

# APPROVED

## Board of Directors Workshop Minutes Math & Science Academy Monday, December 21, 2020 Building C (lobby) and Remotely

8430 Woodbury Crossing, Woodbury, MN 55125

Call to Order by Annie Cardenas at 5:00 pm

### Members Present:

#### Voting:

Annie Cardenas, Chair & Teacher Member  
Dan Ellingson, Vice Chair & Parent Member  
Michelle Kurkoski, Secretary & Teacher Member  
Cody Schniepp, Treasurer & Community Member  
Jeana Albers, Teacher Member  
Jennifer Bartle, Parent Member  
Robert Krueger, Parent Member  
Adam Bartz, Community Member  
Maggie Burggraaff, Teacher Member

#### Non-voting:

John Gawarecki, Director (ex officio)  
Paula Akakpo, Student Member

### Absent:

#### Voting:

#### Non-Voting:

Jenny Abbs, BKDA, Contracted Financial Manager (ex officio)

### Discussion:

#### 1. SAM Representative Liz Wynne

- a. Ms. Wynne introduced her experience as a Charter school leader and S.A.M. oversight. Generally Ms. Wynne will attend 2 meetings per year, but also reads the committee minutes, BOD minutes, and the financial statements. Also foremost in her review and observation is academics. There will still be a site visit, but that there will be changes made due to the changes that were made last spring and this year thus far due to Covid-19. Ms. Wynne also likes to meet with directors and assistant directors to discuss key issues, ideas, and have a space for them to share ideas. Ms. Wynne also emphasized that school autonomy is also important, while ensuring that the school is in compliance with state and federal laws, their mission, and their contract with S.A.M.
- b. How many schools have you been working with and how? A key idea is to look at what is going well, but still how can we make it better.
- c. One observation is that our free and reduced numbers are increasing, but we do not provide lunch for those students. Something to keep in mind and plan ahead.
- d. With school expansion, generally when a school expands, academics erode a bit. Recommendation to create a task force to think ahead about ways to manage and possibly avoid it
- e. Ms. Wynne also applauded new courses (Hidden History) to add electives that will continue to change and adapt to our students' needs.
- f. One of the things that Ms. Wynne uses is a document functioning as a 'tracker' to see how MSA is functioning as the year progresses in a number of areas (financials, if there were

## APPROVED

closed meetings, academics, policy changes, etc.) that contribute to school success and high functionality.

- g. Q: are there ideas that you have about addressing the free and reduced lunch issue that we can work ahead and address? Ms. Wynne will say if she has info or can review ideas from her CHarter network of contacts.
  - h. Q: A parent BOD member was in a meeting in which the idea that the 'growth model' is broken, that we may need to expand or die. Even expansion, the recommendation was to update the site, rather than move. What can we do to build a more sustainable model for our future? Ms. Wynne notes that this is a complex issue, that the idea of fundraising may not be a model to meet our needs. That keeping salaries competitive, and keeping our expenditures lean has helped. This is also a factor in the health of our general fund. With expansion, we will need to look carefully at how it will affect our school (and potential satellite schools). Ms. Wynne will also reach out to her contacts to see whether they have anything that can help us with this.
  - i. Another thing that is important, is to figure out what motivates people. Salary is not the only factor there - the motivations for individuals will vary and we should keep it in mind when we are weighing our financials.
  - j. Relationship building and lines of communication are also important to maintain within the authorizer/school relationships. Ms. Wynne's focus is less on crises and things out of our control, but on how we respond to issues and put our efforts into 'cleaning it up' and move forward.
  - k. Q: at what point do we reach out to S.A.M. versus internal addressing of issues? Ms. Wynne is a proponent of our chain of communication. This is reinforced with Ms. Wynne's interactions if there are individuals who reach out to her with initial complaints.
  - l. Q: are you all of SAM or are you a representative of S.A.M.? Ms. Wynne is the director of S.A.M., but also reports to a BOD.
- 2. Policy 522 (Title IX)**
- a. There are two possible versions of the policy. The single page version is from our legal council, but still requires the procedure.
  - b. Procedures are more flexible to change as needed.
  - c. The longer version includes the grievance procedure. These also more narrowly define sexual harassment.
  - d. BOD will review for second reading at the January meeting.
- 3. Policy 103 (Complaints)**
- 4. Policy 429 (Suspected Misconduct)**
- 5. Policy 516 (Medication) - consent agenda item**

