

# APPROVED

## Board of Directors Workshop Minutes Math & Science Academy Tuesday, March 17, 2020 Great Hall

8430 Woodbury Crossing, Woodbury, MN 55125

**Call to Order** by Lisa Anderson at 5:00 pm

### Members Present:

#### Voting:

Lisa Anderson, Chair & Teacher Member  
Jeff Eng, Vice Chair & Parent Member  
Judy Seeberger, Secretary & Teacher Member  
Cody Schniepp, Community Member  
Adam Bartz, Community Member  
Dan Ellingson, Parent Member

#### Non-voting:

John Gawarecki, Director (ex officio)

### Absent:

#### Voting:

Noah Langseth, Treasurer & Teacher Member  
Michelle Kurkoski, Teacher Member  
Ramesh Aki, Parent Member

#### Non-Voting:

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

### Discussion:

1. Director evaluation. We are still on track to complete the 360 evaluations by Wednesday. All of us need to fill out our forms and get those back in by March 20, 2020 so the Chair has enough time to compile the data. We need to schedule one more closed meeting. The question was raised how this will be held. The Chair clarified we are not sure yet - we will have to work that out. The closed meeting will be on Monday, April 6, 2020 at 5:30 p.m.
2. Mr. Gawarecki spoke to the "Closure Time Planning for Distance Learning" document. We are closed from March 18-27, during which time schools need to plan what their distance learning will look like. We will not be doing e-learning, but rather will be doing "distance learning." We will most likely do something similar to e-learning. Mr. Gawarecki expects we will be going to an online learning platform, but will still need to incorporate some sort of distance learning because you can't do everything virtually. We will still need to get materials to students for some things. During the closure, there is to be no instructional time per the Governor. This is to be planning time so that on March 30, we are ready to roll out our plan to our students. MDE has gone from a once-per-week communication, to a once-a-day communication with school leaders.

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Mr. Gawarecki clarified that e-learning and distance learning have two different definitions, and from here forward we will be doing distance learning. E-learning is defined by statute and is tied to weather-related closures. Thus, we should start being mindful of how we refer to it and not use the terminology "e-learning," but use "distance learning."

Ramesh Aki joined remotely from 2440 Golf Drive, Woodbury MN 55129 at 5:25

Regarding staffing. The MDE has recommended that during closure all staff members report to school. Mr. Gawarecki is asking that the Board allow him to permit staff to work from home as long as they email him that they are working from home. This is the same thing we do for Teacher Workdays. He believes this will help keep staff as safe as possible. MSA will have an open-door policy and staff can come in and work if they want to, but they don't have to. Mr. Gawarecki plans to be here every day, and someone else will also be here in Buildings A and B during the closure. If teachers do come in, the expectation would be that they not congregate and that they would keep gatherings at 5 people or fewer. Mr. Gawarecki does not think we need a formal motion, but would like it noted in the minutes that the Board recognizes that staff will be using closure days similar to workshop/teacher work days. Mr. Eng suggested we vote on it nonetheless so that there is clear direction from the Board.

The intention is to continue the learning forward so that when students start next year, they can pick up where they were supposed to be had distance learning not occurred. Mr. Gawarecki stated that our rigor will look different because it will have to due to the distance learning component.

As for student care for children under 12, the YMCA has agreed to watch those kids. This also includes children of teachers.

As to communications, Mr. Gawarecki will be sending out staff emails every Monday, Wednesday, and Friday. Parent emails will be Mondays and Fridays. BOD members should also be included on all these emails.

The MCA window will not change. It started March 2 and will end on May 1. MDE is looking to get a waiver. This affects the stipends we had approved for the staff. It is on the agenda to change the performance stipend to tie to graduation rates rather than MCA scores.

The Chair suggested adding something to our closure plan to address AP classes. She also suggested we have a teacher group to address teacher concerns that arise.

