

# Meeting Minutes- FINALIZED

## Board of Directors Workshop Minutes Math & Science Academy Tuesday, January 16, 2018 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 (arrived at 5:15pm)  
Cheri Howe, Teacher Member  
Lisa Anderson, Teacher Member

#### Non-voting:

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

### **Absent:**

#### Voting:

Alexandria Ledo, Community Member

#### Non-voting

Simran Chandak, Student Member

### **Discussion:**

BOD is continuing to engage in conversation with the state regarding how laws apply to charter schools to prevent obstacles with obtaining properties if MSA chooses to pursue them in the future. Director has been in conversation with Representative Kelly Fenton who has expressed interest in visiting the school; Director will arrange this.

Alexandria Ledo has missed three consecutive BOD meetings -- two regular meetings and one special meeting. Chair will address this with her regarding bylaw that states if three consecutive meetings are missed, the member will need to be replaced; it is unclear whether missing the special meeting counts towards that.

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MSA Strategic Plan review continued. Alumni database creation was discussed. Justin Gehring will be invited to the February workshop to share what he has established so far. Participation in Woodbury Chamber of Commerce was discussed. MSA has joined but has not attended meetings and is not listed under their school districts on their website. Chair to obtain information about meetings and getting listed on their website. Volunteer opportunities for non-NHS members was discussed. Ms Howe to check in with the status of the Community Service Club regarding their work in this area. Ideas and tentative plans for smart growth of the school were discussed, touching on ideas such as replicating on a different site, moving to a different site, and expanding the current site, taking into account student growth, teacher growth, building capacities and financials. This area will need further discussion at future workshops when there is more specific data available.

Secretary to create a separate file containing details of discussion of Strategic Plan so it can be referenced easily in future meetings.

### **Submitted and Approved:**

Rita Winchester, Secretary

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8430 Woodbury Crossing, Woodbury, MN 55125

1. **Call to Order** by Ken Thielman at 6:15 pm

Vision and Mission read by Ken Thielman.

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  
Cheri Howe, Teacher Member

Non-voting:

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

**Absent:**

Voting:

Alexandria Ledo, Community 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: Cheri Howe

Add to the agenda, Items for Discussion and Decision:

11e. Approval of adding Monday, February 5, 2018 as a scheduled day off the school calendar

11f. Closed meeting to discuss investigation done by Mr. Gawarecki specifically bullying allegation

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

### 4. Open Forum

Ms. Rachel Ballard stated that she endorses the change added to Policy 516 which allows students to carry nonprescription medication.

### 5. Approval of December 18, 2017 Workshop and Meeting Minutes and January 2, 2018 Meeting Minutes.

**Motion to approve the December 18, 2017 Workshop and Meeting Minutes and January 2, 2018 Meeting Minutes.**

Moved by: Lisa Anderson

Second: Mona Hayashi

Discussion:

January 2 minutes - Item #4 needs to be changed from Department of Education to Department of Administration.

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

### 6. Chair's Report by Jeana Albers

Emailed Mid-year Director surveys out to parents and staff when we returned from break. I got my own account with Survey Monkey as per the discussion in last month's workshop. I will provide the results the board members with the survey results prior to February's meeting. They may pick them up from me or I can mail them out the results. The executive team will be meeting on Tuesday, February 6th, to discuss the results and identify areas of strengths and growth. In tonight's workshop, the board discussed the strategic plan.

### 7. Director's Report by John Gawarecki

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## MSA Director Report for 2017

1. Student Academic Achievement
  - a. MSA was one of 40 MN Charter Schools to be identified as a "High-Quality Charter School" (HQCS) for the purpose of determining eligibility for a significant expansion/replication grant. This identification is based on a Comprehensive Performance Framework that MDE uses which incorporates multiple measures of a school's academic, operational and financial performance for the previous school year.
  - b. MSA 7th grader, Nadia Wang, received a Silver Medal in the 2018 National Figure Skating Championship in Juvenile Pair Skate.
2. Instructional Leadership
  - a. The Extended Day program started on January 8th. Five teachers from different academic disciplines are providing assistance.
  - b. 9 teacher observation meetings were conducted in the past month.
  - c. Met on January 9th with math and science teachers to determine engineering course offerings and possibilities.
3. Human Resources
  - a. Assistant Directors and Academic Counselor goal updates can be found at the end of this report.
  - b. Mid-year climate survey results were reported back to the staff on January 10th. Results can be found at the end of this report.
  - c. Held 5 meetings related to personnel issues.
  - d. Interviewed candidates for Paraprofessional position opening on January 22nd.
4. Professional and Community Relationships
  - a. Attended the Parent team meeting on January 8th.
  - b. Attended a MACS Government Affairs Committee conference call on January 11.
  - c. Attended an MDE sponsored Metro Charter Crisis Response Team meeting on January 11.
  - d. Attended 7 different non-personnel meetings.
5. Resource Management
  - a. Coordinated installation of cameras for January 29th.
  - b. Developed preliminary schedule for engineering courses for next year.

