

APPROVED

Board of Directors Workshop Minutes Math & Science Academy Tuesday, January 21, 2020 Room 10

8430 Woodbury Crossing, Woodbury, MN 55125

Call to Order by Lisa Anderson at 5:01 pm

Members Present:

Voting:

Lisa Anderson, Chair & Teacher Member
Jeff Eng, Vice Chair & Parent Member
Noah Langseth, Treasurer & Teacher Member
Judy Seeberger, Secretary & Teacher Member
Cody Schniepp, Community Member
Michelle Kurkoski, Teacher Member
Adam Bartz, Community Member
Ramesh Aki, Parent Member
Dan Ellingson, Parent Member

Non-voting:

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

Absent:

Voting:

None

Non-Voting:

Emily Wong, Student Member

Discussion:

1. Director Evaluation Schedule for the 19-20 School Year. The Director Evaluation Schedule for the 19-20 School Year was established and dates for closed meetings for the evaluation process were discussed.
2. Parent Survey Questions Regarding the Director. The survey questions that go out to the parents seeking feedback on the Director were reviewed and discussed.
3. Staff Survey Questions Regarding the Director. The survey questions that go out to the staff seeking feedback on the Director were reviewed and discussed.
4. BOD Evaluation of the Director form. A draft form to be used during the Director evaluation was reviewed and discussed. We will aim to finalize the draft at our next meeting.

APPROVED

Workshop was adjourned at 6:04 pm

Submitted and Approved:
Judy Seeberger, Secretary

APPROVED

Board of Directors Meeting Minutes Math & Science Academy Tuesday, January 21, 2020 Room 10

8430 Woodbury Crossing, Woodbury, MN 55125

1. Call to Order by Lisa Anderson at 6:15 pm

Vision and Mission read by Emily Wong.

2. Roll Call of Members

Present:

Voting:

Lisa Anderson, Chair & Teacher Member
Jeff Eng, Vice Chair & Parent Member
Noah Langseth, Treasurer & Teacher Member
Judy Seeberger, Secretary & Teacher Member
Cody Schniepp, Community Member
Michelle Kurkoski, Teacher Member
Adam Bartz, Community Member
Ramesh Aki, Parent Member
Dan Ellingson, Parent Member

Non-voting:

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

Absent:

None

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

Conflicts of Interest: None

Discussion:

Correction:

14 a & b. Change "January 21" to "February 18".

Add to Items for Discussion and Decision:

f. Strategic Plan

Motion to approve the agenda.

Moved by: Judy Seeberger Second: Adam Bartz

Vote: 9-yes 0-no 0-abstain

The motion carries.

4. Open Forum

None

APPROVED

5. Approval of December 16, 2019 Workshop and Meeting Minutes.

a. Motion to approve the December 16, 2019 Workshop and Meeting Minutes.

Moved by: Michele Kurkoski Second: Lisa Anderson

Discussion:

None

Vote: 9-yes 0-no 0 abstain

The motion carries.

6. Chair's Report

No report.

7. Director's Report

Director's Report

1. Student Achievement

- a. The Hot Coco 7th grade FLL team advanced to the sectional tournament. They won the Core Values award at their recent regional competition.
- b. The Girls Varsity, Boys Varsity, Boys JV, and Boys C teams were scheduled to play basketball at Target Center on January 17th, but the game has been moved to January 31st.

2. Create a Facilities Management Plan

- a. Visited Athlos Academy in St. Cloud on January 3rd. The facility layout of the school could be used to MSA's needs.
- b. Reviewed 5 year Capital Improvement Plan and updated progress of the plan with BerganKDV. Major improvement for this summer will be landscaping of school grounds.

3. Communication and Community Relationship

- a. A MSA staff climate survey was conducted prior to winter break. Summary results will be presented next month to the staff and BOD.
- b. Sent a communication to parents on January 8th concerning the Math resignation and subsequent change in the Special Education Department.
- c. Attended a MDE sponsored MAPES Cohort 1 training on January 8th.
- d. Inform the community as a whole with appropriate, regular communications on a variety of topics.
- e. MSA had two sophomores withdraw from MSA over winter break, preliminary indications are due to not meeting math graduation requirements. There was also a freshman withdraw due to activities (hockey and golf). We also had a seventh grader withdraw.
- f. Attended the MSA PTO meeting on January 6th.
- g. SAM site visit is set for February 4th and 5th.
- h. MDE SPED site visit is set for January 29th.

