

**Board of Directors**  
**Special Meeting Minutes - APPROVED**  
**Math & Science Academy**  
**Tuesday, April 12, 2016**

8430 Woodbury Crossing, Woodbury, MN 55125

1. **Call to Order** by Tim Tydlacka (Chair) at 5:30 pm

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

John Gawarecki, Director (ex officio)

Atte Kadoma, Student Representative

**Absent:** Peter Irvine

Judith Darling BKDA, Contracted Financial Manager (ex officio)

3. **Approval of Agenda**

Moved by: Deb Ledvina

Second: Mona Hayashi

Vote: 6-yes 0-no Noelle Haland-abstain

Add to agenda:

- Add Chair's Report after Open Forum

Atte Kadoma, Student Representative, joined the meeting after this motion.

4. **Open Forum**

Lisa Anderson, Teacher:

Ms. Anderson would like the board to look at the funding now versus the past, long term sustainability of 5 administrators, and teacher levels. Should MSA be funding so much at the administrator level or at the teacher level? If the state legislature's extra funding does not pass, how will the positions be funded, and if it does pass, how would MSA fund the non-matching funds? Is the \$45,000 the lower or upper limit for the counselor? What if the person in that position is really awesome and should be paid higher? MSA was built on small class size and that's why people come here. Teachers were told that class sizes had to increase or we would have to cut teachers due to lack of funding; how then can there be funds for more administration? In the first year for administrators, it is expected they would do a lot of work this year compared to how it will be next year. What is the data of percentage of work done? Is there enough work for all five administrators? Teachers work 50 hours per week without a new prep and 60 hours per week with a new prep. Teachers are overworked, yet we have increased class sizes, causing teachers even more work. Where is the fundraising position that teachers were told would be necessary for long-term viability of the school? The proposed job description for the Assistant Director says that person will "actively participate" in fundraising but it does not say that person would take the lead in this regard. If we had an active fundraiser, our other funding issues could be fixed. What is the plan for oversight of this proposed new administrative structure? How is the Board of Directors overseeing the position? In the past, these issues would have come up through the Personnel Committee, then to the teachers and then to the Board of Directors. Now it is the opposite. There has not been enough time for staff to have input and to make sense of it all. She is not against the proposal completely, but she has many other concerns and unanswered questions.

Joelle Pundsack, Administrative Support Coordinator:

Ms. Pundsack shares similar concerns as Ms. Anderson. There were problems last year with how the position of Activities Director was handled. MSA needs a Counselor more than it needs an Activities Director. Ms. Pundsack has concerns regarding the salary of an Activities Director, but she does think that Option 1 as presented by the Director to

the Board makes most sense based on her experience. For Options 2 & 3, administrative support would have to do more with the duties that would spillover from the Activities Director and Counselor. With the Option 1 proposal, there would be adequate coverage. MSA lost 2 office staff last year due to stress. We don't want to lose good people, but if we continue with the way things are now, we will lose people. Star should be full time. Ms. Pundsack worked through Spring Break, she's found it hard to take her summer time off, and she sometimes works on weekends because that's when she can get her work done.

5. **Chair's Report:** MSA Board of Directors Statement of "Due Diligence" read aloud and entered into the record.

"We, as MSA Board of Directors, are currently doing our due diligence in determining eligibility for Board seats by consulting an attorney to help interpret Minnesota Charter Law as it pertains to the definition of "employee." We are awaiting that attorney's written opinion. At issue is the question of whether Noelle Haland, as an occasional substitute teacher at MSA, should be considered an "employee" with regards to her eligibility to serve in her current position as Parent Representative on the Board. At issue also is whether or not a person who is paid a small amount to coach or advise an extracurricular activity is considered an "employee," specifically regarding the upcoming Parent Representative Board seat election. While awaiting legal counsel's advice, Noelle Haland will continue in her position on the Board and will take part in Board discussions, but she will abstain from all votes until this issue can be clarified. The Board has consulted with and is following the advice of Liz Wynne, Director of Student Achievement Minnesota LLC, MSA's Authorizer, regarding these issues."