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6. Administrative Performance
- a. Registration for next year is strong with 48 incoming sixth grade applicants being from siblings. As of January 8th, the registration numbers were as follows:
    - i. 6th grade - **223** apps which includes 45 siblings and 1 staff member
    - ii. 7th grade - **54** apps
    - iii. 8th grade - **40** apps
    - iv. 9th grade - **56** apps which includes 6 siblings
    - v. 10th grade - **3** apps
    - vi. 11th grade - **4** apps
- Total number of applications: **380**

## Assistant Director (Activities) 2017-18 Yearly Goals

1. Consolidate pay schedule for activities and coaches by Sept. 15th.
  - a. Complete
2. Create an advisor/coach handbook by December 30th.
  - a. Complete
3. Fill all coaching positions with a signed contract by September 15th.
  - a. Complete
4. Attend all required TCAC meetings or arrange for a representative to be present.
  - a. In progress 100% so far
5. Complete all assigned teacher observations by Feb 15th
  - a. In progress, 6 more to go.
6. Maintain a balanced budget for all combined activities by the end of the fiscal year.
  - a. In progress
7. Conduct at least 2 all-school spirit online shops by February 1st.
  - a. In progress, one done.
8. Conduct a survey of participants and parents for each budgeted activity at the conclusion of the activity. Report summary results to the Director within one month of the end of the activity.
  - a. In progress
9. Update Robotics Handbook to include Anti-bullying training for all people in leadership positions.
  - a. Complete
10. Provide Eligibility Lists to staff members two days in advance of Child Find meetings starting in November.
  - a. In progress
11. Respond to all 504 inquiries within 2 working days.
  - a. In progress
12. Provide a compiled summary of all activity surveys to the director noting tendencies of the activities program (with a minimum of 3 positive and 3 negative trends) by June 30th.
  - a. In progress
13. Create an activities stipend schedule and procedures for determining how stipends are determined and who gets them by May 1st.
  - a. In progress, task force met January 11th.

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## Assistant Director (Middle School) 2017-18 Yearly Goals

1. Attend 90% of academic committee meetings.
  - a. Been to all Academic committee meetings except November's. Was at a day long PBIS training off site instead.
2. As the AFC Chair, conduct monthly meetings and abide by open meeting laws.
  - a. Have done this. Upload the agenda to the website in advance of the meeting, post meeting date on the MSA website, and post minutes following the meeting.
3. Attend 90% of all IEP meetings for students in grades 6 - 8.
  - a. Have missed one IEP meeting of a 9th grader due to illness. Have attended all 6-8th grade IEP's
4. Facilitate and complete WBWF goals and have paperwork submitted to the MSA Director by December 1st.
  - a. Done. Continuing to work on 2017-2018 goals and presentation to community for February. WBWF goals are set and tentative plan is in place.
5. Revise and install a new mentoring program by August 24th.
  - a. Done.
6. Facilitate three main fundraising campaigns (Family Fun Shoot, GTTM, and Dragon Dinner) with a goal of raising \$75,000 or more combined for the three events by the end of the fiscal year.
  - a. Partially complete. Family Fun Shoot was a huge success. We doubled the participation from the first year.
  - b. We also reached our goal of \$50,000 for GTTM. As of today, January 12th, we are done with our pizza party and apparel was given away. The 10th grade lock-in is tonight. On Feb. 5th, the final decisions will be made in awarding the grant funds.
  - c. The Dragon Dinner is on track. Jacki Frazer is chairperson for the event. Event will be April 14th.
7. Implement new staff wellness program by offering at least one opportunity for staff to participate in by May 1st .
  - a. Done. Staff will be competing in the "Staff Step Competition" for the month of January. Will have other opportunities as the year goes on for staff wellness.
    - i. Staff step competition is going well. One of the groups named themselves the "Red Hot Chili Steppers"
8. Formally observe and provide feedback for all staff requiring observations by February 28th.
  - a. In the process. Have completed 11 formal observations as of 1/12/18.
9. Attend 90% of PBIS meetings and trainings and provide administrative support for PBIS at MSA.
  - a. In process. Have not missed any PBIS meetings.
10. Starting in September, solicit monthly columns, complete a school wide newsletter, and distribute to the MSA community before the first of every month.
  - a. In process. Have successfully solicited information from teachers and staff and have published a newsletter at the beginning of every month thus far.
11. Increase MSA's social media footprint by using Twitter to positively engage the community.
  - a. In process. Have increased the number of followers on Twitter and am using Twitter to positively show off MSA. Use for PBIS, student achievements and other posts related to education. MSA's main account currently has increased to 100 followers.