**Workshop was adjourned at 6:00 pm**

**Submitted and Approved:**  
Michelle Kurkoski, Secretary

# APPROVED

**Board of Directors  
Meeting Minutes  
Math & Science Academy  
Monday, December 21, 2020  
Building C (lobby) and Remotely**

8430 Woodbury Crossing, Woodbury, MN 55125

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

Vision and Mission read by Paula Akakpo.

**2. Roll Call of Members**

**Present:**

Voting:

Annie Cardenas, Chair & Teacher Member  
Dan Ellingson, Vice Chair & Parent Member  
Michelle Kurkoski, Secretary & Teacher Member  
Cody Schniepp, Treasurer & Community Member  
Jeana Albers, Teacher Member  
Jennifer Bartle, Parent Member  
Robert Krueger, Parent Member  
Adam Bartz, Community Member  
Maggie Burggraaff, Teacher Member

Non-voting:

John Gawarecki, Director (ex officio)  
Paula Akakpo, Student Member

**Absent:**

Voting:

Non-voting:

Jenny Abbs, BKDA, Contracted Financial Manager (ex officio)

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

Conflicts of Interest: None

**Motion to approve the agenda.**

Moved by: Dan Ellingson                      Second: Adam Bartz

Discussion:

None

Vote: 9-yes              0-no      0-abstain

The motion carries.

Read by Ms. Cardenas:

**Letter from Christopher Tatarka: He is interested to know the plan for in person or distance learning.**

**5. Approval of Minutes.**

# APPROVED

## **a. Motion to approve the November 16, 2020 Workshop and Meeting Minutes.**

Moved by: Adam Bartz      Second: Jeana Albers

Discussion:

Correction:

pg 6 - VI - BOF should be BOD

Pg 8 - Item 7 last sentence should be, "School District 833 started distance learning today".

Pg 14 - 1st Sentence correction to "MSA".

Vote: 9-yes      0-no      0-abstain

The motion carries.

## **6. Chair's Report**

Ms. Cardenas provided a recap of the Workshop. See Workshop minutes. Ms. Cardenas would like to invite others to join the Board at the Board Strategic Plan Retreat on January 11, 2021.

## **7. Director's Report**

Mr. Gawarecki provided an update on open enrollment. On the first day it was opened, there were 124 applicants. The lottery will be on February 9.

State guideline for distance learning is a rating of 30 or more. The current Washington County rate is 40.1. There is a downward trend but it is still above state recommendation.

On the MDH commissioner's call today, they are anticipating another wave of Covid in January and February.

There were students that have transferred out. Two of them are from the same family who moved. Another transferred to go to a school that was not in distance learning. The three vacancies in middle school have been filled.

A survey will be sent out in January.

Attendance rate is over 90% rate which is historically the same as previous years. If a student is absent for more than 2 days, then MSA will check up.

Student Achievement/Activity:

262 applications have been submitted for AP courses next year.

December 15th was the first day of going live with online enrollment applications for the 2021-2022 school year. We received 124 applications on that day:

Gr 6: 76 Gr 7: 11 Gr 8: 15

Gr 9: 17 Gr 10: 2 Gr 11: 3

- Utilization of licensure coursework application

Coursework in the School Finance has been completed along with the Human Relations course. Both courses emphasized looking at the school's mission and vision to ensure compatibility with the document being worked on. School budget process will begin soon, so this course was timely in that it reinforced several components that MSA does well in the planning process.

