

Math & Science Academy

Board of Directors Agenda

Monday, December 13, 2021 MSA (Building A) - Virtually (<https://youtu.be/wEPZI9DoSQo>)

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 - A. Finalize Strategic Plan (Ellingson / Dodge) 3
 - B. BOD Finance Training (Schniepp) 3
2. BOD Meeting Agenda, Call to Order by Chair (6:15PM) 3

Mission: We provide accelerated curricula in all subjects, with an emphasis on math and science. 3

Vision: To be an innovative, sustainable model of academic excellence that creates well-rounded, lifelong learners and global citizens. 3
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 - Maggie Burggraaff, Vice Chair 3
 - Jennifer Bartle, Secretary 3
 - Cody Schniepp, Treasurer 3
 - Erik Fair 3
 - Annie Cardenas 3
 - Michelle Kurkoski 3
 - Jeff Eng 3
 - Sandi Overson 3
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1. Workshop Agenda (5:00PM - 6:00PM)

A. Finalize Strategic Plan (Ellingson / Dodge)

■ MSA Strategic Priorities January 2022-June 2025.docx.pdf

■ Strategic Planing Input.pdf

B. BOD Finance Training (Schniepp)

2. BOD Meeting Agenda, Call to Order by Chair (6:15PM)

Mission: We provide accelerated curricula in all subjects, with an emphasis on math and science.

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3. Roll Call of Members

Dan Ellingson, Chair

Maggie Burggraaff, Vice Chair

Jennifer Bartle, Secretary

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Annie Cardenas

Michelle Kurkoski

Jeff Eng

Sandi Overson

Non-voting: Sydney Weschke, Student Member

4. Approval of Agenda - 5 min

Conflict of Interest Statement

5. MSA Monthly Celebration

MSA Thespians win a record number of Spotlight Awards! Spotlight Education is a program run through Hennepin Theatre Trust that provides opportunities for High School Theater Programs to receive professional feedback and awards/recognition for outstanding achievements for their productions throughout the year. This year's production of High School Musical has been recognized for 23 awards! The following MSA students are to be congratulated on their individual and group awards. Emily Balandin, Zac Barnaby, Lauren Britten, Abigail Brown, Lizzie Corey, Elizabeth Conlin, Maya Crandall, Maya Dalal, Ava Fair, Elliana Fair, Samantha Grubish, Alex Hardtke, Malia Hyatt, Lynne Inouye, Abby Krueger, Catherine Larson, Jocelyn Lidle, Andrew Moua, David Musherure, Salma Ouakhchachi, McKayla Pierce, Adhya Pola, Logan Schlosser, Ethan Semler, Caroline Steury, Edward Steury, Kate Thurlow, Bella Trinko, Caleb Boudjouk, Susana Brown, Nathan Collins, Sophia Eide, Artie Gardner-Berg, Caleb Levitt, Sam Mulugeta, Arlen Pierce, Olivia Radanke, Sam Walters

6. Open Forum - 5 mins / person

7. Approval of Minutes - 5 min

11_22_21 BOD Draft Minutes.pdf

8. Student Representative Update - 5 min (Weschke)

9. Executive Director's Report - 10 min (Dodge)

Interim Executive Director's Report December.pdf

10. Chair's Report - 5 min (Ellingson)

11. Board Committees and Subcommittees

Board Sub Committees:

Annual Fund (AFC) (Cardenas)

Communications Advisory (Burggraaff)

Director Search (Anderson)

Elections (Schniepp) no meeting

School Expansion Possibilities (Ellingson)

Meeting Notes: Expansion Sub Committee meeting held remotely
December 2, 2021.

Mr. Kou Vang shared critical timing:

Mar/Apr 2022- BOD needs to make decision on expansion

Sept/Oct 2022 - If new site needed, location must be selected

Mar/Apr 2023 - All financing must be secured

2024-25: First year in new building and 25th anniversary of MSA!

Spreadsheet (attached below)

We reviewed the total number to target - 1000 students

We reviewed the plan to start with younger students (6-7 grade).

We want to keep class sizes / school feel small (at most 25 / class - target 22)

We need to keep the school in high demand to meet 1000 student target

We could use concept of "houses" to keep the feeling small for the students / community

We will target classroom sizes of 850sqft, which is about 60% larger than we currently have

Science classrooms should be 1000-1200sqft

Next steps:

Jeff Eng - draft Expansion FAQ document for website and community

Dan - update Expansion distribution list - done

Dan - Share notes with BOD for December BOD packet, and plan for next session

Cecelia / Admin team - review attached growth plan, and assess ability to deliver Mission/Vision

Thank you,

Dan Ellingson
MSA BOD Chair

Report from J.B. Vang linked below:
[20211126 MSA Project Profile.pdf](#)

Personnel (Ellingson)
Policy (Kurkoski)

Board Committees:

Academics (Kurkoski)

[Minutes of Academics Committee Meeting December.pdf](#)

Finance (Schniepp): Meeting canceled, approvals will be shifted to
JANUARY

Approval of Financials

[MSA November 2021 Financial Statements.xls](#)

[MSA November 2021 Supplemental Information.pdf](#)

**Math and Science Academy
Charter School No. 4043
November 2021 Financial Statements
Executive Summary**

Summary of Key Financial Indicators

- Average Daily Membership (ADM) Overview –
 - Original Budget: 507 ADM
 - Revised Budget: 507 ADM
 - Working Budget: 507 ADM
 - Actual: 499.39 ADM

- The School's revised budgeted deficit for the year is \$(129,732). A projected cumulative fund balance of \$2,180,876 or 34.46% of expenditures is anticipated at fiscal year-end.

