

Workshop Minutes- FINALIZED

Board of Directors Workshop Minutes Math & Science Academy Tuesday, January 17, 2017

Room 10

8430 Woodbury Crossing, Woodbury, MN 55125

Call to Order by Tim Tydlacka (Chair) at 5:01 p.m.

Members Present:

Voting:

Tim Tydlacka, Chair & Teacher Member
Deb Ledvina, Vice Chair & Parent Member
Mona Hayashi, Treasurer & Parent Member
Jeana Albers, Secretary & Teacher Member
Cheri Howe, Teacher Member
Ken Thielman, Community Member
Thomas Johnston, Teacher Member
Peter Irvine, Community Member
Jeff Eng, Parent Member

Non-voting:

Tori Szondy, Student Member
Judith Darling BKDA, Contracted Financial Manager (ex officio)
John Gawarecki, Director (ex officio)

Absent:

None

1. Discussion on moving up the enrollment approval. Request to move the board meeting to the 13th in order to get letters out sooner. Finance meeting will be moved to the 6th in order to acquiesce the request. Change will be made on the MSA website.
2. Strategic plan discussion. Option 5 presented. Would add only MS teachers and not any high school teachers. Option 6 would add 13-14 students per year, with a total growth of 97 by 2025-2026. Option 4 might be most viable, especially if it is coupled with other sustainability measures such as the house concept and the Q-comp program. None of the options would be permanent. They would be re-evaluated every year. For the Strategic Plan presentation at the Stakeholder meeting in March or April, three options could be presented. April 4th is the next parent meeting, and perhaps the Strategic Plan could be presented in conjunction with that meeting.
3. Next Board meeting's workshop (Feb. 13th) will detail the Strategic Plan. House plan will be presented by Kathy Boyes and assumptions will be specifically laid out. Tentative idea to use February 21st to finish up the Strategic Plan.

Submitted and Approved:

Jeana Albers, Secretary

Board of Directors

Meeting Minutes- FINALIZED

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Room 10

8430 Woodbury Crossing, Woodbury, MN 55125

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

Vision and Mission read by Ms. Szondy.

2. **Roll Call of Members**

Present:

Voting:

Tim Tydlacka, Chair & Teacher Member
Deb Ledvina, Vice Chair & Parent Member
Mona Hayashi, Treasurer & Parent Member
Jeana Albers, Secretary & Teacher Member
Cheri Howe, Teacher Member
Ken Thielman, Community Member
Peter Irvine, Community Member
Thomas Johnston, Teacher Member
Jeff Eng, Parent Member

Non-voting:

Tori Szondy, Student Member
Judith Darling BKDA, Contracted Financial Manager (ex officio)
John Gawarecki, Director (ex officio)

3. **Approval of Agenda**

Moved by: Jeana Albers Second: Mona Hayashi

Add or change the following:

- Add Conflict of Interest
- Add Finance Report after Director's Report.
- Add Consent Agenda Item
- Add Old Board Agenda Item
- Add Future Board Agenda Item

Motion to approve agenda with changes.

Moved by: Jeana Albers Second: Mona Hayashi

Vote: 9 -yes 0-no 0-abstain

The vote carries.

4. **Conflict of Interest**

Board reviewed conflicts of interest. Teachers have conflict with item O.. Assistant Director's Request. Tim Tydlacka, Tom Johnston, and Jeana Albers will abstain.

5. **Open Forum**

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None

6. Chair's Report by Tim Tydlacka

The survey for the Director has been completed. The Executive Team will review the results.

7. Director's Report by John Gawarecki

1. Student Achievement

- a. The Boy's and Girl's Cross Country teams were awarded the Gold Level (highest available) for Academic Excellence from the Minnesota State High School Coaches Association.
- b. MSA had a student place 1st in the season average (female division) for Conference 4 in trap shooting.
- c. The MSA Chess team took 2nd place at the SCA Winter Open Chess Tournament.

2. Instructional Leadership

- a. Open House is January 19th.
- b. College Planning night on January 8th featured PSEO vs AP presentation.
- c. Energizer Olson gave a presentation to the High School students on January 13 concerning being a leader and standing up for others and yourself.

3. Student Academic Achievement

- a. Extended Day Program started on January 9th. 4-5 pm. M-F

4. Human Resources

- a. Creating retention criteria for paraprofessionals in anticipation of a reduction.
- b. Developing paraprofessional retention criteria.
- c. Stipend for staff - (\$1500 for teachers \$800 for other staff)

5. Professional and Ethical Relationship

- a. Attended Social Media Webinar (Sponsored by Charter School Capital) on Dec 14.
- b. Attended MACS Webinar on January 6th. (Legislative Issues/Initiatives)
Equitable Funding for Charter Schools (Full Levy, Full Extended Time,PSEO Lease Penalty)
Charter School Facilities (Direct ownership,State Bonding Authority, Facility Aid)
Accountability & Autonomy (Charter contract accountability, authorizer role & responsibility)
- c. Participated in MACS Director Cohort Meeting on January 12 - (Teacher Recruitment)

6. Resource Management

- a. Received approval from MDE for Extended Day Program (Approx \$10 K)
- b. Worked with BKDA on new adjusted budget.
- c. Added dragons to stage wall in gym.

7. Administrative Performance

- a. Replaced 6th grade and 9th grade withdrawn students.
- b. As of 1/4/17 we have received 236 applications (211 last year) with 166 applications for 6th grade (132 last year).
- c. Both buildings were inspected by Woodbury Inspection Division on December 29th for fire compliance. Main correction cited was extension cord use.

