

# **Meeting Minutes- FINALIZED**

**Board of Directors  
Workshop Minutes  
Math & Science Academy  
Monday, November 20, 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  
Ken Thielman, Vice Chair & Community Member  
Mona Hayashi, Treasurer & Parent Member  
Rita Winchester, Secretary & Parent Member  
Jeff Eng, Parent Member  
Noah Langseth, Teacher Member**

**Non-voting:**

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

**Absent:**

**Voting:**

**Cheri Howe, Teacher Member  
Lisa Anderson, Teacher Member  
Alexandria Ledo, Community Member**

**Non-voting:**

**Simran Chandak, Student Member**

**Discussion:**

**Judith presented the amended budget for the BOD to approve during tonight's meeting, the specifics of which were detailed in the "key topics" area of the October 2017 Financial Statements document.**

**A review of the Strategic Plan was begun, to ensure the school is on track with adhering to the strategic priorities outlined by the Strategic Plan. Areas which need additional interventions applied were identified and plans were addressed to help close the gap between current practice and the Strategic Plan goals. The review of the Strategic Plan will be completed in future meetings.**

**Meeting Minutes- FINALIZED**

**Submitted and Approved:  
Rita Winchester, Secretary**

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Math & Science Academy  
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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 Jeana Albers.

2. Roll Call of Members

Present:

Voting:

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

Non-voting:

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

Absent:

Voting:

Cheri Howe, Teacher Member

Non-Voting:

Simran Chandak, Student Member

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

Conflict of Interest: none

Motion to approve the agenda.

Moved by: Mona Hayashi Second: Ken Thielman

Vote: 8 -yes 0-no 0-abstain

The motion carries.

4. Open Forum

# Meeting Minutes- FINALIZED

None

## 5. Approval of October 16, 2017 Workshop and Meeting Minutes.

Motion to approve the October 16, 2017 Workshop and Meeting Minutes.

Moved by: Jeana Albers Second: Mona Hayashi

Discussion:.

Workshop Minutes:

Meeting Minutes: Misspelling of Alexandria Ledo's name (missing the "i) identified in the Chair's Report. 11d:Policy 406, "(first reading)" needs to be removed.

Vote: 8-yes 0-no 1 -abstain: Ken Thielman (was absent at last meeting).  
The motion carries.

## 6. Chair's Report by Jeana Albers

Discussed strategic plan and the proposed amended budget in tonight's workshop. The executive team will be meeting in early December to discuss the year thus far and also prepare for the mid-year survey of the director.

## 7. Director's Report by John Gawarecki

### 1. Student Academic Achievement

- a. MSA ninth grader Tierney Wolfgram repeated as the Minnesota Class A Girls Cross Country champion and then went on to take first place with a sub-17 minute time at the Nike Cross Nationals Heartland Regionals. Harris Anderson placed 10th in the boys state race.
- b. MSA Sophomore Alex Meyer placed 5th at the National Association of Teacher of Singing (NATS) competition on November 3rd and 4th. He was the only sophomore to reach the semifinals.
- c. The Performing Arts Department presented the play *Our Town* written by Thornton Wilder on November 17th and 18th.

### 2. Instructional Leadership

- a. The Spanish Department gave a presentation to the those in attendance at the Parent Team meeting on November 6th.
- b. Attended the Parent Team meeting on November 6th.
- c. Attended 6 SPED and 504 meetings.

# Meeting Minutes- FINALIZED

- d. Conducted 6 staff evaluation meetings.

## 3. Human Resources

- a. Annual Goals for the Assistant Directors and the Academic Counselor can be found at the end of this report.
- b. A Special Education Department survey is being conducted with the assistance of Kraus-Anderson. Results should be available at the next BOD meeting.
- c. Attended an Employment Law Conference on November 17, sponsored by Booth Law Group.

## 4. Professional and Community Relationships

- a. Completion of a conference feedback survey was finalized on November 17th. Results will be used in the Conference Task Force which will start meetings in December.
- b. In the past quarter, there were 8 *Tell Glaedr* reports, 4 of which were student related, two were teacher related, and 2 were related to the school in general.
- c. There were 18 *Ask Glaedr* submissions in the past quarter. 9 were related to general school information questions, 4 were related to activities, 3 were frivolous questions, and 2 were related to communication issues.
- d. Attended the NHS banquet on November 2nd.

## 5. Resource Management

- a. Met with OPM on October 27th to discuss upcoming winter snow removal for all three buildings.
- b. Met with Trane on October 31st to discuss preventative maintenance plans for next year.
- c. Met with representatives from Krech, O'Brien, Mueller & Associates and with Judith Darling on November 3rd to discuss the final draft of the Capital Assessment Plan.
- d. Met with Nugent Sealcoating on update with the sidewalk project. Followed up with the City of Woodbury - waiting on their reply.
- e. Met with Judith Darling on November 9th to revise the budget.
- f. Met with Johnson Controls on November 15th to plan for upcoming deficiency corrections.
- g. Give To The Max was held on November 16th. MSA exceeded their goal and raised \$50,300 during this event. There was 100% teaching staff participation.

## 6. Administrative Performance

- a. Met with Indigo Education to discuss staff Professional Development for November 1st.
- b. Attended the TCAC AD meeting on November 8th.
- c. Attended the MACS Regional Directors meeting on November 1st.

