawarecki provided an overview of the 2016-2017 calendar. Quarters will be changed to Progress Report.

#### **Motion to approve the MSA 2016-2017 Calendar as presented.**

Moved by: Mara Bertelsen                      Second: Jessie Heydt                      Vote: 8-yes    0-no    0-abstain

The motion carries.

### **b. Admin Team Structure**

John Gawarecki presented three options of structuring the Administrative Team. The Board discussed the positives and negatives of each option. Two of the options may work for the short duration but would not be sustainable.

Different options were discussed other than those presented. Ms. Ledvina suggested that an option not listed could be a high-level administrative assistant position to do parts of the duties. She noted that the Board did not want to burn out the Director but that the Board should know what the needs are.

Ms. Haland asked if there was input from the current Assistant Director and Activity Director. What are the job descriptions at MSA compared to other schools? Ms. Ledvina asked if District 833 resources could be tapped into for "night watch" during activities. What do other charter schools do?

All options included a Counselor. The Authorizer has identified that MSA needs a Counselor. It was also stressed that the Counselor position was a position recommended by the previous Assistant Director. Board discussed the two different types of counseling: psychological or academic/college/career. It was unanimous that the counselor's purpose is for academic and career. There is already a contract in place for psychological counseling.

Ms. Darling noted that the intention of bringing this to the Board tonight was for budgeting. Mr. Gawarecki wanted to have an idea for the budget but did not require an option to be approved at this time. It is important, though, to start the hiring process in mid-April.

Since an option was not chosen and more investigation and discussion is needed, it was suggested that a Special BOD meeting be held to discuss the Admin Team Structure.

**Motion for the Director to work with the Personnel Committee to proceed to hire an Academics Counselor for the 2016-2017 school year.**

Moved by: Deb Ledvina                      Second: Mara Bertelsen                      Vote: 8-yes    0-no    0-abstain

The motion carries.

**c. YMCA Summer Program**

Heidi Bardwell and Derek Fraser from YMCA were present to discuss the Summer Program. Mr. Fraser provided an overview. Mr. Fraser and the Board discussed the program schedule and how it would impact MSA. YMCA understands that the YMCA program would not conflict with MSA sports and activities and will coordinate the times and space use with the Activities Director. The contract is already in place. Ms. Heydt wanted to make sure that the teachers of the classrooms used were consulted, especially given that those teachers will be needing to set up their classrooms for the fall. It was also noted that background checks may be required per Policy 902. There is a current charge of \$60 to open and close the school.

**d. Policy 515F, 404, 404F, 208**

Policies were part of the BOD packet. BOD will review at the next meeting again and then vote after.

**e. MSA PayPal Account**

BOD discussed the need to have a separate account at Anchor Bank for the SSD exchange. MSA currently has accounts there, but PayPal requires a separate account.

**Motion to approve a separate MSA checking account at Anchor Bank to be tied to the PayPal account.**

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

The motion carries.

**f. Staff Stipend**

In order to provide a stipend, the law has changed and now requires that stipends be tied to an academic achievement and must be approved before the test. Mr. Gawarecki presented different academics to tie it to: Special Education, MCA HS, MCA All, MMR, or ACT. Mr. Gawarecki recommends that all staff be given the stipend for MCA achievement of 82.5% or higher. If this goal is not met, then that fund would be put into the general fund and carried over to next year for the same purpose.

Ms. Bertelsen asked what could be used from the general fund. Ms. Darling noted that once it goes into the general funds, it can't be tapped into except for big projects. Ms. Bertelsen suggested that sometimes teachers would rather see construction changes in their classrooms to provide more space versus a monetary stipend. Ms. Haland expressed concern that tying a stipend to student outcomes is a step towards a "merit pay" system, which opens up many other issues of fairness and effectiveness. Ms. Heydt noted that a stipend was provided a few years ago which was not tied to any test scores. Mr. Gawarecki assured the Board that this proposal is only because of a surplus that will not be accessible if not used in this way, that the proposal is meant to reward all MSA staff for meeting goals regarding high student achievement, and that it is not a first step towards a "merit pay" system of compensation. He suggested that this could be thought of as an "Achievement Award" and not a "merit-based" pay increase. Mr. Tydlacka noted that it would be good for morale, trickle down through the entire staff, and unite the community. Ms. Ledvina noted that we already have the World's Best Workforce Goals and perhaps the stipend could be tied to meeting one or more of those goals.

Ms. Albers left the board meeting at 8:30 pm.

**Motion to approve all MSA staff members with a 0.5 FTE or greater be given an \$800 achievement award (stipend) at the end of the 2015-2016 school year which is prorated based on each employee's FTE status if MSA's 2015-2016 average MCA proficiency rate is 82.5% or higher.**

Moved by: Deb Ledvina      Second: Mona Hayashi      Vote: 6-yes    0-no    Jessie Heydt-abstain

The motion carries.

g. **Assistant Badminton Coach**

There are over 40 players. All have paid the dues. There is a head coach. With a high number, an assistant coach is needed.

**Motion to approve the hiring of an Assistant Badminton Coach for this season with a payment not to exceed the amount of \$1000.**

Moved by: Peter Irvine      Second: Deb Ledvina      Vote: 7-yes    0-no    0-abstain

The motion carries.

h. **Amend Budget for 2015-2016**

Ms. Darling provided a quick summary of the budget information provided in the BOD packet.

**Motion to amend the 2015-2016 budget to reflect General Fund revenues in the amount of \$4,853,804 and General Fund expenditures of \$4,794,883.**

Moved by: Mona Hayashi      Second: Deb Ledvina      Vote: 7-yes    0-no    0-abstain

The motion carries.

11. **Date and time of Special BOD Meeting: April 12, 2016 at 5:30 pm**

- a. Administrative Team Structure

12. **Date and time of next BOD Meeting: April 18, 2016 at 6:15 pm**

- a. Policy 102 and forms
- b. Policy 902
- c. Policy 404 and 208
- d. BOD Election Ballot
- e. Special Ed Advisory Committee

13. **Motion to adjourn at 9:00 pm**

Moved by: Jessie Heydt      Second: Peter Irvine      Vote: 7-yes    0-no    0-abstain

The motion carries.

**Submitted:**

Ia Xiong, Board Recorder

**Approved:**

Noelle Haland, Secretary