**Workshop was adjourned at 6:05 pm**

**Submitted and Approved:**

Judy Seeberger, Secretary

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**Board of Directors  
Meeting Minutes  
Math & Science Academy  
Tuesday, March 17, 2020  
Great Hall and Livestreamed  
8430 Woodbury Crossing, Woodbury, MN 55125**

**1. Call to Order** by Lisa Anderson at 6:16 pm

Vision and Mission read by the Chair, Lisa Anderson

**2. Roll Call of Members**

**Present:**

Lisa Anderson, Chair & Teacher Member  
Jeff Eng, Vice Chair & Parent Member  
Judy Seeberger, Secretary & Teacher Member  
Cody Schniepp, Community Member  
Adam Bartz, Community Member  
Dan Ellingson, Parent Member

**Non-voting:**

John Gawarecki, Director (ex officio)

**Absent:**

**Voting:**

Noah Langseth, Treasurer & Teacher Member  
Michelle Kurkoski, Teacher Member  
Ramesh Aki, Parent Member

**Non-Voting:**

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

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

Conflicts of Interest: None

**Discussion:**

Add: Staff closure days  
Add to Finance Report: MCA results

**Motion to approve the agenda.**

Moved by: Dan Ellingson                      Second: Jeff Eng

Vote: 6-yes              0-no              0-abstain

The motion carries.

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## 4. Open Forum

Submitted by Ms. Heather Krisko - If distance learning is going to happen, can older students tutor other students? Parents can help.

## 5. Approval of Minutes.

### a. Motion to approve the February 18, 2020 Workshop and Meeting Minutes.

Moved by: Adam Bartz Second: Cody Schniepp

Discussion:

None

Vote: 5-yes 0-no Jeff Eng (absent at the 2/18/20 meeting) - abstain

The motion carries.

### b. Motion to approve Special Meeting on March 2, 2020.

Moved by: Dan Ellingson Second: Cody Schniepp

Discussion:

None

Vote: 6-yes 0-no 0 abstain

The motion carries.

## 6. Chair's Report

No report. Ms. Anderson wanted to express thanks to the Administration, staff, parents, and everyone for all the work done so far and appreciates the patience from everyone.

## 7. Director's Report

### 1. Student Achievement

- a. MSA has met the qualifications to be on the Initial Eligibility list for significant expansion/replication list by MDE. This list is comprised of schools who meet the 2020 High-Quality Charter School Comprehensive Performance Framework. 23 Charter schools in Minnesota made the list.
- b. MSA's FTC Team Rhythm Packed Mechanics (RPM) earned a Division Finalist Award and the Connect Award at their state tournament and advanced to the World Competition in Detroit!
- c. MSA had a senior girl, Lily Swanson, designated as a AAA Award winner by the MSHSL.
- d. MSA's FLL rookie team, "the Aqua Dragons", won 1st Place on the Core Values Category and finished in the Top 25 teams at the FLL State Championship.

### 2. Create a Facilities Management Plan

- a. Attended the Expansion Committee meeting on February 25th.

### 3. Communication and Community Relationship

- a. Sent numerous emails to staff and the MSA community concerning coronavirus impacts on the school.
- b. Submitted newsletter article for publication in March newsletter.

### 4. Human Resources Management

- a. Met with the Personnel committee on February 24th to work on Director Evaluation.
- b. Worked on a regular basis with MDE and MDH to ensure safety of the MSA community.

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## 5. Ethical and Inclusive Leadership

- a. Provided Professional Development to staff on March 6th which included suicide prevention, gender inclusion, and Cultural Responsive Pedagogy.

## Assistant Director (Activities) Goal Update

### 1. Student Services

- Completed multiple student investigations
- Supervised students during lunch
- Attended multiple IEP meetings
- Attended Tier 2 meeting

### 2. Communication and Interaction

- Working with a working group to update the school web page
- Banner on web page highlighting our wind ensemble excellent rating at MSA's first competition
- Spring registration emails sent out.
- Contacted individuals who did not turn in all forms for spring registration

### 3. Facility Services

- Overseen building B meetings
- Acknowledged the hard work of staff in building B with fire slips
- Covered in classrooms as needed.
- Overseen building issues over Spring Break

### 4. Educational Leader

- Held our second official mentoring meeting for new to teaching teachers.
- Supported teachers who needed some support in their classes.
- Attended a cultural relevance workshop on Feb. 18th with 7 MSA staff members
- Working on obtaining a speaker on opportunity gap with staff for fall workshop week.

