

# Meeting Minutes- FINALIZED

**Board of Directors  
Workshop Minutes  
Math & Science Academy  
Monday, October 16, 2017  
Room 10**

8430 Woodbury Crossing, Woodbury, MN 55125

**Call to Order** by Jeana Albers (Chair) at 5:00 p.m.

**Members Present:**

Voting:

Jeana Albers,, Chair & Teacher Member  
Mona Hayashi, Treasurer & Parent Member  
Rita Winchester, Secretary & Parent Member  
Cheri Howe, Teacher Member  
Jeff Eng, Parent Member  
Noah Langseth, Teacher Member  
Lisa Anderson, Teacher Member

Non-voting:

John Gawarecki, Director (ex officio)  
Judith Darling, BerganKDV, Contracted Financial Manager (ex o

**Absent:**

Voting:

Alexandria Ledo, Community Member  
Ken Thielman, Vice Chair & Community Member

Non-voting:

Simran Chandak, Student Member

**Discussion:**

- Reviewed complaint resolution procedures, (currently following Policies 103 and 401.1). Review of this procedure was prompted from the BOD's recent awareness of a need for documenting

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complaints received. It was decided that a process will be added to the binder which all BOD member receive, to give BOD members direction if individuals are approached directly with a complaint. The Board Clerk will keep a notebook to document complaints, which may need to have separate sections for complaints that are confidential and those which are able to be accessed by the public. Kraus Anderson will be asked about their ability to oversee whistleblower policy for individuals not wanting to make reports within the school.

- Typos in Policies 406-8, 610, 906 and 903.1 were identified for correction prior to approval in BOD meeting.
- Policy 506 was reviewed:
  - VI (Code of Student Conduct) A13 needs to read "...school's weapons policy."
  - VIII (Removal of Students from Class) B needs entire item removed, but the last part of the sentence, regarding making reasonable attempts to convene a meeting with the student's parent or guardian will be added to section E (Procedures for Notification), number 1.
  - Throughout the policy, the word "Director" should be changed to "Building Administrator" as each building has an administrator who has the authority perform the actions outlined in the policy.
  - IX -C- 8 there is a typo (large gap between words)
  - IX-D-2 there is an extra space after the hyphen in "re-enrollment."

### Submitted and Approved:

Rita Winchester, Secretary

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Meeting Minutes  
Math & Science Academy  
Monday, October 16, 2017  
Room 10**

8430 Woodbury Crossing, Woodbury, MN 55125

1. **Call to Order** by Jeana Albers (Chair) at 6:15 pm

Vision and Mission read by Mr. Noah Langseth.

2. **Roll Call of Members**

**Present:**

Voting:

Jeana Albers, Chair & Teacher Member  
Mona Hayashi, Treasurer & Parent Member  
Rita Winchester, Secretary & Parent Member  
Cheri Howe, Teacher Member  
Jeff Eng, Parent Member  
Noah Langseth, Teacher Member  
Lisa Anderson, Teacher Member  
Alexandria Ledo, Community Member

Non-voting:

John Gawarecki, Director (ex officio)  
Simran Chandak, Student Member  
Judith Darling, BerganKDV, Contracted Financial Manager (ex officio)

**Absent:**

Voting:

Ken Thielman, Vice Chair & Community Member

3. **Approval of Agenda (note any board member conflict of interest)**

Conflict of Interest: none

**Motion to approve the agenda.**

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Moved by: Cheri Howe

Second: Lisa Anderson

- Move Items in Consent Agenda to Items for Discussion and Decision: Policy 406, 610, 903.1, and 906
- Add to Future BOD Meeting - Amended Budget

Vote: 8 -yes 0-no 0-abstain

The motion carries.

## 4. Open Forum

None

## 5. Approval of September 18, 2017 Workshop and Meeting Minutes.

### Motion to approve the September 18, 2017 Workshop and Meeting Minutes.

Moved by: Mona Hayashi Second: Lisa Anderson

Discussion:

Workshop Minutes:

Ms. Judith Darling was not present at the workshop.

