

Meeting Minutes- FINALIZED

Board of Directors Meeting Minutes Math & Science Academy Monday, June 18, 2018 Room 10

8430 Woodbury Crossing, Woodbury, MN 55125

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

Vision and Mission read by Noah Langseth.

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
Alexandria Ledo, Community Member

Non-voting:

John Gawarecki, Director (ex officio)

Absent:

Judith Darling, BerganKDV, Contracted Financial Manager (ex officio)
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

No changes

Vote: 9-yes 0-no 0-abstain

Meeting Minutes- FINALIZED

The motion carries.

4. Open Forum

Mr. Porter Nightingale - He will be attending Century College for PSEO. Mr. Nightingale explained his situation of Spanish class he would have to take and how that would meet the requirements to graduate MSA. The new equivalent PSEO Spanish is unfair.

Mrs. Donna Nightingale - Mrs. Nightingale is the parent of 3 children at MSA. She is discouraged in the new Spanish PSEO equivalency. It is unfair for transfer seniors to be able to take Intro Spanish but seniors who have been at MSA throughout high school are required to be at a higher Spanish level. This PSEO equivalency is a roadblock to PSEO. Can current high school students be grandfathered?

Mr. Troy Nightingale - Mr Nightingale is a MSA parent. He is disappointed in the decision of the Spanish equivalency. Spanish requirements have very little to do with MSA. Recent Academics meeting were more about the full time staff than the student needs. He pointed out the equivalency of Spanish 1, 2, 3, and 4 that are equivalent to other higher institution. He felt there wasn't any fact base. MSA is prepared in many areas but not in Spanish.

Ms. Liz Wynne - Ms. Wynne acknowledged the teachers and board for their hard work. MSA is exemplified and have the best interest of kids. She applauds the effort and open mindedness.

Mr. Jeff Wooley Mr. Wooley thanked MSA for his son and daughter's education. His son is going to exceed the math curriculum. Therefore, PSEO is the only option for him. He wants to do full time but Spanish may be a problem. If so, he would have to transfer out of MSA. How can taking Spanish AP which is Spanish 5 be transferred as Intermediate 1. The current recommendation is Spanish 4 is equivalent to Intermediate 2. The committee should talk to Century to make a real assessment rather than going off a class assessment. The Century Spanish have labs.

5. Approval of May 21, 2018 Workshop and Meeting Minutes

Motion to approve May 21, 2018 Workshop and Meeting Minutes.

Moved by: Cheri Howe Second: Rita Winchester

Discussion:

In Communications Committee change "streamlined dates" to "consolidated calendar"..

Vote: 5-yes 0-no

Lisa Anderson, Rita Winchester, Mona Hayashi, and Alexandria Ledo-abstain due to absence from the May 21, 2018 meeting.

The motion carries.

Meeting Minutes- FINALIZED

6. Chair's Report by Jeana Albers

Director's Annual Evaluation was done on June 14. Judy Seeberger is the new teacher Board member.

7. Director's Report by John Gawarecki

1. Student Academic Achievement

- a. MSA had all 54 students graduate during the 2018 Graduation Ceremony on June 7th.
- b. The MSA Boys Track 4 x 800 m relay team won the State Championship on June 9th.
- c. Tierney Wolfgram placed 2nd in the 3200 m race, and placed 3rd in the 1600 m race while Harris Anderson placed 5th in the 3200 m race.

2. Instructional Leadership

- a. MSA had a visit from the Woodbury Police K9 Department on June 4th. There were no illegal substances identified or found.

3. Human Resources

- a. All contracts have been offered and signed for staff. Currently only 1 staff member is not returning.
- b. Attended an Employment Law training on June 13.
- c. An offer has been made to fill the .50 FTE Social Studies position. d. We are still in search of one SPED Teacher and 3 EAs.

4. Professional and Community Relationships

- a. End of school surveys will be out by June 18th with a completion date of June 22nd.
- b. Grilled lunch for teaching staff members on June 7th and had a fish fry for admin office staff on June 8th.

5. Resource Management

Meeting Minutes- FINALIZED

- a. Met with A.J. Alberts, City View, TRANE, Hammernick's, and Nugent Sealcoating to start capital improvement projects for this summer.
- b. Received a \$4,000 reimbursement voucher from SAM for our engineering course materials for 2018-2019.

6. Administrative Performance

- a. Completed S&P Global Ratings interview and application for our annual bond review.
- b. Completed second OCR investigation interviews.

Mr. Gawarecki also announced the hiring of the 0.5 Social Studies Teacher. The Special Education Teacher is still open. Interviews are tomorrow.

8. Financial Report

Presented by Ms. Mona Hayashi. There are no major changes. The lease aid amendment was approved. Certificate of Deposit rates are being researched. Ms. Judith Darling is looking at comparison rates and will report to the Board in July.

