

DRAFT --NOT YET APPROVED

Board of Directors Workshop Minutes Math & Science Academy Monday, November 19, 2018 Room 10

8430 Woodbury Crossing, Woodbury, MN 55125

Call to Order by Ken Thielman at 5:00 pm

Members Present:

Voting:

Ken Thielman, Chair & Community Member
Lisa Anderson, Vice Chair & Teacher Member
Mona Hayashi, Treasurer & Parent Member
Noah Langseth, Teacher Member
Judy Seeberger, Teacher Member
Alexandria Ledo, Community Member

Non-voting:

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

Absent:

Voting:

Jeff Eng, Parent Member
Cheri Howe, Teacher Member

Discussion:

1. Parent Survey (Director)

The survey used last year was presented for approval. Questions involving AP classes and electives were removed and will be used in the Director's school satisfaction survey. A comparison of questions to the Director's goals was conducted. Question responses were revised to be: Agree, Disagree, Unsure, Not Applicable.

It was reported that 99 students are currently on academic probation. A spirited discussion regarding homework quantity and quality occurred with no resolution. This is possibly a future topic for discussion at the Academic Committee.

The services of Kraus Anderson will be used to collect the data from the survey to help ensure anonymity for the respondents.

Here are the questions that will appear on the parent survey regarding the Director:

1. The MSA director is available and accessible to MSA parents.
2. The MSA director communicates clearly and follows through on tasks and discussion.

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3. The MSA director responds promptly to my concerns.
4. The MSA director treats all students fairly.
5. The MSA director solicits and acts on feedback from the school community.
6. The MSA director promotes high expectations for teaching.
7. The MSA director appears to know the MSA students and works to improve their educational opportunities.
8. The MSA director fosters volunteer opportunities for parents.
9. The MSA director understands current MSA policies and procedures and implements them in an equitable fashion.
10. The MSA director is present at school events.
11. Academic support is provided school-wide to students who struggle.
12. Academic support for students is communicated.
13. I feel welcome in the MSA community.

2. Staff Survey (Director)

The survey used last year was presented for approval. A question was removed regarding supporting educational opportunities for employees since this issue is covered in another question. Question responses were revised to be: Agree, Disagree, Unsure, Not Applicable.

The services of Kraus Anderson will be used to collect the data from the survey to help ensure anonymity for the respondents.

Here are the questions that will appear on the staff survey regarding the Director:

1. The MSA director is available and accessible to employees.
2. The MSA director communicates clearly and follows through on tasks and discussion.
3. The MSA director responds promptly to my concerns.
4. The MSA director treats all employees fairly.
5. The MSA director solicits and acts on feedback from the employees.
6. The MSA director promotes higher expectations for teaching and fosters opportunities for professional development.
7. The MSA director ensures teachers participate in a more equitable distribution of committee and school activity assignments.
8. The MSA director invites employees to create their own professional goals and supports the accomplishment of those goals.
9. The MSA director continues to evaluate my performance in an objective manner and follows the approved process.
10. The MSA director appears to know the MSA students and works to improve their educational opportunities.
11. The MSA director encourages collaboration among employees and departments.
12. The MSA director understands current MSA policies and procedures and implements them in an equitable fashion.
13. The MSA director has provided several effective community-building events for me to participate in.

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14. The MSA director is visibly active in the school community during the day.

3. Review of the Strategic Plan

The column heading "Increase Mission-Driven Academic Programming" was examined and discussed. The title description and bullet points are deemed to still be applicable. The numbered paragraphs were discussed. Paragraphs 1, 2, and 5 were left intact.

Number 3: "Review all courses offerings to make sure technology is being used in each class to the greatest extent possible, make adjustments if it isn't." It was suggested that this item be removed since technology can be used just for the sake of using it. Also, in some cases, no use of technology is needed to improve learning (sometimes simple pencil and paper is appropriate)

Number 5: "Hire an outside consultant to review educational technology needs, and not deficiencies, if any." It was suggested that this item be removed since the staff continuously reviews the need and use of technology in their own classrooms. An outside consultant is not necessary.

Submitted and Approved:

Ken Thielman, Chair

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**Board of Directors
Meeting Minutes
Math & Science Academy
Monday, November 19, 2018
Room 10**

8430 Woodbury Crossing, Woodbury, MN 55125

1. **Call to Order** by Ken Thielman at 6:16 pm

Vision and Mission read by Arnav Khandelwal.