## Meeting Minutes- FINALIZED

d. Spoke at the MACS New Director Cohort Meeting on November 16th.

### 8. Financial Report

Presented by Ms. Judith Darling. Amended budget was presented with main differences outlined within the document and discussed during the workshop.

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

Activities Director's Report: Report submitted with no discussion.

Board Committees:

Academics (Ms. Anderson): Report submitted. There is a new task force working on credit recovery to address the need for students who are behind to meet their graduation requirements. There is to be committee tasked with reviewing new PSEO requirements.

Ms. Ledo joined at 6:20 pm

Finance (Ms. Hayashi): Report submitted. Sidewalks are on hold because city has not responded. Biology textbook will be addressed later. The new lease was submitted for site expansion but MSA was told that it was not needed because the the number of students did not expand. While this was submitted it was discovered that Building B was not property submitted. So it will be resubmitted.

Annual Fund (Mr. Thielman): Report submitted with no discussion.

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 is looking at how individual test scores can be done because currently it looks at test scores across grades.

### 10. Consent Agenda

- a. Policy 506
- b. Policy 514
- c. Policy 515

Motion to approve Consent Agenda items.

Moved by: Ken Theilman

Second: Lisa Anderson

Vote: 8-yes 0-no 0-abstain

The motion carries.

### 11. Items for Discussion and Decision

- a. Approval of October 2017 Financials

## Meeting Minutes- FINALIZED

**Motion to approve October 2017 Financials.**

**Moved by: Mona Hayashi**

**Second: Jeana Albers**

**Discussion:**

**None**

**Vote: 8-yes 0-no 0-abstain**

**The motion carries.**

### **b. Approval of Amended Budget**

**Motion to approve the amended budget with a total revenue of \$5,156,862 and total expenditures of \$5,150,590.**

**Moved by: Mona Hayashi**

**Second: Noah Langseth**

**Discussion:**

**None**

**Vote: 7-yes 0-no Lisa Anderson-abstain (was not at workshop where this was discussed)**

**The motion carries.**

### **c. Capital Assessment Plan Preparation**

**Motion to lay this on the table.**

**Moved by: Mona Hayashi**

**Second: Lisa Anderson**

**Vote: 8-yes 0-no 0-abstain**

**The motion carries.**

### **d. Approval of World's Best Workforce Summary Report**

**Motion for approve World's Best Workforce Summary Report.**

**Moved by: Jeana Albers**

**Second: Rita Winchester**

**Discussion:**

**Chair recognizes Mr. Johnston. Mr. Johnston handed out copies of the report. There are no consequences if goals are not met. Goals next year will be made in February. The workforce task force is currently working on the goals for next year.**

**Vote: 8-yes 0-no 0-abstain**

**The motion carries.**

**Motion to bring back to the table Capital Assessment Plan Preparation.**

**Motion by: Noah Langseth Second: Mona Hayashi**

## Meeting Minutes- FINALIZED

Chair recognizes Mr. Mark DuBois from Krech, O'Brien, Mueller & Associates, Inc. Mr DuBois presented and passed out the report. The report covered 1-5 year capital needs and looked at critical needs to prioritize. Mr. DuBois reviewed issues with water damage, concrete slabs, roof, site work, and HVAC. Discussed pros and cons of the different options.

This was done to comply with bond requirements and to know the costs. MSA need to have a plan on how to address it in the General Funds or Repair and Replacement Fund.

Board will discuss in further detail at a workshop. This will need approval by Board before submitting it. Building company may also need to approve.

Clarification requested regarding metal roof because city wanted it to look like shingles when building B was built. It will be addressed by the city and different options can be done with the roof such as better snow guard.

Motion to approve the Capital Needs Assessment Plan as presented.

Moved by: Ken Theilman      Second: Jeana Albers

Vote: 8-yes 0-no 0-abstain

The motion carries.

### e. Amend Business Manager Restrictions

Motion to amend previously adopted motion that stated the MSA Business Manager will not hold the Parent Team position of Treasurer to state that the MSA Business Manager will not hold any treasurer position on MSA committees or task forces.

Moved by: Jeana Albers      Second: Lisa Anderson

Motion to amend the amendment to the previously adopted motion that stated the MSA Business Manager will not hold any treasurer position on MSA committees or task forces by restating that the MSA Business Manager will not hold any treasurer position on any MSA-affiliated organizations.

Moved by: Lisa Anderson      Second: Jeana Albers

Discussion:

Amendment should be all inclusive of activities.

Vote: 8-yes 0-no 0-abstain

The motion carries.

### 12. Old or Unfinished Business



## **Meeting Minutes- FINALIZED**

**None**

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

**Workshop: Capital Needs Assessment Plan**

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

**BOD Workshop on Monday, December 18, 2017 at 5:00 p.m. in Room 10A.**

**BOD Meeting on Monday, December 18, 2017 at 6:15 p.m. in Room 10A.**

### **15. Motion to adjourn at 7:05 pm**

**Moved by: Mona Hayashi      Second: Jeana Albers**

**Vote: 8-yes   0-no   0-abstain  
The motion carries.**

**Submitted:**

**la Xiong, Board Recorder**

**Approved:**

**Rita Winchester, Secretary**