4. Human Resources Management

- a. Replaced Accompanist Stacey Julson, who resigned effective December 21 with Mary Gustafson, who started on January 6th.
- b. Accepted the resignation of Sheri White, math teacher, effective January 20th, 2020 and posted for a replacement.
- c. Submitted paperwork to PELSB for an Out of Field Permission for Mr. Hellner so that he may continue to teach PE & Health through the remainder of the school year.
- d. Hired Mariah Smith to fill the vacant Math position effective January 21st.
- e. Posted and actively recruiting for a replacement for the Special Education position.
- f. Terminated a paraprofessional 504 contract due to lack of need, effective January 20th.
- g. Conducted interviews for the open SPED position with an offer pending.
- h. Covered the Athletic Director's duties during her absence from January 8th through January 16th.
- i. Attended the Boys JV and Varsity Basketball games against AFSA on January 9th.
- j. Watched the Boys C team Basketball game on January 13th.
- k. Visited a physical science and Taste of Science lab during the weeks of December 16th and January 6th.
- l. Attended the winter concert on December 19th.

APPROVED

5. Ethical and Inclusive Leadership

- a. Conducted a parent survey on conferences, and both assistant directors.

Assistant Director (Activities) Goal Update

1. Student Services

- Completed multiple student investigations
- Supervised students during lunch
- Attended multiple evaluation, IEP and 504 meetings
- Attended Tier 2 meeting
- Scheduled drug dog

2. Communication and Interaction

- Working with a working group to update the school web page
- Pictures of winter sports taken and banners are up on the 1st floor hallway in Building B
- Basketball scores have been put into the announcements

3. Facility Services

- Overseen building B meetings
- New banners were hanged in the gym over break
- Gym storage rooms have been painted grey - To show the school colors.

4. Educational Leader

- Held our second official mentoring meeting for new to teaching teachers
- Supported teachers who needed some support in their classes

5. Governance and Policy Development

- Work with the transportation policy committee to update the current policy
- Coach/advisor handbook is updated
- Activities handbook is updated for 2020/2021

6. Staff Supervision

- Continuing teacher observations

7. Activities

- Robotics season has begun. The kick off day was well attended as always
- The Target Center game has been rescheduled for January 31st due to weather
- All winter teams have begun competition. They are doing great.
- The basketball games against TCA at TCA will have a cure for cancer theme.
- GSA and African club are both working on future dances
- Battle of the Books competition will be held in the gym on Jan 31st.
- One Act play rehearsal has begun.

8. Academic Improvement

- Fourth set of eligibility grandes will be run January 31st.
- Met with students on Friday during advisory time to create and update academic eligibility.

9. Financial Management

- Reviewed the activities budgets. The extra busing fee did cause the budget to be over in CC.

10. Other

- Started conversation about graduation and lock in.
- Submitted an MSA student for the Triple A award for MSHSL.

Assistant Director (Middle School) Goal Update

1. Student Services

- Facilitated winter Fastbridge testing
- Facilitated student support process
- Completed two tier 2 intervention meetings for four 6th grade students
- Worked to resolve student behavior concerns as needed
- Providing support and leadership for PBIS team
- Attended all 504 meetings and IEP meetings as requested
- Completed preliminary scheduling for 2020-2021 with scheduling coordinator and director
- Gave numerous tours to prospective students and families

