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**Board of Directors
Workshop Minutes
Math & Science Academy
Monday, August 17, 2020
Building A (Room 8A) and Remotely
8430 Woodbury Crossing, Woodbury, MN 55125**

Call to Order by Annie Cardenas at 5:01 pm

Members Present:

Voting:

Annie Cardenas, Chair & Teacher Member
Dan Ellingson, Vice Chair & Parent Member
Michelle Kurkoski, Secretary & Teacher Member
Jennifer Bartle, Parent Member
Robert Krueger, Parent Member
Adam Bartz, Community Member
Judy Seeberger, Teacher Member
Maggie Burggraaff, Teacher Member

Non-voting:

John Gawarecki, Director (ex officio)
Jenny Abbs, BKDA, Contracted Financial Manager (ex officio)

Absent:

Voting:

Cody Schniepp, Treasurer & Community Member
Maggie Burggraaff joined at 5:13

Non-Voting:

Paula Akakpo, Student Member (not yet seated)

Discussion:

1. Policy 203.5

There have been requests to have some or all of the BOD packet available digitally to stakeholders. First, a review of the policy, which states that there must be at least 1 printed copy of the materials. Mr. Bartz expressed that there is information that is meant for the BOD members, so that some would need to be removed. The packet is available for public viewing, so have these been vetted? Ms. Kurkoski shared that the packet may need to be redefined as a packet that is publicly available, but that there would be an appendix for BOD members that is the more data sensitive information. Mr. Ellingson agreed that having the BOD packet available with limitation would be a good idea. Ms. Cardenas wants to know whose responsibility it is to look at adjusting the packet and whether we need to amend the policy. Mr. Gawarecki does not think that this should be part of the administrative team because they may not know what the context for the information is, that it should be a BOD member or members. He also stated that he can change his reporting to have two different copies, but there is a chance that there would be mix-ups. Ms. Cardenas suggests that each member is responsible for their own materials and to determine whether there are data-sensitive issues. Ms. Kurkoski suggests that there is not a lot that would be private data, so that we are able to cut that info and have an appendix. Mr. Krueger shared that other districts are sharing their packets. Ms. Kurkoski stated that there would not need to be a policy change because we are already fulfilling the minimum of the policy requirement. Mr. Kureger states that there could be a space on the BOD

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section of the MSA site to post these. Mr. Gawarecki states that there may be a circumstance in which items are added between when she sends them out initially and when she posts them. This also means that we have to hold strictly to the Thursday due date.

Mr. Krueger agrees that committee chairs will be responsible for removing sensitive information. The Monday of the meeting that document will be posted for that day, then taken down. Mr. Krueger and Mr. Gawarecki will keep an eye on this to be sure that things are done as discussed.

2. Monthly Review of School Opening plans

Based on the motion we passed last meeting, we added that the BOD will review the plan monthly. Ms. Cardenas - What items should be reviewed monthly?

- Bartz - Washington County Covid data and cases (MDH and MDE) - Mr. Gawarecki will share the updates with the BOD (he receives these every Thursday)
- Bartz - Whether we are able to offer hybrid for spring? Or possibly earlier? We need to make a decision with enough time to plan (November to start serious discussion, vote in December)
- Cardenas - Administration will lead the evaluation of hybrid possibilities. Will need to go back to the guidance from MDE and MDH, will need continuing evaluation and updating to the BOD
- Cardenas - what are the scheduling variations that would make some version of hybrid possible?
- Gawarecki - updates on materials arrived and installed to comply with the requirements.
- Ellingson - need to update from students, teachers, and parents - regularly surveys - to see that our plans are working and if there are areas that need improvement.
- Kurkoski - sent out the three surveys on the first Monday? Gawarecki suggests first Thursday.
- Cardenas - who will be contributing to the survey questions?
 - BOD members (Mr. Ellingson, Ms. Bartle)
 - Communications Committee
 - Mr. Gawarecki has the names from the CC meeting
- Krueger - we also need a way to get good data from those who are currently doing hybrid.
- Kurkoski - what about teaming up with other schools? Data sharing and troubleshooting.
- Cardenas - community and connection opportunities
- Gawarecki - some schools are in Distance Learning, but add the caveat “with support” so that there are options to have flexibility when hybrid is an option. This also gives a chance to offer opportunities to those who are struggling to meet with teachers or support staff (while still complying with the safety protocols)

Workshop was adjourned at 6:06 pm

Submitted and Approved:

Michelle Kurkoski, Secretary

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**Board of Directors
Meeting Minutes
Math & Science Academy
Monday, August 17, 2020
Building A (Room 8A) and Remotely
8430 Woodbury Crossing, Woodbury, MN 55125**

1. Call to Order by Annie Cardenas at 6:15 pm

Vision and Mission read by Robert Krueger.