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- i. I use Twitter to interact with followers, engage families, and engage in professional development and learning about PBIS with others around the state.
12. Responds to 90% of parental email and voicemail inquiries within 2 business days.
  - a. Done
13. Develop an effective intervention program for students of concern in grades 6 - 8.
  - a. In process. Have changed the child find process to include more data. Have given teachers additional resources for research based interventions.
    - i. Have implemented a Tier 2 team to help students that may need more intensive interventions.

### Academic Counselor

#### Yearly Goals Update

- Students continue to complete and utilize Naviance lessons introducing college and career planning topics.
- I continue to assist and implement PBIS lessons and activities.
- I have just hosted the Transition Night for 8th and 9th grade students and families, introducing high school courses, planning and opportunities.
- I will be hosting a Leadership Night, a PSEO Night as well as a Junior Night in January and February.
- I am currently working on the plan to check in with all 11th and 12th grade students individually to monitor college and career readiness.
- Preadministration procedures have started for the MCA's, ACT and AP tests beginning in April. I will also be participating in MDE DAC training on February 1st.
- I continue to check-in with identified students to assess student needs and offer academic and social/emotional support.



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## Employee Satisfaction Survey Results January 10, 2018

### **Combined Totals:**

#### Areas of Strengths:

- I feel safe (2.7) (all agree or higher)
- I enjoy working at MSA, I understand the MSA vision. (2.5) (1 disagree)
- Administration does not tolerate bullying or offensive/harassing behavior.
- I feel challenged in my current position (1 disagree)
- I understand how to meet expectations in my performance.
- Paid time off benefits are competitive
- I feel comfortable going to my building administrator with issues and/or concerns.
- I am treated fairly at MSA

#### Areas for the Most Growth:

- I am fairly compensated for the work I do.
- There is an opportunity for career development.
- There is effective communication within MSA.

Of the 35 respondents, 69% disagreed with the statement that they feel isolated from my colleagues. 51% disagreed with the statement that they felt more isolated from their colleagues since adding Building C.

None of the first 20 questions received a rating that was below neutral, as the compensation for work questions averaged a score of 1.5.

22 respondents in the **0-5 years** (combined two groups) had only one question that was below a neutral rating (1.5) average. This was question 16, "I am fairly compensated for the work I do."

In the **5-10 year** respondent group, there were three questions that received a rating below neutral: questions 4,6, and 16, which are reflected above.

The group that had the most growth potential were reflected in the 8 replies from the **10+years** respondents. Within this group, questions that had a rating below neutral included questions 4, 6, 16, and 17. Question 17 was: "My scheduled hours allow me to balance my work/personal life."

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Q #	35 replies		Combined Totals			Average
	Strongly Agree(3)	Agree (2)	Disagree (1)	Strongly Disagree		
3	20	14	1	0	2.5	
3	8	19	6	1	2.1	
4	4	19	8	4	1.7	
5	15	19	1	0	2.4	
6	7	12	13	2	1.7	
7	15	12	6	0	2.3	
8	10	15	7	3	1.9	
9	19	11	1	4	2.3	
20	15	14	4	2	2.2	
11	19	13	0	2	2.4	
12	9	15	6	3	1.9	
13	7	22	2	2	2.0	
14	13	17	4	0	2.3	
15	8	21	2	3	2.0	
16	3	15	13	4	1.5	
17	11	15	6	2	2.0	
18	19	15	1	0	2.5	
19	24	11	0	0	2.7	
20	20	12	2	1	2.5	
21	2	9	13	11	2.1	
22	4	13	10	8	1.8	