APPROVED

- Supervised lunch
2. **Communication and Interaction**
 - Distributing monthly newsletter
 - Communicating within 24-48 hours of all contact by parents
 - Using Twitter to both collaborate with fellow educators and showcase the goings on at MSA
 - Participated in weekly admin and director team meetings
 3. **Facility Services**
 - Leads building A meetings
 - Coordinates building A maintenance needs with maintenance contractor
 - Helped coordinate building A bathroom repairs
 - Have ensured proper snow and ice removal completed during inclement weather
 4. **Educational Leader**
 - Completed approximately ½ of required teacher observations per school procedures
 - Have completed two formal mentoring sessions and am overseeing informal mentoring sessions
 - Supporting middle school counselor with Friday advisory lessons
 - Coordinating Culturally Responsive Curriculum PD
 - Sent preliminary emails to being PD planning for the 2020-2021 school year
 - Completed WBWF plan with parent and staff task force
 5. **Governance and Policy Development**
 - Chairperson of AFC
 - Facilitated the achievement of our MSA's Give to the Max goal
 - Attends Academic committee meetings as able
 6. **Staff Supervision**
 - Provided coaching to staff members if needed
 - Met and discussed teaching license renewal with staff in need
 - Distributed CEUs to staff as needed
 7. **Board of Directors**
 - Attended October BOD meeting
 - Submits monthly AFC meeting minutes for BOD packet

High School Counselor Goal Update

- Conduct at least one PSEO informational night before spring break - schedule for Monday, Jan 27th
- Conduct 5 separate College Planning Nights by the end of the school year - working with Jeff Bria to schedule spring College Planning Workshops
- Hosts at least 5 postsecondary opportunity visits by winter break - completed
- Meet at least once with each 9th grade transfer student by the end of 1st semester - completed
- Scheduled and in the process of planning Junior Informational Night and Junior Meetings

Middle School Counselor Goal Update

1. **Preventative and Responsive Services**
 - a. Attend an average of at least three student lunches during the week
 - i. I have made it to about three student lunches during the week. I have had to spread it out more so I pop into each lunch for a few minutes
 - b. Implement and communicate to middle school staff a formal referral and follow up system by November 1.
 - i. At the SSm meetings teachers are to refer their students to me. I have a conversation of what support I can provide.
 - ii. Arrange and provide an external middle school assembly on mental health by spring break. Had a mental health/social media for parents. Might consider doing one more as the feedback was that parents really like it and wanted to hear more. This was done on December 3rd.
2. **Academic Counseling**
 - a. Create a Friday schedule and present it to teachers during back to school workshops
 - i. I have shared the Friday advisory schedule and send out emails every week on what we are doing that week. Emails continue to go out weekly.
 - b. Provide instructional material for Friday Advisory time to advisers at least one week in advance of each lesson.
 - i. I share materials for external lessons one week prior. Every Wednesday I share what we are doing for the week. If an external lesson is coming up I share those documents as well.

APPROVED

- c. Check in with extended day volunteers monthly and go into extended day at least once a month.
 - i. Communication has been down with extended day staff however it was down to one teacher so we discussed if anything came up she would let me know. Communication for this is on an as needed basis.
- d. Provide a professional development staff training on personality traits and their role in relationships by March 7th.
 - i. We are looking at what time this would fit in nicely. We have what we will do now just working out the when.

3. Communication & Interaction

- a. Get into every 6th grade advisory class by the end of September to introduce myself.
 - i. Have gone to Eagle Bluff to introduce myself. I have also done one advisory lesson in every 6th grade advisory class.
- b. Provide an article on respect in the November and April newsletters
 - i. I missed the November newsletter wbut willwor on it for April.
- c. Host at least 4 groups focusing on different topics that those students are struggling with. These may include: organization, peer relations, mental health. I would like these groups to be 4-6 weeks in length.
 - i. I am having a hard time finding the time to fit in a group. Most teachers are unwilling to split their time so finding an effective time outside of friday advisory is tough. Will continue to look at options.

4. 504 Plan Coordination

- a. Review all 504 plans on an annual basis, based on plan implementation date.
 - i. Have had annual meetings for all 504 plans of those who requested. I have sent home reminders and invitations to all 504 students offering a meeting if they would like.

5. Academic Improvement

- a. Partner with the 6th grade teachers to teach a lesson on using the planner and staying organized by October 31st.
- b. Attend 85% of monthly Academic Committee meetings.
 - i. Have tried to attend. I have had inclement weather or have had other meetings during that time. I should be able to make it to much more.
- c. Team teach with the health teachers on mental health units.
 - i. Working on figuring out if it will fit in with the curriculum.
- d. Provide academic departments and director with academic summary results within one month of their release.
 - i. I share all academic testing results with staff when I receive the information.
- e. Provide individual academic reports to departments within one week of requests.
 - i. I have given all departments the information I have within one week of requesting.