2. Roll Call of Members

Present:

Voting:

Annie Cardenas, Chair & Teacher Member
Dan Ellingson, Vice Chair & Parent Member
Michelle Kurkoski, Secretary & Teacher Member
Jennifer Bartle, Parent Member
Robert Krueger, Parent Member
Adam Bartz, Community Member
Maggie Burggraaff, Teacher Member
Judy Seeberger, Teacher Member

Non-voting:

John Gawarecki, Director (ex officio)

Absent:

Voting:

Cody Schniepp, Treasurer & Community Member

Non-voting:

Paula Akakpo, Student Member
Jenny Abbs, BKDA, Contracted Financial Manager (ex officio)

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

Conflicts of Interest: None

Discussion:

None

Motion to approve the agenda.

Moved by: Adam Bartz Second: Maggie Burggraaff

Vote: 8-yes 0-no 0-abstain

The motion carries.

4. Open Forum

Ms. Cardenas read a letter from Tammy Barnaby (parent) to BOD on distance learning.

Ms. Cardenas read a letter from Mary Yapp (parent) to BOD about delaying the school start date.

5. Approval of Minutes.

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a. Motion to approve the July 27, 2020 Workshop and Meeting Minutes.

Moved by: Dan Ellingson Second: Rob Krueger

Discussion:

None

Vote: 7-yes 0-no Judy Seeberger - abstain

The motion carries.

b. Motion to approve the August 6, 2020 Special Meeting Minutes.

Moved by: Adam Bartz Second: Jennifer Bartle

Discussion:

None

Vote: 7-yes 0-no Judy Seeberger - abstain

The motion carries.

6. Chair's Report

Ms. Cardenas provided an overview of the workshop. Packets were discussed and will be made available online.
Discussed

7. Director's Report

Mr. Gawarecki provided additional information on staffing positions. Julianne Farrel was hired as the fifth special ed teacher. Caitlin Harper has resigned. The position was posted. An offer was made but it was declined. Interviews are set for tomorrow and the announcement is expected to be late tomorrow or Wednesday. All full time positions are filled and some part time positions are still open. Teachers will have protective shields around their desk. A shield is installed approximately one per day up. The auto hand sanitizer has been posted at entrances.

Cross country started practice and there were a large number of students.

Mr. Krueger asked about the Student and Parent handbooks in the packet, that there were concerns expressed, and that there are different versions. Mr. Gawarecki stated that when the registration went live, the 2019-2020 w handbook was in that link. It was updated, but there were parents who saw that version and completed the registration process. You have to sign off before you can attend school, if not your student is not allowed to be registered with the school. Ms. Cardenas asked who is responsible for vetting this and how we can prevent this in the future. Mr. Gawarecki suggested a special BOD meeting just for this during the second week in August. Moving it earlier would have the possibility of additional changes that happen in August. The other possibility would be to move the BOD meeting earlier in August. Ms. Kurkoski agreed that these need to be looked at - activities handbook, student/parent handbook, grading handbook, coach/adviser handbook

August Director's Report

The Fall Plan was sent to MSA stakeholders on August 10th despite a power outage in Woodbury which affected all 4 MSA buildings for a good portion of the morning.

Student and Parent Handbook is included in this month's BOD packet for approval. Most changes were due to the COVID situation we are under.

Background checks for potential candidates include a Google search to identify potential issues. Additional questions concerning behavioral issues were implemented last year and have been continued to be used this year. MSA currently uses the MNBCA (Minnesota Bureau of Criminal Apprehension) for background checks.

Lunch with the Director for parents has been occurring on Fridays from 12 -1 pm via Zoom and will continue throughout the 1st semester.

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Given the fact that we will be in distance learning for the first semester, I will be holding open office hours with staff for the following days and time so that all teachers and staff have an opportunity to meet virtually if a private meeting is not requested. These meeting times will allow all teachers to meet during their prep block or an open time.

Monday: 10:15 - 11:15 am

Tuesday 1:45 - 2:45 pm

Wednesday: 1:45 - 2:45 pm

Thursday: 10:15 - 11:15 am

Friday 8:00 - 9:00 am

The majority of the Woodbury Crossing Rehabilitation Project near MSA has been completed. There is now a sidewalk on the south side of Woodbury Crossing which connects MSA to the Pioneer trail. There is still some landscaping that needs to be finalized in front of the MSA sign and trees near the exit of the Building A parking lot.

Dhruv Patel completed his Eagle project which was a landscaping project in the front of Building B.

The installation of teacher desk protectors has begun with one desk completed as of August 17th.

High School and Activities Assistant Director Update

The month of August has been a busy month as we prepare for the 20/21 school year.

