

Meeting Minutes- FINALIZED

Board of Directors Workshop Minutes Math & Science Academy Monday, August 21, 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
Cheri Howe, Teacher Member
Jeff Eng, Parent Member
Lisa Anderson, Teacher Member

Non-voting:

John Gawarecki, Director (ex officio)

Absent:

Voting:

Peter Irvine, Community Member
Noah Langseth, Teacher Member

Non-Voting:

Simran Chandak, Student Member
Judith Darling BKDA, Contracted Financial Manager (ex officio)

Discussion:

- Reviewed Director's Goals for 2017-2018 identified in the Executive Team meeting held on 8/10/17 and discussed modifications to the original goal list to be adopted at tonight's Board of Directors meeting.

Submitted and Approved:

Rita Winchester, Secretary

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

Vision and Mission read by Ms. 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
Cheri Howe, Teacher Member
Jeff Eng, Parent Member
Lisa Anderson, Teacher Member
Peter Irvine, Community Member

Non-voting:

John Gawarecki, Director (ex officio)

Absent:

Voting:

Noah Langseth, Teacher Member

Non-voting:

Simran Chandak, Student Member
Judith Darling, BKDA, Contracted Financial Manager (ex officio)

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

Conflict of Interest: None

Motion to approve the agenda.

Moved by: Cheri Howe Second: Mona Hayashi

- Move all Consent Agenda items to Items for Discussion and Decision.
- Add to "Items for Discussion and Decision", Approve Ken LaCasse as an authorized signer at Anchor Bank.
- Under "Items for Discussion and Decision" D. change August to June
- Remove C from "Items for Discussion and Decision".

Vote: 8-yes 0-no 0-abstain

The motion carries.

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4. Open Forum

Juliana Pundsack - She is a senior this year and would like to request Work Release approval. She is a full time MSA senior student and would like to start her work shift at 3:45. She is asking to leave a half hour early for 2-3 days/week. She says this will help her gain life skills and confidence. Seniors are required to take 3 classes, but she is taking more than that. Otherwise would have to take study hall.

Ben Huntley- He has worked at the same job for 2 years and has gone straight from school to work. He would like to be released before 7th hour so that he can get to work on time. He is taking 4 classes (3 required) and study hall. He would leave 3 times a week and only when scheduled.

Ms. Rachel Ballard - Parent Team wants to continue working with the Board with open partnership and be transparent to all parents. Parent Team is requesting to be made a separate entity with nonprofit status. Benefits are: 1) Make funds more transparent instead of going through school's account. All parents would be able to see it and also see reimbursements from the parent team. Right now anyone can submit it without parent team seeing it. 2) Parent Team can meet at anytime. They could post minutes and agendas. Parent Team is not looking to have closed meetings, but it would ease restrictions. Currently, they are required to have open meetings. 3) Parent Team would craft own bylaws and guidelines but solicit feedback from the Board. 4) Parent Team allows money from parent team to school to avoid creating a nonprofit. 5) One less committee for the Board. But would submit minutes to board 6) Speed up responses to the Board instead of waiting for the quarterly meetings. Parent Team is looking to create a separate entity with its own status.

Michelle McManus - There are 20 kids from District 622 (South Maplewood neighborhood) who are struggling with transportation to the school. This was brought up at last month's Open Forum, but she wanted to address it again to ensure it is visited. There are 16 families trying to carpool. Parents are willing to subsidize. They have looked at busing but it is financially prohibitive. And school hours are difficult to make it work. She is asking the Board for assistance.

5. Approval of Workshop and Meeting Minutes from Wednesday, July 19, 2017.

Motion to approve the Workshop and Meeting Minutes from Wednesday, July 19, 2017.

Moved by: Ken Thielman Second: Lisa Anderson

Change 11a. Jeff Eng returned 7:50 pm.

11e Board Goals was to provide electronic copies but will provide paper copy instead.

Vote: 8-yes 0-no 0-abstain

The motion carries.

6. Chair's Report by Jeana Albers

The executive team and John Gawarecki met in August to discuss the Director's Goals for 2017-2018. The executive team brought the goals for the whole board to discuss in tonight's workshop, and the goals decided on at the workshop will be adopted at tonight's meeting.