- Evidence of the inclusivity goal application

Recruiting Diverse Staff task force will have parents, students, and staff members on the team. Participated in and assisted leading a discussion group during two World's Best Workforce meetings.

- Evidence that building management decisions correlate with the school's

## APPROVED

mission, vision and values by including the Administration's meeting notes. During the latest staff meeting, we took a vote on if we should modify or adjust our teacher planning time. Result of the discussion and vote was to keep it as it is.

- Evidence that when decisions, procedures, or school practices are changed, the rationale for the change needs to be communicated to the original group or committee before being brought to the staff as a whole.  
Discussed why I thought several agenda items on the academics committee agenda should be moved. This was not brought to the staff as a whole.

- Update the Board about PD application to finance  
Completed the School Finance course at Hamline. The bonding process has been completed and MSA will begin saving over a hundred thousand dollars annually in the future.  
Monthly update from Expansion committee (this could be from a different board member)  
Please see notes from the committee.

- Ensures that all members of IEP and 504 teams are informed of meetings, changes to IEP/504 plans, and have opportunities for input  
An audit of teacher involvement into meetings is underway and should be completed over winter break. Key items to be identified are teachers who are not participating in providing feedback and the reason why this is occurring.

- Major updates and key information gained as a result of attending the regional director meetings, as appropriate

Governor's announcement will be made concerning elementary attendance. No new money will be coming to schools for the rest of the school year. Any money the state gets for COVID-19 from the federal government will replace money that the state was going to give. "You will be getting the same package, only who is paying for it will change." This should help the overall scenario though as the state deficit will be decreased.

- Director will update the BOD of any potential concerns or issues raised at the MSA PTO meetings.

The next PTO meeting is scheduled for January 11, 2021.

- Establishing and maintaining relationships and networking with neighboring school districts to foster collaboration and build community relationships, as appropriate

- Attended and collaborated with 8 other charter schools during the MACS Government Affairs Committee during its meeting on December 10th meeting.

- Contributed to the Tuesday Charter School Admin Support Call hosted by MACS

- Evidence that PD regarding team building and/or conflict management has or will be attended

Attended a Charter Leader Support Network meeting on December 17th, hosted by MDE on Building Community and Cultivating Compassion.

- Evidence that PD regarding diversity and sensitivity or cultural competency has or will be attended

Human Resources course was completed on November 15th. A portion of the course focused on how schools may meet the needs of students even if the staff does not reflect its population composition.

# APPROVED

Employee climate survey was sent out last week by the BOD Chair.

Monthly COVID Evaluation

MDH Rating:

Based on December 17th data from MDH, we currently qualify for distance learning with a COVID-19 Positivity Rate of 117.88 in Washington county, which is down from 133.555 from the last report period. Utilizing a model in which we take into account Dakota, Ramsey, Hennepin, and Washington counties, the rate would correlate to 100.8 as of December 17th.

ISD 833 Scenario: All grades are in Distance Learning.

Friday Attendance Results:

Prior to WIN Fridays our Friday attendance rate was the lowest of all five days. From the inception of WIN Fridays until now, Fridays have our lowest absence rate of the five days.

Average Total Absences for Days of the Week:

Monday - 45.3 students

Tuesday - 44.7 students

Wednesday - 41.1 students

Thursday - 47.1 students

Friday - 39.7students

Administrative Recommendations:

The Governor's new guidelines for elementary schools does not impact MSA. We will continue to follow the Safe Learning Plan that has been in effect since the start of the school year.

On campus activities may begin in January if we meet the previously approved Board levels. Currently they do not.

## 8. Student Representative Communication and Update

Ms. Akakpo provided an update. It is Heritage Month. A survey was sent out and there will be more planning in January for Black History and Women History Month. They will work on focus groups, curriculum, and mental health. They will be contacting teachers in January.

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

### Board Committees:

Academics (Ms. Kurkoski): Report submitted with no discussion.

Annual Fund (Mr. Bartz): Report submitted. Mr. Bartz confirmed that there would only be one fundraiser which was committed to Dragon to the Max. There are other opportunities to contribute such as payroll deduction.