23 School wide dance party.

24 Increase communication among teachers and staff so everyone is always in the loop.  
 Our pay is low for the rigor we teach.  
 Our students demand more from us and we should be appropriately compensated.  
 I feel the parents bully the teachers but not much is done.  
 Health deduction options are very high for my family's health care needs; puts a strain on our monthly income.  
 A know pay rate scale would be helpful to determine long-term longevity.  
 I'd be a terrible director...  
 I like it here and am very happy.  
 I would mix up the grades so older kids can be role models for younger kids.  
 Buy an abandoned school building and move into it. We are not a trad. Mid/Highschool so I think we should stop trying to force that. Also, I don't want to expand into satellite schools.  
 This is not the best type of survey. The questions you ask are too broad to answer with the options provided. A new, open-ended survey would be more educational for you.  
 Send out weekly messages/tips to staff/teachers.  
 Be visible in all the buildings every day during passing time, lunches, etc.  
 I would send out a weekly message to staff w/teacher GIFs, innovation/Tech tips, educator blogs/Twitter to follow - I would be visible in all three buildings every day during passing time, lunches, etc.  
 The only reason I would consider leaving is the low pay. I could make \$20,000 more in another school. I wouldn't.  
 I would make sure that teachers have access to more unused PD money to help pay for continuing education.  
 I would make sure that teachers have access to full health benefits.  
 This year I have 20 more minutes of student contact every day, plus I have to teach advisory. This increased my job by about 4.5% and there was no raise to compensate me for this time. The director received a 23% raise and does not even have his licensure after 3 years.  
 I would not use merit pay as a way to improve test scores.  
 I would be out and about in the different buildings.  
 Attempt to equalize after school responsibilities more equally.

Get Breakfast for the teachers so that they like & respect me & listen to me all day.  
 I would eat lunch with the students to get to know their quirky personalities in the lunchroom. After lunch I would install filtered water drinking fountains.  
 Advertise events in the community to draw more attention to the school.  
 Figure out the heating/cooling issues in Bldg A.  
 Stand outside and with the students a good night.  
 Work towards making all teachers feel equally valued.  
 Hold students accountable for behavior instead of explaining it.  
 This year "feels" better in many ways: community expectations and atmosphere.  
 "Check in" with every staff member to see what they need.  
 Be in all the buildings more often.  
 I really enjoy working at MSA & feel lucky to be part of such a great school.  
 Ensure class size for next year are not over 22.  
 I would tell certain parents to trust the teachers and their decisions.  
 I love it here, but this year has been a tough year with parent issues.  
 Schedule time to be more present in all buildings.  
 More hallway-everyday presence of all 3 directors.  
 Nothing different - maybe reduce the 20 min. passing period at the start of the day.  
 The school feels more cohesive this year!  
 I love MSA. Just wish the financial compensation was more on par as other public schools.  
 Nothing that I can think of.

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## Math and Science Academy Employee Satisfaction Survey

By completing the survey below, you are able to provide anonymous, but specific feedback to the leadership team at Math and Science Academy. Please be as specific as possible in your answers. **Please send your survey to Mr. Gawarecki via inter-office mail by December 20, 2017. Thank You!**

1. How long have you been employed with Math and Science Academy?	0-2 Years <input type="checkbox"/>	2-5 Years <input type="checkbox"/>	5-10 Years <input type="checkbox"/>	10+ Years <input type="checkbox"/>
2. Overall, I enjoy working at Math and Science Academy	Strongly Agree <input type="checkbox"/>	Agree <input type="checkbox"/>	Disagree <input type="checkbox"/>	Strongly Disagree <input type="checkbox"/>
3. I receive the right amount of recognition and acknowledgement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. There is effective communication within Math and Science Academy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. I feel challenged in my current position	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. There is an opportunity for career advancement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. I am treated fairly at Math and Science Academy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. The morale in my department is high	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. I feel comfortable going to my building administrator with issues and/or concerns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. I am provided honest and useful feedback about my performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. I understand how to meet expectations in in my position	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. As an employee, I feel heard and empowered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Math and Science Academy's total benefits program meets my needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Paid time off benefits provided are competitive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Health Insurance provided meets my health needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. I am fairly compensated for the work I do	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. My scheduled hours allow me to balance my work/personal life	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. I understand Math and Science Academy's vision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. I feel safe at work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Administration does not tolerate bullying or offensive/harassing behavior	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. I feel isolated from my colleagues.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. I feel more isolated from my colleagues since adding Building C.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. If you could be the Director for a day, what would you do or change?				
24. Comments				

Thank you for taking the time to complete and return the Employee Satisfaction Survey. Honest and specific feedback is greatly appreciated!

Additional comments from Mr. Gawarecki - Give to the max event had over 45 students attended. Students and staff were very pleased with the event.