7. Director's Report by John Gawarecki

1. Student Achievement

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MCA results were released by MDE on August 7th. MSA's Results are included in your packet. When looking at results, please keep in mind when looking at the previous year change, we are comparing different student groups, not growth of the same students.

2. Instructional Leadership
 - a. Draft copy of the student/parent handbook is included in the BOD packet.
 - b. Two sections to be added to the staff handbook to complete it are included in the BOD packet.
3. Student Academic Achievement
 - a. Working on the completion of our Extended Day Program report for MDE. We plan on continuing the program again this year.
4. Human Resources
 - a. We have completed all hirings for our open positions except for an additional lunch room monitor for Building B.
 - b. Several EA's have stepped forward to help with traffic control.
5. Professional and Ethical Relationship
 - a. Attended a meeting with the parent team officers to discuss upcoming school year events.
 - b. Met with the executive team to discuss next year's goals.
6. Resource Management
 - a. Participated in over 20 meetings with contractors this past month.
 - b. Projects completed include: Room 9A gas line shut off valve installation, fireplace upgrade, cement pad addition, landscaping of Building B, and deep cleaning and waxing of Building B
 - c. Ongoing projects include: Exterior of Building A repair, painting in Building A, Waxing of Building A, Smartboard installations in all three buildings, Building C renovations, Building B remodels in rooms 101 and 103 and security access control upgrades in Building A and B.
 - d. Set up Preventative Maintenance contract with Johnson Controls for Building A.
7. Administrative Performance
 - a. Crisis Management procedures are being rewritten to include Building C.

Building C is ready for teachers to move in.

8. Financial Report

Presented by Mona Hayashi.

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.

Board Committees:

Academics (Ms. Anderson): No report submitted.

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

Annual Fund (Mr. Thielman): Report submitted. Raffles cannot be done due to law changes.

Board Task Forces:

Educational Program Policy (Ms. Howe): Committee met for the first time. There were two new members. Committee looked at background and history. Mr. Johnston will join the committee. The next meeting is on Sept 14.

10. Consent Agenda

None

11. Items for Discussion and Decision

a. Busing request

Discussion:

Ms. Howe discussed looking at boundaries of school district and other charter schools. Cost of bus is \$38,000 and could increase depending on distance. The amount was unknown for how many students and duration. Mr. Gawarecki was concerned about how to limit other requests. Policy says bus is provided within school district. Mr. Eng suggested doing a central spot at 833 for those outside of the District.

Chair recognized Ms. Diane Erickson - District 833 will pick up District 622 but not a lot of people know that. Parents would have to request. They review it for 2 weeks and then see if they can do clusters. Other charter schools have done clusters.

Ms. Albers will let a parent representative know about making requests to District 622 and for that parent to share it with other parents.

b. School Sponsored Work Release Program for Senior Students

Discussion:

Mr. Gawarecki - There is no process in place. Mr. Gawarecki provided a draft Work Release application for Board to review. Ms. Emily Graveen would do a weekly check if student's grade is below C. The attendance policy would be applied.

Board discussed the impacts this would have to finances and student count. The student would only miss 7th period and could have a financial impact for MSA. But if they are PSEO in the afternoon, then MSA receives less financial aid.

Chair recognizes Ms. Joell Pundsack - She had checked with MDEA. If a student leaves everyday, then financial would be impacted by the percentage of the student's attendance. But if they leave only a couple days a week, then they are considered excused absence.

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Mr. Gawarecki will add this to the handbook. Board decision is not required since it will be part of the Attendance Policy. It will be highlighted as a new policy for this year. This is only available for seniors.

c. June 2017 Financials

Motion to approve June 2017 Financials.

Moved by: Mona Hayashi Second: Lisa Anderson

Discussion:
None

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

d. Approval of "Carrying" All Student Activity Balances Over.

Motion to approve \$56,199 as assigned fund balance which represents the amount of student activity balances as of 6-30-17. The assigned fund balance indicates the board's approval to carry forward these dollars into FY 17-18.

Moved by: Mona Hayashi Second: Cheri Howe

Discussion:
It could cause a hardship to the school in future years, but financials looks good at this time. This would have to be done every year.