6. Testing Coordinator

- a. Provide teachers at least two months prior notice of MCA test dates and locations.
 - i. Brought potential MCA dates to teachers. All departments got back to me and we have solidified when testing will take place.
- b. Provide teachers and parents notice of the PSAT test date and location 1 month prior.
 - i. I sent the schedule to teachers one month prior to testing date. I also sent emails home and students leading up to the testing date.

8. Student Representative Communication and Update

Miss Wong provided an update:

- There will be an open house for prospective students on 1/28. Students will give tours . There will be no activities tables set up.
- Student council will be selling roses Jan 27-Feb 7 during lunches for \$2/each, or \$3 with a message. The money must be turned into Mr. LaCasse
- Our next spirit week will be March 3-6
- Students requested that sidewalk be salted before 9:15. Also, the door inside Building C is slippery and would like a floor mat placed there.

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

APPROVED

Board Committees:

Academics (Ms. Anderson): Report submitted. Committee is working on the reading goal and implementing specific templates in middle school to help support reading. Remedial summer school for middle school students who are not passing was discussed. They have not looked at any date - it was just a suggestion at this point.

Annual Fund (Mr. Langseth): Report submitted. Committee is considering merging the Dragon Dinner with the carnival and 20th anniversary. The event will be renamed and time is still unknown. The date is May 16.

Communications (Ms. Kurkoski): Report submitted. Reminders are being sent to teachers to complete the weekly updates. This has been helpful. The activities pages are being looked at on how and when they are updated. There will be templates to assist with the activities pages. Advisors would have access and ability to update. Committee is looking at slightly larger digital displays in gym and great hall. The content management task force is looking at who is responsible on accuracy of website content. Currently Justin is doing this but more people should do this in different areas. For special events in the planning stages, early information should be shared with the community. A streamlined system for reservation of space before after school will be created.

Personnel (Ms. Anderson): No meeting was held in December.

Finance (Mr. Langseth): Report submitted. Committee discussed staff stipend of \$2,000/staff assuming 1:1 and would need to adjust if it is any different than that. Judith Darling offered to answer any questions. Everything is running smoothly.

Motion to approve the December 2019 financials statements.

Moved by: Cody Schniepp Second: Jeff Eng

Discussion:

Ms. Darling stated that there are no issues.

Vote: 9-yes 0-no 0-abstain

The motion carries.

Ms. Judith Darling left the meeting at 6:32.

School Expansion Possibilities (Mr. Eng): Report submitted. There was a meeting in December. The next big meeting will be on January 29, including contractors, realtors, and building committee. It will be an open forum to gather information. Will hope to further build out a timeline for expansion and other decisions that will have to be made internally.

10. Consent Agenda

- a. Revision of current policies (Second Reading)
 - i. Policy 516 Student Medication Policy
- b. Annual Review
 - i. Policy 522 Student Sex Nondiscrimination Policy
- c. Approval of ISD 833 as Daily Transportation Provider

Motion to approve Consent Agenda Item.

Moved by: Judy Seeberger Second: Ramesh Aki

Discussion:

None

APPROVED

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

11. Old or Unfinished Business

a. Policy 710 Extracurricular Transportation (First Reading)

Discussion:

Ms. Kurkoski provided a review of the changes. The language of the Student Extracurricular Transportation Waiver Form was discussed. Mr. Gawarecki will send the changes for legal review.

b. Student Communication Format

Discussion:

None.

c. By Law Change

- i. 4 Year Terms
- ii. Vice Chair/Chair Progression
- iii. Early June Meeting (2nd week)

Discussion:

Ms. Anderson reviewed the process to approve and make the changes. Authorizer also has to approve.

Board discussed changing terms for board members and different terms for different members. Board suggested 4 years for teachers, 3 years for parents, and 2 years for community members or 4 years for all members or 4 years for teachers, 3 years for parents, and 3 years for community members. Board considered different terms to present to staff.

Vice Chair/Chair progression and early June meeting will be discussed at the next board meeting.

12. Items for Discussion and Decision

a. Australia Biology Trip

Discussion:

Ms. Jeana Albers presented the proposed trip. It will be open for 9th-11th graders and could open it up to 8th graders if there are not enough students going. A good goal would be 20 paying students.