Mr. Gawarecki handed out registration numbers. Ninth grade is at capacity.

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## 8. Financial Report

Presented by Ms. Judith Darling. There are no huge changes from last month. Cash is strong. There are some items over budget such as instructional supplies, textbooks, and workbooks. The annual fund could be used to offset. Other areas are on track. End of the year will have a small surplus. Hope to have more spending in the second half of the year in student fundings than in first half of the year.

## 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): Committee minutes passed out at meeting. PSEO task force met last week but have not reported back yet. They will meet with spanish teacher and parents to discuss which PSEO classes should be weighted or determine equivalency. Task force will report back by Feb 5 to the committee. Credit Recovery Task Force did not meet. Teacher grants are due by end of Jan.

Finance (Ms. Hayashi): Report submitted. Committee reviewed financial reports before the Board meeting. \$7,685 was spent to add cameras to Building C.

Annual Fund (Mr. Thielman): No report submitted. Committee will meet this Thursday.

Parent Team (Ms. Howe): Report submitted. Committee reviewed bylaws and asking for feedback. The next meeting on January 22 will vote on the bylaws.

### **Board Task Forces:**

Educational Program Policy (Ms. Howe): Report submitted. Looked at MSA Policy 616 and found it to be redundant and should be rewritten. Tentative look at cycle for teachers to be in the academic committee. Committee reviewed STAR, MAP and Fast Bridge and is looking into specific benefits of each program.

## 10. Consent Agenda

- a. Policy 522
- b. Policy 103

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

Moved by: Cheri Howe                      Second: Jeana Albers

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

## 11. Items for Discussion and Decision

- a. Approval of December 2017 Financials

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

Moved by: Mona Hayashi                      Second: Lisa Anderson

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Discussion:

None

Vote: 8-yes 0-no 0-abstain

The motion carries.

b. Policy 516 - Second Reading

**Motion to approve Policy 516.**

Moved by: Ken Thielman

Second: Rita Winchester

Discussion:

Added nonprescription medication as Item #7. The rest of the policy is from MSBA policy.

Email from school nurse read by Mr. Gawarecki. Item #7 is from the law. Nurse recommends written permission from parent and all medication to be in the office. Concern about enforcement.

Board discussed how to educate staff and updates needed on forms and announcement of policy change.

Vote: 8-yes 0-no 0-abstain

The motion carries.

c. By-law Review

Discussion:

Annual review of bylaws if it needs update. Grammatical error in XII-Amendment.

d. Approval of Grade Level Capacities

**Motion to approve Grade Level Capacities for 2018-2019.**

Moved by: Ken Thielman

Second: Noah Langseth

Discussion:

BOD capacity is recommended at 519. Board discussed how to make adjustments to expenses later but not utilities. Historically, number of students drop from 8th to 9th grade. The numbers of students who will be in PSEO is unknown which will affect staffing. Board can change the capacity later but the preference is to increase not decrease capacity.

Vote: 8-yes 0-no 0-abstain

The motion carries.

e. Approval of adding Monday, February 5, 2018 as a scheduled day off the school calendar

**Motion to approve adding Monday, February 5, 2018 as a scheduled day off the school calendar.**

Moved by: Monay Hayashi

Second: Jeana Albers

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### Discussion:

Mr. Gawarecki explained that this came up at the directors meeting today. What happens to teachers and students if Vikings are in the SuperBowl? How many teachers would not be here on the Monday after the SuperBowl? There are 2 snow days built into the school calendar. Board discussed the purpose.

Vote: 0-yes 8-no 0-abstain  
Motion does not carry.

- f. Closed meeting to discuss investigation done by Mr. Gawarecki specifically bullying allegation

Non-Board members were asked to leave at 7:00 pm for the closed meeting. The meeting was closed pursuant to Minnesota state statute 13D.05 subdivision 2.

Discussion: Closed portion of meeting was audio recorded and put on flash drive to be stored in the office. Closed portion of the meeting ended at 8:00 pm.

### 12. Old or Unfinished Business

None

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

Workshop:

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

BOD Workshop on Tuesday, February 20, 2018 at 5:00 p.m. in Room 10A.

BOD Meeting on Tuesday, February 20, 2018 at 6:15 p.m. in Room 10A.

### 15. Motion to adjourn at : 8: 02 pm

Moved by: Second:

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

### Partially Submitted up to Item 11f Closed Meeting:

Ia Xiong, Board Recorder

### Approved:

Rita Winchester, Secretary