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

Board Committees:

Academics (Ms. Anderson): Report submitted. There was a student who graduated that did not pass Precalculus class in PSEO but was able to take Calculus and pass. Mr. John Gawarecki had discussed this with the parents. Mrs. Emily Graveen would have been aware of the situation. The Handbook states that students have to pass all math. Board discussed the process and issues of obtaining and monitoring PSEO grades. Students should have been notified. Mr. Gawarecki will talk to Mrs. Graveen about the process.

Finance (Ms. Hayashi): Report submitted. Dragon Dinner raised \$18,000. Originally it was to go towards updating the Great Hall but it was recommended to be put towards security. The sensor lighting will be installed in June before the fiscal year ends. \$12,000 was approved for professional development. Eight teachers had submitted requests.

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

Parent Team (Ms. Howe): No report submitted.

Communications (Ms. Albers): No report submitted.

Activities Director's Report: Report submitted. Chair recognized Ms. Shannon Froberg. Ms. Froberg answered questions from the Board about the football and soccer co-ops. There is one student interested in football and 5-12 students have inquired. It is open to middle schoolers.

10. Consent Agenda

- a. **Approval of Booth Law as the School's Legal Counsel**

Meeting Minutes- FINALIZED

- b. **Approval of Woodbury Bulletin as the School's Official Newspaper for Legal Publications**
- c. **Approval of Policy 428 (Second Reading)**
- d. **Approval of Lead in Schools Model Plan**

Motion to approve Consent Agenda items.

Moved by: Ken Thielman Second: Jeana Albers

Vote: 9-yes 0-no 0-abstain
The motion carries.

11. Items for Discussion and Decision

- a. Approval of May 2018 Financials

Motion to approve May 2018 Financials.

Moved by: Mona Hayashi Second: Jeana Albers

Discussion:
None

Vote: 9-yes 0-no 0-abstain
The motion carries.

- b. Spanish Course Discussion

Discussion:

Ms. Lisa Anderson provided an overview of the Spanish requirements and a handout was provided in the Board packet. There were no standards put in place prior to this. Students would go to a teacher for recommendation. The new teachers want to standardize it so that students know what they have to take in PSEO. The teachers reviewed the college's curriculum and textbook. Century College did not allow the teachers to preview the classroom. A group consisting of teachers, parents, and a professor looked at the equivalency. The curriculum and requirements from other schools were reviewed. Board discussed the purpose of the equivalency, requirements of Spanish, and grandfathering current students.

Chair recognized Ms. Nightingale. Ms. Nightingale added that MSA required Spanish Intermediate 2. The students at Century already have two hours in lab, essays, discussion groups. Century recommends MSA take beginning Spanish 2. Only if you can convince Century, then you can go to Intermediate 1. But MSA is saying Intermediate 2 is equal to MSA Spanish 4.

Motion to keep Spanish requirements as dictated by Spanish Department and appoint board committee with task to identify process for students to be grandfathered.

Moved by: Jeana albers Second: Lisa Anderson

Meeting Minutes- FINALIZED

Discussion:

The board did not discuss long term.

Vote: 8-yes Mona Hayashi-no 0-abstain

The motion carries.

Motion to create a special board committee to review the equivalency of Spanish 4 for PSEO at Century College.

Moved by: Jeff Eng Second: Jeana Albers

Discussion:

Board discussed the previous task force reviewing the equivalency, how it was established for other departments, and how this review can be conducted. This needs to come to the Board because it's a requirement for graduation.

Vote:

Yes - 5

Ken Thielman, Lisa Anderson, Jeana Albers, and Rita Winchester - no

Abstain - 0

The motion carries.

- c. Approve Seating of New Members - Oath of Office

Motion to approve seating of new members.

Moved by: Cheri Howe Second: Mona Hayashi

Discussion:

New Board members are: Mr. Jeff Eng (Parent Member), Ms. Alexandria Ledo (Community Member), and Ms. Judy Seeberger(Teacher Member)

Ms. Albers conducted the oath with the new members.

Newly elected student representative was not in attendance at tonight's meeting. This rep will be sworn in at the first meeting attended.

Vote: 9-yes 0-no 0-abstain

The motion carries.

Ms. Albers' stepped down from the board and as Chair. Mr. Ken Thielman, as Vice-Chair, stepped in until the new chair was elected.

- d. Elect Chair, Vice-Chair, Treasurer, Secretary

Meeting Minutes- FINALIZED

Discussion:

Nominations for each office were elicited and then voted on by blind ballot if there was more than one accepted nomination.

Chair Nominations::

Lisa Anderson - declined nomination
Cheri Howe - declined nomination
Mona Hayashi - accepted nomination
Ken Thielman - accepted nomination

Vote: Mrs. Hayashi received 1 vote, Mr. Thielman received 8 votes

Vice-Chair Nominations: (required to be a teacher per ByLaw)

Noah Langseth - accepted nomination
Lisa Anderson - accepted nomination.