Meeting Minutes:

Item 7 - Director's Report: Item 4 C. should be deleted, Item 1A name is corrected to Nadia Wang

Vote: 8-yes 0-no 0-abstain

The motion carries.

## 6. Chair's Report by Jeana Albers

Complaints procedure in conjunction with Policy 103 will be added to the binder that all BOD members receive, to give BOD members direction if individuals are approached directly with a complaint. Alexandria Ledo and Lisa Anderson completed their training.

## 7. Director's Report by John Gawarecki

1. Student Academic Achievement

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- a. MSA had 7 students qualify for the National Merit Scholarship, 2 were named Semi-finalists and five were named Commended.
  - b. MSA's Debate team of Jules Mockovak and Hans Swanson took 1st place in a recent Minnesota High School League tournament on September 30th, at Eastview High School.
  - c. MSA's Trap Team is ranked #2 in the Minnesota High School League Conference.
  - d. MSA had an 8th grade student (Nandana Kulasekhar) who was recognized as scoring the highest SAT score for her age group in the state.
  - e. MSA 9-11th grade students took the PSAT test on October 11th.
2. Instructional Leadership
- a. Conducted three lockdowns during the past month.
  - b. On October 5th, during a modified lockdown, two Woodbury K9 officers visited MSA. No indications of substances were noted.
  - c. Crafted a required improvement plan for the Robotics team stemming from student issues.
3. Human Resources
- a. Goals for all employees are being collected and should be finished by the end of October.
  - b. Attended a Kraus-Anderson Benefits training on October 4th, focus was on management of programs.
  - c. Created new time cards to capture employee times more accurately and comply with federal law.
4. Professional and Community Relationships
- a. Attended the National College Fair in Minneapolis with Mrs. Graveen and 41 MSA students.
  - b. Met with Parent Team President on October 12th to discuss upcoming Parent Team meeting.
  - c. Attended Commissioner's Dialogue on September 20th.

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- d. MSA had its first Homecoming week during the week of September 25th, culminating with a High School dance on September 30th.
- e. Conducted staff meetings on September 20, 27 and October 11th.

### 5. Resource Management

- a. Met with Judith (BKDV) on October 6th to discuss current budget and Repair and Replace Fund.
- b. Met with Krech, O'Brien, Mueller & Associates, Inc., The Bainey Group Inc., and BKDV to discuss the initial draft of the Capital Needs Assessment on October 10th.
- c. Sidewalk addition is currently scheduled to be finished by the end of October pending cooperative weather.

### 6. Administrative Performance

- a. We had one senior student withdraw (Full-time PSEO). Meeting Graduation requirements was a concern.
- b. Attended MACS Annual Meeting on September 28th. 5 Minnesota Charter School Pioneer Awards were given out.
- c. Site Expansion Application was delivered to SAM in September. (We are waiting for MDE approval/comment.)
- d. Annual Report was submitted to SAM by October 1 deadline.

There were internet problems for conference sign ups. The problem was addressed but this cannot be verified that it is fixed until it is done again next year.

### 8. Financial Report

Presented by Ms. Judith Darling. The amended budget will be presented at the next meeting. The ADM is 470 which is 7 less than adopted budget because there are more PSEO students. The balance in Repair and Replacement fund is \$415K which is high. The Capital Needs Assessment Plan will address the next 5 to 15 years. The Capital Assessment Plan is due Nov 20 in order to file with the trustee by Nov 27. The financial statement is not that much different from last month.

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

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**Activities Director's Report:** Report submitted with no discussion. Ms. Simran corrected that the NHS banquet is on Nov 2 not Nov 11.

## **Board Committees:**

**Academics (Ms. Anderson):** Report submitted. Ms. Anderson presented. The committee recommended that PSEO or AP grades will not be weighted. There will be an open forum at the Parent Team Meeting on November 6 at 5:30 pm to give the opportunity for parents to be made aware. The open forum will present how grades will change if weighted, how it changes in high school, and how it changes in college. The Spanish department will present at the meeting and discuss the new curriculum. There was an update from the World's Best Workforce. A new committee was formed to address credit recovery. There are no current procedures or policies in place to address this. Letters will be sent to parents about the meeting.

