

DRAFT - NOT YET APPROVED

Board of Directors Workshop Minutes Math & Science Academy Monday, January 24, 2022 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

Michelle Kurkoski

Annie Cardenas

Jeff Eng

Erik Fair

Sandi Overson

Non-voting:

Cecelia Dodge, Interim Director

Sydney Weschke, Student Member

Absent:

Voting:

Jennifer Bartle, Secretary

Non-Voting:

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

Discussion:

Exec Director Hiring Update (15 min) - Anderson 3

Ms. Anderson states that the purpose of Day at MSA is for the BOD to see the candidates and for the students and staff to see the candidates too. At 12:30 PM the candidates will arrive. Students will help provide a tour. Students will help. The BOD should be there to see how the candidates interact with the students. A staff forum will also happen where the staff will ask the candidates questions. Later on that day, a community forum will happen, where questions are asked by the community. The questions will be sent ahead of time to the candidates. Note that the candidates will be interviewing us too. Is this a good fit for them? Feedback will be sent to the BOD from all of the interviews.

Q: Is this on the 15th of February?

A: Yes.

DRAFT - NOT YET APPROVED

Q: Can we limit the BOD members so that we don't have a quorum?

A: Let's list it at a public meeting so that all BOD members can go. It's up to the BOD to decide how this will play out. We can't discuss business, but leaving it as an open meeting is fine. The BOD members will stay away from each other and not discuss candidates.

Q: Will the candidates be together at all times?

A: Yes, they will all be together.

Lisa will poll the BOD to see who is coming and when.

Q: Can we have someone from Administration help make the decision regarding the selection of the new administrator?

Lisa Anderson rejoins the meeting at 5:50PM.

A: It would be difficult to bring Administration in at this point to help with hiring.

Dan: I think we would be missing something if we don't have Administration's voice in our selection. Would it make sense to include some additional eyes?

Jeff: There would be unconscious bias and a conflict of interest. Administration could be a resource.

Cody: Are the questions we're going to be asking the candidates posted beforehand? Administration could help with the drafting of the questions.

Lisa: We could have Administration help with the questions ahead of time.

Michelle: Helping with questions is good.

Cecilia: It would be odd to not have an administrator on the panel.

Employment agreement language (30 min) - Dodge 3

Cecelia shared her screen regarding the employment agreements. After consulting with MACS and our attorney, she confirmed that Charter schools are at-will employers. MSA's contract right now looks more like a District Public school contract. Our contract should be more of an employment agreement that is still at-will and contains no end date.

Q: Did Jim, our attorney, suggest that one was better than the other? Do we want a term or do we want the open ended employment agreement? Do we like flexibility or certainty that the teacher will stay for the year with MSA?

A: Our attorney prefers the at-will contract with no end date. If we want the time certain, then we lose our at-will ability. We really need to pick one. Re-issuing new contracts each year is very time-intensive.

DRAFT - NOT YET APPROVED

Eric: We've always been in a situation where we've hired someone that didn't work out. The at-will contract gives us flexibility.

Michelle: At-will is better for the school. The conditions of At-will are scary for teachers. This takes away some support for the teachers. As a teacher looking at this, it makes me feel unsupported.

Cecelia: Most charter schools have this kind of agreement. MSA is not looking to take anything away from teachers.

Annie: With the At-will employment agreement, how do you know who is coming back?

A: There should be a clause in the agreement that states the employee must let the Administration know that they are not coming back.

Cody: If we end up with the timed agreement, I don't support a penalty for leaving early. Can we reword the part regarding position changes, etc?

Jeff: It's interesting to hear both sides. We have to be careful with the language in the contract. Also, do we need to do anything now? What is the timeline?

Cecelia: My request would be to take this up next month - in February. If we were to go with the time certain agreement, we do want to see the pros and cons.

Dan: This is the BOD's responsibility to take up. Let's vote on it in February. We need to build up trust too, so that staff feels comfortable with an At-will agreement.

Jeff: Is it possible to get this done this year? As a BOD, we need to see the contract and see the pros and cons before we make a decision.

Michelle: This was brought up last year. The staff didn't like the penalty.

Cecelia will prepare something for the February BOD meeting.

Finance Training (15 min) - Schneipp 3

Postponed

Workshop was adjourned at 6:00 PM

Submitted and Approved:

Jennifer Bartle

DRAFT - NOT YET APPROVED

**Board of Directors
Meeting Minutes
Math & Science Academy
Monday, January 24, 2022
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 Sydney Weschke.

2. Roll Call of Members

Present:

Voting:

Dan Ellingson, Chair

Cody Schniepp, Treasurer

Jennifer Bartle, Secretary

Michelle Kurkoski

Annie Cardenas

Jeff Eng

Erik Fair

Sandi Overson

Non-voting:

Cecelia Dodge, Interim Director

Sydney Weschke, Student Member

Absent:

Voting:

Maggie Burggraaff, Vice Chair

Non-voting:

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

3. Approval of Agenda

Conflicts of Interest: None

Motion to approve the agenda.

