

APPROVED

**Board of Directors
Workshop Minutes
Math & Science Academy
Monday, August 16, 2021
Building A and Remotely
8430 Woodbury Crossing, Woodbury, MN 55125**

Call to Order by Dan Ellingson at 5:00 pm

Members Present:

Voting:

Dan Ellingson, Chair
Maggie Burggraaff, Vice Chair
Cody Schniepp, Treasurer
Jennifer Bartle, Secretary
Michelle Kurkoski
Annie Cardenas
Jeff Eng
Erik Fair
Sandi Overson

Non-voting:

Cecelia Dodge, Interim Director

Absent:

Voting:

Non-Voting:

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

Discussion:

- a. Discussion on Permanent Director (Anderson)

Lisa Anderson replaced the Hiring timeline with a new document. We are advised to look at the comments on the new document.

Question: Should the Director make less than the Asst. Directors? A schedule is needed for a pay scale.

Comment by Lisa Anderson: Should the Search Committee make all of these decisions and bring them to the BOD for approval? Lisa would like to send a separate email to the entire BOD for review before anything is included in the Board packet.

Q: Would the Payscale committee handle the Director pay? Answer is no, it wouldn't fit in with the timeline.

Q: Mission, Vision and Values - Lisa Anderson is concerned about making any changes to MSAs mission, vision and values statements. The Hiring Task Force is working on the current statements. There was a discussing about if we would tweak the mission statement. The strategic plan retreat would be a time for the BOD to review how to get MSA back to the mission.

APPROVED

Q: Who will do the evaluation sheet for the interviews. Cody Schniepp will work with Lisa Anderson to get it done.

Q: How many candidates should the BOD interview - 3 or 4? Decision - minimum of 3, with 4 based on judgement by the Permanent Director Hiring Committee.

Q: More questions and processes need to be firmed up with the Transition Task Force. Any processes need to be put out to the community and the structure needs to be set so that all of the community follows the Task Force structure without tying the hands of the new permanent Director. Cecelia Dodge will work with the Transition TF to help.

5:38PM Eric Fair joined the meeting.

b. Open Meeting Law opinion on BOD Committees (Ellingson)

Now that we're back on site, how do we decide what is appropriate for committees regarding Open Meeting Laws? According to Open Meeting Law, it becomes an Open Meeting when 5 BOD members are present at a meeting (quorum), and any voting decisions are made. The BOD agreed that each committee should post minutes.

Question: Should we change Committees that aren't an Open Meeting to Task Forces?

Q: If you're not a BOD member and you zoom in, do you need to provide your location?

The following is a list of each Committee and whether each Committee needs to follow Open Meeting Law. OM = Must Follow Open Meeting Law:

- Academics - Not a quorum, but they do make changes to the curriculum. Should be Open. (OM)
- Annual Fund - Not a quorum
- Communications - Not a quorum,
- Director Search Committee - Not a quorum
- Elections Committee - Not a quorum
- Fiance - Not a quorum, Big decisions are made regarding the Funds (OM)
- Personnel - Not a quorum
- Building and Safety - Remove from the website....dissolve this because the last time they met was 2016. Is this committee required by the State? Dan will ask Eugene from MACs.
- MSHSL Liaison - Remove from the website
- Policy - Not a quorum
- Technology - Remove from the website, this is an Administrative function.

Workshop was adjourned at 6:00 pm

Submitted and Approved:

Jennifer Bartle, Secretary

APPROVED

**Board of Directors
Meeting Minutes
Math & Science Academy
Monday, August 16, 2021
Building A and Remotely
8430 Woodbury Crossing, Woodbury, MN 55125**

1. Call to Order by Dan Ellingson at 6:15 pm

Vision and Mission read by Maggie Burggraaff.

2. Roll Call of Members

Present:

Voting:

Dan Ellingson, Chair
Maggie Burggraaff, Vice Chair
Cody Schniepp, Treasurer
Jennifer Bartle, Secretary
Michelle Kurkoski
Annie Cardenas
Jeff Eng
Erik Fair
Sandi Overson

Non-voting:

Cecilia Dodge, Interim Director

Absent:

Voting:

Non-voting:

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

3. Approval of Agenda

Conflicts of Interest: None

Motion to move Approve Policy 531 in the Consent Agenda to Items for Discussion and Decision.

Moved by: Maggie Burggraaff

Second: Dan Ellingson

Vote: 9-yes 0-no 0-abstain

The motion carries.

Motion to move JR Computer Associates in the Consent Agenda to Items for Discussion and Decision.

Moved by: Jeff Eng

Second: Annie Cardenas

Vote: 9-yes 0-no 0-abstain

The motion carries.

Motion to approve the agenda as amended.