Mr. Jeff Eng left 7:15 pm.

Motion to approve Australia Biology Trip.

APPROVED

Moved by: Michelle Kurkoski Second: Dan Ellingson

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

b. Set Student Capacity for Lottery

Discussion:

Mr. Gawarecki provided background and recommendation. If the number of students are kept at the current capacity, then there will be a deficit of \$50,000. MSA therefore must either cut expenses or raise revenue. Mr. Gawarecki does not recommend cutting anything. There is capacity in the classrooms and we have a big enough waiting list to fill additional spots. If the capacity for 8th & 9th grades were increased there would be a longer impact to school and not have to raise the grades every year. The capacity would have to be set before the lottery in February.

Mr. Gawarecki recommends the following:

6th & 7th grades = remain at 88 (average 22/class)

8th grade = Raise from 88 to 92 (average 22/class to 23/class)

9th grade = Raise to 88 (on average class sizes are lower than middle school) close enrollment after the first week of school

10th grade = remain at 70

11th grade = remain at 60

12th grade = remain at 60

If this is increased, the projected surplus would be \$21,000 for next year and would be good up to 2025/26 if students stay at the current rate. Board discussed different options.

Concerns were raised regarding the amount of students this would add to existing classrooms, and it was noted that even though this would result in an average of 22 students per classroom in 8th grade, classes were not balanced so that it is possible there could be 25 in one class and 17 in another. It was noted that the 8th grade teachers raised concerns at the last staff meeting about increasing the cap and had requested a meeting with Mr. Gawarecki to discuss. Various other options were discussed on how this money could be raised. \$40,000 from our Give to the Max fundraising is already factored into the projected budget, and still a shortfall is projected. Mr. Langeth noted that MSA has never had to use these funds before. Rising costs are not due to any one factor, but to increased costs all around. Ms. Seeberger pledged to forego any stipend this year to offset rising costs, recognizing this would not solve the problem.

The last time we raised capacity was three years ago, and this was projected to keep us in the black through this year, so we are on track as projected.

Motion to approve capacity as follows: 6th grade=88, 7th grade=88, 8th grade=92, 9th grade=88, 10th grade=70, 11th grade=60, and 12th grade=60 .

Moved by: Adam Bartz Second: Lisa Anderson

APPROVED

Vote: 7-yes Judy Seeberger-no 0-abstain
The motion carries.

c. BOD self evaluation

Discussion:

Ms. Anderson provided an overview of the review elements and will send to the board members with final approval of form in February. Ms. Anderson will send final form to the Board by March Board meeting. Board will do self evaluation and return to Ms. Anderson to report and discuss at the April Board meeting.

d. Review School Recycling Program

Discussion:

None

e. Lottery Procedure

Discussion:

Mr. Gawarecki provided background of the issues last year with the glitch on procedures. Fix going forward will have parents reply back by a certain date and change the enrollment time to match business hours.

f. Strategic Plan

Discussion:

Discussed timing of next review of the strategic plan. We should start thinking about taking a new look at the Mission, Vision, and Core Values. Mr. Gawarecki suggested that the next time the Board reviews the Mission, Vision, and Core Values, concepts of diversity & inclusion should be added. There was discussion of whether the current Board or the next Board should address this.

At the next workshop, we will start going through the strategic priorities. Board members are asked to come with their thoughts on the last 3 pages. But keep the 1st page in mind as we look at the other things. Board members are also asked to keep their copy of the Strategic Plan and bring it to future meetings so that copies do not need to be made for each meeting.

13. Future BOD Meeting and Workshop Agenda Items

- a. Director's Survey
- b. Strategic Plan
- c. By Law changes

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

BOD Workshop on Tuesday, February 18, 2020 at 5:00 pm in Room 10A.
BOD Meeting on Tuesday, February 18, 2020 at 6:15 pm in Room 10A.

APPROVED

15. Motion to adjourn at 8:20 pm.

Moved by: Adam Bartz

Second: Cody Schniepp

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

Submitted:

Ia Xiong, Board Recorder

Approved:

Judy Seeberger, Secretary