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

Personnel (Ms. Cardenas): Report submitted with no discussion.

School Expansion Possibilities (Mr. Ellingson): Report submitted. Mr. Ellingson will combine more information and then share. The financial advisor had discussed the comparison of expanding on the existing site versus a new site. The committee brought it up but didn't focus on that. The initial focus is on vision and mission.

Finance (Mr. Schniepp): Report submitted.

### **Motion to approve the November 2020 Financial Statement.**

Moved by: Annie Cardenas

Second: Cody Schniepp

Discussion:

# APPROVED

Mr. Schniepp provided an update. The bond refinancing is complete. The budget was based on in person learning and will be updated. So it will be changing. They have the data and will need to forecast the rest of the year. There is a strong cash balance and cash flow is good.

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

Policy (Ms. Kurkoski): No report submitted.

## 10. Consent Agenda

### a. Annual review of Policy 516 Student Medication Policy

#### Motion to approve consent agenda.

Moved by: Michelle Kurkoski Second: Robert Krueger

Discussion:  
None

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

## 11. Old or Unfinished Business

### a. Discuss Policy 522 Student Sex Nondiscrimination (Title IX)

Discussion:

This was covered in the workshop. Board discussed which version to use. It would affect procedures and there are advantages or disadvantages to include the procedure in the policy. This is the first reading.

### b. Discuss Policy 103 Complaints-Students, Employees, Parents, Other Persons

Discussion:

Board discussed the changes. This is the first reading and will go on the consent agenda for final approval.

### b. Discuss Policy 429 Suspected Misconduct and Dishonesty by Employees and Others

Discussion:

Board discussed the changes. This would be referenced in the handbook. This is the first reading.

## 12. Items for Discussion and Decision

### a. Discussion of Enrollment Procedures

Discussion:

Mr. Gawarecki provided the background. There are no changes to the procedure. MSA is now collecting applications on the website. Lottery will be done on February 9 at 9 am. A couple of board members are required to be present.

The Board will need to assign the capacity for each grade next month.

### b. Discussion Board Self Evaluation

Discussion:

Board shared what is going well and what they are looking forward to improving.

Mr. Gawarecki - Everyone is not afraid to voice their opinion and the diversity. Looking forward to

## APPROVED

strategic planning.

Mr. Ellingson - He misses the general interactions with others.

Mr. Schniepp - It was rewarding to talk about the positive things with students and enjoy learning about school finance.

Mrs. Kurskoski - She appreciates everyone reading their materials and coming prepared. She looks forward to continuing to maximize strengths and minimize weaknesses.

Ms. Albers - This is a strong board. She would like to emphasize providing information for new board members.

Ms. Bartle - She enjoyed the training and wishes we could be in person.

Mr. Bartz - He appreciates the discussions that bring up conflicting perspectives and then walk away with a united front. He looks forward to getting rid of Covid agenda items.

Mr. Krueger - He appreciates learning as a board and becoming efficient. He would like to push to be more innovative as a school.

Miss Akakpo - She enjoys learning about the finances and looks forward to more student involvement and making students more aware of the Board.

Mrs. Burggraaf - It is nice to see Mr. Bartz and Mr. Schniepp on the board. She looks forward to hearing more about the expansion.

Mrs. Cardenas - She emphasized that she loves the school and the continuation of growth.

### c. Solicit Community Members for BOD Election

Discussion:

Mrs Cardenas wanted to point out that there are two positions on the Board that will be open next year. The positions are Community Member and Parent Member.

### d. Approve Membership to MACS

#### **Motion to approve membership to MACS.**

Moved by: Annie Cardenas      Second: Jennifer Bartle

Discussion:

Ms. Cardenas noted that it is inexpensive and that it has been helpful. Mr. Bartz asked whether we needed to choose our payment option. Ms. Cardenas asked what we have done in the past. Mr. Gawarecki stated that we have typically done the annual payment. Board selected an annual payment plan.