Moved by: Dan Ellingson

Second: Maggie Burggraaff

APPROVED

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

4. Open Forum

Zack Swanson - sophomore - If MSA mandates masks in school, then he will not attend. Urges the Director to make mask wearing optional.

Jessica Kotfis - parent - Daughter is uncomfortable with masks.

Nate Kotfis - parent - He is uncomfortable with masks and points out purpose and types of masks. Requests that the Director make a recommendation based on science. Urges mask wearing as optional.

5. Approval of Minutes.

a. Motion to approve the BOD Workshop and Meeting, July 19, 2021.

Moved by: Dan Ellingson Second: Maggie Burggraaff

Discussion:
None

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

6. Chair's Report

Mr. Ellingson congratulated Mr. Schniepp on getting his masters degree. He also gave an update on the directors search, keeping some benefits during the pandemic, and update on the investigation.

7. Director's Report

Ms. Dodge provided a recap of the survey results and the fall plan.

Fall Plan, COVID-Related:

- Survey results
- Return in person
- Cleaner buildings
- Vaccines strongly recommended
- Masks required for all
- Three feet of social distancing when possible
- No full time online option
- Expect changes

Contingency Plan, COVID-Related:

- COVID-related staff paid time off
- Substitute teachers
- Student attendance policy

Back to School!

APPROVED

- Supporting staff - focus on improving culture and practice, healing, and preventing burnout
 - Norms of collaborative work, creating a brave/safe space
 - Diversity, equity and inclusion in a rigorous educational environment
 - Professional development on dyslexia, culturally responsive teaching, equitable grading, and data privacy
 - Clear expectations from administration; teacher evaluation rubric
- Special education program structure, ongoing assessment of how students with disabilities are served at MSA and what changes are needed
- Supporting students -
 - Assess learning and social/emotional needs
 - Provide relevant learning opportunities
 - Honor student experiences and concerns
 - Offer opportunities to share, flexible, supportive environment

Highlights since July

1. Educational Leader
 - a. Planned/planning August events: new teacher orientation, teacher in-service week, back to school night
 - b. Adapted Charlotte Danielson's Framework for Teaching to provide a rubric for the current MSA teacher evaluation.
 - c. Reviewed and modified processes and documents, such as the online registration system, the master schedule, and shift the responsibility for scheduling students to counselors and assistant directors
2. Personnel Management
 - a. Hired:
 - i. Long-term substitute, Art (offer extended, pending acceptance)
 - ii. Special education teacher (one of three positions filled)
 - iii. Music/choir teacher, .5 FTE (offer extended, pending acceptance)
 - iv. Physical Education/Health teacher
 - b. Began an assessment of the office staff job descriptions
 - c. Building office staff capacity to carry out necessary functions and support the administration of the school
3. Facilities Management
 - a. Assessed use of space and have begun to make some shifts to improve efficiency and function
 - b. Joined the expansion committee
4. Financial Management
 - a. Proposing budget modification to meet critical areas of need
 - b. Developing internal controls and tracking procedures for MSA purchases
5. Student Services
 - a. Adjusted fall COVID plan based on new guidance from CDC, MDH, and MDE
6. Special Education and Title I
 - a. Managed requests from the external investigator
 - b. Continued restructuring
 - c. Reviewed IEP files
7. Organizational Management
 - a. Consolidated copier contracts with one company to save money and get better machines

APPROVED

- b. Assessed the cleanliness of the buildings, conducted a request for proposals to select a new cleaning company, selected new cleaning company
- 8. Communication and Interaction
 - a. Informed stakeholders of adjustments in fall COVID plan based on new guidance from CDC, MDH, and MDE
- 9. Community Relations
 - a. Attend PTO meeting
 - b. Website mini-facelift in process

Upcoming weeks:

Focused on improved communication with the MSA community, getting the school year launched, continuing to assess the organizational function, and continuing to assist the investigator.

8. Student Representative Communication and Update

None

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

Board Committees:

2021 Search Committee (Anderson): Report submitted from the last 2 meetings.

2021 Election Committee (Schniepp): No report submitted. There will be another election but that date hasn't been determined.

Annual Fund (AFC) (Schniepp): No report submitted.

Communications Advisory Committee (Burggraaff): No report submitted.

Personnel (Cardenas): No report submitted. The next meeting will be in September.

Policy (Kurkoski): No report submitted.

School Expansion Possibilities (Ellingson): No report submitted. Mr. Fair is now the chair.

Academics (Kurkoski): No report submitted.

Finance (Schniepp): Report submitted.

Motion to approve last year's Financial Report.

Moved by: Cody Schniepp Second: Maggie Burggraaff

Discussion:

Mr. Schniepp clarified that there were no items in the red and credit card charges.

Q: Did we change the name on the credit card? Cecelia will be working on changing the name and removing some on-going charges from Survey Monkey.