6. **Item for Discussion and Decision**

a. **MSA's Administrative Team for 2016-2017**

Mr. Gawarecki distributed a packet including the options he has come up with, a comparison of schools of similar size and makeup, his proposed organizational chart, and proposed position descriptions. He went through the information he gathered from the other schools' annual reports. He did not look at transportation, special education, and custodial positions because those categories vary widely among schools and there was no way to determine solid comparison information from the annual reports. Overall, MSA has the lowest number of Administrators and Administrative Support. The position titles were not consistent throughout the schools. There were a few schools that shared one full-time Activities Director. All the schools had a Counselor.

Ms. Ledvina and Mr. Gawarecki had a meeting with the Authorizer who strongly stated that MSA needs and requires counseling for the number of kids at the school.

Mr. Gawarecki explained the organizational chart as proposed for Option 1. His proposal is an administrative team made up of a Director, an Assistant Director, an Activities Director, and an Academic Counselor.

The Board reviewed the Assistant Director job description as proposed in the packet. Feedback from the Personnel Committee and teachers was collected to create this job description. The percentages of the duties are not identified because those change throughout the year. Board discussed the purpose of why the Assistant Director would be responsible for student services up to grade 9 since grade 9 is high school. Mr. Gawarecki said that there is a clear division of behavior issues between grades 9 and 10. Board discussed the need to change the language in the descriptions to emphasize leadership required for the position. It was also suggested that one of the qualifications of the position should be previous fundraising experience.

The Board reviewed the Activities Director job description as proposed in the packet. This position requires a flex schedule. Mr. Gawarecki says that the Minnesota State High School League (MSHSL) requires the home team to provide an administrative presence at games. The board discussed what "administrative presence" meant and different options to provide it.

6:45 pm Board took a 5 minute recess.

6:50 pm Board reconvened.

Board continued discussion of the proposed job description for the Activities Director. Proposed qualification is a Masters Degree. What are the MSHSL requirements and what is needed to be compliant with them? Board suggested that the position also be CPR/First Aid certified. Board discussed the purpose of the Activities Director position. Mr. Gawarecki clarified that the position will cover MSHSL activities and other activities. Board discussed summer activities and student-led activities and the purpose of the Activities Director for those times. Is an administrator-level person necessary for those duties? Board made suggestions of changes throughout the proposed job description.

Board discussed options of having the position as proposed, sharing the position with another school, or contracting separately for various parts of the job description. In the past, many of the duties were spread out between staff and parent volunteers. Molly Molitor had been a part-time Activities Director in addition to her teaching position. If the position was not filled as proposed, how will the duties be accomplished? Mr. Gawarecki said that sharing the position with another school would only be feasible if the other school was within 5 miles.

Board reviewed the job description for the Academics Counselor as proposed in the packet. Board made a few minor suggestions regarding specific language in the proposed job description, but since this position was previously approved by the Board, there was no discussion on the purpose of the position. Discussions were related to how this position impacts the Assistant Director and the Activities Director.

Ms. Ledvina asked Mr. Gawarecki why he is advocating for Option 1. He replied that athletics and extracurricular activities promote the school and set the tone of the school. Students will want to go elsewhere without an athletics program. He sees not having an Activities Director a regression for the school. MSA can choose to “pivot” and adjust, but he maintained that it will be more difficult for MSA to go where he wants us to go without having a full-time Activities Director and an extended program of athletics and activities. There will be long term budget issues. Mr. Gawarecki does not want to lose teachers.

Several members of the Board shared what their concerns were regarding Mr. Gawarecki’s proposal. Several members were concerned with long-term sustainability regarding funding an expanded administrative team, while some were concerned that the salary range for an Activities Director position may be too high, especially in comparison to the much lower proposed salary range for an Academic Counselor. Is such a difference representative of where our values as a school and as a Board want to be with regards to the relative importance of academic and college preparation and athletics and extracurricular activities?

**Motion to approve Option 1 as submitted with reevaluation of salary.**

Moved by: Mara Bertelsen      Second: Mona Hayashi      Vote: 6-yes    0-no    Noelle Haland-abstain

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

**8. Motion to adjourn at 8:35 pm**

Moved by: Deb Ledvina      Second: Jeana Albers      Vote: 6-yes    0-no    Noelle Haland-abstain

**Submitted:**

Ia Xiong, Board Recorder

**Approved:**

Noelle Haland, Secretary