Vote: 9-yes 0-no 0-abstain

The motion carries.

### e. Review Strategic Plan Progress

Discussion:

The meeting will be on January 11 and will be 90 minutes.

### f. Change the Personnel Committee purpose statement

#### **Motion to approve to change the Personnel Committee purpose statement from -**

**Purpose: The purpose of this committee is to create an evaluation process for the Director. And to provide input/feedback so that the Director can create and/or modify evaluation procedures for all other staff members, including the administrative team, teachers and EAs. TO NEW STATEMENT - Purpose: The purpose of this committee is to create an evaluation process for the Director. And to provide input/feedback so that the Director can create and/or modify evaluation procedures for all other staff members, including the administrative team, teachers and EAs. The Committee will also include a review and oversight of the Diverse Hiring Task force associated with our Authorizer S.A.M. Goals.**

Moved by: Michelle Kurkowski      Second: Robert Krueger

# APPROVED

## Discussion:

This is part of the SAMS goal (Goal 6). It was in academics. Board discussed the need to change it to a task force that reports back to the Personnel Committee. Mr. Gawarecki noted the task force is an administrative oversight which doesn't fall under committee meeting requirements.

## Vote:

Michelle Kurkoski, Jeanna Albers, Adam Bartz, Robert Krueger - yes  
Jennifer Bartle, Maggie Burggraaff, Annie Cardenas, Cody Schniepp - no  
Dan Ellingson - abstain

The motion does not carry.

## **G. Discuss Monthly COVID Evaluation**

### **i. MDH Rating**

### **ii. ISD 833 Scenario**

### **iii. Survey Results**

### **iv. Administrative Recommendations no changes**

## Discussion:

Mr. Gawarecki provided an update. There were a few changes to the safety plan. If it is in person, staff must have a mask and face shield. The school would offer saliva testing for employees. It would be free to school until funding goes out. Schools would require on site coordinator. Mr. Gawarecki will get clarification on the number of coordinators for the building.

The guidance from the state high school league will allow schools to practice on January 4. There was not a firm number for outdoor activities, but the AD has determined that the rate of 75 would be acceptable. In our conference, there are not as many schools in general, and there are fewer schools that want to participate. Depending on levels, we may be able to have practices and see what other schools in our conference would be willing to have games. There may be opportunities for more intramural style games, this will also help us to maintain a smaller total bubble for Covid-19 and contact tracing purposes. If the levels stay at the current level, then there can't be practice on campus. If the Covid numbers drop and basketball was able to start, it would only be practice. Games could be as early as the 18th, but unsure if it's been approved. As of now, no activities are going on.

ISD 833 would make announcements if they were to bring back students. It would be K-2 first and then wait two weeks before they could bring in the next group of students. High School would be distance learning but it could change.

MSA has been looking at what issues there would be if students returned. The internet broadband plan would have to increase. Students could be brought back in April but if not, then possibly May.

The air purifier was also discussed. Mr. Gawarecki will look into the best air filter without risking system failure. This will be reviewed at the next meeting again.

## **13. Future BOD Meeting and Workshop Agenda Items**

### **a. BOD Goals**

- i. Comprehensive Review of Strategic Plan
- ii. Expansion End of Year Goal
- iii. Committee Purpose Statement
- iv. Finance Training
- v. Contract Language (Contract Time vs At Will)

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

- a. BOD Strategic Plan Retreat January 11, 2021 at 6:00 pm

## **APPROVED**

- b. BOD Workshop, January 19, 2021 at 5:00 pm
- c. Regularly Scheduled BOD Meeting January 19, 2021, 6:15 pm
- d. BOD Closed Meeting (Director Evaluation) January 25, 2021 at 5:00 pm

**15. Motion to adjourn at 8:34 pm.**

Moved by: Annie Cardenas      Second: Dan Ellingson

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

**Submitted:**

Ia Xiong, Board Recorder

**Approved:**

Michelle Kurkoski, Secretary