Vote: Mr. Langseth received 3 votes, Ms. Anderson received 6 votes

Treasurer:

Mona Hayashi - accepted nomination

Secretary:

Rita Winchester - accepted nomination

- e. Review and Confirm BOD Committees and Appoint BOD Representatives to Committees

Board members on the committees are as follows:

Academics - Lisa Anderson and Rita Winchester
Annual Fund - Noah Langseth
Communications - Cheri Howe, Rita Winchester, Jeff Eng
Finance - Mona Hayashi

Task Forces:

Parent Team - Lisa Anderson until this is no longer a task force.
Building Safety - John Gawarecki (Chair), Mona Hayashi, and Judith Darling
Credit Recovery - Lisa Anderson
Education Program Policy - No longer required
MSHSL - No longer required
Personnel - No longer required

Meeting Minutes- FINALIZED

Policy - Ken Thielman

PSEO Spanish Equivalency - No longer required. Board Committee will evaluate further.

Technology - Noah Langseth

Building Company - Mona Hayashi and Cheri Howe

Governance - No longer required

New Board Committees:

Grandfather 9-12 students and new student for Spanish - Cheri Howe and Lisa Anderson - Parents will be asked to be on the committee. The goal is to define grandfathered requirements for PSEO Spanish with seniors as priority and determine if it is necessary to create a process for students to request to be grandfathered in.

Spanish College PSEO equivalency - Jeff Eng, Noah Langseth, and Mona Hayashi - The committee will provide an update to the Board. Committee will review current Spanish equivalency for PSEO and make recommendations if necessary.

Board took a recess at 8:31 pm.

Board resumed at 8:37pm.

f. Set Meeting Dates for Next Year's BOD Meetings

Discussion:

The following dates for the 2018-2019 school year were proposed:

July 16, 2018

August 20, 2018

September 17, 2018

October 15, 2018

November 19, 2018

December 17, 2018

January 22, 2019

February 19, 2019

March 18, 2019

April 15, 2019

May 20, 2019

June 17, 2019

Motion to approve the 2018-2019 BOD meetings.

Moved by: Mona Hayashi Second: Lisa Anderson

Vote: 9-yes 0-no 0-abstain

The motion carries.

Meeting Minutes- FINALIZED

g. Student Achievement Minnesota (SAM) Contract Renewal Process

Discussion:

Chair recognized Ms. Liz Wynne. The application is due 9/1. Ms. Wynne provided the requirements for the application which many items are information that the Board does not need to make decisions. The Board will need to set goals for the next 5 years. Goals are academic and non-academic and should be SMART goals. Ms. Wynne recommended training for ESSA (Every Student Succeeds Act) and its requirements. She also recommended that the Board define equity through a policy which can be used at meetings and create a common ground.

h. Approve MSHSL Membership

Motion to approve contract with MSHSL Membership with the Activities Director and Chair as representatives of MSA.

Moved by: Mona Hayashi

Second: Lisa Anderson

Discussion:

Board watched the video, Why We Play.

Signing the Resolution for Membership affirms that this Governing Board has reviewed the WHY WE PLAY training video which defines the purpose of education-based athletic and activity programs and will assist school communities in communicating a shared common language as it relates to the value of these said programs.

Vote: 9-yes 0-no 0-abstain

The motion carries.

i. Approval of Athletic Cooperative Agreements

Motion to approve Athletic Cooperative Agreements for boy soccer, girl soccer, and football.

Moved by: Mona Hayashi

Second: Rita Winchester

Discussion:

Chair recognized Ms. Froberg. Ms. Froberg notes that MSA will be 4 AA, football is not in our conference, and soccer is in our conference but the other Activities Directors will do the tournaments. The football athletes will pay a fee to join but the other schools cover other costs such as sites and practices.

Vote: 9-yes 0-no 0-abstain

The motion carries.

j. Approval of Letters of Appreciation for Departing BOD Members

Meeting Minutes- FINALIZED

Motion to approve Appreciation to be created and presented to departing BOD Members.

Moved by: Jeff Eng Second: Mona Hayashi

Discussion:

Mr. Gawarecki recognized the board members that have left and recommends a document to be framed and presented to them.

Vote: 9-yes 0-no 0-abstain

The motion carries

12. Old or Unfinished Business

Approval of Audit Firm

Motion to approve audit firm, CliftonLarsonAllen LLP.

Moved by: Ken Thielman Second: Cheri Howe

Discussion:

Board noted that it should be a different audit firm over the course of time.

Vote: 9-yes 0-no 0-abstain

The motion carries

13. Future BOD Meeting and Workshop Agenda Items

- SAM Contract goals
- Director's goals
- Spanish Grandfather PSEO
- Board calendar topics

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

BOD Workshop on Monday, July 16, 2018 at 5:00 p.m. in Room 10A.

BOD Meeting on Monday, July 16, 2018 at 6:15 p.m. in Room 10A.

15. Motion to adjourn at 9:24 pm

Moved by: Mona Hayashi Second: Lisa Anderson

Vote: 9-yes 0-no 0-abstain

The motion carries.

Submitted:

Meeting Minutes- FINALIZED

Ia Xiong, Board Recorder

Approved:
Rita Winchester, Secretary