2. **Roll Call of Members**

Present:

Voting:

Ken Thielman, Chair & Community Member
Lisa Anderson, Vice Chair & Teacher Member
Mona Hayashi, Treasurer & Parent Member
Noah Langseth, Teacher Member
Judy Seeberger, Teacher Member
Alexandria Ledo, Community Member

Non-voting:

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

Absent:

Voting:

Jeff Eng, Parent Member
Cheri Howe, Teacher 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: Noah Langseth

Discussion:

Insert:

Item c: MSA to open Brokerage Account for stock donation

Item d: Approve Revised budget

Remove from consent agenda and move to item j: Policy 427 Workload Limit Special Education

Vote: 6-yes 0-no 0-abstain

The motion carries.

4. **Open Forum**

None

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5. Approval of October 15, 2018 Workshop and Meeting Minutes.

Motion to approve October 15, 2018 Workshop and Meeting Minutes.

Moved by: Noah Langseth Second: Ken Thielman

Discussion:
None

Vote: 5-yes 0-no Alexandria Ledo-abstain due to absence at the meeting
The motion carries.

6. Chair's Report

No report.

7. Director's Report

1. Student Academic Achievement

- a. MSA had the top ACT average composite score in the state again at 28.4 this year, which was up from last year's 27.8 score.
- b. MSA had a number of All-Conference athletes selected this fall. There were 4 players chosen in soccer, 3 in volleyball, 3 in girls cross country and 4 in boys cross country.
- c. MSA Theater presented *30 Reasons NOT to be in a Play* on November 9th and 10th.
- d. 3 Cross country runners qualified to run at the State Championship Meet.

2. Instructional Leadership

- a. The Extended Day program has been operational since the beginning of October with between 5 - 10 students in attendance daily.
- b. One of Woodbury Police Department's K-9 units visited MSA on October 29th. No contraband substances were found during the search.

3. Human Resources

- a. Goal updates can be found at the end of this report.
- b. Exploring options to address increase in student mental health issues.
- c. Coordinated an on site Flu Clinic for staff.
- d. Attended an Employment Law Conference on November 13.

4. Professional and Community Relationships

- a. Participated on a panel of school administrators during the Minneapolis Federal

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Reserve Education Conference on October 24th.

- b. Attended the MSA PTO meeting on November 5th.
- c. Hosted staff party at director's residence on October 26th.
- d. Staff Chili Cook-off was held on November 16th.
- e. For the first three months there were 4 Tell Glaedr incidents concerning unrelated items, and 16 Ask Glaedr questions of which 7 had to do with various procedures, 3 with computer batteries, 3 were unrelated items, and 3 were obscure in nature.

5. Resource Management

- a. Attended a Trane conference on November 1st.
- b. Met with Judith Darling to discuss adjustments in budgets on November 9th.
- c. Met with Bob Engstrom three times to discuss proposed 8500 lease.

6. Administrative Performance

- a. Attended an MDE Charter Leader Support Session on Teacher Observation Feedback on October 25th.
- b. Attended the Paul Bambrick-Santoyo Conference on providing meaningful feedback to teachers on November 6th and 7th.
- c. One 8th grade student withdrew due to personal reasons. One ninth grade student withdrew so they could repeat 8th grade.
- d. Attended the MACS Regional Director's meeting on October 31st.

8. Financial Report

Ms. Judith Darling provided an overview of the executive summary. A recommended revision to the 2018 - 2019 budget was presented for approval later in the meeting. It incorporates additional overhead costs for the Building D, an additional position for a counselor due to an increase in the number of students with mental health issues, and a pool of funds for teacher stipends. The surplus for the year is projected to be \$5,600. The proposal for the additional counselor will be presented to the Board next month which allows more time for Mr. Gawarecki to collect additional data on the need. The school already receives that maximum lease aid allowed based on current student count, so no additional lease aid will be received for Building D.

9. Reports from Board Committees, Activities Director and Task Forces

Activities Report: Report submitted with no discussion.

Board Committees:

Academics (Ms. Anderson): Report submitted. The Student Activities Record format is being finalized. AP Task Force determined the minimum student count needed to offer an AP

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course and created contracts with students so that expectations for AP classes are known. Proposed Spanish class name changes were presented for approval later in this meeting. Algebra 3 and Spanish 2 classes will be on high school transcripts even if taken in middle school.

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

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

Annual Fund (Mr. Langseth): No meeting was held, no report submitted.

Review of Spanish Graduation Requirements and Equivalence (Mr. Eng): Ms. Anderson reported for Mr. Eng. The only action taken was the renaming of the classes. Discussion of PSEO equivalents will occur at the next Academics Committee meeting.