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

e. Approval of YMCA contract

Motion to approve YMCA contract.

Moved by: Peter Irvine Second: Mona Hayashi

Discussion:
There are no changes in the contract from last year. It will be held in Room 12.

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

f. Approval of Board Calendar

Motion to approve Board Calendar

Moved by: Cheri Howe Second: Jeana Albers

Discussion:
Board discussed additional items for review to the calendar: Review Policy 414 in November and Review community satisfaction and climate survey results in January (midyear review) & July (end of year review).

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

g. Approval of Job Performance Review Procedures

Motion to approve job performance review procedures.

Moved by: Mona Hayashi Second: Rita Winchester

Discussion:

Board discussed how the procedures were reviewed, who it would apply to, and when the Director would exercise discretion to use other forms of discipline. It was suggested to have Kraus-Anderson review it and respond as soon as possible. A special meeting would be convened to review and approve in order to get it into the Handbook.

Vote:

Mona Hayashi, Rita Winchester - yes
Lisa Anderson, Peter Irvine, Ken Thielman, Jeff Eng, Cheri Howe, Jeana Albers - no
0 - abstain

The motion does not carry.

Motion to contact Kraus Anderson to review procedures for response immediately.

Moved by: Jeff Eng Second: Peter Irvine

Discussion:

The review should be done and then have a special meeting to review and approve.

Chair recognized Ms. Ballard - She suggested having a lawyer review it. Mr. Gawarecki noted that he could have Booth review and get back as soon as possible with the plan to schedule a special meeting to review and approve it before adding it to the Handbook.

Amend the motion to have Kraus Anderson or Booth Law review the job performance procedures.

Moved by: Peter Irvine Second: Cheri Howe

Vote: 8-yes 0-no abstain

The amended motion carries.

h. Approval of Test Calendar Procedures

Motion to approve test calendar procedures.

Moved by: Lisa Anderson Second: Jeana Albers

Discussion:

Ms. Howe brought up the new middle school science curriculum. It is an online learning platform which may require testing dates that may have conflicts. Board discussed the effort for teachers to continuously coordinate with each other.

Vote: 8-yes 0-no 0-abstain

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The motion carries.

i. Approval of Director Goals

Motion to approve Director Goals.

Moved by: Mona Hayashi

Second: Jeana Albers

Discussion:

Board continued discussion from workshop with additions and edits.

Amend the motion to approve Director goals as modified.

Moved by: Jeana Albers

Second: Lisa Anderson

Vote: 8-yes 0-no 0-abstain

The motion carries.

j. Update on Job Descriptions and Goals for Positions of Assistant Directors

Discussion:

Job descriptions were provided to the Board. Goals for Assistant Directors will be set after Director Goals are approved. Both Assistant Director's requirements will be the same.

k. Approval of Student/Parent Handbook

Motion to approve Student/Parent Handbook.

Moved by: Cheri Howe

Second: Peter Irvine

Discussion:

Board discussed the Dress Code. Board considered changing language to be neutral gender. Board will review the policy later in the year.

Chair recognizes Ms. Ballard - You assume the dress code is targeted to girls.

Chair recognizes Ms. McManus - She knew of an instance when a girl was targeted for midriff and the boy was not.

Board discussed the importance to have the handbook consistent with policies. Additional language will be added that everyone is held to the policy not the summary in the handbook.

Chair recognizes Ms. McManus - She suggested to add a line to the handbook that references the policy that can be found on the website.

Board reviewed the full handbook and made suggested edits. Utilizing task force would be helpful for future review.

Ken Thielman and Peter Irvine exited the room at 8:34 pm and returned 8:37 pm.

Three Board volunteers will proofread for final print.

Amend the motion to approve Student/Parent Handbook as amended.

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Moved by: Peter Irvine Second: Lisa Anderson

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

I. Business Manager/Parent Team Treasurer Issue

Discussion:

This issue was sent to Ms. Judith Darling but there has been no response. Some board members felt there was a conflict of interest with no separation of duty.

Chair recognizes Mr. Ken LaCasse - As the Parent Team Treasurer, he expressed that he doesn't want to spend any of the money. He only processes the money. Parent team approves all of the money spent.

Advantage for it to be the same person is knowing where the money is being spent.