Q: The 10% holdback is reflected in last year's budget. The Federal Aid receivables is also reflected in last year's budget.

Vote: 9-yes 0-no 0-abstain

The motion carries.

Motion to approve the revised budget.

Discussion:

Ms. Dodge presented the revised budget and requests. The Finance Committee recommended that it go to the board and is supportive. Increased request is \$147,780.

Q: Why does the BOD have to deal with all of these changes? Is this an administrative function? Cody Schniepp likes the transparency and many on the BOD agree that we need to make sure we know what's going on.

APPROVED

Q: Would the new Executive Assistant position be permanent? Ms. Dodge may get the number of administrative support staff from 5 to 4 in the future, but will analyze.

Q: Where do the future efficiencies come from? Ms. Dodge will look into all of this.

Q: Where do the increases in staff salaries come from? There was room in the budget.

Moved by: Cody Schniepp Second: Erik Fair

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

10. Consent Agenda

- A. Approve revised staff handbook (calendar error)
- B. Special education contracts, 2021-22
 - a. Miniapple Health consultants, Licensed School Nurse, Carly Smitkowski
 - b. Sally Poesch, Special Education Teacher with Licensure in Low Incidence Disabilities
 - c. Invision Services, Inc. Services for students with visual impairments, orientation & mobility
 - d. Theresa Casey-Wolf, consultant, as MSA Special Education Coordinator
- C. Reading Center, one-time professional development on dyslexia, August 24, 2021

Motion to approve consent agenda.

Moved by: Annie Cardenas Second: Dan Ellingson

Discussion:
None

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

Board recess at 7:48 pm.
Board reconvened at 8:00 pm.

11. Old or Unfinished Business

a. Approve Contract with Indigo for special education director services

Discussion:

Ms. Dodge provided a recap of the update: 1) indemnification clauses go both ways and 2) termination of Indigo in the middle of the year. MSA will still have to pay the full amount even if it is terminated in the middle of the year because staff is hired for the year.

Motion to approve contract with Indigo for special education director services.

Moved by: Dan Ellingson Second: Maggie Burggraaff

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

12. Items for Discussion and Decision

A. Approve Permanent Director Hiring Timeline

Discussion:
None

APPROVED

Motion to approve permanent director hiring timeline as discussed at the workshop.

Moved by: Dam Ellingson Second: Jeff Eng

Vote: 9-yes 0-no 0-abstain

The motion carries.

B. Approve new cleaning contract (Dodge)

Motion to approve new cleaning contract with Blue Ribbon Cleaning.

Moved by: Cody Schniepp Second: Sandi Overson

Discussion:

Ms. Dodge noted that this company came highly recommended from other schools. They are a higher bid from the other 2 bids. They will do a deep cleaning and employ their own staff. Ms. Dodge also looking into this company working on the recycling for the buildings.

Vote: 9-yes 0-no 0-abstain

The motion carries.

C. Discussion of highlights of Minnesota School Board Association (MSBA) training

Discussion:

Ms. Dodge noted that Mr. Schniepp and she attended the training. First part focused on a survey done through the University of Minnesota. It is an annual survey about safe learning. Kids are worried about coming back to school because of precovid things such as racism and homophobic. Teachers and parents were worried about mental health. We have to think about how to meet social and mental health problems. We have to think about engagement and deeper learning than previous years. There is a 35% increase in teachers applying for retirement. There is burnout.

Mr. Schniepp added that there were 2 other charter schools and so it was mostly focused on bigger schools.

D. Approve Policy 531

Discussion:

Ms. Kurkoski provided background. It is an annual review.

Motion to not adopt Policy 531.

Moved by: Michelle Kurkoski Second: Sandi Overson

Vote:

Yes - Jeff Eng, Erik Fair, Cody Schniepp, Maggie Burggraaff, Michelle Kurkoski, Sandi Overson, Annie Cardenas

No - Jennifer Bartle and Dan Ellingson

Abstain - 0

The motion carries.

E. JR Computer Associates

Discussion:

None

Motion to approve contract with JR Computer Associates.

APPROVED

Moved by: Jeff Eng Second: Erik Fair

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

13. Future BOD Meeting and Workshop Agenda Items

- a. Governance Training (Fall 2021)
- b. Strategic Plan Review (required every three years)
- c. Approval of staff contract format
- d. Diversity, Equity and Inclusion (focus area for 2021-22 year)

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

- a. BOD Workshop, September 20, 2021 at 5:00 pm
- b. BOD Regular Meeting, September 20, 2021 at 6:15 pm

15. Motion to adjourn at 8:17 pm.

Moved by: Cody Schniepp

Second: Dan Ellingson

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

Submitted:

Ia Xiong, Board Recorder

Approved:

Jennifer Bartle, Secretary