Study School Expansion Possibilities (Mr. Gawarecki): Report submitted. A survey will be sent to parents in December. Community will be invited to participate later. Goal is to present at the annual meeting in April, 2019. The next meeting is on 12/13/18 @ 4:30 in room 1C.

10. Consent Agenda

- a. Approval (Second Reading)
 - i. 412 Expense Reimbursement
 - ii. 417 Chemical Use and Abuse
 - iii. 419 Tobacco Free Environment
 - iv. 506 Student Discipline
- b. Annual Review (First Reading) Policy
 - i. 514 Bullying Prohibition Policy
 - ii. 426 Nepotism in Employment
 - iii. 501 School Weapons

Motion to approve Consent Agenda Item.

Moved by: Ken Thielman Second: Lisa Anderson

Discussion:

None

Vote: 6-yes 0-no 0-abstain
The motion carries.

11. Old or Unfinished Business

None.

12. Items for Discussion and Decision

a. Elect Secretary

Ken Thielman will fill in as Secretary this month. Board will wait for next month to elect a secretary.

b. Filling the BOD Parent Member vacancy

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Discussion:

Vacant position will be open to all MSA parents. Board members are encouraged to promote the vacancy to others.

c. Approve Financials

Motion to approve October 2018 Financials.

Moved by: Lisa Anderson

Second: Judy Seeberger

Discussion:

None

Vote: 6-yes 0-no 0-abstain

The motion carries.

d. MSA to open Brokerage Account for stock donation

Motion to approve the establishment of a brokerage account for donation of stock options.

Moved by: Judy Seeberger

Second: Alexandria Ledo

Discussion:

MSA used to have a brokerage account but closed it because the account was not active yet incurred a maintenance fee. Ms. Darling suggested Schwab and stated that any brokerage firm would be acceptable. There are no costs as long as there is a minimum of \$250,000 in the account. MSA has an investment policy and Minnesota statutes dictate how MSA can accept and deal with high risk investment donations.

Vote: 5-yes 0-no Lisa Anderson-abstain

The motion carries.

e. Approve Revised Budget

Motion to revise the 2018-2019 budget as presented: General Fund Revenues of \$5,555,447 and General Fund Expenditures of \$5,549,848.

Moved by: Mona Hayashi

Second: Lisa Anderson

Discussion:

None

Vote: 6-yes 0-no 0-abstain

The motion carries.

f. Review of Director Mid-year Survey Questions

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Discussion:

Refer to workshop minutes.

g. Review of School-wide Mid-year Survey Questions

Discussion:

Refer to workshop minutes.

h. Spanish Class Name Changes

Discussion:

Ms. Anderson presented the name change for Mr. Eng. Spanish 2 is a High School level and will show up on transcript even if it was taken in 8th grade. Board discussed whether PSEO equivalency was part of this recommendation. Clarification to be provided at a later date.

Motion to approve the Spanish Class Name Changes.

Moved by: Lisa Anderson Second: Judy Seeberger

Vote: 6-yes 0-no 0-abstain

The motion carries.

i. World's Best Workforce Report

Discussion:

Mr. Gawarecki provided a copy of the report and explanation to the Board. Report is sent to MDE for the purpose of reporting on MSA's goals for the previous school year. There is no penalty for not achieving a goal and there is no reward for achieving a goal. MDE will review and provide feedback to MSA on the report and process. The report also sets goals for next year. The report was presented to the Academics Committee and then forwarded to the Board for approval..

Motion to approve 2017-2018 Combined World's Best Workforce Summary and Achievement and Integration Progress Report.

Moved by: Ken Thielman Second: Lisa Anderson

Vote: 6-yes 0-no 0-abstain

The motion carries.

j. Policy 427 Workload Limit Special Education (first reading)

Discussion:

Mr. Gawarecki provided an explanation of the policy. Policy provides guidance for number of hours for special education teachers. Specific limits are not identifiable since each student's Individualized Education Plan is different.

13. Future BOD Meeting and Workshop Agenda Items

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Workshop:

- Training on bond covenants and fund balance
- Continue discussion on Strategic Plan

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

BOD Workshop on Monday, December 17, 2018 at 5:00 p.m. in Room 10A.
BOD Meeting on Monday, December 17, 2018 at 6:15 p.m. in Room 10A.

15. Motion to adjourn at 7:17 pm

Moved by: Mona Hayashi Second: Noah Langseth

Vote: 6-yes 0-no 0-abstain
The motion carries.

Submitted:

Ia Xiong, Board Recorder

Approved:

Ken Thielman, Chair