Moved by: Erik Fair Second: Annie Cardenas

Discussion:

There may be items in the closed session that should and will be discussed during the open meeting. The closed meeting will be recapped after the closed meeting.

Vote: 8-yes 0-no 0-abstain

The motion carries.

DRAFT - NOT YET APPROVED

4. MSA Monthly Celebration - MSA Office Staff

The board and admin would like to recognize and celebrate MSA's Office Personnel for their Focus, Integrity, Respect, and Excellence - we call this Dragon FIRE.

5. Open Forum

Emails were read by the board members.

- 1) Emily Miller (Dan)
- 2) Mary Yapp (Jeff)
- 3) Heather Krisko (Erik)
- 4) Nicole Bailey (Annie)
- 5) Ryan Kane (Jennifer)
- 6) Paula Akakpo et. al (Sydney)
- 7) Tim Zeller (Cody)

6. Approval of Minutes.

a. Motion to approve the BOD Workshop and Meeting, December 13, 2021.

Moved by: Cody Schniepp

Second: Erik Fair

Discussion:
None

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

b. Motion to approve the Special BOD Meeting, January 6, 2022.

Moved by: Dan Ellingson

Second: Cody Schniepp

Discussion:

Ms. Dodge clarified the first page executive director reference. Mr. Fair pointed out that he corrected the motion on the second page.

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

7. Student Representative Communication and Update

Miss Weschke asked about the Project Lead the Way. It will be discussed later in the meeting.

8. Interim Executive Director's Report

Ms. Dodge provided a presentation powerpoint in the board packet.

- a. Administrative Intern hiring process
- b. COVID funds - amount and priorities for spending
- c. Distance learning update

DRAFT - NOT YET APPROVED

d. Climate Survey Results

Discussion:

Discussed the hiring of the Principal Intern: The salary will be paid with covid funding. Cecelia spoke with the BOD in December, The position opening was drafted and posted. We had one applicant and hired that person. Dr. Olson has been absent for a few months. Administration has had a hard time completing job responsibilities. The extra administrator was needed to help.

Ms. Dodge explained that covid numbers at MSA dropped because it was due to less people to test. Board discussed the return date. Ms. Dodge said the goal is to come back on 1/31. School District 833 has a shortage of bus drivers.

The question was raised on when the attendance policy will return. Also we discussed the in-person services being offered. If a student wants to come in, then contact the office. Ms. Dodge noted they were just notified that It's required to offer an in person option learning.

9. Chair's Report

Mr. Ellingson provided a recap of the Special Meeting on Jan 6, 2022. The Executive Director position will be a full time employee. The board approved the funding of up to \$2,000 for the job placement ad and extended the open period. The Board also discussed the roles of the Board versus Administration. The Board had also decided to move to remote meeting format.

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

Board Sub Committees:

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

Communications Advisory Committee (Burggraaff): Report submitted. Mr. Fair asked that committee members' full names be identified. Also, move vision and mission to the top.

Director Search (Anderson): No report submitted.

Elections (Schniepp): No meeting. Student group asked for the potential additional student representatives. Mr. Schniepp noted that he will be running for a board position and Ms. Overson will chair this committee.

School Expansion Possibilities (Ellingson): No report submitted.

Personnel (Ellingson): No report submitted.

Policy (Kurkoski): No report submitted.

Board Committees:

Academics (Kurkoski): Report submitted.

Finance (Schniepp): Report submitted. The board approved up to \$2,000 for the job placement ad and \$1,800 was used. Board will get financial training next month. Bond, cash on hand, line of credit and other financial items will be covered.

Approval of Financials:

Motion to approve Financial Report.

DRAFT - NOT YET APPROVED

Moved by: Cody Schniepp Second: Sandi Overson

Discussion:

The board liked the dashboard.

Vote: 8-yes 0-no 0-abstain

The motion carries.

Motion to approve Supplemental Financial Report.

Moved by: Cody Schniepp Second: Annie Cardenas

Discussion:

Previous packets were motioned as one but always two reports.

Vote: 8-yes 0-no 0-abstain

The motion carries.

Board recess at 8:02 pm

Board resumed at 8:10 pm.

11. Consent Agenda

None

12. Items for Discussion and Decision

A. Administration update with the BOD

i. New class schedule

Discussion:

Ms. Dodge noted that the existing schedule is a barrier. Survey was given to the staff. 30 out of 34 teachers responded. 60% preferred Block. Parents were not surveyed. Some BOD members believe the decision should be an Administrative decision. Board discussed the results and changes.

Motion to postpone consideration of the block schedule until a new permanent Executive Director is hired and can present a complete plan to all stakeholders in a timely manner if they choose to.

Moved by: Sandi Overson Second: Cody Schniepp

Discussion:

Ms. Dodge noted that Policy 603 is not clear on Board governance. The belief is that a majority is in favor of block schedule and majority support Project Lead the Way. Are the Interim staff making these decisions or are they making suggestions for the new director? The BOD is not afraid of change. Some like PLTW but this new curriculum has come pretty quickly. There is some confusion as to how we're funding this. The speed and the lack of communication is evident here. If we don't decide tonight on this schedule and PLTW, we won't have any choice but to continue next year with the same schedule plan. The covid funds will expire at different times in 2023 and 2024. There are enough funds to purchase Project Lead the Way.