Here are the main things that I have been working on:

- Participated Operational and Logistics Planning Group
- Participated in the Teaching and Learning Planning Group
- Participated in Social Emotional Learning Group
- Participated in the Back to School Planning Group
- Working with others on Back to School Material Pick Up
 - Computer pick up
 - Classroom materials
 - School photo
- Working on Student Support Process with others
- Preparing for Fall MSHSL activities
 - MSA will host Cross Country
 - MSA will Coop with Twin Cities Academy for Soccer
- Participated in weekly MSHSL Meetings
- Participated in weekly EMAC meetings
- Working with High School Office Manager on updating MSA website
- Meet with Activities Advisors to discuss upcoming year
- Small group communication committee meeting
- Met with multiple staff members to discuss upcoming years and teaching ideas
- Participated in 2 day indigo Special Ed Back to School Workshop
- Participated in Title IX training
- Working with Tom on Professional Development
- Working with Tom on Mentoring Program
- Working with others on yearly bullying presentation

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Middle School Assistant Director Update

This is a list of the main work I have completed in August in preparation for the 2020-2021 school year.

- Lead the Equity and Family Needs group for fall planning
- Participated in the Social/Emotional needs planning group
- Participated in the Operational and Logistics planning group
- Attend August Academic Committee meeting
- Attend August Finance Committee Meeting
- Lead August AFC meeting
- Attended August Communication committee meeting
- Attended School Operations and Logistics meeting
- Worked with MSA maintenance contractor to facilitate repairs in building A
- Participated in PBIS planning meeting
- Lead 6th grade Back-to-school planning meeting
- Distributed summer newsletter
- Supported teachers as requested or needed
- Communicated with families regarding fall schooling
- Completed initial edits to student/parent handbook
- Attended two webinars for fall learning planning
- Attended Title IX training
- Participated in material pick up planning meeting

High School Counselor Update

- Continue to check in with students who may need academic and emotional support.
- Continue to offer meetings with all junior students to discuss senior year, graduation requirements and post-secondary planning.
- Continue to work with students who are registering and planning for PSEO for the upcoming school year.
- Continue to participate in the monthly academics committee meetings and additional task forces as needed.
- Continue to work with senior students as they prepare for post-secondary by collecting post-secondary plans and transcript requests.
- Planning the Advisory lessons for the 20-21 school year.
- Participating and leading task force groups related to distance learning.
- Coordinating with Joell to ensure all students have completed schedules for the upcoming school year.
- Coordinating TA's for the upcoming 20-21 school year.
- Updating the 20-21 course guide to reflect changes due to distance learning.
- Continue to monitor and update students' course progression to reflect graduation requirements.

Middle School Counselor Update

This month I have been attending meetings for both the equity and family needs groups as well as the SEL group. In both groups I have provided my feedback to how we are going to serve not only our students but also our MSA community as a whole. I am also working on developing lessons and a schedule for the advisory lessons we will be doing in the fall semester. I don't have much specifics as of yet as we recently found out our plan. I am doing my research on what lessons would be most beneficial and when.

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8. Student Representative Communication and Update

None

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

Board Committees:

Academics (Ms. Kurkoski): Report submitted. Committee is working on an event to help 6th grade get to know each other and for new 9th graders. Event will be a safe environment to do it. Also, looking at an open house which will stagger pick up dates. SAM adjusted goals. Also looking at recruiting diverse staff. Postings will be updated. Committee is also looking at enrichment classes in middle school,

Annual Fund (Mr. Bartz): Report submitted. Committee met on August 12. The goal will be \$85,000 for the year. The focus will be on teacher grants and COVID improvements. There will be only one event: Give to the Max. There will not be a Dragon Dinner. An announcement will be made for volunteers needed especially in advertisement, graphic, and market skills. They are also looking at leveraging Amazon Smiles.

Communications (Ms. Burggraaff): Report submitted. Committee is looking at: creating best practice for classroom training, communicating with parents on supplies needed, best way to communicate with stakeholders with distance learning for sports and activities. Parents talked about survey fatigue. Group was formed to create surveys. Schedules are 99% complete. Discussed website update: FAQ, contacts at school, current status of activities on website, training videos to address distance learning tech, and expectations on class during distance learning.

Personnel (Ms. Cardenas): Report submitted. The Director job description is finished. Evaluations are done for Director, midyear, and end year.

Finance (Mr. Schneipp): Report submitted. Mr. Gawarecki provided an update. There will be a deficit over \$100,000. Contributions to this was the PTO paid to staff (\$55,000) and the ADM is lower than originally budgeted (less than 4 students) .

Motion to approve the July 2020 Financial Statement.

Moved by: Judy Seeberger Second: Robert Krueger

Discussion:

None

Vote: 8-yes 0-no 0-abstain

The motion carries.

School Expansion Possibilities (Mr. Ellingson): Report submitted. The next meeting will be on Aug 27. Email will be sent out.

Policy (Ms. Kurkoski): Report submitted. Committee met to discuss the technology policy.