Board will wait to discuss further and determine if there needs to be a separation of duties from business manager and treasurer.

Motion to table the Business Manager/Parent Team Treasurer issue.

Moved by: Jeff Eng Second: Cheri Howe

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

Motion for a short Board recess.

Moved by: Jeana Albers Second: Cheri Howe

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

Board took a recess at 8:55 pm.
Board reconvened at 9:00 pm.

m. Weighted Grading Website Notice

Discussion:

It is mandated by law for MSA to post whether MSA will weigh PSEO classes and which classes would be weighted.

It was recommend not to weigh grades and have meeting to include Academics Committee. The Committee would review and then determine it for next year. Previously, MSA was able to weigh PSEO when requested.

It was pointed out that the law required it to be posted which can be changed later as long as it is posted.

Currently, PSEO are not weighted. Chair will have it posted.

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n. Board Goals

Motion to approve Board Goals for 2017-2018.

Moved by: Mona Hayashi

Second: Lisa Anderson

Discussion:

Board reviewed and discussed additions and changes to the current Board Goals.

Amend the motion to approve Board Goals as amended.

Moved by: Jeff Eng

Second: Lisa Anderson

Vote: 8-yes 0-no 0-abstain

The motion carries.

o. Policy 425 (first reading)

Discussion:

Member discussed the purpose of bringing this policy to the Board. Previously, Board wanted to review 5 policies each month. The purpose to include this on the agenda was to have Board review to determine if there are any potential changes or if it's needed. Policy 425 is not mandatory.

Motion to remove Policy 425 from MSA Policies.

Moved by: Cheri Howe

Second: Lisa Anderson

Discussion:

Policy will be kept in archive. Chair will check if removal of policies require two readings.

Vote: 8-yes 0-no 0-abstain

The motion carries.

p. Policy 101 (first reading)

Discussion:

Board discussed the policy and edits. Second reading will be in September.

Chair recognized Mr. LaCosse - He pointed out some edits to the numbering.

q. Policy 101.1 (first reading)

Discussion:

Board discussed the policy and edits. Second reading will be in September.

r. Policy 414 (first reading)

Discussion:

Board will review.

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- s. Policy 420 (first reading)

Discussion:

Board discussed the policy. The policy needs to be redone. Board recommends that references to MSBA will be left out of the Policies.

- t. Policy 531

Discussion:

This policy requires MSA to annually make a determination if this policy will be waived. Board discussed the policy.

Motion to waive the requirements to recite the Pledge of Allegiance.

Moved by: Mona Hayashi Second: Lisa Anderson

Discussion:

None

Vote: 8-yes 0-no 0-abstain

The motion carries

- u. Approve Ken LaCasse as an authorized signer at Anchor Bank.

Motion to approve Ken LaCasse as an authorized signer at Anchor Bank.

Moved by: Jeana Albers Second: Lisa Anderson

Discussion:

This would eliminate Mr. Gawarecki or Ms. Hayashi to go to the bank.

Vote: 8-yes 0-no 0-abstain

The motion carries.

12. Old or Unfinished Business

- a. Parent Team Guidelines

Motion to authorize Parent Team to become its own nonprofit independent of MSA.

Moved by: Ken Thielman Second: Peter Irvine

Discussion:

There are two different guidelines out there. Board discussed whether Parent Team would do other tasks for the Board such as running the elections for the Board. Parent Team would not be required to do it. There has been previous attempts to create its own entity but it never occurred. Board discussed pros and cons of separation from MSA.

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Chair recognizes Ms. Ballard - Parent Team would take action if it is determined that it benefits MSA.

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

Motion to have Parent Team as a committee before they become a nonprofit.

Moved by: Ken Theilman Second: Peter Irvine

Discussion:
Guidelines will be changed by the Parent Team.

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

b. Policy 202 (first reading)

Discussion:
Board discussed policy and changes.

13. Future BOD Meeting and Workshop Agenda Items

Discuss Authorizer Contract

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

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

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

15. Motion to adjourn at 9:55 pm

Moved by: Peter Irvine Second: Mona Hayashi

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

Submitted:

Ia Xiong, Board Recorder

Approved:

Rita Winchester, Secretary