### 5. Governance and Policy Development

- Revisit eligibility policy
- Attended credit recovery task force meeting
- Attended Finance Committee
- Attended Communication Committee meeting
- Attended Personnel Committee meeting
- Attended all staff meeting
- Attended building meetings
- Hosting Athletic Conference Meeting
  - o Will be discussing spring sports and tournaments and meets.
  - o Discuss fees for next year
  - o Current membership issues
  - o Behavioral issues for one of our schools members
  - o Discuss plan for turn over of ADs in conference

### 6. Staff Supervision

- Continuing teacher observations
- Met with Spring coaching staff.
- Made walk through visits in classrooms

### 7. Activities

- Robotics participated in Duluth competition. Did well but now know what updates are needed to robot
- Spring Registration Complete for Baseball, Badminton, and track.
- 71 runners for track
- 9 of the 14 baseball players are MSA students
- Badminton has 28 students signed up to participate
- Trap team registration is complete March 23rd at noon.
- Winter Sport banquets complete except boys' basketball
- Spring Musical rehearsals are beginning

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- Sounds of Hope Concert on March 19th

## 8. Academic Improvement

- 140 kids on academic probation - highest number of students in the 6 years I have been doing the report
- Grades will be run again on March 23rd.

## 9. Financial Management

- Reviewed the activities budgets. The extra busing fee is impacting budgets.

## 10. Other

- Continued conversation about graduation and lock in.
- Wrote multiple letters of recommendations for students

## Assistant Director (Middle School) Goal Update

### 1. Student Services

- Facilitated winter Fastbridge testing
- Conducted progress monitoring testing when needed
- Facilitated student support process
- Completed tier 3 intervention meeting for four 6th grade students a tier 2 meeting for two 7th grade students. Supported implementation of appropriate interventions.
- Worked to resolve student behavior concerns as needed
- Providing support and leadership for PBIS team
- Attended all 504 meetings and IEP meetings as requested
- Gave numerous tours to prospective students and families
- 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 • Worked with sub-contracted company to fix exterior doors to ensure security and accessibility
- Have ensured proper snow and ice removal completed during inclement weather for building A

### 4. Educational Leader

- Completed all required teacher observations per school procedures
- Have completed two formal mentoring sessions and am overseeing informal mentoring sessions. 3rd formal mentoring session is scheduled for March 26th
- Supporting middle school counselor with Friday advisory lessons
- Coordinated Culturally Responsive Curriculum PD on March 6th
- Facilitated 'restorative circle' regarding the achievement gap
- Sent preliminary emails to begin PD planning for the 2020-2021 school year. 1st PD task force met on Feb 21st. Next meeting is April 3rd.

### 5. Governance and Policy Development

- Chairperson of AFC o Leading Carnival committee to support NHS students
- Attended March Academic committee meetings

### 6. Staff Supervision

- Provided coaching to staff members if needed
- Distributed CEU's to staff as needed Student Services
- Facilitated winter Fastbridge testing
- Conducted progress monitoring testing when needed

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- Facilitated student support process
- Completed tier 3 intervention meeting for four 6th grade students a tier 2 meeting for two 7th grade students. Supported implementation of appropriate interventions.
- Worked to resolve student behavior concerns as needed
- Providing support and leadership for PBIS team
- Attended all 504 meetings and IEP meetings as requested
- Gave numerous tours to prospective students and families
- Supervised lunch

## 7. Board of Directors

- Attended February BOD meeting
- Submits monthly AFC meeting minutes for BOD packet

## 8. Other

- Assisting in planning of 6th grade information night for March 25

### High School Counselor Goal Update

- Planned and provided a PSEO Night and a Junior Night in February.
- Will be providing 2-3 college planning workshop between March and April.
- Will be implementing individual Junior Meetings to assist students in senior scheduling, PSEO and post-secondary planning.
- Planning and implementing the ACT test day on March 24th for Juniors.
- Planning and implementing AP testing for early May.
- Continue to prepare and provide advisory lessons to grades 9-11.
- Continue to assist students and families in post-secondary planning as needed.
- Continue to provide social emotional support to students as needed.
- Continue to perform credit checks on upper level grades to ensure progression towards graduation.

### Middle School Counselor Goal Update

All goals are the same as last month other than the following:

## 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. Brought MCA Dates to staff meeting. I also let staff know of a rough schedule. Teachers will have all times, trainings, and details for MCA testing when they come back from spring break. They will be sent out during spring break.

## 8. Student Representative Communication and Update

Ms. Wong was unable to attend and submitted nothing for the meeting.

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

### Board Committees:

Academics (Ms. Anderson): Report submitted. They discussed the academic eligibility policy dates. They did not come to a conclusion and made a task force to look at academic eligibility more closely. Next meeting is April 6, likely online.

Annual Fund (Mr. Langseth): Report submitted. Mr. Langseth was not at the meeting and he submitted nothing for review by the Board.

Communications (Ms. Kurkoski): Did not meet, nothing submitted.