10. Consent Agenda

a. Policy of 531 Pledge of Allegiance Policy

Motion to approve consent agenda.

Moved by: Adam Bartz Second: Rob Krueger

Discussion:

None

Vote: 8-yes 0-no 0-abstain

The motion carries.

11. Old or Unfinished Business

a. Approve new SAM Contract Goals

Motion to approve new SAM Contract Goals.

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Moved by: Annie Cardenas Second: Judy Seeberger

Discussion:

Ms. Burggraaff made the changes and informed the Board.

Motion to rescind new SAM Contract Goals.

Moved by: Annie Cardenas

Motion to approve new SAM Contract Goals with the changes.

Moved by: Annie Cardenas Second: Judy Seeberger

Vote: 8-yes 0-no 0-abstain

The motion carries.

b. Approve Board Goals

Motion to approve Board Goals.

Moved by: Dan Ellingson Second: Maggie Burggraaff

Discussion:

None

Vote: 8-yes 0-no 0-abstain

The motion carries.

12. Items for Discussion and Decision

a. Approval of Pledge of Allegiance Waiver

Motion to approve the Pledge of Allegiance Waiver.

Moved by: Judy Seeberger Second: Michelle Kurkoski

Discussion:

Ms. Bartle suggested that waiver be done only during distance learning. Ms. Kurkoski noted that the waiver would eliminate students who did not want to participate and would not be targeted.

Vote:

Michelle Kurkoski, Judy, Adam Bartz, Rob Krueger, Maggie Burggraaff - yes

Annie Cardenas, Dan Ellingson, Jennifer Bartle - no

0-abstain

The motion carries.

b. Approve Student/Parent Handbook

Motion to approve Student/Parent Handbook.

Moved by: Judy Seeberger Second: Adam Bartz

Discussion:

Board discussed whether the changes were made in the version that the board received. Mr. Gawarecki noted that there were grammatical errors but the substantial information is in there. Added COVID section to the handbook. A major review and changes were suggested last year, those changes were not made. There were concerns expressed that there isn't enough information about the Covid planning and procedures, or that there should at least be an active links.

Motion to withdraw the approval of the Student/Parent Handbook.

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Moved by; Judy Seeberger Second: Adam Bartz

Approve Student/Parent handbook contingent upon the suggested edits and discrepancies being fixed, and with a fully completed and edited version in the BOD packet for the September 2020 Meeting.

Moved by: Michelle Kurskoski Second: Dan Ellingson

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

c. Discussion of BOD Website Information

Discussion:

Ms. Cardenas wanted to know who takes care of the BOD website. Mr. Gawarecki noted that the Office Manager will take things down when requested. Justin is the backup.

d. Discussion of Policy 802 with additional procedures required

Discussion:

Ms. Kurkoski provided an overview.

e. Discussion Policy 808 Covid-19 Face Covering

Discussion:

Ms. Kurkoski provided an overview. A new policy to be adopted. Board discussed the policy and changes made to it.

f. Approval of Computer Forensic Services (CFS) contract per 7-27-20 resolution subcommittee recommendation.

Motion to approve Computer Forensic Services (CFS) contract per 7-27-20 resolution subcommittee recommendation.

Moved by: Annie Cardenas Second: Dan Ellingson

Discussion:

None

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

g. Discussion of Job Description Access for Stakeholders

Discussion:

Mr. Krueger included the job description discussion as a result of a BOD training. Ms. Cardenas agrees that it would be helpful to have the job descriptions for all to see so that they can find the correct person for their question, and also to become more familiar with what everyone does. Ms. Kurkoski agrees that this is public information that should be accessible to all. Mr. Gawarecki has been challenged to find a job description for himself in the past, but hesitates to put it up for public viewing. If there are changes, this could lead to confusion and additional complications. Ms. Kurkoski asked whether it would be better to have the descriptions behind the MSA password like some other forms with a caveat that these are subject to changes based on the needs of MSA. Ms. Cardenas also agrees that there needs to be more information about who does what so that everyone can follow the organization chart. This item will be continued next meeting.

13. Future BOD Meeting and Workshop Agenda Items

- a. Job Description Discussion
- b. Review Activities Handbooks for Students and Coach/advisers
- c. BOD Goals
 - i. Comprehensive Review of Strategic Plan

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- ii. Expansion End of Year Goal
- iii. Committee Purpose Statement
- iv. Review MACS Contract Language
- v. Finance Training

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

- a. BOD Workshop, September 17, 2020 at 5:00 pm.
- b. Regularly Scheduled BOD Meeting September 17, 2020 at 6:15 pm

15. Motion to adjourn at 8:29 pm.

Moved by: Adam Bartz Second: Jennifer Bartle

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

Submitted:

Ia Xiong, Board Recorder

Approved:

Michelle Kurkoski, Secretary