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

**Annual Fund (Mr. Thielman):** Report submitted. Mr. Langseth added that when the parent survey is sent out it will include where to spend the money. Some suggestions are on student technology and upgrades to some things.

**Parent Team (Ms. Howe):** Report submitted with no discussion.

## **Board Task Forces:**

**Educational Program Policy (Ms. Howe):** Report submitted with no discussion. The task force continues to work on Policy 616 and determining when and who will review it. They have gone through Policy 601 and are now reviewing 603. The biggest challenge is not seeing how individual students progress. Board discussed MAP testing at School District 833 and how it can be done at MSA.

## **10. Consent Agenda**

- a. Policy 414
- b. Policy 505
- c. Policy 520
- d. Policy 528
- e. Policy 707
- f. Policy 802
- g. Policy 902.1
- h. Policy 904

### **Motion to approve Consent Agenda items.**

Moved by: Cheri Howe

Second: Alexandria Ledo

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Vote: 8-yes 0-no 0-abstain

The motion carries.

## 11. Items for Discussion and Decision

- a. Approval of September 2017 Financials

### **Motion to approve September 2017 Financials.**

Moved by: Mona Hayashi

Second: Jeana Albers

Discussion:

Ms. Darling noted that the amended budget next month may show a deficit.

Vote: 8-yes 0-no 0-abstain

The motion carries.

- b. Policy 506 (first reading)

Discussion:

See workshop minutes for details.

- c. Dual Role of Parent Team Treasurer and Business Manager

### **Motion for Board to address the dual role between MSA Treasurer and Parent Team Treasurer.**

Moved by: Rita Winchester

Second: Cheri Howe

Motion was not voted.

### **Motion for the Building Manager to not hold dual role as Parent Team Treasurer**

Moved by: Jeana Albers

Second: Rita Winchester

Discussion:

This would be effective on November 6 at the Parent Team meeting.

Vote: 8-yes 0-no 0-abstain

The motion carries.



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d. Policy 406

**Motion to approve Policy 406 as updated.**

Moved by: Mona Hayashi      Second: Jeana Albers

Discussion:

Name of Business Manager was updated to Ken La Casse and pronoun in that sentence changed from “her” to “him.”

Vote: 8-yes 0-no 0-abstain

The motion carries.

e. Policy 610 (second reading)

**Motion to approve Policy 610 as amended.**

Moved by: Cheri Howe      Second: Lisa Anderson

Discussion:

Minor changes were made (typo in 3 -- Extended Trips)

Vote: 8-yes 0-no 0-abstain

The motion carries.

f. Policy 903.1 (second reading)

**Motion to approve Policy 903.1 as amended.**

Moved by: Lisa Anderson      Second: Jeana Albers

Discussion:

Minor changes were made (typo in the word “policy” at the end of section II)

Vote: 8-yes 0-no 0-abstain

The motion carries.

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g. Policy 906 (second reading)

**Motion to approve Policy 906 as amended.**

Moved by: Rita Winchester      Second: Mona Hayashi

Discussion.

Minor changes were made (typo in the Purpose, remove the "1" after (MSA))

Vote: 8-yes 0-no 0-abstain

The motion carries.

### 12. Old or Unfinished Business

None

### 13. Future BOD Meeting and Workshop Agenda Items

Workshop: Strategic Plan

Meeting: Amended Budget

### 14. Dates and Times of Upcoming BOD Workshops and Meetings:

BOD Workshop on Monday, November 20, 2017 at 5:00 p.m. in Room 10A.

BOD Meeting on Monday, November 20, 2017 at 6:15 p.m. in Room 10A.

### 15. Motion to adjourn at 6:45 pm

Moved by: Mona Hayashi      Second: Cheri Howe

Vote: 8-yes 0-no 0-abstain

The motion carries.

**Submitted:**

Ia Xiong, Board Recorder

**Approved:**

Rita Winchester, Secretary