Mr. Schniepp mentioned that this motion is just to postpone and gather more information.

DRAFT - NOT YET APPROVED

Vote:

Jennifer Bartle, Cody Schniepp, Jeff Eng, Sandi Overson, Michell Kurkoski - yes
Erick Fair, Annie Cardenas, Dan Ellingson - no

0-abstain

The motion carries.

ii. Project Lead the Way

Discussion:

Other schools have this but MSA would open it to all students. Board discussed when to implement and the risks if delayed. Project Lead the Way can't be done if Block Days are not approved.

Motion to table Item A.iv., Item C, and Item D to the next Board's meeting.

Moved by: Dan Ellingson Second: Cody Schniepp

Vote: 8-yes 0-no 0-abstain

The motion carries.

iii. Administrative Intern

Discussion:

At the Special Board meeting, this position was discussed if the Board needed to approve. The position will last for the rest of this school year and will end July 1, when summer school ends. The position will help plan summer school. The BOD usually approves a position and then they vote on it before a new person is hired. The board needs to vote on this contract.

Mr. Schniepp is concerned about an audit of the use of this fund. Ms Dodge said Dr. Olson has been out most of the year. It has been a stressful school year.

Motion to approve the Administrative Principal Intern.

Moved by: Dan Ellingson Second: Erik Fair

Discussion:

The individual knows that this is a temporary position and goes to July 1, 2022, and the contract would need to be renewed.

Vote:

Jennifer Bartle, Erick Fair, Annie Cardenas, Dan Ellingson, Jeff Eng, Michell Kurkoski - yes

Cody Schniepp and Sandi Overson - no

0-abstain

The motion carries.

iv. Procedures for handling substantive changes to academic practices and curriculum (e.g. Policies 603, 616)

Discussion:

Tabled to next month.

DRAFT - NOT YET APPROVED

B. A motion to grant the Hiring Task Force the ability to change the timeline with an ending day of March 31st, if needed

Motion to grant the Hiring Task Force the ability to change the timeline with an ending day of March 31, if needed.

Moved by: Dan Ellingson Second: Sandi Overson

Discussion:
None

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

C. Annual By-Law Review

Discussion:
Tabled to next month.

D. Annual review of 522 Student Sex Nondiscrimination Policy

Discussion:
Tabled to next month.

E. Approve Grade Level Capacities for lottery

Discussion:
Ms. Dodge presented the enrollment grade level capacities. The proposed change is to increase 9th grade from 90 to 112. This would pay for 2 teachers. Administration would have to run the numbers again since the original numbers were based on Block schedules. Teachers would not have prep time and therefore may not need that many staff.

Motion to approve the maximum capacity as stated in the yellow grid with final decisions on the pull numbers to be made by the admin team to support the lottery on Feb 7.

Moved by: Cody Schniepp Second: Jennifer Bartle

Discussion:

What is the risk if there is a need to do social distance? Some of the classrooms are small but then may not need to do all this. Rooms in B are bigger with higher ceiling and better ventilation. May only need to add one staff because there will not be block days. The bigger concern is whether we can find that many new students.

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

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F. Discussion on investigation process

Discussion:

Mr. Ellingson recapped. Investigation started in April 2021. MN SAM Authorization provided direction on how to do the investigation.

Report will be coming but there's not a committed date. Mr. Eng offered to assist if needed.

Mr. Schniepp noted that when this report is submitted, there would not be enough time to make changes so any changes would be next year.

There was also a comment that the investigation may not lead to anything. We shouldn't always frame it in a negative way.

G. Strategic Plan Update

Discussion:

Ms. Dodge provided an overview of the updated draft Strategic Priorities and SMART Goals.

Board went into closed session at 10:10 pm.

H. Closed Session: Interim Executive Director Survey Discussion

- i. Three priorities set for the interim director at the beginning of the school year**
- ii. Administration priorities for the remainder of the school year**

Board resumed the open meeting at 11:00 pm.

Mr. Ellingson recapped the closed session. The Board reviewed the performance evaluation of the Interim Executive Director which included some strengths for improvement and growth. The Board Chair will review it with the Interim Executive Director.

14. Future BOD Meeting and Workshop Agenda Items

- a. Approval of staff contract format (1Q 2022)
- b. Expansion Decision (2Q 2022)
- c. Finalize Strategic Plan (January 2022-June 2025)

15. Meeting Plus/Minus

Discussion:

Long meeting.

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

- a. BOD Workshop, February 22, 2022 at 5:00 pm
- b. BOD Regular Meeting, February 22, 2022 at 6:15 pm

DRAFT - NOT YET APPROVED

17. Motion to adjourn at 11:01 pm.

Moved by: Cody Schniepp

Second: Erik Fair

Vote: 8-yes 0-no 0-abstain

The motion carries.

Submitted:

Ia Xiong, Board Recorder

Approved:

Jennifer Bartle, Secretary