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Personnel (Ms. Anderson): They are trying to fuse the standards for principals and superintendents along with the job description of the Director. The idea is to have them all in one document. The next meeting is scheduled for the end of the month. It will likely be online.

Finance (Mr. Langseth): Report given by Mr. Gawarecki. Financial Statement and Supplemental Information was provided to the Board. The Finance Committee met just before the BOD meeting. We are at 67% of the year's budget. Our revenues and expenditures are around 63%. We are projected to have a surplus of \$187,000. This could change depending on what happens in the next few months. Our revenue stream is solid, the closures will not affect the revenue stream. Our expenses are on target, and our revenue is coming in as it is supposed to. Maintenance on buildings would be in cost saving mode because not all people are in the building (i.e. papertowel replacement, sporting events - no bus). The fundraiser in May could be in a different form. The deep clean over spring break was under \$1000 and within budget. Custodial would be pared back with distance learning.

### **Motion to approve the February 2020 Financial Statement and Supplemental Information.**

Moved by: Cody Schneipp      Second: Adam Bartz

Discussion:  
None

Vote: 6-yes 0-no 0-abstain  
The motion carries.

Mr. Gawarecki also asked that the performance stipend goal be amended to tie to graduation rather than to MCA scores given the current school closure. Mr. Gawarecki explained that the MCA testing will be affected with distance learning. Mr. Gawarecki would like to amend the stipend goal to not be related to MCA results, but rather to our graduation rate. The graduation rate is still based on the authorizer' goal and it's something we can easily measure. If we tie it to a 95% graduation rate, 57 of our 60 seniors would need to graduate. Historically our rate of graduation is close to 100%.

### **Motion to amend the performance stipend goal to be awarded upon the graduation of 95% of MSA 12th grade students.**

Moved by: Cody Schneipp      Second: Judy Seeberger

Vote: 6-yes 0-no 0-abstain  
The motion carries.

School Expansion Possibilities (Mr. Eng): Report submitted. There was a third consultant that presented, Suntime Realty. His background is in real estate. After the meeting, criteria was put together to use for evaluation. An RFP will be put together to send to the 3 groups. It will require items such as their fee, anticipated timeline, and number of employees on the job. Mr. Eng will send the RFP to the committee first. A report was to be submitted at the Annual Stakeholder Meeting but the timeline will be stretched out. The next meeting will be at the end of the month. It may not be needed if communication can be done by email.

## **10. Consent Agenda**

- a. Annual Review
  - i. Policy 616 School District Accountability Policy

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## **Motion to approve Consent Agenda Item.**

Moved by: Judy Seeberger      Second: Adam Bartz

Discussion:

None

Vote: 6-yes 0-no 0-abstain

The motion carries.

## **11. Old or Unfinished Business**

### **a. By-Law Change**

#### **i. Vice Chair/Chair Progression**

Discussion:

Ms. Anderson provided the background. This would also have to go to the teachers too. Recommendation would be to change Vice-chair to include Chair-elect. So that they are working in tandem with the director. Vice-chair can be part of the meetings before becoming Chair. Vice-Chair and Chair have to each be from a different board representative. The idea is that the vice chair would be teed up to be the Chair the next year and they would be involved in discussions and decisions to make the transition to Chair easier. Keep in mind that between the Chair and Vice Chair, one has to be a teacher and one has to be a non-teacher. Mr. Schneipp wonders if this extra change would be too much given everything that's going on. Should we table it until next year? If we do, it wouldn't take effect for 2 years since it would not go into effect with this next election. Board would have to vote twice. Board decided to bring it to the teachers first.

#### **ii. Early June Meeting (2nd Week)**

Discussion:

The idea was to move this meeting date so that parent BOD members can continue to serve into June. Once their student graduates, they are no longer eligible to serve on the board. By moving this date up, this meeting would happen before final grades are due. There was discussion about tying this date to graduation given the unique circumstances of the current school closure. What if graduation is pushed out? Will this push out the new Board members terms beyond June? It was decided to bring language to the teachers to hold the June BOD meeting, when the new Board is seated, on "the Monday after graduation, or the third Monday in June, whichever is soonest."

## **12. Items for Discussion and Decision**

### **a. Approve BOD Election Ballot**

#### **Motion to approve BOD Election Ballot.**

Moved by: Dan Ellingson      Second: Cody Schneipp

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## Discussion:

There are 4 candidates each for teacher and parent. Board discussed the possibilities of a candidate withdrawing and decided to move forward with the ballot mailings. Ballots will be mailed out next week with the website information. Candidate statements will be on the website. Candidate statements should also be sent by mail to account for those who may not have internet access. They go out with a stamped return envelope to MSA. The only change will be to include MSA's website on the ballot.