- The School's working budgeted deficit for the year is \$(32,873). A projected cumulative fund balance of \$2,277,735 or 38.24% of expenditures is anticipated at fiscal year-end.
- Projected Days Cash on for the projected fiscal year-end is 156 Days. Above 60 days meets minimum bond covenants.
- Projected Debt Service Coverage Ratio at fiscal year-end is 1.13. Above 1.00 meets minimum bond covenants so long as 60 days or more of days cash on hand is achieved.

Financial Statement Key Points


- As of month-end, 42% of the fiscal year was completed.
- Cash balance as of the reporting period is \$2,048,596, which includes \$992,623 of funds that are required to maintain the Dash Cash on Hand requirement for bonding. The \$2,048,596 balance is down from last month due to the additional payroll contracts being updated for the year, as well as a lower MDE reimbursement from prior year revenues being received.
- Revenues received at the end of the reporting period are reflected at 40.5%.
- Expenditures disbursed as of the end of the reporting period are reflected at 32.1%.

Other Items

- The working budget has been updated to reflect changes to staffing based on current contracts for Fiscal Year 2022.
- Salaries and Benefits payables have begun to accrue as of the September financial statements for summer accruals, and those will be reflected in the statements under Salaries and Benefits lines. The current balance is estimated to be \$89,560 in contracts and salaries that will be paid in July and August of 2022.
- Math and Science Academy received allocations for Title I and Title II in FY2022. The Title II Application has been submitted to the Department of Education and is now in Funded and Active status. Title I's application was submitted to the Minnesota Department of Education and is currently in "Submitted for Review" stage by the Department. Once this application is approved, the School will be able to submit reimbursements for expenditures from this program.
- Federal Special Education applications were submitted and approved by the Minnesota Department of Education.

12. Consent Agenda - 5 min

a. New HVAC Contract Harris replacing Trane

 Harris HVAC Contract.pdf

13. Old or Unfinished Business - 5 min

14. Discussion and Decision - 60 min (Ellingson)

a. Discussion on Executive Director hiring (Anderson)

Questions for the BOD

1. When do you want your BOD interviews to be?
 - The Day at MSA is Tuesday, February 15 and you have a regularly scheduled meeting on Tuesday, February 22.
 - I would recommend Thursday, February 24 or Monday, Feb 28 at the latest, so that you could hear back before spring break.
 - Spring Break starts on Monday, March 7.
2. Do you want the interviews live streamed?
3. The Interviews have to be an Open Meeting, so how do you want the public to be able to attend?
 - In the room?
 - Just have them watch the live-stream in a separate room, like this summer?
4. What type of interview do you want?
 - Do you want a panel presentation?
 - Do you want three separate interviews like we did for the interim?
5. If you want three separate interviews, does 5:00, 6:00 and 7:00 pm work?
 - Then you can deliberate that evening after the interviews.
6. Do you want them to know the questions ahead of time?
 - Then it seems more fair because no one gets more or less of a chance to watch the live streamed questions ahead of time.
 - If you go that route. You will still have a chance to watch them answer unscripted questions at the Day at MSA.
7. Interview Questions
 - With the interim, you came up with your own questions, and I submitted a list of questions that you could pick from, if you preferred that instead of coming up with your own questions. Does that process still work? Or do you prefer something else?
8. Interview Grading Scale
 - Once we know the interview questions, can it be a simple ranking of 1-5 for each question. Do you want 1 to be the first choice or 5?
 - Do you also want me to add some categories such as interaction with students, interactions with staff, communication skills and other things that you may observe during the Day at MSA or in their written materials. Or do you prefer for those things to just be additional evidence for you to evaluate on your own?
 - You will also have the results of the community survey before your interviews. I think the best of use of this data is just to be there for you to read for additional input from the community? Or do you prefer for it to be used in a different manner?
9. Candidate Names

- During the BOD interview when you are deliberating, will you still refer to the candidates as their letters or numbers just like you did during the interim interviews, instead of their names, since it is an Open Meeting. Does that still work for you?

10. Do you want the three finalists to take any form of leadership profiles, such as Clifton Strengths?

- They cost about \$20-\$50 a piece

11. Do you have any other concerns or suggestions?

b. Approve Strategic Plan Priority Areas

■ MSA Strategic Priorities January 2022-June 2025.docx.pdf

c. Approve World's Best Workforce 2020-21 Summary and 2021-22 Plan (Dodge)

■ 2020-21 MSA WBWF Summary and Progress Report.pdf

d. Annual review of 516 Student Medication Policy and approval of 612-1 Family Engagement Policy (Kurkoski)

■ MSA_Policy_516_Student_Medication.pdf

■ Family Engagement Policy 612-1.pdf

e. Enrollment procedures update (Dodge)

■ Admission_Procedures.pdf

f. Line of credit reapproval (Schniepp - 5 mins)

■ Line of Credit.pdf

g. Current MSA Calendar - discuss and vote on possible changes

- i. January Board Meeting date?
- ii. Switch some in-person days to flex learning?

15. Future BOD Items - 5 min (Ellingson) Next meeting is January 10, 2022

a. Strategic Plan Review (3-4Q 2021)

b. Approval of staff contract format (1Q 2022)

c. Diversity, Equity and Inclusion (Priority for 2021-22 year)

d. Expansion Decision (2Q 2022)

16. Meeting Plus / Minus - 5 mins (Ellingson)

17. Motion to Adjourn

Submitted:

Approved: