

APPROVED

**Board of Directors
Workshop Minutes
Math & Science Academy
Tuesday, January 19, 2021
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. Contract Language

- a. The goal is to review both types of contract language and determine which would be the best option for MSA. Should the employees be at-will or term contracts?
- b. At-will: means that the employment relationship can be terminated at any time by either party. This is with or without notice, and with or without specific cause. These can lead to a bit of staff apprehension. If MSA were to meet and make changes to employment, the employer needs to give notice, but the employee does not need to agree or disagree. Mr. Gawarecki believes that this puts student learning at a disadvantage when staff leaves mid-year, and can impact student progression and learning.
- c. Term: means that there is a set amount of time for the employment (indicated in the contract). These may vary based on whether the employee is a school-year contract or a 12-month contract. Details of the employment are generally included as a staff handbook. Any changes in employment that are proposed, need to be agreed upon to both parties or the change cannot happen. The employer can include in the contract that, if an employee seeks to terminate the contract early, that there are specific things that need to be satisfied before they can be released. This can be a fee, starting date of replacement, or other options. These need to be stated in the contract before the contract is signed. Mr. Gawarecki believes that this adds stability to the educational process. This can also be a draw to potential employees, because MSA would be seen as making a commitment to the staff member.
- d. Term contracts may also increase the overall talent of the school, based on the larger talent pool available toward the end of the school year versus mid-year.

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- e. Generally, if we have something in the MSA handbook, it is part of the contract. This in some situations can be construed to be a term contract, which means the at-will may not be fully enforceable.
- f. Mr. Bartz asked how term contracts would change the unusual situations that may have happened in the past (i.e. dismissal of an employee). Of previous years' three examples, one would have been terminated regardless, the other two would have completed the year or would have completed the terms to be released early.
- g. Mr. Krueger asked about how this is related to Minnesota being an "at-will" state. We are at-will, unless the school BOD opts to choose term contracts.
- h. When we had a workshop with Eugene Piccolo, he had stated that he wouldn't sign the contract that MSA uses. Mr. Gawarecki explained that this is likely because we have language that is at-will and term within the MSA contract that staff signs.
- i. Timeline:
 - i. Teacher contract go out in late April
 - ii. Before that, Mr. Gawarecki's contract is also approved
 - iii. Having the final language approved at the March BOD meeting
- j. It would be good to have all contracts with the same language, to avoid confusion or issues later.
- k. Mr. Gawarecki recommends having a discussion of the preferences, then focusing on refining language there. As a rough count, BOD prefers to pursue the term contract.
- l. This can be on the February agenda to review the language.
- m. Mr. Krueger states that the process for addressing those not meeting the requirements of the contract very clear, as well as the process for addressing it (either improving or dismissal)
- n. Ms. Cardenas states that this is started in the handbook, the process may need to be refined.
- o. Mr. Gawarecki agreed to have examples for the BOD to review.
- p. Ms. Kurkoski recommends that this be part of an all staff meeting (to discuss and approve the conditions in the term contract language).
- q. Mr. Schniepp asked whether, in the circumstance that a person does something that would require immediate dismissal, does this mean the person goes on administrative leave? Mr. Gawarecki explained that MSA can do that, but if the offense is egregious, you can dismiss them outright without a full 30-60 day grievance process.

2. Director Evaluation Process

- a. The Personnel Committee refined and revised the job description. Mr. Gawarecki also added the key competencies to the job description. As a charter school, Mr. Gawarecki is under the superintendent role and the principal role (which is why the competencies were recommended).
- b. Also included is the requirement that we provide a professional development plan every year, and that it matches with the job description. There will be items that are data-driven, as well as more "soft skills" that would have exemplar support.
- c. BOD members will receive the results of the mid-year evaluation and climate survey by the staff. BOD members will receive the raw data as part of the document that Ms. Cardenas will be sending.
- d. Part of this process is to set goals for Mr. Gawarecki, which will be part of the evaluation for the 2021-2022 school year.
- e. There were questions that had an option of "not applicable", those are purple (recalculated data because of the presence of the N/A responses).
- f. Mr. Gawarecki will also provide documentation that includes examples to demonstrate items that aren't tied to the data-driven goals.
- g. BOD members should review this before the closed meeting next Monday 1-25-2021.
- h. BOD packet also has a director evaluation schedule (p. 105).
- i. BOD packet also includes Community Survey questions (p. 107).
- j. BOD packet includes templates of the different forms that are part of the evaluation process.
- k. Ms. Albers asked whether this was the time to include in the job description that there is a mention that the Director represents/complies/etc. with the mission and vision? Ms.

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Cardenas asked that Ms. Albers send her the information or space that she was thinking would make sense and that can be included.

Workshop was adjourned at 6:00 pm

Submitted and Approved:
Michelle Kurkoski, Secretary

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**Board of Directors
Meeting Minutes
Math & Science Academy
Tuesday, January 19, 2021
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: Annie Cardenas Second: Jeana Albers

Discussion:

Add: Item 12G - Appoint BOD election committee

Vote: 9-yes 0-no 0-abstain

The motion carries.

4. Open Forum

None

5. Approval of Minutes.

a. Motion to approve the December 21, 2020 Workshop and Meeting Minutes.

Moved by: Robert Krueger Second: Dan Ellingson

Discussion:

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Correction:

BOD Workshop - 1st page stated it was in Building A, but it was in Building C

Open Forum - parent name was corrected

Pg. 12 - Will clarify activities.

Vote: 9-yes 0-no 0-abstain

The motion carries.

6. Chair's Report

Ms. Cardenas noted that the director's evaluation was done at the workshop. See Workshop minutes. There will be two different contracts for staff next year. There will be samples at the next BOD meeting.

7. Director's Report

Mr. Gawarecki wanted to congratulate MSA for having the top ACT composite score.

Mr. Gawarecki was notified recently that MSA was provided three vaccinations. Mr. Gawarecki has been working on protocol and notification to staff. MDE sets up guidelines on prioritizing the vaccination list such as priority to 55 and older. Every week there will be additional vaccines for sign up which is subject to change. Other schools have encountered issues in rollout and development of vaccination lists. Some other staff are vaccinated because of positions held outside of MSA.

There have been students on campus. There was basketball practice in the gym. Ms. Froberg is present to ensure protocols are followed which has not been an issue. WIN Fridays will start next week.

The board discussed activities and COVID requirements.

As to the statement that the practices will happen as long as there are no staff members with Covid (involved in the activity). This would also apply to WIN Friday activities.

Questions about the winter sports and the Nordic team - that there are more than 25 students and one coach, which wasn't allowing them to practice. Guidance from MDE is that practice cannot have Pods of more than 25. One of the two coaches is not able to come on campus, but the coaches worked with the AD to develop a rotation to allow for practices. The team is in two pods, with alternating practices. The pod that isn't practicing will be a virtual practice (not on campus). Mr. Krueger asked whether this was doing all we could do to meet the needs of the students. Are there other ways that we can find or have pursued to meet the needs of these students?

Student Achievement/Activity:

MSA had the highest ACT composite score average for all public high schools in Minnesota for 2020. Our composite score of 28.3 outpaced the next high school by almost 1 point (Nova Classical Academy had a score of 27.4). This year's composite score was an increase from last year's state leading score of 27.4. Over 350 applications have been submitted for enrollment next year.

- Utilization of licensure coursework application

Attended two World's Best WorkForce (WBWF) meetings to ensure needs identified by the group were included in the budgeting process. Set up budget review meetings with BerganKDV.

- Evidence of the inclusivity goal application

Recruiting Diverse Staff task force met on January 7th and identified the course of action for the group. Discussed Hybrid Teacher Planning document with teacher board members before providing it to the staff at our most recent all staff meeting.

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- Evidence that building management decisions correlate with the school's mission, vision and values by including the Administration's meeting notes
Discussed the need to update our contact information for our monitoring service. MSA experienced some damage to Building B's entrance when a sprinkler head froze over a recent cold spell in December. I am working with our insurance company for the coverage of the event. About 50 ceiling tiles, and 50 carpet squares were damaged as well as some of the gym floor absorbing some of the moisture.

- 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 the observation schedule was delayed some and how we would be conducting them due to our distance learning scenario to the staff. Prior to this discussion, a meeting was held with the assistant directors to ensure the procedures and process were capable of being carried out within the timeline being presented.

- Update the Board about PD application to finance

Since the School Finance course at Hamline is completed, I have set up meetings with BerganKDV along with a timeline to ensure our budgeting process remains consistent with previous years and takes into account initiatives that the WBWF would like to undertake next year.

- 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
Reviewed all teachers and their participation with IEP and 504 meetings.
Presented the Golden Dragon award to the teacher who had the top participation rate, most meetings attended, and most feedback sent to the Special Education Department.

- Major updates and key information gained as a result of attending the regional director meetings, as appropriate
Schools that receive Title I funds (MSA does not) will be receiving approximately four times the amount of ESSER funds that they received last fall. Because MSA is not a Title I school, we are not scheduled to receive any funds unless MDE decides to allocate some funds to us as they did last fall.
To balance the state's budget, there is a growing movement to place a 20% holdback on schools within the legislature. This would affect our cash on hand and may require us to utilize our line of credit so that we meet bond covenants. Numerous schools are experiencing enrollment declines with some schools losing as many as 75 students from their budgeted enrollments.

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

Missed the January 11, 2021 meeting due to the Strategic Planning meeting. Their next meeting is March 1st. The PTO held a family sledding event on January 16th at Battle Creek.

- Establishing and maintaining relationships and networking with neighboring school districts to foster collaboration and build community relationships, as appropriate
Attended and collaborated with other charter schools and MACS personnel during the MACS Government Affairs Committee during its meeting on January

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15th.

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

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

Attended a National Teachers of Color Showcase: Reimagining Recruitment.

- Employee climate survey was sent out by the BOD Chair and I am awaiting the data so I can analyze the information and present it to the Board. Presentation will be included in the next board meeting information.

8. Student Representative Communication and Update

Ms. Akakpo provided an update. Black history month & advisory lessons. Unknown historical figures get out by next Monday. Move into working on black art & black identity. Hope to get more students to work on it. Moving to women's history month.

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

Board Committees:

Academics (Ms. Kurkoski): Report submitted. 10th Grade PSAT scores went up. The reason for the increase is unknown. In the last three years, departments have added testing strategies. Also, not all students took the test, which they would have in previous years.

Annual Fund (Mr. Bartz): Report submitted with no discussion.

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

Personnel (Ms. Cardenas): No report submitted with no discussion.

School Expansion Possibilities (Mr. Ellingson): Report submitted with no discussion.

Finance (Mr. Schniepp): Report submitted.

Motion to approve the December 2020 Financial Statement.

Moved by: Annie Cardenas

Second: Cody Schniepp

Discussion:

Mr. Schniepp will be meeting later this week to review and update the budget. The budget was based on traditional expenses and it has not been a traditional year. Credit card statements have been added to the financial statements.

Tutor.com is still ongoing. Teachers make the recommendations and the task force reviews and allocates hours. In the first rollout, parents needed to respond 3 to 4 days but there wasn't a good response. In the second rollout, parents will be given more time to respond. Task force is keeping track of improvements and impact.

Vote: 9-yes 0-no 0-abstain

The motion carries.

Policy (Ms. Kurkoski): No report submitted.

10. Consent Agenda

a. Policy 103 Complaints-Students, Employees, Parents, Other Persons

Motion to approve consent agenda.

Moved by: Adam Bartz

Second: Jeanna Albers

Discussion:

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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)

Motion to Discuss Policy 522 Student Sex Nondiscrimination (Title IX)

Moved by: Annie Cardenas Second: Robert Krueger

Discussion:

Board discussed which form to use (short or long version). The attorney clarified that MSA can go with either.

Motion rescinded by Robert Krueger.

Motion to approve Policy 522 Version 2 found in the Board Packet dated 1/19/21 on page 60.

Moved by: Michelle Kurkoski Second: Robert Krueger

Discussion:

Clarified that this is the short version with a separate procedure.

Vote:

Maggie Burgraff, Robert Krueger, Dan Ellingson, Cody Schniepp, Annie Cardenas-yes

Michele Kurkoski, Jeana Albers, Adam Bartz, Jennifer Bartle-no

0-abstain

The motion carries.

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

Motion to approve Policy 429 Suspected Misconduct and Dishonesty by Employees and Others.

Moved by: Dan Ellingson Second: Maggie Burggraaff

Discussion:

Board discussed the changes. These changes are nonsubstantive.

Vote: 9-yes 0-no 0-abstain

The motion carries.

12. Items for Discussion and Decision

a. Review of By-Laws

Discussion:

Mr. Gawarecki noted that by-laws are reviewed on an annual basis. Board would like to be reminded to review by-laws. There were no recommended changes.

b. Discuss Community Survey

Discussion:

The survey on the director's evaluation will be going out to the community. The questions were from last year. Board discussed adding Covid related questions.

c. Approve Grade Level Capacities for Lottery

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Motion to approve grade level capacities for lottery as recommended by the Director.

Moved by: Annie Cardenas Second: Maggie Burggraaff

Discussion:

Mr. Gawarecki provided an overview. The additional draws allow a higher enrollment because traditionally there are some students that leave through attrition. Those spots would not be filled after the second week of school. Mr. Gawarecki recommends the following:

(Grade = capacity)

6 = 88

7 = 90

8 = 90

9 = 85 with 5 additional draws

10 = 75

11 = 65

12 = 58

Vote: 9=yes 0=no 0-abstain

The motion carries.

d. Discuss Director's Evaluation Process

Discussion:

This was discussed at the Workshop.

e. Review Monthly COVID Evaluation

i. MDH Rating

ii. ISD 833 Scenario

iii. Survey Results

iv. Administrative Recommendations

Discussion:

The broadband will be a yearlong contract. Once there are people on campus then the contract will be executed.

Fiber optic is at a standstill. There was a budget shortfall.

Ms. Bartle asked about the status of the air purification system. Mr. Gawarecki explained that the air purifiers ordered have arrived. Ms. Cardenas asked for clarification of the MERV 9 levels (that would overly tax the HVAC system), and whether that is enough? The systems in the Covid rooms are equipped with additional air purification supports. Of all buildings, building A has the greatest capacity for pulling air from outside, thus better air quality. Air purifiers are ordered and are on campus and operational.

The goal is to send out the survey at the end of January.

Board discussed the procedures and transition from distance learning to hybrid.

Ms. Cardenas asked about the progress of searching for people to monitor classrooms in which a teacher will remain remote, but the school is partial or full in-person. Mr. Gawarecki explained that there are questions planned for the survey to gauge potential parent interest in these paid positions. The goal is to end the survey out in the last week in January.

Ms. Cardenas asked what the details of the plans are going to be, that there was some uncertainty about what the day-to-day operations of a hybrid model will be.

Ms. Kurkoski asked how we are going to hold accountability for those who test positive? There are examples regularly of those who were exposed or test positive and do not quarantine, how can we improve our accounting to transmit that information and keep it up to date? Mr. Gawarecki explained

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that much of this would be depending on individuals to do the right thing. If there are visible symptoms, they will go to the Covid rooms, and will have to be picked up by parents.

Ms. Kurkoski asked about the group responsible for planning and implementation of the welcome back to practice these protocols and procedures? MSA is allotted 2-5 days to allow for the transition (part of the state plan).

Ms. Bartle asked whether there was a thought to bringing the 6th graders back first, because they are eligible to return under the new MN DOE plan updates.

Ms. Albers added that having a plan available to families and staff would help to make a more informed decision.

f. Staff Stipends

Discussion:

Mr. Gawarecki and Mr. Schniepp provided background information. This was discussed at that Finance Committee. If a stipend is done, the Board should approve in February. Similar to last year, the stipend would be based on a student performance. Board discussed the requirement of a stipend to be based on performance and not just given out.

g. Appoint Board of Directors Election Committee

Discussion:

Ms. Cardenas would like to appoint board members to prepare for board elections. Ms. Albers has volunteered to lead. Mr. Bartz and Mr. Schniepp also volunteered to work on this. Positions that will be open are a community, parent, and teacher member.

13. Future BOD Meeting and Workshop Agenda Items

a. BOD Goals

i. Comprehensive Review of Strategic Plan

1. February 22, 2021 at 6:00 pm
2. March 29, 2021 at 6:00 pm

ii. Finance Training

1. February 16, 2021 at 5:00 pm

iii. Expansion End of Year Goal

iv. Committee Purpose Statement

v. Contract Language (Contract Time vs At Will)

1. January 19, 2021 at 5:00 pm

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

- a. BOD Closed Meeting (Director Evaluation) January 25, 2021 at 5:00 pm
- b. BOD Workshop, February 16, 2021 at 5:00 pm
- c. BOD Regular Meeting, February 16, 2021 at 6:15 pm
- d. BOD Strategic Plan Retreat February 22, 2021 at 6:00 pm

15. Motion to adjourn at 8:33 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