Vote: 6-yes 0-no 0-abstain  
The motion carries.

## **b. Academic School Year / Preparation for Online School**

### Discussion:

We spent most of today's workshop discussing this. Mr. Gawarecki spoke to the plan for closure. Starting tomorrow, we will be in closure. From March 18-27, it is non-instructional time. There is no requirement for instruction during that time because this period of time is for the school to plan what distance learning will look like. There is no more e-learning, this will now be distance learning. It may look similar to what happened for e-learning today, or what we've done in the past, but what exactly it will be is to be determined. This week has been one of a lot of change. Our goal is to start distance learning on March 30. The last couple of days have been spent getting a plan put together. Parents will receive emails from Mr. Gawarecki on Mondays and Fridays, Staff will receive email updates on Mondays, Wednesdays, and Fridays. Mr. Gawarecki will have daily phone calls and updates from MDE. This is uncharted territory and we need to be flexible. Every school district in Minnesota is in the same boat.

We have identified 18 different areas that the school will be working on. Look for emails in the future asking if you want to be part of one of these teams. The goal is to have most of the plan in place by the 26th to give us time before going live on the 30th with distance learning. One of the things the governor was emphatic on was that distance learning is to be equitable for everyone. There have already been meetings with the Special Education Dept and 504 administrators to ensure distance learning will be equitable. In the coming days, we will be meeting with teams and staff will be present at MSA. Please do not come to MSA unless you are a staff member. There will be some time scheduled for students to come pick up equipment and things if they need to. The pick-up yesterday went very well. We had over 250 families come to pick-up items and supplies yesterday. Look for more communication and information as it becomes available from MDE.

## **c. Election Procedures**

### Discussion:

Ms. Anderson brought up two things. The first is that originally Ms. Anderson had some help lined up from the PTO to help get the ballots mailed out. However, due to social distancing, she has cancelled those helpers. Thus, she is asking for leeway to get all the ballots out by Monday rather than Friday. The second issue is that this year we were going to try to do the

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student rep election at the same time as the BOD election. We were going to have the students vote in advisory. But now we want them to have an electronic vote since they will not be here for advisory. The Board agreed to both an extension to Monday to have the ballots mailed, and that the students could vote on the student rep electronically.

### **d. Staff Closure Days**

Discussion:

Mr. Gawarecki stated that MDE had directed that all staff members were to report to school during the closure. MDE stated that if staff did not report to the building, they would either need to take PTO or not be paid. Mr. Gawarecki disagrees with this mandate given health concerns and how this practice may foster the spread of the virus. Mr. Gawarecki asked the Board to adopt the procedure we use for teacher workdays (when no classes are in session but teachers are expected to be working). On teacher workdays, teachers either come to campus, or they work from home if they notify Mr. Gawarecki by email. That way he is able to account for all staff. This has worked well in the past and teachers have gotten just as much done working remotely - if not more - had they been on campus. He is asking the Board to approve this plan, allowing staff to work from home during the closure

**Motion to allow MSA staff to work from home during the closure as long as they follow the regular staff work day procedures.**

Moved by: Jeff Eng      Second: Dan Ellingson

Vote: 6-yes 0-no 0-abstain  
The motion carries.

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

- a. Strategic Plan Review**
- b. Eligibility Policy 510.1**
- c. Leadership for the New Board**
  - i. Officers**
  - ii. Appointment of Parent Member**

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

Special Closed Meeting per MN Statute 13D.05, Subd. 3, Para A to evaluate the individual subject under the Board's Authority, March 26, 2020

Special Meeting to discuss school closure and distance learning, March 30, 2020 at 5:00 p.m.

Special Closed Meeting per MN Statute 13D.05, Subd. 3, Para A to evaluate the individual subject under the Board's Authority, April 6, 2020 at 5:30 p.m.

BOD Workshop, April 20, 2020, 5:00 p.m. in Room 10A.

BOD Meeting on April 20, 2020 at 6:15 pm in Room 10A.

### **15. Motion to adjourn at 7:36 pm.**

Moved by: Judy Seeberger      Second: Cody Schneipp

Vote: 6-yes 0-no 0-abstain  
The motion carries.

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**Submitted:**

Ia Xiong, Board Recorder

**Approved:**

Judy Seeberger, Secretary