8. Informational Item (non-discussion items):

Activities Director's Report (Ms. Froberg)- Report submitted with no discussion.

9. Financial Report

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Ms. Darling provided an overview. The original budget had an estimated surplus of \$85,000. The revised budget is at \$1000. This is due to many factors including the referendum aid was less than the original estimation and 3 students dropped. Other factors were increase in salaries, additional stipend for the additional 10 minutes, PTO paid out, and additional repair and maintenance to the building. Benefits paid out were also less than the original estimation.

10. Reports from Board Committees, Activities Director and Task Forces (as applicable)

Board Committees:

Academics (Ms. Howe): Report submitted with no discussion.

Finance (Ms. Hayashi): Report submitted with no discussion.

Annual Fund (Mrs. Pornschloegl): Report submitted with no discussion.

Board Task Forces:

No reports submitted.

11. Items for Discussion and Decision

A. Approval of last month's Board of Director Workshop Minutes (December 12, 2016)

Motion to approve the December 12, 2016 Board of Director Workshop Minutes.

Moved by: Deb Ledvina Second: Tim Tydlacka

Discussion:

None

Vote: 9-yes 0-no 0-abstain

The vote carries.

B. Approval of last month's Board of Director Meeting Minutes (December 12, 2016)

Motion to approve the December 12, 2016 Board of Director Meeting Minutes.

Moved by: Mona Hayashi Second: Tim Tydlacka

Discussion:

None

Vote: 9-yes 0-no 0-abstain

The vote carries.

C. Approval of Special Board Meeting Minutes, Thursday, January 12, 2017

Motion to approve January 12, 2017 Special Board Meeting Minutes.

Moved by: Peter Irvine Second: Jeana Albers

Discussion:

None

Vote: 9-yes 0-no 0-abstain

The vote carries.

D. Approval of December Financial Statements

Move to N.

E. Approval of change in School Calendar for cancellation of classes on January 17, 2017

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Motion to approve 2016-17 school calendar indicating January 17, 2017 as a non-instructional day because of a snow day.

Moved by: Deb Ledvina Second: Jeana Albers

Discussion:

None

Vote: 9-yes 0-no 0-abstain

The vote carries.

F. Board of Director Goals

Discussion:

Board goals were approved last month. No discussion or vote needed.

G. Approval of 2017-18 enrollment (student cap per grade)

Motion to approve 2017-2018 enrollment (student cap per grade).

Moved by: Peter Irvine Second: Deb Ledvina

Discussion:

No major changes to the number of enrollments.

Vote: 9-yes 0-no 0-abstain

The vote carries.

H. Policy 413 Harassment and Violence Policy (annual review and second reading)

Motion to approve Policy 413 Harassment and Violence Policy.

Moved by: Deb Ledvina Second: Jeana Albers

Discussion:

Ms. Ledvina reviewed the changes. All changes were technical and not substantive changes. Ms. Ledvina will make additional changes and bring back to the board.

Motion to withdraw.

Moved by: Deb Ledvina Second: Jeana Albers

I. Policy 516 Student Medication and Peanut Free addendum (first reading)

Discussion:

Board discussed policy and potential areas of changes for review. Ms. Ledvina will make changes for the second reading.

J. Policy 522 Student Sex Nondiscrimination (first reading)

Discussion:

Board discussed policy. No major changes. Ms. Ledvina will make changes for the second reading.

K. MSA director review timeline

Discussion:

Survey results came in. Executive Team will meet and it will be shared with the Board.

L. Annual Stakeholder Meeting Planning

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Discussion:

Tentative date is April 4th.

M. Staff Stipend for MCA performance

Discussion:

Mr. Gawarecki is proposing \$,1500 for teachers and \$800 for other staff. Teachers salaries have not increased in the last years.

Motion to approve stipend to all MSA teachers in the amount of \$1,500 (prorated according to FTE status) and a stipend in the amount of \$800 for all 0.30 and above FTE non-teaching staff (prorated according to FTE status) if the student proficiency rate on this year's MCA results are at a level of 84.0% or higher for all students.

Moved by: Mona Hayashi Second: Deb Ledvina

Vote: 7-yes 0-no Tim Tydlacka & Tom Johnston-abstain
The vote carries.

N. Motion to approve December Financial Statement and Finance Report

Motion to approve the revised budget with revenues of \$5,121,880 and expenditures of \$5,120,864.

Moved by: Mona Hayashi Second: Deb Ledvina

Discussion:

None

Vote: 9 - yes 0 - no 0 - abstain
The vote carries.

O. Assistant Director Request

Discussion:

Board discussed whether this should be a closed executive session or not. Special closed session to be held on January 23rd at 5 p.m.

11. Dates and times of upcoming BOD workshops and meetings:

BOD Special Meeting, January 23, 2017 at 5:00 pm.

BOD Workshop on Monday, February 13, 2017 at 5:00 p.m.
Agenda Items: Strategic Plan for Workshop

BOD Meeting on Monday, February 13, 2017 at 6:15 p.m.

12. Motion to adjourn at 7:45pm

Moved by: Jeff Eng Second: Mona Hayashi

Vote: 9-yes 0-no 0-abstain
The vote carries.

Submitted:

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Ia Xiong, Board Recorder

Approved:

Jeana Albers, Secretary